

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Friday, February 23, 2024, at 11:45 am in the WMU Auditorium with the following Commissioners present: Shawn Mueske, John Kennedy, Dave Baumgart, Bruce DeBlieck, Carol Laumer, and Patricia Elizondo. Absent was Commissioner Terrill Sieck.

Others present at the meeting were: General Manager John Harren, Director of Administration Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, Staff Electrical Engineer Jeron Smith, Facilities & Maintenance Supervisor Kevin Marti, Executive Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist Jennifer Kotila.

The meeting opened by reciting the Pledge of Allegiance. Commission President Mueske continued by asking if any changes to the agenda were needed. 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 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 12, 2024, MUC Meeting; and,
- ❖ Bills represented by vouchers No. 20240201 to No. 20240274 and associated wire transfers inclusive in the amount of \$2,083,032.84.

Dated this 23rd day of February 2024.


President

Attest:


Secretary

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

Finance & Office Services Supervisor Prekker reviewed with the Commission the December 2023 Financial Reports along with a recap of the December 31, 2023 Investment Portfolio, and December 2023 Cost of Power Report. The data presented included analyses of the Electric, Water, and Combined Divisions. Information contained in the reports reflects operating revenues & expenses, operating income, and retained earnings. Graphs depicting the 2022/2023 monthly year-to-date revenues, expenses, and retained earnings were also included with the financial data.

Staff Electrical Engineer Smith presented the 2023 Engineering Year-End Review. Components of the summary contained: transmission and distribution Capital Improvement Projects (CIP); maintenance projects, administrative updates, underground construction; and, 2024 Engineering Department preview.

Staff Electrical Engineer Smith continued by presenting the 2023 Electric Distribution Year-End Review. Components of the summary contained: Capital Improvement Purchases (bucket truck); goals achieved; 2024 preview & 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 99.9831% 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.

City Attorney Scott presented the annual "Commissioner 101" data training and review. This information is presented to the governing board annually as a "refresher" to assist in promoting understanding of roles/responsibilities, address potential board conflicts, clarify member's expectations, and to assist in providing guidance and directive to meet the goals and expectations of the Commission and Utility. To ensure that all Commissioners are kept well-informed, Attorney Scott reviewed the information which is also available on their Utility-provided iPads. The 2024 topics highlighted for review included: 1) Commissioner Role & Duties; 2) Open Meeting Law; 3) Government Records & Data; and, 4) Conflict of Interest.

In conjunction with the annual reviews, General Manager Harren offered an overview of the WMU Miscellaneous Data Listing for 2024. For their convenience and ease of access, the listed data can all be located on their Utility-provided iPads.

General Manager Harren informed the Commission that meetings of both the WMU Labor and Planning Committees will be forthcoming. Tentative future Labor Committee agenda item(s) will include new building land acquisition and Strategic Plan update. Tentative future Planning Committee agenda items will include new building, new generation, transmission projects, water treatment plant, and security update.

Upcoming 2024 events to note:

- APPA Legislative Rally (Washington, DC): February 26-28 (Laumer/DeBlieck/Harren)
- MMUA Legislative Conference (St. Pau): March 26-27 (Laumer/DeBlieck/Harren)
- APPA National Conference (San Diego, CA): June 7-12

There being no further business to come before the Commission, Commissioner Baumgart offered a motion to adjourn. Commissioner Kennedy seconded the motion which carried by a vote of six ayes and zero nays, and the meeting was adjourned at 12:54 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES


Beth Mattheisen, Executive Secretary

ATTEST:


Dave Baumgart, Secretary