



WILLMAR MUNICIPAL UTILITIES COMMISSION

Meeting Minutes – July 22, 2024

11:45 am – WMU Auditorium

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, July 22, 2024, at 11:45 am in the WMU Auditorium with the following Commissioners present: John Kennedy, Dave Baumgart, Patricia Elizondo, and Bruce DeBlieck. Absent were Commissioners Shawn Mueske, Carol Laumer, and 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, Information Systems Coordinator Mike Sangren, 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. Due to the absence of Commission President Mueske, Commission Vice President Kennedy 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 Baumgart offered a resolution to approve the consent agenda as presented. Commissioner DeBlieck seconded.

RESOLUTION NO. 28

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

- ❖ Meeting minutes from July 8, 2024; and,
- ❖ Bills represented by vouchers No. 20240925 to No. 20241032 and associated wire transfers inclusive in the amount of \$2,271,504.53.

Dated this 22nd day of July 2024.



Vice President

Attest:



Secretary

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

Commissioner Elizondo (LC Chair) reviewed with the Commission minutes from the July 15th WMU Labor Committee meeting (see attached). Following review and discussion, Commissioner Elizondo offered a motion to approve the minutes as presented which includes the updated General Manager job description and the tentative timeline to complete the hiring process. Commissioner DeBlieck seconded the motion which carried by a vote of four ayes and zero nays.

In conjunction with the approved LC minutes, two key dates to note were for two additional special meetings of the Commission. The special meeting dates are Monday, August 26th (11:00-11:45 am) to select finalists for the position, and Friday, September 13th (10:00-3:00 pm tentatively) to conduct interviews of the selected finalists to fill the General Manager position.

Staff Electrical Engineer Smith presented the 2023 NERC Compliance Year-End Review. This summary included an overview of the activities for compliance with the North American Electric Reliability Corp. (NERC) and enforcement by the Midwest Reliability Organization (MRO). NERC is a non-profit regulatory authority whose mission is to assure the reliability and security of the bulk power system in North America. Due to WMU's ownership at the Willmar

Substation and Priam Substation, WMU is registered and actively monitored as a Transmission Owner and subject to NERC compliance regulations. Compliance Standards along with additional compliance activities and a 2024 preview were reviewed.

American Public Power Association (APPA) has a 15-part on-demand training course entitled "Public Power Governance Essentials". This series offers a convenient way to get "up-to-speed" on governance requirements, such as complying with charters/bylaws, reporting conflicts of interest, understanding duties and legal obligations, and facilitating an effective board meeting. At this time, the informational video entitled "In-the-Weeds, Not In-the-Weeds" (Lesson #13) was presented.

As a member of Missouri River Energy Services (MRES), WMU is provided a monthly update of the MRES and Western Minnesota Municipal Power Agency (WMMPA) Boards of Director meetings. The June 2024 monthly update provided a brief overview of the topics discussed by the Boards and the actions taken.

General Manager Harren requested input from the Commission regarding the annual tour of WMU facilities and projects. Due to the lack of significant changes over the past year, the Commission reached a consensus to forego the annual tour this year. Instead, they decided to provide photos of ongoing projects, such as the Water Treatment Plant. These photos will be shared at the joint meeting between WMU and City Officials on August 14th for their information.

General Manager Harren informed the Commission that meetings of both the WMU Planning and Labor Committees would be forthcoming. The Planning Committee will meet on Wednesday, August 21st @ 12:00 pm to review the proposed 2025 Budgets and 2024 Rate Study. Tentative future Labor Committee agenda item(s) will include new building land acquisition and MUC Self-Survey. Tentative future Planning Committee agenda items will include new building, new generation, and transmission project.

In addition to these meetings, a joint meeting between WMU and the City is scheduled for Wednesday, August 14th to discuss. This meeting will cover items of mutual interest including WMU's Annual Update to the City, updating of collaborative agreements, and the Swansson Field Agreement South of Willmar Avenue.

Upcoming 2024 events to note:

- MMUA Summer Conference (Fargo, ND): August 19-21
- Red Rock Hydroelectric Project tours (Pella, IA): July 31, Aug. 28, or Sept. 25
- MRES Leadership Academy (Sioux Falls, SD): September 18-19

There being no further business to come before the Commission, Commissioner DeBlieck 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:


Dave Baumgart, Secretary



WILLMAR MUNICIPAL UTILITIES
MUC Labor Committee Meeting Minutes
Monday, July 15, 2024
12:00 pm (WMU Conference Room)

Attendees: Commissioners Patricia Elizondo and Bruce DeBlieck, General Manager John Harren, Director of Administration Janell Johnson, and Management Consultant Liza Donabauer of David Drown Associates (DDA).

Commissioner Elizondo (LC Chair) called the meeting to order at 12:00 pm.

1) General Manager search process, profile, and timeline: (Liza Donabauer of DDA)

Ms. Donabauer reviewed documents relating to the General Manager search process with the Committee. These documents included:

- A draft community and position profile/announcement.
- The proposed timeline for completing the search.
- The current General Manager job description with proposed changes.

A brief update of the process to date along with the next steps to follow were discussed. It was noted that on July 10th, Ms. Donabauer had met individually with each of the seven Commissioners, along with a group meeting of the WMU Management Staff. These meetings were held to gather valuable data to aid in filling this leadership position.

The candidate recruitment advertisement will run for approximately four weeks beginning July 16th. Critical dates to note include:

- August 26th: Commission will meet to select finalists for interviews
- September 13th: Special MUC meeting to conduct interviews with the finalists. "Meet & Greet" to be held prior to this meeting (invite MUC/Council/Chamber/Mgmt. Staff).
- October 2024: Projected start date.

Following a thorough review of the presented data, the identified actions to be taken are:

- Photos and Organizational Chart:
 - Staff will forward additional photos along with an updated Organizational Chart to DDA.
- Document Revisions:
 - Ms. Donabauer will make the suggested revisions to the documents, including updating the timeline.
 - A copy of the updated documents will be forwarded to WMU.
- Progress Reports:
 - DDA will provide weekly progress reports to the Commission (data to be distributed to MUC via WMU staff).

2) Adjournment:

There being no further business to come before the WMU Labor Committee, Commissioner Elizondo offered a motion to adjourn. Commissioner DeBlieck seconded the motion which carried, and the meeting was adjourned by a vote of two ayes and zero nays at 1:05 pm.