

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**FEBRUARY 12, 2018**

The Municipal Utilities Commission met in its regular meeting on Monday, February 12, 2018 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Carol Laumer, Justin Mattern, Abdirizak Mahboub, Nathan Weber, Bruce DeBlicek, Ross Magnuson and Brendan MacDonald.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Facilities & Purchasing Supervisor Kevin Marti, Power Resources Analyst Michelle Marotzke, Staff Electrical Engineer Jeron Smith, Compliance Officer & HR Administrator Janell Johnson, Power Plant Foreman Brian Hoover, Water & Heating Supervisor Joel Braegelman, Administrative Secretary Beth Mattheisen, City Councilman Shawn Mueske, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist Shelby Lindrud.

Commission President Laumer opened the meeting by requesting the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Mahboub offered a resolution to approve the Consent Agenda as presented. Commissioner Weber seconded.

**RESOLUTION NO. 5**

“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 January 22, 2018 Commission meeting; and,
- ❖ Bills represented by vouchers No. 180179 to No. 180290 and associated wire transfers inclusive in the amount of \$823,979.23.

Dated this 12<sup>th</sup> day of February, 2018.

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President

Attest:

\_\_\_\_\_  
Secretary

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

Staff Electrical Engineer Smith presented the Commission with two bid award recommendations for consideration. The first project for discussion and review was the 2018 Diesel Generator NESHAP Upgrades. Based on the National Emissions Standards for Hazardous Air Pollutants (NESHAP), WMU can operate their diesel generators as they are. However, MISO regulations require that the generators be in NESHAP compliance in order to qualify for capacity credits. Bids for the required equipment were opened on January 8<sup>th</sup>. Ziegler Power Systems submitted the only bid for the project which was in the amount of \$377,980. Following a review of the submitted bid,

it was the recommendation of staff to award the bid to Ziegler Power Systems to conduct the necessary upgrades to the diesel generator units as presented.

Following review and discussion, Commissioner Laumer offered a resolution to approve the contract with Ziegler Power Systems to conduct the diesel generator upgrades to bring the units into NESHAP compliance as presented. Commissioner Mattern seconded.

#### **RESOLUTION NO. 6**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the contract for the 2018 Diesel Generator NESHAP Upgrades be awarded to Ziegler Power Systems in the amount of \$377,980 subject to the successful and satisfactory completion of the requirements (as stated in the specifications) with a completion date of May 31, 2018.”

Dated this 12<sup>th</sup> day of February, 2018.

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President

Attest:

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Secretary

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

The second project to be recommended for approval was the furnishing of a 69kV circuit breaker for installation at WMU’s South Substation. DGR Engineering is the consulting firm for the project. Staff Electrical Engineer Smith stated that four bids had been received for this project on February 5<sup>th</sup>. Following a review of the submitted bids (checking for mathematical accuracy and compliance with bid specifications), it was the recommendation of DGR to award the bid to Siemens Industry Inc. for their submitted bid price of \$35,860 for the base bid. Per specifications, taxes are not included in the bid price and will be added to the final invoice. Smith noted that the lead time for the implementation of the circuit breaker would be 14-18 weeks. It was the recommendation of staff to concur with DGR’s recommendation to award the bid for the 69kV circuit breaker to be installed at Willmar’s South Sub to Siemens Industry for their submitted base bid of \$35,860. Following discussion, Commissioner Mattern offered a resolution to award the contract bid for the 69kV circuit breaker to be installed at Willmar’s South Substation to Siemens Industry in the amount of \$35,860 (applicable tax will be added to the project cost). Commissioner DeBlieck seconded.

#### **RESOLUTION NO. 7**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the contract for the South Substation 69kV circuit breaker be awarded to Siemens Industry, Inc., for their base bid of \$35,860 with applicable taxes to be added to the final invoice as noted per project specifications.”

Dated this 12<sup>th</sup> day of February, 2018.

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President

Attest:

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Secretary

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

In an effort to keep the Commission well-informed of departmental developments, projects and updates, staff members presented three educational topics for review and discussion. The topics presented were:

- 1) Power Supply (Power Supply Manager Carlson)
  - a. Joint Action Agency proposals
  - b. Energy Acquisition Adjustment (EAA) update
- 2) 2017 Year-End Power Plant Review (Facilities & Purchasing Supervisor Marti & Power Plant Foreman Hoover)
  - a. Cooling Towers
  - b. Staffing
  - c. Diesel generators
  - d. Wind turbines
  - e. Capital Improvement Projects
  - f. Safety training
- 3) Safety & Compliance Update (Compliance Officer & HR Administrator Johnson)
  - a. 2017 NERC Compliance Activity Summary
  - b. 2017 Safety Program Updates

At this time, monthly utility-related reports were presented to the Commission for review and discussion. The reports and analyses included:

- 1) December 2017 Power Supply Report (Power Resources Analyst Marotzke)
- 2) January 2018 Wind Turbine Report (Staff Electrical Engineer Smith)

Due to a conflict with the upcoming APPA Legislative Rally, General Manager Harren requested the Commission to consider rescheduling the second MUC meeting in February. Following discussion, it was the consensus of the Commission to reschedule the second meeting in February to Friday, February 23<sup>rd</sup> (11:45 a.m.).

General Manager Harren presented the Commission with an update of current WMU projects to note. These projects include:

- Joint Action Agency Membership - Requested data has been submitted
- Priam Substation Site Grading
  - Bids opened: 01/31/18
  - Bid recommendation & acceptance: 02/23/18 MUC mtg.
- Priam Substation Materials: Bids 2-6
  - Bids opened: 02/05/18
  - Bid recommendation & acceptance: 02/23/18 MUC mtg.

General Manager Harren informed the Commission that scheduling of both WMU Labor and Planning Committee meetings will be forthcoming. Labor Committee agenda items will include: Commissioner 101; review roles & responsibilities of MUC and management staff; and, MUC Self-Evaluations. Planning Committee agenda items will include: EAA; Joint Action Agency; WMU/City MOA; and, new gas contract (current contract extension).

For information: 2018 Upcoming meetings/events to note include:

- APPA Legislative Rally – Feb. 26-28 (Washington, DC) – (Harren, Laumer & Mahboub)
- MMUA Legislative Conference – April 3-4 (St. Paul)
- MRES Annual Meeting – May 9 (Sioux Falls)
- APPA National Conference – June 15-20 (New Orleans, LA)

There being no further business to come before the Commission, Commissioner Laumer declared the meeting adjourned at 12:43 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Administrative Secretary

ATTEST:

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Abdirizak Mahboub, Secretary