

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
JULY 23, 2018

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, July 23, 2018 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Justin Mattern, Abdirizak Mahboub, Nathan Weber, Bruce DeBlieck and Brendan MacDonald. Absent were Commissioners Carol Laumer and Ross Magnuson.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Staff Electrical Engineer Jeron Smith, Facilities & Maintenance Supervisor Kevin Marti, Power Resources Analyst Michelle Marotzke, Compliance & Human Resource Manager Janell Johnson, Energy Services/Marketing Rep Mary Kosbab, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist Shelby Lindrud.

Due to the absence of Commission President Laumer, Commission Vice President Mattern opened the meeting by asking if any revisions were needed to the presented agenda. There being none, Commissioner Mattern continued by requesting a resolution to approve the Consent Agenda. Commissioner Mahboub offered a resolution to approve the Consent Agenda as presented. Commissioner DeBlieck seconded.

RESOLUTION NO. 37

“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 July 9, 2018 Commission meeting; and,
- ❖ Bills represented by vouchers No. 181136 to No. 181225 and associated wire transfers inclusive in the amount of \$1,967,876.11.

Dated this 23rd day of July, 2018.

Vice President

Attest:

Secretary

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

Director of Finance Runge presented the Commission with the June 2018 Finance Report along with a recap of the June 30, 2018 Investment Portfolio. The data presented included analyses of the Electric, Water, Heating and Combined Divisions. Information contained in the reports reflected operating revenues & expenses, operating income, and retained earnings. The Investment Portfolio presented a summary of WMU’s securities and associated brokerage firms/agencies to date.

Staff Electrical Engineer Smith reviewed with the Commission the June 2018 Wind Turbine Report. Smith noted that turbine availability for the month of June were at 90.4% (Unit #3) and 91.3% (Unit #4) with a monthly total production of 523,406 KWH. It was noted that scheduled maintenance of the turbines was conducted during the month which interrupted their normal operations subsequently effecting both the availability and production.

Director of Finance Runge presented the Commission with the WMU 2019 Budget Schedule. Runge noted that as in the past, the early completion of the budgeting process is necessary to meet the required October 1st submission date for the Attachment O (projected transmission data for 2019).

In an effort to keep the Commission up to date of departmental strategies and developments, Facilities & Maintenance Supervisor Marti, with assistance from Power Resources Analyst Marotzke and Power Supply Manager Carlson, presented the SWOT Analysis update for Power Supply. The SWOT Analysis for each category consists of: strengths, weaknesses, opportunities, and threats. Marti noted that these reports reflect more of the organizational matters compared to in the past which were more operational in nature. This strategic planning tool continues to be a “work in progress” reflecting adjustments as needed to keep the Commission and Staff fully informed. The Strategic Plan will be brought forward to the Planning Committee for review and updating this fall.

General Manager Harren informed the Commission that two informational meetings have been scheduled with members of the City Council. The purpose of these meetings is to bring the City officials “up to speed” on projects & issues affecting the Utility. Harren stated that he and Commissioner Laumer had previously met with Mayor Calvin and City Administrator Holland to review the information, and they felt it would be beneficial to share the information with the City Council members. General Manager Harren and Commissioner Laumer will be attending these meetings, and encourage additional Commissioners to attend if they are available (keeping in mind the Minnesota Open Meeting Law). The two meetings will be held in the WMU Conference Room as follows: 1) Friday, July 27th @ 7:30 a.m.; and, 2) Tuesday, August 7th @ 3:00 p.m.

General Manager Harren informed the Commission that the City Council authorized the submission of the Point Source Implementation Grant (PSIG) Program application at their July 16th meeting. The application is for grant funding for the Northeast Water Treatment Plant (NEWTP) Improvement Project for salty discharge.

General Manager Harren reminded the Commission that the annual Customer Appreciation Open House is fast approaching. The Open House will be held on Thursday, August 2nd from 4:00-6:30 p.m. at the Willmar Civic Center. Once again, Commissioners were encouraged to participate in the Q&A portion of the event.

General Manager Harren informed the Commission that a meeting of the WMU Planning Committee will be forthcoming. Agenda items will include: new generation; consideration to reallocate funds (diesel generators to GIS); Customer Appreciation Open House (2019); and, MRES School Education Program.

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

- APPA Policymakers Council – July 23-25 (Washington, DC)
- WMU/City Informational Mtg. – Fri., July 27th @ 7:30 a.m.
- Customer Appreciation Open House – Thurs., August 2nd (Civic Center)
- WMU/City Informational Mtg. – Tues., August 7th @ 3:00 p.m.
- MMUA Summer Conference – August 20-22 (Alexandria)
- Annual MUC Mtg. - Facilities Tour – August 27 @ 3:00 p.m.

There being no further business to come before the Commission, Commissioner DeBlieck offered a motion to adjourn the meeting. Commissioner MacDonald seconded the motion which carried by a vote of five ayes and zero nays and the meeting was adjourned at 12:04 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Abdirizak Mahboub, Secretary