

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
NOVEMBER 26, 2018

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, November 26, 2018 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Carol Laumer, Justin Mattern, Nathan Weber (arriving at 11:53 a.m.), Abdirizak Mahboub, Bruce DeBlieck, and Ross Magnuson. Absent was Commissioner Brendan MacDonald.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Water/Heating Supervisor Joel Braegelman, Facilities & Maintenance Supervisor Kevin Marti, Power Resources Analyst Michelle Marotzke, Customer Service Supervisor Stacy Stien, Administrative Secretary Beth Mattheisen, City Councilman Shawn Mueske, Flaherty & Hood Attorney Erik Ordahl (via teleconference), and WC Tribune Journalist Shelby Lindrud.

Commissioner Laumer (President) opened the meeting by asking if any revisions were needed to the presented agenda. There being none, Commissioner Laumer 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. 49

“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 November 13, 2018 Commission meeting; and,
- ❖ Bills represented by vouchers No. 181918 to No. 181993 and associated wire transfers inclusive in the amount of \$2,153,432.76.

Dated this 26th day of November, 2018.

President

Attest:

Secretary

The foregoing resolution was adopted by a vote of five ayes and zero nays. (At this time, Commissioner Weber arrived at the meeting.)

Director of Finance Runge presented the Commission with the October 2018 Financial Report along with a recap of the October 31, 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.

General Manager Harren along with Water/Heating Supervisor Braegelman presented the Commission with an informative Commission and Staff Update (Nov. 2018). The components of the update included: background data (including related studies); power supply strategy & scope (identifying options reflecting both balance between reliability & competitive rates); goals (decommissioning of DH and Power Plant/power supply options); conceptual timeline; current timeline (goals have been accomplished faster than anticipated resulting in cost savings); next steps (new generation option); and, water update (NE WTP Project).

In an effort to keep the Commission well-informed of departmental strategies and developments, Facilities & Maintenance Supervisor Marti, with assistance from Power Resources Analyst Marotzke, presented the "Customer Relations" SWOT Analysis update. The SWOT Analysis for each category consists of: strengths, weaknesses, opportunities, and threats. Along with the regular detailed listing, an additional summary has been included illustrating the key components of the Strategic Planning update related to Customer Relations. Marti further stated that an RFP for replacement of Load Control Modules (LCM) had been issued with a submission deadline of December 4th. Results of the RFP will be presented to the Commission for review and acceptance at the December 10th MUC meeting.

Facilities & Maintenance Supervisor Marti presented the Commission with the October 2018 Wind Turbine Report. Marti stated that turbine availabilities for the month of October were at 69.7% (Unit #3) and 90.6% (Unit #4) with a monthly total production of 505,906 KWH. Marti noted that blade repairs had been conducted during the month on both units which was reflected in the availability and production data. It was further noted, that completion of the blade repairs will be conducted in the spring of 2019 (basic cosmetic repairs to the blades).

Commissioner Laumer was pleased to announce the three-year reappointments of Commissioners Magnuson and MacDonald to serve on the Municipal Utilities Commission. On behalf of the Commission, Laumer expressed her appreciation to both Commissioners for their continued commitment and service to the Utility.

General Manager Harren reviewed with the Commission a listing of proposed educational topics to be presented to the Commission throughout 2019. These informational updates are presented to assist in keeping the Commission well-informed of various topics/issues, projects, policies, and departmental developments throughout the year. Commission input is greatly valued and welcomed to assist in determining topics of interest relevant in keeping the board abreast of the Utility and its operations. Following discussion, it was the consensus of the Commission to concur with the 2019 WMU Commission Listing of Anticipated Educational Subjects as presented.

General Manager Harren reminded the Commissioners that the submission deadline for the 2018 MUC Self-Evaluation Surveys is tomorrow (November 27th). This will allow sufficient time for the survey results to be tallied and presented to the WMU Labor Committee at their upcoming meeting scheduled for Wednesday, December 5th at 12:00 pm. Additional items for discussion by the Labor Committee will include: annual review of Personnel Policies; 2019 COLA; and, General Manager's annual review. Related to the General Manager's review, any comments and/or suggestions related to the annual review are welcomed. Commissioners were asked to share any input they may have to either Commissioner Magnuson or Administrative Secretary Mattheisen for their inclusion for review by the WMU Labor Committee.

General Manager Harren also stated that a meeting of the WMU Planning Committee would be forthcoming (TBD). Agenda items for the Planning Committee will include: revenue neutrality update; generation study analysis; and, banking change.

For information: Upcoming meetings/events to note include:

- Employee/Commission WMU Safety Award Luncheon – December 14th @ 12:00 pm
- 2019 MMUA Legislative Conference: January 29-30 (St. Paul)
- 2019 APPA Legislative Rally – February 25-27 (Washington, DC)

There being no further business to come before the Commission, Commissioner Laumer declared the meeting at 12:29 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Abdirizak Mahboub, Secretary