

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
DECEMBER 9, 2019

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, December 9, 2019 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Carol Laumer, Justin Mattern, Abdirizak Mahboub, Nathan Weber, Bruce DeBlieck, and Ross Magnuson.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Facilities & Maintenance Supervisor Kevin Marti, IS Coordinator Mike Sangren, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), and City Councilman Shawn Mueske.

President Laumer opened the meeting by asking if revisions were needed to the presented agenda. There being none, Commissioner Laumer continued by requesting a resolution to approve the Consent Agenda. Commissioner Mattern offered a resolution to approve the Consent Agenda as presented. Commissioner Magnuson seconded.

RESOLUTION NO. 46


"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 25, 2019 Commission meeting; and,
- ❖ Bills represented by vouchers No. 191867 to No. 191955 and associated wire transfers inclusive in the amount of \$516,674.64.

Dated this 9th day of December, 2019.


President

Attest:


Secretary

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

General Manager Harren presented the Commission with the 2020 WMU Consultant Listing. This listing consists of consultants (along with project descriptions & costs) which have been budgeted to be utilized for various projects throughout the year. It was further noted that all projects requiring consulting services over \$5,000 not listed will be brought before the Commission for approval. Following review and discussion, Commissioner DeBlieck offered a resolution to approve the 2020 WMU Consultant Listing as presented. Commissioner Mahboub seconded.

RESOLUTION NO. 47

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the 2020 WMU Consultant Listing be approved as presented."

Dated this 9th day of December, 2020.


President

Attest:


Secretary

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

General Manager Harren reviewed with the Commission the Missouri River Energy Service's official notice of power supply rates for 2020. These rates are for the S-1 Power Sale Agreement between MRES, WAPA, and WMU. The presented power supply rates are for all members, along with the transmission rates for various transmission groups including WMU (GRE Group). This transmission cost adjustment has been implemented to ensure that MRES only collects revenue equal to the transmission costs incurred and that MRES does not over or under collect.

For information and review, two departmental updates were presented to the Commission for discussion and review. Each report included an update of both current and completed capital improvement projects. The departmental reports and items of interest were:

- 1) 2019 Year-in-Review: Facilities/Maintenance & Power Plant Department (Facilities & Maintenance Supervisor Kevin Marti)
 - a. Removal and sale of excess coal equipment
 - b. Leveled & capped coal yard
 - c. Assisted in development and implementation of 2019 Strategic Plan
 - d. Continue to address security recommendations (Homeland Security)
 - e. Working with City and Downtown Business Owner's Group re: DT street lighting
 - f. Completed annual wind turbine maintenance, training & blade repairs on T4
 - i. Wind Turbine cost analysis was presented for review
 - g. Finalized purchase of new digger derrick truck (Line Dept.)
- 2) 2019 Information & Technology Department (IS Coordinator Mike Sangren)
 - a. Updated in-house NISC servers (new server, new storage with added capacity)
 - b. Upgraded office security (server area) and firewall hardware
 - c. Went "live" with NISC hosted solutions (July)
 - d. Added secondary Internet Service Provider
 - e. Improved SCADA System accessibility for Line Dept.
 - f. Conducted Penetration Test (White Oak Security)
 - g. Continue to educate staff through Security Awareness Program

Facilities & Maintenance Supervisor Marti presented the Commission with the November 2019 Wind Turbine Report. Turbine availabilities for the month of November were at 98.9% (Unit #3) and 99.4% (Unit #4) with a monthly total production of 695,008 kWh. Marti informed the Commission that the Utility's Engineering staff and Wind Turbine Maintenance staff continue to reformulate the actual percentage of availability to present a more accurate assessment of the turbines. Discussion was held regarding the potential life-expectancy along with various factors related to the turbines.

As a member of Missouri River Energy Services (MRES), the Utility is provided a monthly update from the MRES and Western Minnesota Municipal Power Agency (WMMPA) Board of Directors

meeting. The update provides a brief overview of the topics discussed by the Boards and the actions taken. At this time, the November 2019 MRES and WMMPA Board of Directors Meeting video update was presented.

General Manager Harren informed the Commission that WMU Committees meetings have been scheduled. A meeting of the WMU Planning Committee will be held on Tuesday, December 10th beginning at 12:00 pm. The main topic of discussion will be the annual review of the Operation Policies. A meeting of the WMU Labor Committee will be held on Tuesday, December 17th beginning at 12:00 pm. Agenda items will include the annual review of Personnel Policies, non-union wages, and the General Manager's annual performance review.

For information: Upcoming meetings/events to note include:

- WMU Planning Committee Meeting – Tues., Dec. 10th @ 12:00 pm
- Joe Schmit's "IMPACT Leadership Workshop" – Friday, Dec. 13th (7:30 a.m.-12:00 p.m.)
- Employee/MUC Safety Luncheon- Friday, Dec. 13th (12:00 p.m.)
- WMU Labor Committee Meeting – Tues., Dec. 17th @ 12:00 pm
- 2020 APPA Legislative Rally – February 24-26 (Washington, DC)

There being no further business to come before the Commission, Commissioner Laumer declared the meeting adjourned at 12:40 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES


Beth Mattheisen
Administrative Secretary

ATTEST:


Abdirizak Mahboub, Secretary

