

**ELK RIVER MUNICIPAL UTILITIES
SPECIAL MEETING OF THE UTILITIES COMMISSION
HELD AT THE UTILITIES CONFERENCE ROOM**

January 29, 2024

Members Present: Chair John Dietz, Vice Chair Mary Stewart, and Commissioner Matt Westgaard

Present via Zoom: Commissioner Paul Bell participated in the meeting via interactive television as he was out of the state at the time of the meeting.

Members Not Present: Nick Zerwas

ERMU Staff Present: Mark Hanson, General Manager
Tony Mauren, Governance & Communications Manager
Megan Zachman, HR Generalist

1.0 CALL MEETING TO ORDER

The special meeting of the Utilities Commission was called to order at 8:32 a.m. by Chair Dietz.

2.0 BUSINESS ACTION

2.1 2024 Pay Equity Report Filing

Mr. Hanson passed out a revised memo and revised report documents.

Mr. Hanson thanked the commissioners for appearing for a special meeting to approve the Pay Equity Report Filing, which is filed every three years to help ensure that male and female employees are fairly compensated for comparable work, within the deadline mandated by the state. He added that Commissioner Stewart noted an error in the original documents that made it necessary to create the revised versions. She noticed that the communications & administrative coordinator was listed as being filled by a male but was a female staff member. Mr. Hanson shared that this correction improved the results for ERMU. He also noted that there was a change to show the correct number of lineworkers (5) and lead lineworkers (4), as those numbers had previously been reversed. Mr. Hanson stated that the revised Underpayment Ratio is 167.39 an increased and improved score. He added that the T-test score of -0.041 was also positive and showed that ERMU is in compliance by both metrics.

Chair Dietz asked if staff monitors the data annually or just every three years as mandated by the state.

Ms. Zachman responded that going forward staff will test results every year to ensure compliance. There was discussion.

Commissioner Stewart followed up on a question she had about how the departure of the conservation & key accounts staff member in 2023 impacted results.

Mr. Hanson explained that if a position is not intended to be filled, as staff intends to change the role from a manager to a coordinator, it must be removed from the list by December 31. He explained that staff had removed it on January 1, so it was included. There was discussion.

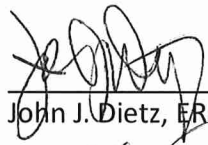
There was discussion about how staff identifying as nonbinary were considered. Staff said they would research the matter.

Moved by Commissioner Westgaard and seconded by Commissioner Stewart to approve the 2024 Pay Equity Report Filing. Motion carried 4-0

3.0 ADJOURNMENT

There being no further business, Chair Dietz adjourned the special meeting of the Utilities Commission at 8:40 a.m.

Minutes prepared by Tony Mauren.



John J. Dietz, ERMU Commission Chair



Tina Allard, City Clerk