

Board Meeting January 13, 2020

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, January 13, 2020 at 6:15 P.M. in the Community Center. In attendance were Board Members Keith Wurtz, Mike Anderson, Kevin Wharton, Ken Behrens and Kae Hoppe; Utility employees Linda Ruble, Lindsay Radunz, Logan David, and Michael Norgaard; and Utility Attorney Abby Walleck. Guest present was Sherri Jones.

Chairman Wurtz called the meeting to order.

The agenda, minutes, financial statements and bills were approved as presented except that staff and attorney reports were moved to follow agenda item #11. The following bills were approved for payment:

Alliant Energy	Wheeling	6,434.75
Alpha Wireless	Annual Radio Maint Agreement	675.00
American Water Works Assoc	Subscription	850.00
Arnold Motor Supply	Supplies	1,691.10
Aspire	Admin Fee	60.00
Automatic Systems Co.	Subcontractor	6,211.75
Base	Cafeteria Monthly	30.00
Bomgaars	Supplies	825.05
Border States Electric Supply	Safety Equipment and Meter Maint.	273.43
Card Service Center	Misc. Admin	80.00
Centurylink Communications, LLC	Phone	429.03
Cintas Corporation	First Aid	43.49
City of Milford	City Sewer, Storm Sewer, CC Fee	32,797.36
Dairyland Power Cooperative	Statement Printing	2,472.33
DGR and Associates Company	Engineering	2,190.00
Dickinson County News	Publishing	151.69
Employment Connections, Inc.	Temporary Help	912.00
Hach Company	Lab	3,257.20
Hawkins, Inc.	Chemicals	1,641.18
Ia Assoc of Muni Utilities	Education and Training	2,783.03
Iowa One Call	Locates	36.90
JOSEPH HILSABECK	CREDIT REFUNDS - 52040	183.19
KDW Advisors, LLC	Consulting	667.00
Maahs & Walleck	Legal	2,068.00
MaxYield Cooperative	Fuel	422.88
Menards	Supplies	130.70
National Benefit Services, LLC	Employee Benefits	39.00
Power Line Supply	Inventory	21,373.25
Professional Computer Solutions, LLC	Computer Hosting Fees	1,536.00
R & D Industries, Inc.	Computer	1,006.13
Sensus USA Inc.	Repair Interrogator	557.18
SHEILA REASON	CREDIT REFUNDS - 52104	115.44
State Hygienic Laboratory	Lab	58.50
Storey Kenworthy	Office Supplies	160.98
The Coffee Shop	Employee Appreciation Party	1,156.34
True Value - Milford	Supplies	231.22
United States Geological Survey	Lakeside Lab Support	1,260.00

Wade Newcomer	Reimbursement	13.65
WILLIAMS & COMPANY PC	Consulting	6,575.00
Winther, Stave & Co., LLP	Audit Fees	2,000.00
Verizon Wireless	phone	91.55
Wellmark	employee benefit	7,841.30
Aflac	employee benefit	348.60
Aflac	employee benefit	348.60
Aspire	employee benefit	220.00
Aspire	employee benefit	285.00
Collection Services Center	employee withholding	184.61
Collection Services Center	employee withholding	184.61
Department of Energy	WAPA	25,107.11
Internal Revenue Service	FICA 122019	5,351.38
Internal Revenue Service	FICA 121919	684.64
Internal Revenue Service	fica 01032020	4,599.08
Iowa Department of Revenue	Monthly Withholding	1,735.00
Iowa Department of Revenue	Monthly WET Tax	3,755.00
Iowa Department of Revenue	Monthly Sales Tax	8,146.00
IPERS	nov 19 IPERS	5,831.26
IPERS	Dec 19 IPERS payment	5,740.47
Lakes Lawn LLC	lawn care	475.20
Lakes Lawn LLC	lawn care	167.97
Lakes Lawn LLC	lawn care	66.46
MMU	Utilities	4,292.19
MMU - Investment Fund	budgeted reserve	20,068.00
MMU - Investment Fund	eusc transfer	30,675.42
MMU-Medical Insurance Account	cafeteria dec 19	203.84
NIMECA	Legal	1,658.48
NIMECA	Power bill Nov 19	128,393.67
NIMECA	employee benefit	172.73
NIMECA	NERC Fee	317.34
Reliance Standard Life Insurance Company	employee benefit	68.72
United Community Bank	loan payment	7,883.11

Wharton/Behrens made a motion to appoint Keith Wurtz as 2020 Board Chairman and Mike Anderson as 2020 Vice Chairman. Motion passed unanimously.

Behrens/Wharton made a motion to approve the 2020 IRS standard mileage rate for the MMU mileage reimbursement rate. Motion passed unanimously.

Sherri Jones provided an update to the Board on the potential of converting the Boji Bay pools into a City pool and what the Utilities would be willing to do to assist in filling pools at the commencement of the summer and if there would be any MMU employee willing to be CPO certified for pool chemicals. Board took the matter under advisement and will address at a future meeting.

Hoppe/Behrens made a motion to approve the rapid mixer quote from Walker for \$17,150.00. Motion passed unanimously.

Behrens/Anderson made a motion to table the quote from MicroComm on Filter Control Panels. Motion passed unanimously.

Behrens/Anderson made a motion to approve the Municipal Supply Inc. for \$5,900.00 for Handheld interrogator quote. Motion passed unanimously.

Hoppe/Behrens made a motion to approve the Onsite Service Solutions quote. Motion passed unanimously.

Anderson/Wharton made a motion to proceed with Brady Pannhoff starting the Apprenticeship program. Motion passed unanimously.

Logan Davids presented regarding the OSHA required Mobile Crane Operator Class and what, if anything, the Board would consider for financial incentives to obtain the same. Board directed that the same be placed on the agenda for the February 10<sup>th</sup> meeting.

Anderson/Behrens made a motion to approve the R&D quote for laptop computer for \$3,308.07. Motion passed unanimously.

Behrens/Hoppe made a motion to approve the Osceola Rural Water water-line purchase agreement. However, the same would be conditional on a better legal description for Exhibit A of the contract. Motion passed unanimously.

Board members discussed the various applications and interviews conducted for the open general manager position, potential compensation packages, and a special meeting for the full board to conduct an interview of the top selection from the sub-committee.

Items discussed in the Staff Reports:

1. Mike Norgaard reported on two customer water leaks. DNR Sanitary Survey response was sent to DNR in late December. SCADA install has been pushed back to early February as company is waiting for a few remaining parts. Water Department flushed a few more hydrants in December.
2. Logan Davids reported that IUB field inspection preparation has been completed. Ziegler did contract maintenance on generator – there is an antifreeze leak to be repaired. During the calendar year 2019 there was only 5 secondary outages and 1 primary outage for the entire year.

Items discussed in the Attorney Report:

1. NRS Option Agreement is in final stages. A question of the City of Milford's right to the underlying land for the solar farm has been discussed with the City and its attorney. The City and MMU agree that current deed provides for MMU to have full decision-making power over the land and that MMU would be the sole landlord in any future contract with NRS.
2. The updating of the employee handbook is in progress. A committee of the new general manager (once hired), a board member, and a representative of the employees would be helpful to complete the handbook.
3. As discussed by Mike Norgaard, the DNR Sanitary Survey response was submitted to the DNR in late December ahead of the deadline. Only remaining issues are the rapid mixer replacement and the review of water rates which are being handled.
4. Water rate analysis is being conducted by IAMU and hopefully we will have information for the February Board meeting.

5. HR Green has provided an updated proposal for water plant upgrade study. Said agreement does not match what the Board had anticipated. Board directed Mike Norgaard to seek qualifications of potential other engineers to look at doing the study.
6. The City Council is looking into improvements in council chambers and inquired when the same are completed how MMU wants to handle conflicts in the schedule with Council meetings. Board is willing to hold meetings in the Community room instead of Chamber when there are conflicts.
7. Real estate that may be advantageous to the Utilities will likely be for sale in the upcoming months.
8. The City of Milford is looking into a grant for Florence Park with another Utility and would like the blessing of the approval of the Utilities to proceed. Board expressed that the City should feel free to proceed with the grant application.

The Board of Trustees adjourned the meeting. The next regular meeting of the Milford Municipal Board of Trustees will be February 10, 2020.

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Keith Wurtz, Chairman

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Mike Anderson, Vice-Chairman