

Board Meeting November 9, 2020

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, November 9, 2020 at 6:15 P.M. in the Community Center. In attendance were Board Members Kevin Wharton, Keith Wurtz, Mike Anderson, Ken Behrens and Kae Hoppe; General Manager Brad Willemssen, Utility employee Lacey Van Kleek, Logan Davids, and Lindsay Radunz; Utility Attorney Abby Walleck and guests, Troy Bushman (via Zoom), Leann Reetz and Greg Fritz. Those who entered the meeting for the joint session with the City Council were Council Members Andy Yungbluth, Doug Frederick (via Zoom), Chris Hinshaw, Aaron Gebhart and Jason Eckard; Mayor Steve Anderson; Deputy City Clerk Carrie Funk; Attorney David Stein Jr; and guests a reporter from KICD, Steve Schwaller from KUOO (via Zoom) and City employees, Kent Eilers and Matt Loerts (via Zoom), City Police Chief, Bob Clark and City Zoning Administrator, Don Brinkley (via Zoom).

Chairman Wurtz called the meeting to order. Chairman Wurtz read a statement on COVID-19, the State of Iowa Proclamation and social distancing at public gathering. MMU has provided for the public to attend the board meeting through electronic means. The electronic participants are noted above.

Public Hearing was held on the Authorization of a Water Revenue Capital Loan Agreement not to exceed \$800,000. No comments were made during the public hearing and no comments were provided to the office prior to the hearing.

The agenda, minutes, financial statements and bills were approved as presented. The following bills were presented for payment:

Arnold Motor Supply	Supplies	270.45
Base	Cafeteria Monthly	30.00
Bolton & Menk, Inc.	Engineering - Water Plant Study	14,050.00
Bomgaars	Small Tools - Welder & Supplies	602.42
Border States Electric Supply	Small Tools, Inventory, Safety Clothing	1,919.08
Card Service Center	Safety Clothing, Computer Expense	760.19
CC Screen Printing	Uniform Embroidery	12.45
Centurylink Communications, LLC	Phone	470.75
City of Milford	City Sewer, Storm Sewer, CC Fee	39,204.46
Coffman's Locksmith Shop	Locksmith	152.50
Converged Technologies, LLC	Phone Headsets	620.00
Corn Belt Power Cooperative	Substation Battery Charger	4,577.16
DGR and Associates Company	Engineering	605.50
Dickinson County News	Publishing	182.50
Hach Company	Lab	170.49
Hawkins, Inc.	Chemicals	1,002.47
Ia Assoc of Muni Utilities	NASSA Safety Training	985.80
Iowa One Call	Locates	81.90
JOHN MUCINO	CREDIT REFUNDS - 53847	46.69
Linda Ruble	Postage Reimbursement	6.20
Maahs & Walleck	Legal	2,288.00
MaxYield Cooperative	Fuel	419.86
Menards	Supplies	338.94
Mid-American Research Chemical	Pump House Maint	1,375.00
Municipal Supply, Inc.	Inventory - Meters	1,500.00
NATHAN TEMME	CREDIT REFUNDS - 53736	3.50
National Benefit Services, LLC	Employee Benefits	24.00
NovaTech	Electric Scada Onsite Services	4,500.00
Professional Computer Solutions, LLC	Computer Hosting Fees & Inventory Module Set Up	2,787.75
R & D Industries, Inc.	New Computer, Contract & Support	4,867.34

RILEY WHITTAKER	CREDIT REFUNDS - 54622	63.61
RODNEY WHITECOTTON	CREDIT REFUNDS - 50286	3.70
State Hygienic Laboratory	Lab Testing	341.00
Storey Kenworthy	Office Supplies	658.30
Stuart C. Irby Co.	Inventory	1,064.89
Sunshine Foods	Office Supplies	38.89
T L C Embroidery	Uniform Embroidery	57.78
True Value - Milford	Supplies	458.42
Van Wert Inc.	Inventory	428.00
Upper Des Moines Opportunity	refund	19.21
Aspire	Employee Funded Benefit	470.00
Aspire	Employee Funded Benefit	470.00
Aspire	Employee Funded Benefit	470.00
Collection Services Center	Employee Withholding	184.61
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Collection Services Center	Employee withholding	184.61
Department of Energy	WAPA	20,623.02
Hawkins, Inc.	Plant Equip Maint	295.77
Internal Revenue Service	Fica, Med, FWH 10.23.20	5,560.48
Internal Revenue Service	Employee withholding	5,924.29
Iowa Department of Revenue	Monthly Withholding	1,962.00
Iowa Department of Revenue	Monthly Sales Tax	8,775.00
Iowa Department of Revenue	Monthly WET Tax	6,280.00
Iowa Department of Revenue	Quarterly Use Tax	896.43
IPERS	employee benefit	6,690.61
IPERS	Employee benefit	6,848.84
MidAmerican Energy	Neal 4	21,000.00
MMU	Utilities	3,435.81
MMU - Investment Fund	budgeted transfer	46,512.00
MMU - Investment Fund	Sept eusc transfer	29,490.10
MMU-Medical Insurance Account	cafeteria transfer	251.66
NIMECA	Power Bill	99,317.62
NIMECA	employee benefit	220.01
NIMECA	Legal	37.50
Principal Life	Employee Benefit	357.43
Reliance Standard Life Insurance Company	Employee Benefit	139.06
United Community Bank	Loan Payment	7,883.11
Verizon Wireless	Phone	287.01
Wellmark	Employee Benefit	251.51
Wellmark	Employee Benefit	10,736.59

Joint Meeting Business:

Troy Bushman of NRS provided an update on the potential installation of 2 megawatts of solar in Milford as one of 4 sites they are currently working on for a total 16 megawatts of solar. NRS needs to work with County and City for permitting and NIMECA on pricing. General Manager Willemssen stated that MMU is not ready to proceed on the project until further resolution of contract terms. Partial annexation of the Bever property may be necessary, however, MMU encourages the City Council to table an annexation discussion until MMU is ready to proceed.

Equipment sharing could be beneficial to both entities and the taxpayers of Milford. Attorneys Walleck and Stein both encourage the entities to have a sharing agreement in place and both entities have the equipment insured. Both entities will look at which equipment could potentially be jointly purchased or shared in the future.

MMU has a little mowing to be done at substation, water plant and power plant. MMU proposes to purchase a mower if the City employees provided the mowing labor. City is concerned about the Parks Department's current lack of labor and time during the summer months to get the work done. The City is looking at the personnel issues. The City will keep MMU's request in mind as they move forward on personnel matters.

A portion of P Ave Project will be re-paved north of 13th Street with curb and gutter. There is some electrical work to be done by MMU during the course of the project. This will be done in 2021. Both entities will work together on time of the project.

A-34 Project is still scheduled for 2023 and 2024. No engineering firm has been retained by the City. MMU intends to loop water lines during the project and expand water lines to the west. Both entities will work together on time of the project.

General Manager Willemsen provided an update on MMU's efforts to potentially purchase the Dickinson County Maintenance Shed on Q Avenue. The City sold a portion of that property to the County at one time. City is looking at new City shed so there are many options to figure out for both entities and talks with City and Utility staff will be on-going.

Water main replacement is on-going for MMU and MMU would like to be part of the conversations regarding any street replacement plans for budgeting purposes. The City is agreeable to prioritizing the needs of water, sewer and storm sewer along with that of MMU's needs for water line repairs and necessary street repairs. Both entities will work with each other to keep everyone informed of needs and timelines.

Mike Anderson asked about GPS mapping happening within the City and any updates on the process with the City. Kent Eilers said that it is still on-going and the City hopes to have more time to work on this effort over the winter months.

The joint meeting with the City adjourned.

Milford Municipal Utilities Business

Behrens/Wharton made a motion to approve Resolution 2020-11-09 approving the Water Revenue Capital Loan Agreement not to exceed \$800,000. Roll call – Wharton, Behrens, Hoppe, Anderson, and Wurtz – Aye. Motion passed unanimously.

Manager Willemsen introduced new employee Lacey Van Kleek to the Board.

Greg Fritz from NIMECA presented on CTS ownership, prior loans for past improvements and the pay-off of the current loan for MMU's share of the same. Hoppe/Wharton made a motion to approve the CTS Loan Transfer to NIMECA to pay off MMU's portion of the NIMECA loan. Motion passed unanimously.

Wharton/Anderson made a motion to appoint a MMU Safety Committee to consist of the General Manager, Water Plant Superintendent, Electric Superintendent and Staff Accountant. Motion passed unanimously.

Anderson/Hoppe made a motion to approve new a Safety Policy, Accident Investigation Policy, and Bloodborne Pathogen Policy. Motion passed unanimously.

Behrens/Hoppe made a motion to approve carryover of up to 104 hours of vacation time for employee Linda Ruble from 2020 into 2021 due to prior staff shortages that prevented Ruble from using her full vacation time in 2020. Motion passed unanimously.

Behrens/Anderson made a motion to approve the write-off of Accounts Receivable of \$9,578.97 of electrical billings and \$3,182.49 of water billings totaling \$12,761.46 on 40 separate customer accounts for the past two years. Motion passed unanimously.

Items discussed in the Manager's Report:

1. Annual employee evaluations will be conducted between now and the December Board meeting.
2. Bolton & Menk will present results of the Water Plant Study at the December Board meeting. General Manager Willemsen and water plant staff will meet with Bolton & Menk next week to discuss the preliminary study.
3. Manager Willemsen is working with Tim Ostwald with Piper Sandler regarding rates and bonding for CIP and Water treatment plant projects. A Financial Services Agreement will be on the agenda at a future meeting.
4. A Master Agreement for Professional Services from Bolton & Menk for A34 project and other upcoming projects will be addressed at December meeting.

The Board of Trustees adjourned the meeting. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be December 7, 2020.

Keith Wurtz, Chairman

Ken Behrens, Board Secretary