

Board Meeting August 12, 2019

The Milford Municipal Utilities Board of Trustees met in regular session on Monday August 12, 2019 at 6:15 P.M. in the Community Center. In attendance were Board Members Keith Wurtz, Mike Anderson, Wanda Nelson, and Kevin Wharton; Utility employees Linda Ruble, Logan Davids, Wade Newcomer, and Michael Norgaard; and Utility Attorney Abby Walleck. Guests present were Kristine Devereaux, Doug Westerman, Bill Smith, Mary Lynn Ingvall, Jon Ingvall, Robert Zylstra and Marsha Zylstra. Board Member Sue Prunty was absent.

At 5:45pm Board members Wharton, Wurtz and Anderson, Utility Attorney Walleck, and Utility employee, Logan Davids, completed a tour of the power plant. No guests were present. Upon return to the Community Center, guests, remaining staff and Board Member Nelson joined and Chairman Wurtz called the meeting to order.

The agenda, minutes, and financial statements were approved as presented with the Board agreeing to move agenda items #9 and #6 to the beginning of the Board business to accommodate guests present who wished to present comments on those topics. Kristine Devereaux with Williams & Co. presented on work completed on the financial records to date and answered questions from the Board on the same.

The following list of bills were presented for payment:

Ahlers & Cooney, P.C.	Legal	370.00
Arnold Motor Supply	Supplies	462.41
Base	Cafeteria Plan	280.00
Bolton & Menk, Inc.	engineering	187.50
Bomgaars	supplies	169.96
Border States Electric Supply	Supplies	126.26
Card Service Center	Hotel Reservation	197.95
Centurylink Communications, LLC	phone	10.49
Chris Alger	refund of deposit	51.63
Cintas Corporation	safety	66.93
City of Milford	Sewer, Storm Sewer, Building, CC Fee	37,034.24
Cory Juergens Construction	230th Ave loop final payment	3,690.00
Dairyland Power Cooperative	billing statements	2,647.77
Dickinson County News	Publication	187.47
Dickinson County Recycling Ctr	Recycling	40.00
Employment Connections, Inc.	Temp Hire	912.00
H & D Underground, Inc.	boring	1,445.00
Hawkins, Inc.	chemicals	2,658.74
IGL Sanitary District	Semi-Annual Sewer	5,299.92
Iowa One Call	locates	75.60
Iowa Rural Water Association	Conference	410.00
Jade Mankle	Credit Refunds-50331	75.00
Lakes News Shopper	Advertising	59.40
Logan Davids	community development	149.92
Maahs & Walleck	legal	9,152.00
MaxYield Cooperative	Fuel	681.83
MHR Insurance	Audit	4,729.00
Milford Electric, Inc.	distribution	87.00
Mitchell J. Burgin	mowing	540.00
National Benefit Services, LLC	compliance fee	30.00
Okoboji Pioneer Booster Club	community development	500.00

Plymouth County Treasurer	property taxes	73.00
Pro Cooperative	fuel	10,354.14
Professional Computer Solutions, LLC	Computer	2,420.48
R & D Industries, Inc.	computer	1,741.11
Redcort Software	annual maintenance	125.00
Rody And Laurian Pederson	purchase power	17.67
State Hygienic Laboratory	Lab Testing	348.00
Storey Kenworthy	Office Supplies	73.68
Stuart C. Irby Co.	Safety	776.14
Sunshine Foods	Supplies	36.40
True Value - Milford	Supplies	288.97
Williams & Company PC	consulting	12,300.00
Employment Connections, Inc.	temporary help	1,185.60
Eyleen Anderson	comm development	40.00
United Community Bank	loan payment	48,383.11
Verizon Wireless	phone	52.94
Wellmark	employee benefit	5,755.60
Aspire	employee benefit	120.00
Aspire	employee benefit	120.00
Collection Services Center	employee withholding	184.61
Collection Services Center	employee withholding	184.61
Department of Energy	WAPA power	25,020.75
Internal Revenue Service	fica071919	3,949.42
Internal Revenue Service	fica071919	22,701.67
Internal Revenue Service	FICA080219	4,712.92
Iowa Department of Revenue	withholding	4,330.00
Iowa Department of Revenue	sales tax	9,042.00
Iowa Department of Revenue	WET tax	5,431.00
Iowa Department of Revenue	WET tax	1,231.78
Iowa Department of Revenue	Sales tax	1,748.92
Iowa Department of Revenue	WET tax	1,188.29
Iowa Department of Revenue	sales tax	2,003.62
Iowa Department of Revenue	quarterly sales tax	7,615.00
Iowa Department of Revenue	WET tax quarterly	4,699.00
Iowa Department of Revenue	withholding	1,545.00
IPERS	employee benefit	5,357.70
IPERS	interest	20.00
MidAmerican Energy	Neal 4	26,000.00
MMU - Investment Fund	reserve transfer	20,068.00
MMU - Investment Fund	eusc transfer	29,749.58
MMU-Medical Insurance Account	cafeteria transfer	203.84
NIMECA	Power bill	77,077.98
NIMECA	employee benefit	131.83
Principal Life	employee benefit	134.87
MMU	Utilities	3,304.44
True Value	supplies	299.31

Staff Reports

Water plant employee, Wade Newcomer, introduced the new water plant superintendent, Michael Norgaard, to the Board. David Coleman has completed his interim work. Microcomm is currently programming computers and coming later this month to set up in relation to the new SCADA. Cleaning at

the water plant is scheduled for later this week. The H Avenue project will cost an additional \$4,000.00 to move to the other side of the road to avoid other utilities and will be ready for 13th Street project. Leak Protection came last week and found no leaks; however, a Kuchel Drive property had a leak come up over the weekend (it will be customer responsibility to repair). Mike and Wade are going to go over the whole system to figure out what equipment needs to be replaced/repared and timelines for the same for a future presentation to the Board.

Electric employee, Logan Davids, reported that Ethan is doing his testing for journeymen program this week. Additional paperwork will need to be completed for hours worked in his first 8 months with the Utilities to give Ethan proper credit. He was only able to obtain one quote for re-keying the facilities at a cost of \$726. Due to the recent requirement by SPP to run the generators, there is a need to order more fuel. The generators have been operating fairly frequently in the last few months. Ziegler had to come to fix oil reservoir issue not covered under the maintenance agreement.

Milford Municipal Utilities Business

Attorney Walleck presented concerns regarding existing agreements and future agreements regarding access to the lake through the pump house property including but not limited to water quality concerns, discussion of same with the DNR and the DNR's support of not allowing access, liability and the history of access. Bill Smith, adjacent landowner, presented a letter to the Board regarding his and his wife's proposal on renting property to place a hoist or potentially purchasing part of the property for the same purpose. Robert Zylstra, adjacent landowner, presented his request to have a dock and hoist on the MMU property. Mary Lynn Ingvall and Jon Ingvall, realtors for Mr. Zylstra, presented benefits for allowing neighbors to have access and a priority for adjacent landowners to be capable of renting space on a dock put in by MMU. MMU water employees presented their concerns regarding access to pump house property and potential regulations preventing the same. Board members addressed comments and expressed their own concerns regarding access to the property by the public. Nelson/Anderson motion to remove all docks and hoist from pump house property and deny access to Zylstra and Smith. Motion passed unanimously.

Doug Westerman for Osceola Rural Water presented a proposal on the purchase of a portion of water line from MMU. Attorney Walleck recommended that any discussion on the same be tabled until additional research could be completed and a full proposal be provided to the board for review by Osceola Rural Water. Board agreed to table decision until a future meeting and asked Mr. Westerman to express their willingness to discuss options with the Osceola Rural Water board.

Anderson/Nelson made a motion to reject the proposal from People Services and continue to have MMU staff operate the water plant. Motion passed unanimously.

MMU employee, Logan Davids provided background on the age and condition of the current locators and need for replacement. Nelson/Wharton made a motion to approve the bid from Ditch Witch for locator. Motion passed unanimously.

MMU employee, Logan Davids presented information on dielectric test quotes and schedule for said testing. Anderson/Wharton made a motion to approve the bid from Crossroads Mobile Maintenance for dielectric testing. David was directed to get on the rotation to limit travel expenses. Motion passed unanimously.

Anderson/Nelson made a motion to approve the bid from RDI to upgrade computers currently running on Windows 7 which goes out of support in January, 2020 with the exception of not replacing one computer in the office. Motion passed unanimously.

Anderson/Nelson made a motion to approve the Annexation Agreement with Landmark Products, Inc. and authorize Chairman Wurtz to execute the same for MMU. Motion passed unanimously. Board directed Attorney Walleck to work with the City to update the Agreement for future use.

Quotes for the pump house wall are significantly different and don't appear to be for similar work. Board requested to table awarding a bid to clarify quotes.

No action was taken on water plant weekend hire.

Discussion of hiring options regarding general manager. Staff provided suggestions and concerns on options moving forward. No action was taken. MMU Employee, Logan David, was directed to contact trade schools and prepare an ad for an apprentice lineman position.

Items discussed in the Attorney's Report:

1. PCS will be here this week to train new office staff.
2. A policy for the current and future Habitat for Humanity homes located in Milford need to be established. Board gave direction to Attorney Walleck to put together the policy for review and consideration at the September Board meeting.
3. Prior employees need to be removed from the MMU credit cards and replaced with current staff.
4. Dora Froendt has had a line leak and has inquired about any assistance on the same. The Board directed that a letter be sent by Attorney Walleck addressing the same.
5. The next step with the City for the new generator needs to be made.

The Board of Trustees adjourned. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be September 9th, 2019.

Keith Wurtz, Chairman

Wanda Nelson, Vice-Chairman