Board Meeting December 10, 2018

The Milford Municipal Utilities Board of Trustees met in regular session Monday December 10, 2018 at 6:15 P.M. in the west end of the community center. In attendance were Board Members Keith Wurtz, Mike Anderson, Wanda Nelson, Sue Prunty, and Kevin Wharton; Manager Eric Stoll; and Utility Attorney Abby Walleck. Guests Arvin Druvenga.

Chairman Wurtz called the meeting to order.

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

City of Milford	Bldg, sewer, cc fee	34,150.98
Centurylink Communications, LLC	phone	400.72
Milford Commercial Club	annual dues	100.00
Bomgaars	supplies	309.06
True Value - Milford	supplies	370.36
Arnold Motor Supply	oil, filter, supplies	220.14
Hach Company	Lab	1,445.38
Municipal Supply, Inc.	inventory	1,920.00
Stuart C. Irby Co.	supplies	144.88
Ia Assoc of Muni Utilities	testing	201.60
Lakes Lawn LLC	maintenance	408.88
Lakes News Shopper	Advertising	198.00
Milford Kiwanis	membership dues	305.00
Maahs & Walleck	Legal	1,220.00
The Accurate Court Reporter	subscription	156.00
United States Geological Survey	USGS pass through	24,000.00
National Benefit Services, LLC	Employee Benefits	18.00
Bolton & Menk, Inc.	Engineering	2,715.50
Franklin Fueling Systems	power plant	1,898.05
Iowa One Call	locates	109.80
Winther, Stave & Co., LLP	Audit	2,481.39
Pitney Bowes	postage lease	152.34
T L C Embroidery	clothing	125.17
Marco, Inc.	office supplies	167.41
G & L Clothing Commercial	PPE	699.25
DAVID MEDINA	CREDIT REFUNDS	164.84
GERALD A SHILVOCK	CREDIT REFUNDS	65.97
GERRICA KOURAKIS	CREDIT REFUNDS	117.29
LACEY REYNOLDS	CREDIT REFUNDS	44.54
Professional Computer Systems	hosting	712.00
Milford Electric, Inc.	fuses	42.85
State Hygenic Laboratory	testing	58.50
Roger's Auto & Tire	truck maintenance	106.37
Spencer Municipal Utilities	light equipment	270.00
Brown Supply Co.	inventory	1,094.80
Storey Kenworthy	office supplies	213.84
Iowa Information, Inc.	Advertising	95.76
Sunshine Foods	supplies	27.71
Maxyield Cooperative	truck	841.92
Base	Employee Benefits	30.00
Dairyland Power Cooperative	printing services	1,202.55
JB Solsma Excavating LLC	repair water service	1,390.00
Service Tech of Central Iowa	repair fire hydrant leak	802.34
Kapp's Fire Extinguisher Sales	safety	242.36

Dickinson County News	publishing	100.93
Campus Cleaners	rugs	418.80
Wedeking Pit & Plant Inc.	gravel	49.79
Great Lakes Concrete	concrete	1,425.00
United Community Bank	loan payment	61,935.28
Verizon Wireless	phone	141.95
Wellmark	insurance	8,577.61
Base	Employee Paid Benefit	274.00
Iowa Department of Revenue	Sales Tax	8,245.00
Iowa Department of Revenue	WET	4,311.00
MMU-Medical Insurance Account	Transfer	291.40
MMU - Investment Fund	Transfer	20,109.00
Aflac	Employee Paid Benefits	339.24
Reliance Standard Life Insurance Company	Employee Benefit	178.70
MMU - Investment Fund	Transfer	28,571.97
IPERS	Employee Benefits	6,068.39
Iowa Department of Revenue	Withholding	2,134.00
Collection Services Center	Withholding	184.61
Aspire	Employee Paid Benefit	290.00
Internal Revenue Service	FICA 112618	6,056.87
NIMECA	Power	91,265.82
Department of Energy	WAPA	26,132.89
Principal Life	insurance	364.09
Milford Commercial Club	community development	100.00
NIMECA	Employee Benefit	151.04
MidAmerican Energy	Neal 4	32,000.00
MidAmerican Energy	Neal 3 transmission	11,817.14
NIMECA	ferc filing	5,000.00
Internal Revenue Service	FICA 113018	6,130.85
MMU	Utilities	4,268.14
Collection Services Center	Withholding	184.61

Anderson/Prunty made a motion to approve the Professional Audit Service agreement with Winther Stave & Co., LLP for 2019-2022. Motion passed unanimously.

Nelson/Prunty made a motion to approve Resolution 12-18, A Resolution of Milford Municipal Utilities regarding access to bank accounts and safety deposit box by former staff and adding General Manager and Chariman of the Board to safety deposit box. Roll call vote was taken. Ayes – Wharton, Prunty, Nelson, Anderson, Wurtz. Nays – none.

Manager Stoll requested guidance on office hours for MMU during the upcoming holidays. The Board agreed with the recommendation to be open for only a half day on December 24th and 31st.

Manager Stoll reported that employee evaluations and reviews have been done and he and/or an immediate supervisor has met with each one. He recommends wage increases from 3% to 5%. Warton/Prunty made a motion to accept his recommendation. Motion passed unanimously. Anderson/Nelson made a motion to approve an increase of $2,900.00 annually (which equates to approximately 3.07%) for the Manager. Motion passed unanimously.

Wharton/Anderson made a motion approve a holiday stipend at the same amount as 2017 of $425 for 2018. Motion passed unanimously.

Board reviewed the General Manager's Benefit Package, specifically, the personal use of Utility vehicle. The taxable implication of the benefit, MMU's employee vehicle policy, the MMU's liability for

said personal use and the status of tax exempt plates and decals on the Manager Stoll's Utility vehicle were reviewed and discussed. No further action was taken on the matter.

Items discussed in the Manager's Report:

1. Congratulations to Employee, Logan Davids and his wife, Cassandra on the birth of their new son.
2. The City was awarded a grant to finalize the H Avenue project. Manager Stoll will be meeting with the engineer regarding the Utilities' portion of the project. The project is scheduled to start in the Spring of 2019 following the completion of the school year.
3. The Okoboji School District is moving forward on the middle school in Milford. The engineer has reached out regarding the water services for the building. Contact regarding the electrical service has not yet been made, however, Manager Stoll is encouraged that this will happen soon.
4. The owner of the Boji Bay area has approached Manager Stoll regarding maintaining ownership of a portion of the water line in that development. Attorney Walleck was instructed to contact owner's legal counsel and work with him on a Hold Harmless Agreement.
5. Manager Stoll shared an article written for the Okoboji Protection Association regarding the United States Geological Survey water study that MMU is the pass through entity for funding.
6. Manager Stoll updated the Board regarding the options for valuation for the North Okoboji water system. Manager Stoll and Attorney Walleck will continue to work on the options for this system and an Agreement with Osceola Rural Water.
7. The Employee Holiday Appreciation Party will be held Thursday at 6pm.
8. Manager Stoll provided an update on the interview process and candidates for the open office position.

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Keith Wurtz, Chairman

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Eric Stoll, General Manager