Board Meeting December 9, 2019

The Milford Municipal Utilities Board of Trustees met in regular session Monday December 9, 2019 at 6:15 P.M. in Board Room. In attendance were Board Members Keith Wurtz, Mike Anderson, Kevin Wharton, Ken Behrens and Kae Hoppe; staff members, Linda Ruble, Lindsay Radunz, Michael Norgaard, and Logan Davids, and Utility Attorney Abby Walleck. Guests present - Allison Mercer.

Chairman Wurtz called the regular meeting to order and welcomed new board member, Kae Hoppe.

Due to a SCADA issue at the water plant, Mike Norgaard presented his staff report and then Norgaard was excused from the meeting.

Public Hearing was held on the Budget Amendment for year ending June 30, 2020. No comments were made during the public hearing and no comments were provide to the office prior to the hearing.

The agenda, minutes, and financials were approved as presented with changes to the Agenda as noted herein. The following bills were approved for payment:

Arnold Motor Supply	Supplies	511.99
Base	Cafeteria Monthly	30.00
Bomgaars	Supplies	179.51
Card Service Center	Supplies	294.33
CC Screen Printing	Safey Clothing	116.60
Centurylink Communications, LLC	Phone	411.30
City of Milford	Building Expense for Oct.	400.40
City of Milford	city sewer, storm sewer, cc fee	36,671.84
DGR and Associates Company	Engineering	1,545.00
Dickinson County News	Publishing	212.03
Hawkins, Inc.	Chemicals	5,313.93
Ia Assoc of Muni Utilities	Classified Listing	45.00
Iowa One Call	Locates	101.70
Iowa Utilities Board	FY 2019 Industry Direct Assessment	1,895.00
Jaycox Implement, Inc.	Parts	128.48
Kapp's Fire Extinguisher Sales	Safety Equipment Maint	400.18
KDW Advisors, LLC	Consulting	667.00
Maahs & Walleck	Legal	3,146.00
Marco, Inc.	Copier Contract	191.02
MaxYield Cooperative	Fuel	669.35
MidAmerican Energy	Wheeling	12,078.55
Milford Commercial Club	Annual Dues	100.00
Municipal Supply, Inc.	Inventory	7,393.00
NIMECA	Legal	2,168.78
NIMECA	Employee Benefit	161.34
Pitney Bowes	Postage Meter Lease	152.34
Professional Computer Solutions, LLC	Annual Contract	17,960.00
Quad City Testing Laboratory, Inc.	Inspection	367.01
R & D Industries, Inc.	Computer	1,121.13
Sam Wedeking Excavating, Inc.	Contract Labor	6,618.50
State Hygienic Laboratory	Lab Testing	354.50
State Hygienic Laboratory	Lab Testing	58.50
Stuart C. Irby Co.	Inventory	1,938.85
Sunshine Foods	Supplies	9.99
T L C Embroidery	Uniforms	164.78
Top Notch Graphix	Door Decal	82.80

True Value - Milford	Supplies	197.94
Utility Equipment Company	Inventory	1,838.18
WENDI HUDSON	CREDIT REFUNDS - 39892	251.20
WILLIAMS & COMPANY PC	Legal	11,400.00
Winther, Stave & Co., LLP	Audit Fees	8,800.00
Verizon Wireless	phone	91.55
Wellmark	employee benefit	8,993.09
Aflac	employee benefit	342.10
Aspire	employee benefit	220.00
Aspire	employee benefit	220.00
Base	cafeteria	329.32
Collection Services Center	employee withholding	184.61
Collection Services Center	employee withholding	184.61
Department of Energy	WAPA	26,132.89
Internal Revenue Service	fica112219	4,775.16
Internal Revenue Service	FICA 120619	5,428.13
Iowa Department of Revenue	Monthly Withholding	1,558.00
Iowa Department of Revenue	Monthly Sales Tax	8,534.00
Iowa Department of Revenue	Monthly WET Tax	4,817.00
MMU	Utilities	3,157.79
MMU - Investment Fund	budgeted reserve	20,068.00
MMU - Investment Fund	eusc transfer	29,412.76
MMU-Medical Insurance Account	cafeteria transfer	203.84
NIMECA	Oct 19 power bill	102,481.86
Principal Life	employee benefit	291.38
Reliance Standard Life Insurance Company	employee benefit	68.72

Milford Municipal Utilities Business

Anderson/Wharton made a motion to approve the Budget Amendments for FY 2019/2020 for both water and electric; Roll call – Wharton, Behrens, Hoppe, Anderson, and Wurtz – Aye. Motion passed unanimously.

Allision Mercer of MHR Insurance provided a summary of the health insurance options and trends impacting insurance premiums. Dental and vision can be offered to the employees with the full amount to be deducted from their wages (not covered by MMU). Each employee can individually elect to take the coverage. Cassandra Mueller with BASE was conferenced called in to provide the details of the existing cafeteria plan services with BASE, including the Premium Only Plan and Flexible Spending Account options. Employee can elect to use their own funds from their pay. She will work with Linda to get information to employees and adjust payroll deductions, as needed. Behrens/Hoppe made a motion to provide Blue Dental 1500 dental plan and Avesis vision at the employee's cost. Motion passed unanimously.

Logan Davids and Attorney Walleck provided an update on the NRS Option Agreement. The Agreement is not yet finalized thus consideration of the same is tabled.

The Board discussed the office hours for MMU during the upcoming holidays and agreed the office would be open for only a half day on December 24th and 31st.

Chairman Wurtz reported that employee evaluations and reviews have been done. Wurtz and Board Member Anderson have met with each employee. Wurtz recommended wage increases up to 6%. Warton/Anderson made a motion to accept his recommendation. Motion passed unanimously.

Wharton/Behrens made a motion approve a holiday stipend of $425 for each employee for 2019. Anderson/Wharton made a motion for a bonus for Linda Ruble in the amount of $1,000.00 and Wade Newcomer in the amount of $500.00 for their extraordinary time and effort during the last six months and both were thanked for going above and beyond. Motion passed unanimously.

Behrens/Wharton made a motion to approve Board meeting dates for 2020. Motion passed unanimously. Hoppe requested the ability to appear telephonically for the January meeting.

Staff Reports

Electric employee, Logan Davids, presented street light upgrades he is working on with the City, his request for a tough book laptop for metering purposes, the recent hotstick inspection, IUB annual field inspection preparations, NIMECA update, and information on an outage last week.

Water plant employee, Michael Norgaard, presented water reports for November, copy of the DNR Sanitary Survey conducted in October, SCADA failure update, Water rate analysis information, the Osceola Water line acquisition proposal, and information on two current service line leaks.

Items discussed in the Attorney's Report:

1. Employee handbook updating is in progress.
2. A selection committee needs to be established for hiring process for the new general manager – Board members Wurtz and Behrens will head up the selection committee.
3. Clarification from the Board on the roles of employees and counsel is needed in this period of transition.
4. HR Green is working on a revised contract for review on the water plant upgrades.

The Board of Trustees adjourned the meeting. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be January 13, 2020.

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Keith Wurtz, Chairman

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Mike Anderson, Vice-Chairman