

Board Meeting July 9, 2019

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, July 9, 2019 at 6:15 P.M. in the Board room. In attendance were Board Members Keith Wurtz, Mike Anderson, Wanda Nelson, Sue Prunty, and Kevin Wharton; staff members, Wade Newcomer and Logan Davids, and Utility Attorney Abby Walleck. Guests present were Alan Meyer, Chad Meyer, Steven Robinette, Troy DeJoode, and David Coleman.

Chairman Wurtz called the meeting to order.

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

City of Milford	sewer, storm sewer, building, street repair	33,689.59
Centurylink Communications, LLC	phone	792.44
Arnold Motor Supply	supplies	58.53
Bomgaars	vac	29.96
Ahlers & Cooney, P.C.	Legal	1,563.00
Hawkins, Inc.	chemicals	4,383.45
Ia Assoc of Muni Utilities	NASSA safety training	1,108.03
Mitchell J. Burgin	mowing	540.00
Ia Depart of Natural Res	Annual water supply fee	344.07
Storey Kenworthy	office supplies	605.46
Aflac	employee benefit	274.32
Lakes News Shopper	ad publication	66.00
Heller Enterprises	water plant	240.00
Maahs & Walleck	Legal	1,386.00
DGR and Associates Company	Engineering	953.60
Cintas Corporation	safety	73.22
Rody And Laurian Pederson	purchase power	22.08
Aspire	admin fee	70.00
Minnesota Municipal Utilities Association	ad publishing	45.00
Professional Computer Solutions, LLC	hosting fees	839.00
Wisconsin Rural Water Association	ad publication	30.00
Shaw's of Okoboji	locksmith	382.58
Iowa One Call	locates	108.90
KDW Advisors, LLC	consulting	667.00
GRANT CLARK	CREDIT REFUNDS - 49263	60.09
NOLAN HEINTZ	CREDIT REFUNDS - 51563	21.24
JADE MANKLE	CREDIT REFUNDS - 50331	3.29
State Hygienic Laboratory	lab testing	58.50
Ziegler, Inc.	Maintenance contract	17,770.99
Stuart C. Irby Co.	inventory	1,256.97
Sunshine Foods	supplies	42.08
MaxYield Cooperative	Fuel	774.76
Base	cafeteria admin	30.00
Employment Connections, Inc.	temporary help	456.00
Professional Computer Solutions, LLC	hosting fees	882.00
Dickinson County News	publishing	213.81
Wedeking Pit & Plant, Inc.	gravel	143.00
Card Service Center	truck, ad	242.29
R & D Industries, Inc.	computer	4,555.08
United Community Bank	loan payment	48,383.11
Verizon Wireless	phone	141.85
Wellmark	employee benefit	7,147.46

MMU-Medical Insurance Account	transfer	203.84
MMU - Investment Fund	transfer	20,109.00
Aspire	employee benefit	235.00
Base	employee benefit	170.27
Collection Services Center	withholding	184.61
Internal Revenue Service	FICA062119	4,558.21
NIMECA	power bill May 2019	92,481.43
Department of Energy	WAPA	23,368.64
Reliance Standard Life Insurance Company	employee benefit	125.01
MidAmerican Energy	Neal 4	27,000.00
Principal Life	employee benefit	245.87
MMU - Investment Fund	eusc transfer	30,448.76
Collection Services Center	employee withholding	184.61
NIMECA	employee benefit	87.37
Internal Revenue Service	FICA070519	5,658.53
Aspire	employee benefit	235.00
MMU	Utilities	3,880.64

No financial statements were presented due to the on-going work on the financials by Williams & Co. Updated financials for the fiscal year end is planned for the August meeting.

#### Staff Reports

Water plant employee, Wade Newcomer, presented a SCADA replacement update. A computer will be installed in the next few weeks for recording of CT time, etc. and when the contractor comes to do installation of the computer, they will do some preparation for the final install of the new SCADA later this year. Wade also presented two purchase orders for the Board's review and consideration.

Electric employee, Logan Davids, presented status of middle school project and football field project. An annual DNR report is due July 30<sup>th</sup>, which he will do on-line. DGR will be conducting required testing on the generators in the next week or so. There are a couple of boring jobs lined up and One Call has already been done. Logan provided quote for MMU logos for the newest utility truck purchased and will get license plate switched over. Crane hoist inspection is due in August and he is working on getting quotes. The Spill prevention plan needs to be updated. He will also get quotes for lock changes for the outside facilities and offices, which have not been changed in several years.

#### Milford Municipal Utilities Business

Alan Meyer, Chad Meyer and Steven Robinette from People Service, Inc. presented a proposal for the management of the water plant and the option for rate studies and GIS software as a customer. Prunty/Nelson made a motion to table the proposal in order to hear all possibilities for the future of the Utilities as scheduled in the remainder of the evening's agenda.

Troy DeJooode from Iowa Association of Municipal Utilities answered Board questions regarding options for replacement of general manager. The Board will work with IAMU to determine qualifications that are desirable for future candidates.

Anderson/Prunty made a motion to approve the low quote of \$3,563.00 from Janitor's Closet for cleaning at the water plant. Motion passed unanimously.

Nelson/Prunty made a motion to approve Resolution 2019-07-01 A Resolution to remove Eric Stoll from all financial accounts and safety deposit box and add Linda Ruble to financial accounts and add Linda

Ruble and Logan Davids to safety deposit box. Roll vote was taken. Ayes – Wharton, Prunty, Nelson, Anderson, Wurtz. Nays – none. Motion passed.

Nelson/Prunty made a motion to approve Separation Agreement with Eric Stoll without proposed amendment. Motion passed unanimously.

Attorney Walleck and Chairman Wurtz presented information on the current water plant call pay and proposed changes. Anderson/Prunty made a motion to amend the call pay for water employees to match the electric call pay as it is set in the Employee Handbook effective the next pay period. Motion passed unanimously.

Chairman Wurtz presented information regarding interviews for the office position and water plant superintendent position. Discussion was made regarding each candidate. Chairman Wurtz was directed to make offers to the selected candidates.

Items discussed in the Attorney's Report:

1. NIMECA meeting is July 9<sup>th</sup> and will be held telephonically. Attorney Walleck provided the Board with the agenda and Board packet for the meeting. Logan Davids will participate in the conference call and participate in the August meeting, which is the annual NIMECA picnic held in Okoboji.
2. The first 5-year balloon on the water loan for the intake project has occurred. The interest rate adjusted July 1<sup>st</sup> from 2.5% to 2.77%, as set forth in the note. A new amortization table was provided to the office staff.
3. There are a few items that need to be adjusted on the 2019-20 Approved Budget and the accounting firm will work with Attorney Walleck to make those adjustments.
4. Office staff will send out letters to applicants who are not selected for the office and water plant position once the positions are filled.
5. The Iowa Department of Natural Resources will need to be updated on the new plant hire and status of the SCADA and other plant improvements.
6. A procedure for approval of purchase orders needs to be established during the interim period. The suggestion of legal counsel is that employees can order items needed as long as they are under \$2,000.00 per purchase order and that all other purchases shall be submitted during their Staff report at the monthly board meeting for Board consideration.
7. An update to the Employee Handbook needs to be completed this year at which time concerns regarding response time for call, vacation procedures, overtime pay and the like can be addressed.
8. Paul Reicks from SimpleRay contacted Attorney Walleck regarding the IUB challenge by GrapeTree and the attorney's fees incurred for the same by MMU. He is recommending a change order to reimburse the Utilities for the same.
9. The reserve amounts for the new fiscal year were discussed.

The Board of Trustees adjourned the meeting. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be August 12<sup>th</sup>, 2019.

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Keith Wurtz, Chairman

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Wanda Nelson, Vice-Chairman