Board Meeting November 11, 2019

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, November 11, 2019 at 6:15 P.M. in the Board room. In attendance were Board Members Keith Wurtz, Mike Anderson, Kevin Wharton and Ken Behrens; staff members, Linda Ruble, Lindsay Radunz, Michael Norgaard, Wade Newcomer and Logan Davids, and Utility Attorney Abby Walleck. Guests present were Jim Studer and Josh Scanlon and Heath Picken from HR Green.

Chairman Wurtz called the meeting to order.

Board welcomes new Board Member, Ken Behrens

The agenda, minutes, financial statements and bills were approved as presented with the exception of moving staff reports following the regular Utility Business. The following bills were presented for payment:

Ahlers & Cooney, P.C.	Legal	$ 37.00
Arnold Motor Supply	Supplies	815.51
Base	Cafeteria Monthly	30.00
Bomgaars	Supplies	242.42
Border States Electric Supply	Inventory	552.83
Card Service Center	Safety Equipment, Travel, Postage	4,453.73
CARLEE WEIMER	CREDIT REFUNDS - 51903	65.33
CC Screen Printing	Uniforms	351.48
Centurylink Communications, LLC	Phone	410.18
Cintas Corporation	First Aid	33.83
City of Milford	Storm Sewer, Sewer, CC Fee	37,180.26
Core & Main LP	Distribution	200.00
Core & Main LP	Water plant	381.21
Dairyland Power Cooperative	Statement Printing	2,738.46
DERECK HEBERT	CREDIT REFUNDS - 36382	137.04
DIANE TROJAHN	CREDIT REFUNDS - 39492	97.84
Dickinson Con Conserv Board	Recycling	16.00
Dickinson County News	Minutes	153.59
Employment Connections, Inc.	Temporary Help	638.40
Ethan Rader	Travel	63.47
H & D Underground, Inc.	Subcontractor - Boring	4,802.50
Hawkins, Inc.	Chemicals	1,068.86
Hawkins, Inc.	Chlorine pump	1,026.12
HOMEBUYERS INC.	CREDIT REFUNDS - 53094	167.64
Ia Assoc of Muni Utilities	Hearing Tests	67.20
IGL Sanitary District	10th St & Q Ave Repair	329.52
Iowa One Call	Locates	63.90
Janitor's Closet, Ltd	Water Plant Cleaning	3,563.00
KDW Advisors, LLC	Consulting	667.00
Lakes News Shopper	Advertisement	46.20
Linda Ruble	Community Development	45.97
Maahs & Walleck	Legal	1,914.00
MaxYield Cooperative	Fuel	647.38
Milford Commercial Club	Community Development	100.00
Mitchell J. Burgin	Mowing	135.00
National Benefit Services, LLC	Employee Benefits	12.00
Professional Computer Solutions, LLC	Computer Training & Hosting Fees	2,084.74
R & D Industries, Inc.	Computer	1,781.35
Red Roses & Ivy	Office Supplies	80.25

Rody And Laurian Pederson	Purchase Power	5.19
Spencer Municipal Hospital	Employment Drug Screen	75.50
Unity Point Clinic-Occupational Medicine	Testing	84.00
Storey Kenworthy	Office Supplies	414.94
Stuart C. Irby Co.	Safety Equipment, Inventory	34,627.11
Sunshine Foods	Office Supplies	47.56
TOWN & COUNTRY DISPOSAL	Dumpster	465.89
True Value - Milford	Supplies	275.89
Westrum Leak Detections, Inc.	2019 Leak Detection Survey	1,500.00
WILLIAMS & COMPANY PC	Consulting	4,300.00
THE FAMILY OF SUE PRUNTY	Memorial	50.00
United Community Bank	loan payment	7,883.11
Verizon Wireless	phone	91.55
Wellmark	employee benefit	7,888.95
Aspire	employee benefit	120.00
Aspire	employee benefit	120.00
Aspire	employee benefit	220.00
Base	Employee Benefit	236.20
Collection Services Center	employee withholding	184.61
Collection Services Center	employee withholding	184.61
Collection Services Center	employee withholding	184.61
Department of Energy	WAPA	20,623.02
Ia Assoc of Muni Utilities	safety training	1,108.03
Internal Revenue Service	fica101119	4,284.24
Internal Revenue Service	FICA102519	4,756.15
Internal Revenue Service	FICA110819	5,093.39
Iowa Department of Revenue	use tax amended	241.27
Iowa Department of Revenue	WET 3rd qtr 2019	5,692.00
Iowa Department of Revenue	sales tax 3rd qtr 2019	8,787.00
Iowa Department of Revenue	use tax 3rd qtr 2019	205.00
Iowa Department of Revenue	withholding tax 3rd qtr 2019	1,605.00
IPERS	IPERS Sept 19	5,322.86
IPERS	Oct 2019 IPERS	5,368.12
MMU - Investment Fund	budgeted reserve	20,068.00
MMU - Investment Fund	eusc transfer	29,224.92
MMU-Medical Insurance Account	cafeteria	203.84
NIMECA	legal	850.50
NIMECA	Power bill Sept 19	80,832.69
NIMECA	employee benefit	161.34
Principal Life	employee benefit	319.13
Reliance Standard Life Insurance Company	employee benefit	68.72
MMU	utilities	3,252.07

Milford Municipal Utilities Business

Jim Studer presented regarding the request for a private water line location. Staff discussed their protocol for locates and their concern for MMU's number on the signs for locating not only Jim's line but all other utilities in the ditch. Jim Studer agrees to remove the phone number from his signs by May 1, 2020.

Josh Scanlon and Heath Picken from HR Green presented on FY 2020 Master Agreement for Consulting Engineering Services for the annual work and Professional Services Agreement for Water Treatment Plant Master Plan Preliminary Engineering Report. Wharton/Anderson made Motion to approve FY 2020 Master Agreement for Consulting Engineering Services. Motion passed unanimously.

Anderson/Wharton made a Motion to amend Professional Services Agreement for Water Treatment Plant Master Plan Preliminary Engineering Report. Motion passed unanimously.

MMU Employee, Michael Norgaard presented Osceola Rural Water's request to purchase MMU water line. Board requests a written proposal for future board consideration.

MMU Employee, Lindsay Radunz, presented the FY 2020 amended budget for the Board's review. Behrens/Anderson made a motion to set the budget for public hearing for December 9, 2019.

Behrens/Wharton made a motion to renew current health insurance plan. Motion passed unanimously.

Wharton/Anderson made a motion to start the search for new general manager. Motion passed unanimously. Board agrees to work with Troy DeJoode at IAMU on job description and advertising options for the position.

Employee Appreciation Dinner will be organized by Board chair, Keith Wurtz.

Staff Reports

Electric employee, Logan Davids, presented on Board of Supervisors meetings and possible purchase of old county shed, middle school construction update, SPP may have more generation dates this month, and winter prep items that are being prepped by the utility employees.

Water plant employee, Michael Norgaard, presented water reports for October, summary of DNR Sanitary Survey conducted in October, SCADA update, 10th Street water main break, and new part-time weekend call employee has begun training.

Items discussed in the Attorney's Report:

1. A water rate analysis needs to be completed to determine what, if any, rate changes are necessary.
2. Employee handbook needs to be updated. Attorney Walleck will work with staff on a re-write.
3. Annual employee reviews need to be completed prior to the December Board meeting. Board Members Mike Anderson and Keith Wurtz will conduct interviews.
4. Information regarding the NIMECA monthly meeting, solar update and FERC lawsuit update.
5. Annual Audit was completed in October and report should be available for December meeting.

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

_____

Keith Wurtz, Chairman

_____

Mike Anderson, Vice-Chairman