

Board Meeting November 12, 2018

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, November 11, 2018 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; Manager Eric Stoll; Secretary Paula Nordblad; and Utility Attorney Abby Walleck. Guests Carol Sporrer, Arvin Druvenga, Marian Kyle, Chris Kyle, Brian and Karen Johnson.

Chairman Wurtz called the meeting to order.

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

|                                 |                                |           |
|---------------------------------|--------------------------------|-----------|
| Aflac                           | Employee Funded Benefits       | 339.24    |
| Arnold Motor Supply             | Dist, trk, light plant, Ranger | 260.07    |
| Aspire                          | Employee Benefits              | 60.00     |
| Aspire                          | Employee Funded Benefit        | 290.00    |
| Aspire                          | Employee Funded benefits       | 290.00    |
| Aspire                          | Employee paid Benefit          | 290.00    |
| Base                            | Employee Benefits              | 30.00     |
| Beck Engineering                | Design Services                | 325.00    |
| BILL COOPER                     | CREDIT REFUNDS                 | 352.58    |
| Bolton & Menk, Inc.             | Engineering                    | 3,920.00  |
| Bomgaars                        | Supplies                       | 309.06    |
| Card Service Center             | Comm Dev, Travel, Supplies     | 907.07    |
| Centurylink Communications, LLC | Phone                          | 398.73    |
| Cintas Corporation              | Safety                         | 97.26     |
| City of Milford                 | Bldg, S/SS/G, CC Fee           | 35,982.77 |
| Collection Services Center      | Employee Withholding           | 184.61    |
| Collection Services Center      | Withholding                    | 184.61    |
| Collection Services Center      | Withholding                    | 184.61    |
| Converged Technologies, LLC     | Phone System work              | 132.75    |
| Cory Juergens Construction      | Final Payment                  | 7,179.80  |
| Dairyland Power Cooperative     | Printing services              | 2,796.63  |
| Department of Energy            | WAPA                           | 20,623.02 |
| Dickinson County News           | Publishing                     | 191.75    |
| Ditch Witch - IOWA, INC         | Vac                            | 65,213.71 |
| Eric Stoll                      | Travel                         | 6.78      |
| G & L Clothing Commercial       | PPE                            | 1,001.25  |
| Great Lakes Concrete            | Distribution                   | 262.00    |
| Hach Company                    | Lab                            | 982.61    |
| Hawkins, Inc.                   | Chemicals                      | 3,222.97  |
| Ia Depart of Natural Res        | Permit                         | 85.00     |
| Internal Revenue Service        | FICA 101218                    | 4,695.99  |
| Internal Revenue Service        | FICA 110918                    | 4,863.89  |
| Internal Revenue Service        | FICA 102618                    | 4,661.69  |
| Iowa Department of Revenue      | Use Tax                        | 266.00    |
| Iowa Department of Revenue      | Water Excise tax               | 4,970.00  |
| Iowa Department of Revenue      | Sales Tax                      | 9,106.00  |
| Iowa Department of Revenue      | Withholding                    | 1,833.00  |
| Iowa One Call                   | Locates                        | 88.20     |
| Iowa Utilities Board            | 2019 Assessment                | 3,697.00  |
| IPERS                           | IPERS                          | 8,347.25  |
| IPERS                           | Employee Benefits              | 6,002.09  |
| Lakes News Shopper              | Audit Bid Request              | 26.40     |
| Maahs & Walleck                 | Legal                          | 1,000.00  |

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| MaxYield Cooperative                     | Truck             | 1,478.37  |
| Menards                                  | Plant Equip Maint | 87.42     |
| Menards                                  | Community Dev     | 22.56     |
| MidAmerican Energy                       | Neal #4           | 18,000.00 |
| Mitchell J. Burgin                       | Mowing            | 260.00    |
| MMU                                      | Utilities         | 3,757.03  |
| MMU - Investment Fund                    | Transfer          | 20,109.00 |
| MMU - Investment Fund                    | Transfer          | 35,890.67 |
| MMU-Medical Insurance Account            | Transfer          | 495.24    |
| National Benefit Services, LLC           | Employee Benefits | 18.00     |
| NIMECA                                   | Employee Benefit  | 174.44    |
| NIMECA                                   | Power             | 75,909.00 |
| Office of Auditor of State               | Audit Fee         | 250.00    |
| Power Line Supply                        | Inventory         | 930.90    |
| Principal Life                           | Employee Benefit  | 328.02    |
| Professional Computer Systems            | Hosting           | 712.00    |
| R & D Industries, Inc.                   | Battery           | 83.00     |
| Ramiro Gutierrez                         | Reissue check     | 20.39     |
| Reliance Standard Life Insurance Company | Employee Benefits | 178.70    |
| Rice Repair                              | Truck             | 392.69    |
| Roger's Auto & Tire                      | Truck             | 49.04     |
| State Hygienic Laboratory                | Lab               | 348.00    |
| State Hygienic Laboratory                | Lab               | 91.00     |
| Stuart C. Irby Co.                       | Safety            | 61.32     |
| Sunshine Foods                           | Supplies          | 9.25      |
| TRAVIS KENNEDY                           | CREDIT REFUNDS    | 38.24     |
| True Value - Milford                     | Supplies          | 203.79    |
| United Community Bank                    | Loan Payment      | 61,935.28 |
| Verizon Wireless                         | Phone             | 141.95    |
| Wedeking Pit & Plant, Inc.               | Distribution      | 499.78    |
| Wellmark                                 | Employee Benefit  | 6,424.53  |
| Wesco Distribution, Inc.                 | PPE               | 196.88    |

Milford Municipal Utilities Business:

MMU Secretary, Paula Nordblad, announced her resignation and future plans. Manager Stoll and the Board thanked her for her years of great service and wished her luck in her future endeavors.

Arvin Druvenga and Carol Sporrer presented the Audit Report for Fiscal Year Ending June 30, 2018. The only finding noted was a lack of segregation of duties, which has been and will continue to be an issue as long as there are only two office employees. Prunty/Wharton made a motion to accept the audit report. Motion passed unanimously.

Marian Kyle presented a proposal for payment of part or all of her water service line by MMU that was replaced earlier this year based on her concerns that plastic water lines were installed at the time of the development. After discussion with the Board including the history of the water lines in the 14<sup>th</sup> Street area, Nelson/ Prunty made a motion to pay nothing on the request. Motion passed unanimously.

Attorney Walleck presented the AAA Collection contract and the benefits of the same. Anderson/Nelson made a motion to approve using AAA Collections under the terms of the contract. Motion passed unanimously.

Incentives for paperless statements was presented by Manager Stoll who recommended that the matter be tabled. Board agreed and matter was tabled.

Health Insurance quotes and renewals for the employees were reviewed. Wharton/Prunty made a motion to offer the EnhancedBlue 2000 PPO Plan to the employees effective January 1, 2019. Motion passed unanimously.

Anderson/Nelson made a motion to approve Final Pay request on the 230<sup>th</sup> Avenue Watermain Project of \$7,179.80. Motion passed unanimously.

Manager Stoll presented proposal for battery replace at substation. Manager Stoll recommended approval of Line Items 1, 3, & 4 and the \$600 battery for a total of \$11,020.50. Nelson/ Prunty made a Motion to approve Manager Stoll's recommended battery replacement. Motion passed unanimously.

Manager Stoll presented the Request from City of Milford Park Board for services at Millstone Park. Anderson/ Prunty made a Motion to approve the request for donating getting water and electrical service to the Park and to donate water with a request that MMU be recognized publicly with the other donors and to deny the request to donate future electrical usage. Motion passed unanimously.

The date for the Employee Appreciation Dinner was set as December 13, 2018. Time and location to be determined by MMU Staff.

Items Discussed in the Manager's Report:

1. Manager Stoll presented a letter from Osceola Rural Water regarding the North Okoboji system and options on a future agreement with MMU. Board requested that Manager Stoll and Attorney Walleck to do some research on the cost analysis and legal consequences to each option for the Board's future consideration.
2. Manager Stoll addressed the vacancy that is being recreated in the office by Paula Nordblad's resignation and sought approval to place notice in multiple publications to fill position. Additional discussion was made on what the new position's duties and responsibilities will be.
3. Manager Stoll asked for direction on how to handle water leaks that are not being repaired after notice to the customer.

The Board of Trustees adjourned. The next regular meeting of the Milford Municipal Board of Trustees will be December 10, 2018.

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Keith Wurtz, Chairman

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Eric Stoll, General Manager