Board Meeting October 7, 2019

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, October 7, 2019 at 6:15 P.M. in the Board room. In attendance were Board Members Keith Wurtz, Mike Anderson, and Kevin Wharton; staff members, Lindsay Radunz, Michael Norgaard, Wade Newcomer and Logan Davids, and Utility Attorney Abby Walleck. Guests present were Troy DeJoode and Andy Koob. Board member Sue Prunty was absent and one board seat is open.

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:

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| American Water Works Assoc. | Annual Membership Dues | 371.00 |
| Arnold Motor Supply | Supplies | 1,459.87 |
| Automatic Systems Co. | Subcontractor | 4,665.00 |
| Base | Cafeteria Monthly | 30.00 |
| BRYCE ELLENBECKER | CREDIT REFUNDS - 52602 | 94.78 |
| Card Service Center | Supplies | 181.93 |
| CASSANDRA SIEGER | CREDIT REFUNDS - 50197 | 112.36 |
| Centurylink Communications, LLC | Phone | 399.55 |
| City of Milford | City Sewer, Storm Sewer, CC Fee | 36,548.93 |
| Core & Main LP | 6" Octave - Inventory | 3,400.00 |
| Crescent Electric Supply Company | Supplies | 515.36 |
| Crossroads Mobile Maintenance | Inspections | 8,263.33 |
| Cutting Edge Sales & Service | Repair | 34.24 |
| DGR and Associates Company | Engineering | 179.00 |
| Dickinson County News | Minutes | 206.54 |
| Dickinson County News | Minutes - September | 188.65 |
| Hawkins, Inc. | Chemicals | 860.99 |
| Hawkins, Inc. | Chemicals | 651.21 |
| Ia Depart of Natural Res | Annual Water Use Fee | 95.00 |
| Iowa One Call | Locates | 83.70 |
| Iowa Utilities Board | 2020 Assessment | 3,828.00 |
| KDW Advisors, LLC | Consutling | 667.00 |
| Maahs & Walleck | Legal | 2,596.00 |
| MaxYield Cooperative | Fuel | 10,311.56 |
| Mitchell J. Burgin | Mowing | 270.00 |
| Onsite Service Solutions LLC | Consulting | 345.00 |
| Professional Computer Solutions, LLC | Training | 2,448.32 |
| Professional Computer Solutions, LLC | Computer | 753.00 |
| R & D Industries, Inc. | Computer | 7,312.33 |
| Rody And Laurian Pederson | Purchased Power | 14.28 |
| State Hygienic Laboratory | Lab Testing | 58.50 |
| Storey Kenworthy | Office Supplies | 57.06 |
| Stuart C. Irby Co. | Equipment | 14,982.14 |
| Texas Refinery Corp. | Oil | 802.50 |
| True Value - Milford | Supplies | 224.04 |
| WILLIAMS & COMPANY PC | Consulting | 6,200.00 |
| Ziegler, Inc. | CAT Parts | 1,194.48 |
| United Community Bank | loan payment | 39,698.62 |
| Verizon Wireless | phone | 91.48 |
| Wellmark | employee benefit | 7,037.65 |
| Aflac | employee benefit | 342.10 |
| Aflac | employee funded benefit | 342.10 |

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| Aspire | employee benefit | 120.00 |
| Aspire | employee benefit | 120.00 |
| Collection Services Center | employee withholding | 184.61 |
| Collection Services Center | employee withholding | 184.61 |
| Department of Energy | WAPA | 22,377.74 |
| Internal Revenue Service | FICA091319 | 4,598.75 |
| Internal Revenue Service | FICA 092719 | 4,718.14 |
| Iowa Department of Revenue | Monthly Sales Tax Deposit | 9,705.00 |
| Iowa Department of Revenue | Monthly WET Tax Deposit | 6,090.00 |
| Iowa Department of Revenue | Monthly Withholding Deposit | 2,376.00 |
| IPERS | IPERS August 2019 | 7,301.72 |
| MidAmerican Energy | Neal 4 | 20,000.00 |
| MMU - Investment Fund | transfer | 20,068.00 |
| MMU - Investment Fund | eusc transfer | 30,184.95 |
| MMU-Medical Insurance Account | transfer | 203.84 |
| NIMECA | August power bill | 69,910.56 |
| NIMECA | Inventory purchase | 4,246.94 |
| NIMECA | Legal | 4,999.84 |
| NIMECA | employee benefit | 161.34 |
| Principal Life | employee benefit | 263.63 |
| Reliance Standard Life Insurance Company | employee benefit | 68.72 |
| MMU Utilities | utilities | 2,981.69 |

Staff Reports

Water plant employee, Michael Norgaard, presented monthly data and training update. Micro SCADA came out and set up back-up system. The timeline for the new SCADA installation is tentatively early 2020. Meet with HR Green in September regarding options on water plan. They will plan to present findings at the November meeting. Hand reader will need to be repaired or replaced as one broke last month. Quotes on repairs and replacement are being obtained and will present in November. Michael provided data on raw water vs. finished flows from the water plant for the Board's review. PLC back-up card had to be replaced. DNR Sanitary Survey is scheduled later this month. Water department also met with Beck Engineering on Okoboji middle school project.

Electric employee, Logan Davids, presented on the status of working with Okoboji middle school and H Ave contractors and provided update. Ethan will be taking his journeyman test this month. The new electric employee has started. Digger Truck was inspected as scheduled and during the inspection it was taken out of service for some repairs and is now back up and running.

Milford Municipal Utilities Business

Wharton/Wurtz made a motion to fill the vacant Vice-Chairman position on the Board with Mike Anderson. Motion passed 2-0 with Anderson abstaining. Anderson accepted the appointment.

Andy Koob from DGR presented the three separate task agreements for consideration for the Board. The first task would be Electric System Long Range Plan. The last long-term plan was done in 2005. The second task would be Generation Addition Feasibility Study. And the final task is Electric Retail Rate Study. The last full rate study was in 2014. Anderson/Wharton made a motion to approve all 3 Tasks pending clarification of budgeted funds for engineering. Motion passed unanimously.

Troy DeJoode from Iowa Association of Municipal Utilities addressed options regarding General Manager position.

Logan Davids presented on a potential solar opportunity through NIMECA. Anderson/Wharton made a motion to proceed with the Letter of Intent regarding NIMECA and Power Purchase Agreement for Solar Facility. Motion passed unanimously.

Mike Norgaard presented on his follow-up with contractors on the pump house retaining wall repairs. Anderson/Wharton made a motion to approve the quote from Blue Water Prairie Landscape & Design with 10% due at signing. Motion passed unanimously.

Wharton/Anderson made a motion to approve NIMECA Resolution regarding Designation of Director. Roll call – Warton, Anderson and Wurtz – Ayes. None opposed.

Wharton/Anderson made a motion to approve NIMECA Resolution regarding Designation of Authorized Representative. Roll call – Warton, Anderson and Wurtz – Ayes. None opposed.

Items discussed in the Attorney's Report:

1. The open Board seat vacated by Wanda Nelson's move out of Milford has been advertised by the City office.
2. The DNR Notice and information on water line insurance were included in the September bill and the Notice was posted in the hallway at City Hall. Proof of the DNR Notice has been submitted to the Des Moines office per the DNR Instructions.
3. The billing for the City's Street lights was recently changed from 10.5 hours per day to 12 hours day. Due to the lack of resolution on the matter, Attorney Walleck is recommending that the day rate be restored to 10.5 hours. Attorney Walleck is recommending that any future changes to the billing hours should be a topic for a joint Board meeting with the City Council.
4. A part-time, on-call water plant employee position will be advertised for call every third weekend.

The Board of Trustees adjourned the meeting. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be November 11, 2019.

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Keith Wurtz, Chairman

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Mike Anderson, Vice-Chairman