

Board Meeting June 20, 2022

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, June 20, 2022 at 6:15 P.M. in the Community Center East Room. In attendance were Board Members Mike Anderson, LeeAnn Reetz, Ken Behrens, Kevin Wharton, and Kae Hoppe; General Manager Brad Willemssen; Utility Employee Lindsay Radunz; Bolton & Menk Engineer Josh Pope; DGR Engineer Andy Koob; and Piper Sandler Financial Advisor Tim Oswald. Others present: Mayor Steve Anderson; Councilpersons: Andy Yungbluth, Chris Hinshaw, Doug Frederick, Jason Eckard, Shane Hoffman; City Administrator LeAnn Reinsbach; Beck Engineering John Hight and Conner Holmes; Dave Muller, Paul Muller, and Dani Muller.

Chairman Anderson called the meeting to order.

Reetz/Wharton made a motion to approve the agenda, minutes, financial statements, and bills. Motion passed unanimously. The following bills were presented for payment:

Ahlers & Cooney, P.C.	Legal	817.00
Alden Pool and Municipal Supply Co	2 Commercial Dehumidifiers	6,886.40
A-LINE E.D.S.	Testing & Disposal of Electric Equipment	1,710.00
Arnold Motor Supply	Supplies	24.97
Base	Cafeteria Monthly	30.00
Bolton & Menk, Inc.	Engineering	2,644.00
Bomgaars	Supplies	33.08
Card Service Center	Safety, Repairs	2,344.44
Carroll Construction Supply	Water Leak Repair	126.84
Centurylink Communications, LLC	Phone	77.56
City of Milford	City Sewer, Storm Sewer, CC Fee	38,474.41
Connections Inc EAP	Employee Assistance Program Annual Fee	1,500.00
Consumers Lumber Company	Repair Fence Gate	938.34
Cooperative Energy Company	Fuel Meters for Generators	960.00
Cooperative Response Center, Inc.	On Call Phone Set Up and Fees	2,022.93
Core & Main LP	Distribution - Leak Repair	2,772.84
Dairyland Power Cooperative	Statement Printing	1,309.67
DeKoter, Thole, Dawson, Rockman & Krikke, P.L.C.	Legal	950.00
DGR and Associates Company	Engineering	12,827.50
Dickinson County News	Publishing	177.36
Ditch Witch of Minnesota and Iowa	Repair	1,669.77
Hach Company	Lab Testing	19.71
Hawkins, Inc.	Chemicals	9,850.70
Iowa One Call	Locates	178.20
Kapp's Fire Extinguisher	Fire Extinguisher & Bracket	49.54
Milford Electric, Inc.	Repair	168.12
Mitchell J. Burgin	Mowing	700.85
Municipal Supply, Inc.	Inventory	522.50
National Benefit Services, LLC	Employee Benefits	18.00
NEW Cooperative, Inc.	Fuel	1,623.87
Pitney Bowes	Postage Meter Lease	142.53
Plumb Supply	Parts	168.48
Power Line Supply	Distribution, PPE FR Uniform, Safety	1,885.27
Professional Computer Solutions, LLC	Computer Hosting Fees & Program CRC	1,862.40
R & D Industries, Inc.	Computer Contract	1,026.13
Rice Repair	Tires	2,251.28
Rick's Pest Control	Pest Control	440.00

Rody And Laurian Pederson	Purchased Power & Parts	21.73
Sam Wedeking Excavating, Inc.	Subcontractor - Water Leak	12,218.12
SCI Communications Inc.	Phone System	166.25
SHAY KAMSTRA	CREDIT REFUNDS - 56919	41.52
Sibley Sheet Metal, Inc.	Repair	232.80
State Hygienic Laboratory	Lab Testing	74.00
Storey Kenworthy	Office Supplies	96.32
Stuart C. Irby Co.	Safety	173.82
Subsurface Solutions	Annual Subscription - Water GPS System	540.00
Sunshine Foods	Supplies	33.87
T & R Electric	Substation Oil Testing	630.00
Tantalus Systems Inc.	Meter Reading System	3,231.80
True Value - Milford	Supplies	188.07
UnityPoint Clinic-Occupational Medicine	Drug Screen	84.00
USPS	Annual PO Box Fee	210.00
Van Wert Inc.	Water Meters for New Reading System	1,186.97
Van Wert Inc.	Electric Meters for New Reading System	7,455.76
Wade Newcomer	Postage Reimbursement	8.56
Wedeking Pit & Plant, Inc.	Distribution - Black Dirt	280.50
Ziegler, Inc.	Cable Rental	4,750.80
Centurylink Communications, LLC	Phone	482.19
Aflac	Employee Funded Benefit	357.44
Aspire	Employee Funded Benefit	695.00
Aspire	Employee Funded Benefit	595.00
Aspire	Employee Funded Benefit	595.00
Base	FSA Claim	347.56
Black Hills Energy	Gas Service	194.13
Collection Services Center	Employee Withholding	184.61
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Department of Energy	WAPA	19,125.73
Internal Revenue Service	Fica, Med, FWH 5.20.22	7,262.02
Internal Revenue Service	Fica, Med, FWH 6.3.22	6,295.05
Internal Revenue Service	Fica, Med, FWH 6.17.22	6,446.18
Iowa Department of Revenue	Monthly Withholding	2,284.00
Iowa Department of Revenue	Monthly Sales Tax	8,080.97
Iowa Department of Revenue	Monthly WET Tax	4,921.66
Iowa Department of Revenue	Monthly Withholding	2,412.00
Iowa Department of Revenue	Monthly Sales Tax	7,301.03
Iowa Department of Revenue	Monthly WET Tax	5,699.65
IPERS	May 2022 IPERS	8,445.32
MidAmerican Energy	Neal 4	11,000.00
MMU	Utilities	5,983.58
MMU - Investment Fund	May 2022 eusc transfer	38,697.23
MMU - Investment Fund	June 22 budgeted reserve transfer	32,998.00
MMU-Medical Insurance Account	May 2022 FSA Transfer	761.70
NIMECA	Power Bill	153,133.90
NIMECA	Employee Benefits	246.82
Principal Life	Employee Benefit	406.83
Reliance Standard Life Insurance Company	Employee Benefit	158.26
United Community Bank	Loan Payment	7,883.11
United Community Bank	Water Meter Loan Payment	7,637.09
Verizon Wireless	Phone	521.73
Verizon Wireless	Phone Data - 3 Collector Boxes	75.28
Wellmark	Employee Benefit	10,438.06

Milford City Council and MMU Board of Trustees then proceeded into a joint session.

1. Dave Muller to address the Board of Trustees

Dave Muller addressed the MMU Board about a locate complaint, stating expenses should be paid. He said the IUB will be following up.

2. Consideration and possible approval of Accounts Receivable Write Offs

Wharton/Behrens made a motion to approve the Accounts Receivable Write Offs. Motion passed 4-1. Manager Willemsen was asked to consult with the attorney to see if there are other solutions to writing off the receivables.

3. Consideration and possible approval of Osceola County Rural Water System (OCRWS) Emergency Water Service Agreement

Behrens/Reetz made a motion to approve the Osceola County Rural Water System (OCRWS) Emergency Water Service Agreement. Motion passed unanimously.

4. Consideration and possible approval of transformer quote.

Hoppe/Behrens made a motion to approve the transformer quote to purchase the RESCO transformers for \$14,764.93. Motion passed unanimously.

5. Consideration and possible approval of Milford Commercial Club donation

Hoppe/Behrens made a motion to approve in kind labor as a donation for Pioneer Days. Motion passed unanimously.

6. Consideration and possible approval of iPad and case quote

Wharton made a motion to table the iPad and case quote. Motion passed unanimously. Willemsen was directed to explore other quotes.

7. Review Task Order No. 8 – Electric Vehicle Charging Stations Project

Andy Koob with DGR presented the preliminary design phase of the project with two options for locations and the estimated costs to complete at each location. Questions arose about the return on investment.

8. Consideration and possible approval of DGR Amendment #1 to Task Order No. 6 – Phase 1 Distribution Improvements.

The preliminary design phase is complete and the amendment authorizes the final design, bidding, permitting, construction phase, construction staking and final phase services for the project. Behrens/Reetz made a motion to approve Amendment #1 to Task Order No. 6 – Phase 1 Distribution Improvements. Motion passed unanimously.

9. Consideration and possible approval of DGR Amendment #1 to Task Order No. 7 – Phase 1 Substation Improvements

The preliminary design phase is complete and the amendment authorizes the final design, bidding, permitting, construction phase, construction staking and final phase services for the project. Behrens/Reetz made a motion to approve Amendment #1 to Task Order No. 7 – Phase 1 Substation Improvements Motion passed unanimously.

10. Consideration and possible approval of DGR Task Order No. 9 – Power Plant Control System and Upgrades (Preliminary Design Phase Only)

Upgrades to control system components including both hardware and software needed to keep the power plant reliably operational will be engineered. Behrens/Reetz made a motion to approve Task Order No. 9 – Power Plant Control System and Upgrades (Preliminary Design Phase Only). Motion passed unanimously.

11. Discussion on A34 project

John Hight with Beck Engineering discussed the cost estimates with the Board and Council. The project plans are 50% complete. MMU's employees and engineers will attend a utility coordination meeting June 29 at 10:00. Construction of the project is planned to start the Spring of 2023. A committee from the MMU Board of Trustees was appointed by the Board Chair. Committee members will be Trustee Hoppe and Trustee Behrens. The committee will review the project plans and finances.

12. Discussion on Community Development Block Grant Request for Proposal

The CDBG proposal has been approved by the City Council and will be published. The proposal deadline is July 6 and will be presented to the City Council for Award at the July 11 meeting. The proposals will then go to the MMU Board for approval at the July 18 meeting.

13. Consideration and possible approval of Bond Counsel Engagement Agreement

Hoppe/Behrens made a motion to approve the Bond Counsel Engagement Agreement. Motion passed unanimously.

14. Resolution fixing date for a meeting on the authorization of a loan and disbursement agreement and the issuance of not to exceed \$2,000,000 water revenue capital loan notes of the City of Milford, State of Iowa, and providing for publication of notice thereof

Hoppe/Wharton made a motion to approve a resolution fixing date for a meeting set for July 18, 2022 on the authorization of a loan and disbursement agreement and the issuance of not to exceed \$24,000,000 water revenue capital loan notes of the City of Milford, State of Iowa, and providing for publication of notice thereof. Motion passed unanimously.

15. Discussion on Water rate increase

MMU's current End User rate is \$18.75, CY23 will be \$23.45, and CY24 will be \$29.30. Oswald is suggesting the End User rate be increased to \$49.52 and to increase the base rate and per gallon rate for cost of inflation following the CY24 increase.

The Milford City Council adjourned the joint session at 8:05 p.m.

Items discussed in the Manager's Report:

1. A letter was sent to the Dickinson County Board of Supervisors advising the County to vacate the property at 1212 Q Ave. as per the purchase agreement. The Board of Supervisors approved the letter to vacate.

The Board of Trustees adjourned the meeting at 8:09 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be July 18, 2022.

Mike Anderson, Chairman

LeeAnn Reetz, Board Secretary