

Board Meeting August 15, 2022

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, August 15, 2022 at 6:15 P.M. in the Community Center Board Room. In attendance were Board Members Mike Anderson, LeeAnn Reetz, and Kevin Wharton (by phone); General Manager Brad Willemssen. Board Members Kae Hoppe and Ken Behrens were absent.

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:

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| Ahlers & Cooney, P.C. | Legal | 2,492.50 |
| Arnold Motor Supply | Supplies | 21.70 |
| Base | Cafeteria Monthly & Plan Renewal | 280.00 |
| Beck Excavating, Inc. | Subcontractor | 1,234.00 |
| Blue Lake Websites | Website Protect Package | 249.00 |
| Bolton & Menk, Inc. | Engineering | 11,975.00 |
| Bomgaars | Supplies | 178.93 |
| Card Service Center | Uniforms, Office Supplies, Postage | 627.70 |
| Centurylink Communications, LLC | Phone | 390.25 |
| City of Milford | City Sewer, Storm Sewer, CC Fee | 43,396.72 |
| Cooperative Response Center, Inc. | On Call Phone Service | 531.16 |
| CORY SECREST | CREDIT REFUNDS - 59494 | 8.47 |
| Dairyland Power Cooperative | Statement Printing | 1,957.34 |
| DGR and Associates Company | Engineering | 7,115.00 |
| Dickinson County News | Publishing | 183.06 |
| Dickinson County Treasurer | Property Tax | 2,425.37 |
| GRANT+JAIME BRECHER | CREDIT REFUNDS - 34664 | 93.30 |
| Harold K. Scholz, CO. | Generator Breaker | 8,480.00 |
| Hawkins, Inc. | Chemicals | 2,044.35 |
| Integrity Data Solutions, Inc. | Barcode Scanner Renewal | 608.00 |
| Iowa One Call | Locates | 135.00 |
| Menards | Supplies | 236.57 |
| Milford Electric, Inc. | Repair | 75.81 |
| Mitchell J. Burgin | Mowing | 790.00 |
| Municipal Supply, Inc. | Inventory - Water Meters | 5,242.10 |
| National Benefit Services, LLC | Employee Benefits | 18.00 |
| NEW Cooperative, Inc. | Fuel and Generator Diesel | 53,485.07 |
| Okoboji Pioneer Booster Club | Community Development | 500.00 |
| Overhead Door Co of Sioux Falls, Inc. | Repair | 305.00 |
| Plymouth County Treasurer | Property Tax | 53.50 |
| Power Line Supply | PPE FR Uniform | 1,222.00 |
| Professional Computer Solutions, LLC | Computer Hosting Fees | 978.00 |
| R & D Industries, Inc. | Computer Contract | 1,140.63 |
| Redcort Software | Annual Timeclock Support Plan | 175.00 |
| Rick's Pest Control | Pest Control | 220.00 |
| Rody And Laurian Pederson | Purchased Power | 9.79 |
| SCI Communications Inc. | Phone System | 190.00 |
| Spencer Municipal Hospital | Drug Screen | 39.63 |

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| Spencer Municipal Utilities | Equipment Use | 90.00 |
| State Hygienic Laboratory | Lab Testing | 374.50 |
| Storey Kenworthy | Office Supplies | 237.79 |
| Stuart C. Irby Co. | Supplies, Distribution, Safety | 1,698.95 |
| Sunshine Foods | Supplies | 3.33 |
| TAYLOR HOOGETERP | CREDIT REFUNDS - 57618 | 118.42 |
| TRACY RASMUSEN | CREDIT REFUNDS - 58320 | 41.42 |
| True Value - Milford | Supplies | 261.15 |
| Webster County Treasurer | Property Tax | 498.50 |
| Woodbury County Treasurer | Property Tax | 1,833.50 |
| Ziegler, Inc. | Cable Rental | 18,574.53 |
| Rice Trailer Company | Reel Trailer | 26,625.00 |
| Aflac | Employee Funded Benefit-AFLAC | 357.44 |
| Aspire | Employee Funded Benefit | 470.00 |
| Aspire | Employee Funded Benefit | 470.00 |
| Base | FSA Claim | 839.00 |
| Black Hills Energy | Gas Service | 37.73 |
| Collection Services Center | Employee Withholding | 184.61 |
| Collection Services Center | Employee Withholding | 184.61 |
| Department of Energy | WAPA | 25,020.75 |
| Internal Revenue Service | Fica, Med, FWH 7.29.22 | 7,262.84 |
| Internal Revenue Service | Fica, Med, FWH 8.12.22 | 6,780.20 |
| Ia Assoc of Muni Utilities | Education | 420.00 |
| Iowa Department of Revenue | Monthly Withholding | 2,383.83 |
| Iowa Department of Revenue | Monthly Sales Tax | 8,095.92 |
| Iowa Department of Revenue | Monthly WET Tax | 6,406.30 |
| Iowa Department of Revenue | Quarterly Use Tax | 206.49 |
| Iowa Department of Revenue | Monthly Withholding | 3,628.00 |
| IPERS | July 22 IPERS | 12,677.72 |
| MidAmerican Energy | Neal 4 | 17,000.00 |
| MidAmerican Energy | Neal 4 | 7,000.00 |
| MMU | Utilities | 6,182.08 |
| MMU - Investment Fund | June 2022 eusc transfer | 39,960.92 |
| MMU - Investment Fund | July 2023 budgeted reserve transfer | 28,871.00 |
| MMU - Investment Fund | August 2022 budgeted reserve transfer | 28,871.00 |
| MMU-Medical Insurance Account | July 22 FSA Transfer | 1,142.55 |
| NIMECA | Power Bill | 134,758.34 |
| NIMECA | APX-NAR Transfer Fee | 9.40 |
| NIMECA | MRES Settlement Payment 2022 | 8,376.88 |
| NIMECA | Inventory - Transformer | 3,757.84 |
| NIMECA | Employee Benefits | 246.82 |
| Principal Life | Employee Benefit | 406.83 |
| Reliance Standard Life Insurance Company | Employee Benefit | 171.96 |
| United Community Bank | Loan Payment | 7,883.11 |
| United Community Bank | Water Meter Loan Payment | 7,637.09 |
| Verizon Wireless | Phone | 472.94 |
| Verizon Wireless | Phone Data - 3 Collector Boxes | 75.26 |
| Verizon Wireless | Phone-collector boxes | 45.06 |
| Wellmark | Employee Benefit | 10,438.06 |

Milford Municipal Utilities Business Meeting

1. Consideration and possible approval of Fault Indicator quote

Wharton/Reetz made a motion to approve the Fault indicator purchase from Border States Electric for \$21,975.66. Motion passed unanimously.

2. Consideration and possible approval of Servisavor quote

Wharton/Reetz made a motion to approve the Servisavor purchase from Border States Electric for \$3,798.50. Motion passed unanimously.

3. Consideration and possible approval of turbidity analyzer

Wharton/Reetz made a motion to approve the Turbidimeter and Controller purchase from Hach for \$13,793.45. Motion passed unanimously.

4. Authorize bidding and set the Bid Opening date for Monday, September 12, 2022 at 1:30 PM in the Utilities Board Room.

Wharton/Reetz made a motion to authorize bidding and set the bid opening date for Monday, September 12, 2022 at 1:30 PM in the Utilities Board Room. Motion passed unanimously.

5. Consideration and possible approval of Resolution 2022-08-01 to Set Public Hearing Date on Plans, Specifications, Form of Contract and Estimate of Costs for Furnishing and Electric Power Transformer for Monday, September 19, 2022 at 6:15 PM at the regularly scheduled Board Meeting

Reetz/Wharton made a motion to approve Resolution 2022-08-01 to Set Public Hearing Date for Task Order #7 Substation Transformer bid. Roll call vote: Ayes – Anderson, Reetz, Wharton. Nays – None. Absent – Hoppe, Behrens. Motion passed.

6. Consideration and possible approval of Resolution 2022-08-02 to Set Public Hearing Date for proposed Usage rate increase starting CY23 End User rate increase starting FY25

Wharton/Reetz made a motion to approve Resolution 2022-08-01 to Set Public Hearing Date for proposed Usage rate increase starting CY23 and End User rate increase starting FY25. Roll call vote: Ayes – Anderson, Reetz, Wharton. Nays – None. Absent – Hoppe, Behrens. Motion passed.

7. Consideration and possible approval of Resolution 2022-08-03 Committing Matching Funds for CDBG Application

Reetz/Wharton made a motion to approve Resolution 2022-08-03 Committing Matching Funds for CDBG Application. Roll call vote: Ayes – Anderson, Reetz, Wharton. Nays – None. Absent – Hoppe, Behrens. Motion passed.

8. Consideration and possible approval of Subrecipient Agreement

Reetz/Wharton made a motion to approve the Subrecipient Agreement. Motion passed unanimously.

9. Consideration and possible approval of Employee Policy Handbook, Employee Benefits and Compensation Policy, Educational Agreement and Tuition Assistance Policy, Job Descriptions, and wage scale.

Reetz/Wharton made a motion to approve the Employee Policy Handbook, Employee Benefits and Compensation Policy, Educational Agreement and Tuition Assistance Policy, Job Descriptions, and wage scale. Motion passed unanimously.

10. Consideration and possible approval of Closed session pursuant to Iowa Code 21.5 (1) (j) discuss sale of real estate.

No action was taken.

Items discussed in the Manager's Report:

1. Manager Willemsen reminded the Board of the special joint meeting set for Monday, August 22 at 6:30 PM in the Community Center East Room.
2. A proposal has been written to receive a quote to install a concrete pad East of the Water Tower warehouse.
3. The 10" intake at the Pumphouse has been damaged. The intake will be inspected and we will work with Bolton & Menk to find a contractor and have the damage repaired. A claim has been filed with EMC.
4. Chairman Anderson commented on the need for a Capital Improvement Plan. The plan will need to coordinate with the City's plans. Anderson asked to add the Capital Improvement Plan as a discussion item for the August 22 City/MMU joint meeting.

The Board of Trustees adjourned the meeting at 7:07 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be September 19, 2022.

Mike Anderson, Chairman

LeeAnn Reetz, Board Secretary