Board Meeting January 16, 2023

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, January 16, 2023 at 6:15 P.M. in the Community Center Board Room. In attendance were Board Members Mike Anderson, LeeAnn Reetz, Ken Behrens, and Kevin Wharton; General Manager Brad Willemssen; Utility Employee Lindsay Radunz. Others present: Bolton & Menk Engineer Katie Sterk. Board Member Kae Hoppe was absent.

Chairman Anderson called the meeting to order.

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

Ahlers & Cooney, P.C.	Legal	28,447.00
Alpha Wireless	Annual Radio Maint Agreement	675.00
Arnold Motor Supply	Supplies	381.23
Base	Cafeteria Monthly	30.00
Beck Engineering, Inc.	Engineering	955.00
Bolton & Menk, Inc.	Engineering	49,200.00
Bomgaars	Supplies & Uniform Boots	535.67
Border States Electric Supply	Tools	1,860.82
Card Service Center	Tools, Water Pump, Handbook, Postage	1,210.23
City of Milford	City Sewer, Storm Sewer, CC Fee	40,359.92
Cooperative Energy Company	Generator Diesel Fuel	35,613.06
Cooperative Response Center, Inc.	On Call Phone Service	537.41
Core & Main LP	Distribution	420.44
DeKoter, Thole, Dawson, Rockman & Krikke, P.L.C.	Legal	1,200.00
DENTON WUNDER	CREDIT REFUNDS - 20595	340.94
DGR and Associates Company	Engineering	68,672.00
Dickinson County News	Publishing	190.62
Ditch Witch of Minnesota and Iowa	Maintenance	122.88
ELIZABETH STEINMANN	CREDIT REFUNDS - 59003	118.90
Hawkins, Inc.	Chemicals	2,044.76
Ia Assoc of Muni Utilities	Safety Training	1,193.00
Iowa One Call	Locates	99.00
Lakes Lawn LLC	Lawn Care	214.00
LINA LUKSIC	CREDIT REFUNDS - 59974	149.49
Menards	Supplies	50.92
Mid-American Research Chemical	Supplies	459.89
Milford Commercial Club	Annual Dues	100.00
NEW Cooperative, Inc.	Fuel	620.48
Professional Computer Solutions, LLC	Computer Hosting Fees & Office Supplies	2,143.40
QUINTAN GREEN	CREDIT REFUNDS - 54955	142.85
R & D Industries, Inc.	Computer Contract	1,025.63
Sam Wedeking Excavating, Inc.	Subcontractor	4,813.10
State Hygienic Laboratory	Lab Testing	538.00
Stuart C. Irby Co.	Safety	157.90
Sunshine Foods	Office Supplies	191.94
T L C Embroidery	Uniforms	25.88
Tantalus	Project Management Services	2,500.00
Tiger Pride Lawn Care	Pest Control	260.00

Titan Machinery	Equipment & Equip Maint.	2,037.51
True Value - Milford	Supplies	228.81
Van Wert Inc.	Water Meters for New Reading System	8,780.75
Wesco Distribution, Inc.	Electric Distribution Construction Project	24,652.80
Westrum Leak Detections, Inc.	Water Leak	1,732.50
Winther, Stave & Co., LLP	Audit Fees	7,000.00
Ziegler, Inc.	Engine Maintenance	1,424.53
Centurylink Communications, LLC	Phone	348.92
Office of Auditor of State	Audit Filing Fee	425.00
Aflac	Employee Funded Benefit	357.44
Aspire	Employee Funded Benefit	370.00
Aspire	Employee Funded Benefit	370.00
Base	FSA Claim	50.00
Base	FSA Claim December 2022	960.00
Base	FSA Claim Dec 2022	4,992.00
Black Hills Energy	Gas Service	478.98
Collection Services Center	Employee Withholding	184.61
Department of Energy	WAPA	25,107.11
Internal Revenue Service	Fica, Med, FWH 12.23.22	4,989.10
Internal Revenue Service	Fica, Med, FWH 12.30.22	7,321.44
Internal Revenue Service	Fica, Med, FWH 1.13.23	6,714.92
Iowa Department of Revenue	Monthly Sales & Use Tax	7,068.05
Iowa Department of Revenue	Monthly WET Tax	4,934.46
IPERS	Dec 22 IPERS	12,445.83
MidAmerican Energy	Neal 4	16,000.00
MMU	Utilities	5,378.97
MMU - Investment Fund	Nov 22 eusc transfer	39,458.88
MMU - Investment Fund	Jan 23 budgeted reserve transfer	28,871.00
MMU-Medical Insurance Account	Dec 22 FSA Transfer	1,142.55
NIMECA	Power Bill	111,878.55
NIMECA	Inventory	3,776.03
NIMECA	Employee Benefirts	246.82
Principal Life	Employee Benefit	406.83
Reliance Standard Life Insurance Company	Employee Benefit	163.53
United Community Bank	Loan Payment	7,883.11
United Community Bank	Water Meter Loan Payment	7,637.09
Verizon Wireless	Phone Data - 3 Collector Boxes	75.18
Verizon Wireless	Phone - Credit	(1,990.70)
Verizon Wireless	Phone-collector boxes credit	(40.65)
Wellmark	Employee Benefit	11,189.43

Milford Municipal Utilities Business

1. Consideration and approval of 2023 Board Chairperson

   Behrens/Wharton made a motion to approve Mike Anderson as 2023 Board Chairperson. Motion passed unanimously.

2. Consideration and approval of 2023 Board Vice Chairperson

   Reetz/Behrens made a motion to approve Kae Hoppe as 2023 Board Vice Chairperson. Motion passed unanimously.

3. Consideration and approval of 2023 Board Secretary-Treasurer

   Wharton/Behrens made a motion to approve LeeAnn Reetz as 2023 Board Secretary-Treasurer. Motion passed unanimously.

4. Consideration and approval of 2023 Personnel Committee

   Wharton/Reetz made a motion to approve LeeAnn Reetz and Ken Behrens as the 2023 Personnel Committee. Motion passed unanimously.

5. Consideration and approval to authorize 2023 Mileage Rate Reimbursement

   Behrens/Reetz made a motion to approve authorization of the 2023 IRS Mileage Rate Reimbursement of 65.5 cents per mile. Motion passed unanimously.

6. Consideration and approval of Board meeting Dates

   Wharton/Behrens made a motion to approve February 13, 2023; March 20, 2023; April 17, 2023; May 15, 2023; June 19, 2023; July 17,2023; August 21, 2023; September 18, 2023; October 16, 2023; November 20, 2023; December 18, 2023; January 15, 2024; and February 12, 2024 as Board meeting dates. Motion passed unanimously.

7. Presentation on the Water Treatment Facility

   Katie Sterk with Bolton & Menk presented the Water Treatment Facility layout and answered questions of the Board. She covered the estimated timeline of the project. The Board asked for itemized pricing details and more definitive lead times of materials.

8. Consideration and approval of MMU Board/City Council joint meeting February 13.

   The decision was made to wait for a later date to conduct the joint meeting.

<u>Items discussed in the Manager's Report:</u>

1. The Water Sanitary Survey has been completed. The Survey shows no significant or minor deficiencies.
2. The equipment and O&M needs have been updated for the FY24 budget. Also included is the need to add a seasonal employee to be shared by the Electric and Water Departments. The Board will be sent the budget by the end of the month and the budget will be presented to the Board at the February meeting.
3. Manager Willemssen discussed the progress of the water contract with West Okoboji and the language addition of master meters to the Water Service Rules.

The Board of Trustees adjourned the meeting at 7:40 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be February 13, 2023.

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Mike Anderson, Chairman

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LeeAnn Reetz, Board Secretary