Board Meeting May 15, 2023

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, May 15, 2023 at 6:15 P.M. in the Community Center Board 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. Others present include Katie Sterk and Josh Pope from Bolton & Menk.

Chairman Anderson called the meeting to order.

Reetz/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	1,061.50
Arnold Motor Supply	Supplies	7.05
Base	Cafeteria Monthly	30.00
Bolton & Menk, Inc.	Engineering	101,710.50
Bomgaars	Supplies	161.42
Border States	Safety Signs	243.32
Card Service Center	Postage, Subscription	212.81
City of Milford	City Sewer, Storm Sewer, CC Fee	42,579.07
Cooperative Energy Company	Fuel	671.77
Cooperative Response Center, Inc.	On Call Phone Service	550.50
Dairyland Power Cooperative	Statement Printing	1,456.89
DeKoter, Thole, Dawson, Rockman & Krikke, P.L.C.	Legal	1,320.00
DGR and Associates Company	Engineering	6,535.00
Dickinson County News	Publishing	399.55
Ditch Witch of Minnesota and Iowa	Parts	853.96
Evan Green	Reimbursement	343.05
H & D Underground, Inc.	Subcontractor - Boring	2,375.00
Hach Company	Lab Testing Supplies	1,854.44
Hawkins, Inc.	Chemicals	1,497.25
Ia Assoc of Muni Utilities	ISEP Safety Training	1,193.00
Iowa Lakes Community College	Tuition College Course & Continuing Education	971.00
Iowa One Call	Locates	62.10
KUOO	One Call Awareness Campaign Ad	315.00
Lakes News Shopper	Employment Ad	206.40
Menards	Supplies	14.99
MHR Insurance	Insurance Renewal	129,069.88
Milford Electric, Inc.	Supplies	286.65
National Benefit Services, LLC	Employee Benefits	12.00
NEW Cooperative, Inc.	Fuel	249.57
Overhead Door Sales & Service	Repair	1,595.95
Professional Computer Solutions, LLC	Computer Hosting Fees	1,013.00
R & D Industries, Inc.	Computer Contract & Support	1,110.63
Sam Wedeking Excavating, Inc.	Subcontractor	2,160.92
State Hygienic Laboratory	Lab Testing	546.00
Storey Kenworthy	Office Supplies	40.78
Sunshine Foods	Office Supplies	48.32
Tantalus Systems Inc.	Electric Meters Software for New Reading System	9,409.50

Terracon Consultants, Inc.	WTF Geotechnical Engineering	15,734.00
Tiger Pride Lawn Care	Pest Control	130.00
True Value - Milford	Supplies	187.79
Upper Des Moines Opportunity	LIHEAP Reimbursement	155.90
Van Wert Inc.	Electric & Water Meters for New Reading System	14,215.15
Wedeking Pit & Plant, Inc.	Distribution	214.48
Wesco Distribution, Inc.	Distribution Improvement Project Materials	17,401.41
SCI Communications Inc.	Phone Repair	142.50
Centurylink Communications, LLC	Phone	341.29
City Laundering Company	Rugs	391.35
Aflac	Employee Funded Benefit	430.96
Aspire	Employee Funded Benefit	370.00
Aspire	Employee Funded Benefit	370.00
Base	FSA Claim	30.00
Base	FSA Claim	411.20
Black Hills Energy	Gas Service	929.96
Collection Services Center	Employee Withholding	184.61
Collection Services Center	Employee Withholding	184.61
Department of Energy	WAPA	28,275.43
Internal Revenue Service	Fica, Med, FWH 4.21.23	6,850.82
Internal Revenue Service	Fica, Med, FWH 5.5.23	6,323.38
Iowa Department of Revenue	Monthly Withholding	2,273.00
Iowa Department of Revenue	Monthly Sales & Use Tax	9,439.29
Iowa Department of Revenue	Monthly WET Tax	5,933.86
IPERS	April 23 IPERS	8,560.02
MidAmerican Energy	Neal 4	19,000.00
MMU	Utilities	5,428.19
MMU - Investment Fund	Mar 23 EUSC Transfer	48,499.17
MMU - Investment Fund	May 23 budgeted reserve transfer	28,871.00
MMU-Medical Insurance Account	April 23 FSA Transfer	1,114.02
NIMECA	Power Bill	139,257.98
NIMECA	Employee Benefits	259.24
NIMECA	APPA Safety Manual	215.44
Principal Life	Employee Benefit	406.83
Reliance Standard Life Insurance Company	Employee Benefit	177.81
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	75.16
Verizon Wireless	Phone - Nets against Credit	312.35
Wellmark	Employee Benefit	11,274.01

Public Hearing to review an Application for a State Revolving Fund (SRF) Loan

Chairman Anderson opened the public hearing to review an application for a State Revolving Fund (SRF) loan at 6:15 p.m. No comments were made during the public hearing and no comments were provided to the office prior to the hearing. Anderson closed the public hearing at 6:17 p.m.

Milford Municipal Utilities Business

1. Presentation of WTF 60% Design Plans

   Katie Sterk with Bolton & Menk presented the Raw Water and Water Treatment Facility Design Plans to the Board. Katie answered questions asked by the Board.

2. Consideration and possible approval of Resolution 2023-05-01 to Set Public Hearing Date on Plans, Specifications, Form of Contract and Estimate of Costs for Furnishing Electric Substation Materials for Monday, June 19, 2023 at 6:15 PM at the regularly scheduled Board Meeting

   Reetz/Wharton made a motion to approve Resolution 2023-05-01 to set the public hearing date for Monday, June 19, 2023 at 6:15 PM at the regularly scheduled Board Meeting. Roll call vote: Ayes – Anderson, Reetz, Hoppe, Behrens, Wharton. Nays – None. Motion passed unanimously.

3. Consideration and possible approval to hire a Temporary/Seasonal Employee

   Reetz/Behrens made a motion to approve hiring Matt McKim as a temporary/seasonal employee not to exceed 1000 hours for CY23 at $20.00 per hour. Motion passed unanimously.

4. Consideration and possible approval of WAPA Designated Entity Contract

   Behrens/Hoppe made a motion to approve the WAPA Designated Entity Contract. Motion passed unanimously.

5. Consideration and possible approval of NIMECA Designated Entity Contract

   Wharton/Reetz made a motion to approve the NIMECA Designated Entity Contract. Motion passed unanimously.

6. Consideration and possible approval of GAC quote

   Behrens/Reetz made a motion to approve the replacement of the granular activated carbon in two cells with Calgon Carbon for $88,236.54. Motion passed unanimously.

7. Consideration and possible approval of Bolton & Menk Task Order FY 23-1-Safco watermain improvements

   Josh Pope answered questions from the Board. Hoppe/Behrens made a motion to approve Task Order FY 23-1-Safco watermain improvements. Motion passed unanimously.

8. Consideration and possible approval of MMU Contractor Safety Program

   The Safety Committee met and reviewed the MMU Bloodborne Pathogens Program and the MMU Contractor Safety Program. Willemssen informed the Board the MMU Bloodborne Pathogens Program had been approved previously by the Board. The Safety Committee has recommended no changes to the MMU Bloodborne Pathogens Program. The MMU Contractor Safety Program needs Board approval to be added to the program. Behrens/Reetz made a motion to approve the MMU Contractor Safety Program. Motion passed unanimously.

9. Consideration and possible approval of 300 KVA transformer quote

   Reetz/Behrens made a motion to approve the quote for the 300 KVA transformer with Irby for $23,550.00. Motion passed unanimously.

10. Consideration and possible approval of A34 Electric project proposal

    Willemssen presented the A34 Electric project proposal to the Board. The proposal asks for the City Council to allow the Electric Department to install underground electric duct and wire prior to the project and include the installation of underground electric duct as part of the A34 project. Behrens/Reetz made a motion to approve the A34 Electric project proposal to be presented to the City Council for approval. Motion passed unanimously.

11. Consideration and possible approval of West Okoboji agreement

    Hoppe/Reetz made a motion to table the West Okoboji water agreement. Motion passed unanimously.

12. Consideration and possible approval of Milford Commercial Club donation

    Reetz/Behrens made a motion to approve in kind labor to the Milford Commercial Club for Pioneer Days July 21-23, 2023. Motion passed unanimously.

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

1. Willemssen informed the Board the roof on the 5-stall building has been damaged due to a recent wind storm. A claim has been filed and quotes are being received.
2. Doug Small will be building a storage building on the south side of Milford west of Okoboji Ave. Doug has requested that MMU install the water main to the property. MMU's Water Service Rules require the developer to install the water main to the property. The Board directed Willemssen to inform Small it is the developer's responsibility to install the water main according to MMU Service Rules and to be built according to the MMU Guidelines.
3. The plans are to have a joint meeting with the City in July.

The Board of Trustees adjourned the meeting at 7:10 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be June 19, 2023.

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Mike Anderson, Chairman

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LeeAnn Reetz, Board Secretary