Board Meeting June 19, 2023

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, June 19, 2023 at 6:15 P.M. in the Community Center Board Room. In attendance were Board Members Mike Anderson and Kevin Wharton, with Kae Hoppe by phone; General Manager Brad Willemssen; Utility Employee Lindsay Radunz. Others present included Bolton & Menk Engineers Katie Sterk and Josh Pope. Board Members LeeAnn Reetz and Ken Behrens were absent.

Chairman Anderson called the meeting to order.

Wharton/Hoppe 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	13,088.37
Arnold Motor Supply	Supplies	143.00
Base	Cafeteria Monthly	30.00
Beck Engineering, Inc.	Engineering	510.00
Bolton & Menk, Inc.	Engineering	102,636.50
Bomgaars	Supplies	85.37
Card Service Center	Travel, Education, Postage, Office Supplies	1,801.15
CC Screen Printing	Uniforms	127.50
City Laundering Company	Rugs	71.15
City of Milford	City Sewer, Storm Sewer, CC Fee	46,392.85
Coffman's Locksmith Shop	Locksmith	112.00
Connections Inc EAP	Employee Assistance Program Annual Fee	1,500.00
Cooperative Energy Company	Fuel	463.23
Cooperative Response Center, Inc.	On Call Phone Service	543.00
Core & Main LP	Distribution	888.18
Dairyland Power Cooperative	Statement Printing	1,433.29
DeKoter, Thole, Dawson, Rockman & Krikke, P.L.C.	Legal	275.00
DGR and Associates Company	Engineering	27,861.03
Dickinson County News	Publishing	146.12
Dickinson County Recycling Ctr	Electronic Disposal	24.00
Hawkins, Inc.	Chemicals	10,311.35
Heller Enterprises, LLC	Parts	9.70
Ia Depart of Natural Res	Operator Certificate Renewal	120.00
Iowa Lakes Community College	Continuing Education	99.00
Iowa One Call	Locates	194.50
Lakes News Shopper	Employment Ad	66.60
Larry Chapman - Metering Consultants	Metering Manuals	107.00
MARIA HOLEY	CREDIT REFUNDS - 59749	160.85
Menards	Supplies	33.51
Michael Norgaard	Reimburse - DNR Operator Certificate Renewal	63.04
Milford Communications	Internet and Installation	368.34
Mitchell J. Burgin	Mowing	730.00
National Benefit Services, LLC	Employee Benefits	12.00
NEW Cooperative, Inc.	Fuel	231.19
Nine Eagles Equipment LLC	Crane Service	987.00
Onsite Service Solutions LLC	Annual Analyzer Maintenance	2,600.00
Overhead Door Sales & Service	Service Call	176.50
Paterson Construction LLC	Repair Roof Damage	2,443.11

Pitney Bowes	Postage Meter Lease	142.53
Power Line Supply	Safety	59.66
Professional Computer Solutions, LLC	Computer Hosting Fees	1,013.00
R & D Industries, Inc.	Computer Contract, New Desktop, Network Segregation	5,383.05
Rody And Laurian Pederson	Purchased Power	1.92
Sam Wedeking Excavating, Inc.	Subcontractor	7,348.99
Shredd-It USA - Sioux Falls	Archive Disposal	783.24
Skarshaug Testing Loboratory, Inc.	Safety - Ground Testing	1,115.83
State Hygienic Laboratory	Lab Testing	74.00
Storey Kenworthy	Office Supplies	484.43
Stuart C. Irby Co.	Inventory & Distribution	29,927.90
Subsurface Solutions	Annual Subscription	720.00
Sunshine Foods	Supplies	18.47
Tiger Pride Lawn Care	Pest Control	130.00
Titan Machinery Inc.	Equipment Maintenance	6.87
True Value - Milford	Supplies	360.31
Upper Des Moines Opportunity	LIHEAP Reimbursement	44.47
USPS	Annual PO Box Fee	234.00
Wesco Distribution, Inc.	Distribution Improvement Project Materials	7,531.73
Centurylink Communications, LLC	Phone	354.33
Reserve Account	Prepaid Postage Account	500.00
Aflac	Employee Funded Benefit AFLAC	430.96
Aspire	Employee Funded Benefit	320.00
Aspire	Employee Funded Benefit	320.00
Aspire	Employee Funded Benefit	320.00
Base	FSA Claim	888.00
Black Hills Energy	Gas Service	287.96
Collection Services Center	Employee Withholding	184.61
Collection Services Center	Employee Withholding	184.61
Department of Energy	WAPA	22,296.08
Internal Revenue Service	Fica, Med, FWH 5.19.23	6,956.92
Internal Revenue Service	Fica, Med, FWH 6.2.23	6,548.97
Internal Revenue Service	Fica, Med, FWH 6.16.23	6,338.79
Iowa Department of Revenue	Monthly Withholding	2,291.00
Iowa Department of Revenue	Monthly Sales & Use Tax	8,119.53
Iowa Department of Revenue	Monthly WET Tax	5,898.87
Iowa Department of Revenue	Monthly Withholding	2,308.00
IPERS	May 23 IPERS	8,711.45
MidAmerican Energy	Neal 4	17,000.00
MMU	Utilities	4,781.12
MMU - Investment Fund	April 23 EUSC Transfer	28,871.00
MMU - Investment Fund	April 2023 EUSC Transfer	49,494.74
MMU-Medical Insurance Account	May 23 FSA Transfer	1,114.02
NIMECA	Power Bill	138,830.63
NIMECA	Employee Benefits	259.24
Principal Life	Employee Benefit	467.87
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 – Plans, Specifications, Form of Contract and Estimate of Costs for Furnishing Electric Substation Materials

Chairman Anderson opened the public hearing on Plans, Specifications, Form of Contract and Estimate of Costs for Furnishing Electric Substation Materials at 6:33. 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 6:34.

Milford Municipal Utilities Business

1. Consideration and possible approval of Resolution 2023-06-01-Award of Contract for Furnishing Electric Substation Materials

   Wharton/Hoppe made a motion to approve Resolution 2023-06-01 - Award of Contract for Furnishing Electric Substation Materials. Roll call vote: Ayes – Anderson, Hoppe, Wharton. Nays – None. Absent – Reetz, Behrens. Motion passed unanimously.

2. Consideration and possible approval of Resolution 2023-06-02 Set Public hearing Date for the Electric Distribution project Construction Contract. Proposed date of July 17, 2023 at 6:15 PM at the next regular meeting.

   Hoppe/Wharton made a motion to approve Resolution 2023-06-02 to set the public hearing date for Monday, July 17, 2023 at 6:15 PM at the regularly scheduled Board Meeting. Roll call vote: Ayes – Anderson, Hoppe, Wharton. Nays – None. Absent – Reetz, Behrens. Motion passed unanimously.

3. Consideration and possible approval of Resolution 2023-06-03 approving Consent to Termination of Assignments for Capacity Schedule and Agreement for Consent to Termination of Assignments for Capacity Schedule

   Hoppe/Wharton made a motion to approve Resolution 2023-06-03 approving Consent to Termination of Assignments for Capacity Schedule and Agreement for Consent to Termination of Assignments for Capacity Schedule. Roll call vote: Ayes – Anderson, Hoppe, Wharton. Nays – None. Absent – Reetz, Behrens. Motion passed unanimously.

4. Discussion on Water Treatment Facility progress with Bolton & Menk

   Katie Sterk and Josh Pope presented on the Water Treatment Facility progress including a design status update, proposed site plan layout, proposed exterior, proposed process model, timeline and updated opinion of probable cost.

5. Consideration and possible approval of Bolton & Menk Amendment Task Order 5 Agreement for Professional Services

   Wharton/Hoppe made a motion to approve Bolton & Menk Amendment Task Order 5. Motion passed unanimously.

6. Consideration and possible approval of Resolution 2023-06-04 Regarding Real Estate Title Clarification for Milford Municipal Utilities

   Hoppe/Wharton made a motion to approve Resolution 2023-06-04 Regarding Real Estate Title Clarification for Milford Municipal Utilities. Roll call vote: Ayes – Anderson, Hoppe, Wharton. Nays – None. Absent – Reetz, Behrens. Motion passed unanimously.

7. Consideration and possible approval of Resolution 2023-06-05 Supporting City of Milford CDBG Application

Hoppe/Wharton made a motion to approve Resolution 2023-06-05 Supporting City of Milford CDBG Application. Roll call vote: Ayes – Anderson, Hoppe, Wharton. Nays – None. Absent – Reetz, Behrens. Motion passed unanimously.

8. Consideration and possible approval of 2023 Accounts Receivable Write-Offs

   Hoppe/Wharton made a motion to approve and publish the 2023 Accounts Receivable Write-Offs. Motion passed unanimously. The Write-Off list is as follows:

Jeff Harbst	$597.87	Tanner Sundberg	$211.28	Timothy Harmon	$195.45
Tialisa Jurgensen	$5,712.33	Seth Rierson	$95.62	Bradly V. Bottenfield Jr	$231.93
Amberlee Kerker	$426.48	Sasha Allen	$126.25	Ricardo Ballesteros	$185.03
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Patience Dean	$238.38	Mellisa Teege	$18.95	Barbara Tevis	$726.55

9. Consideration and possible approval of roof replacement quote at 5-stall building on MMU Complex

   Hoppe/Wharton made a motion to approve the roof replacement quote from Veteran Roofing for $22,484.75. Motion passed unanimously.

10. Consideration and possible approval of MMU Elevated Fall Protection program

    Wharton/Hoppe made a motion to approve the MMU Elevated Fall Protection program. Motion passed unanimously.

11. Consideration and possible approval of Water Model quote

    Hoppe/Wharton made a motion to approve the Water Distribution Model quote with Bolton & Menk for $19,900. Motion passed unanimously.

12. Consideration and possible approval of West Okoboji agreement

    Hoppe/Wharton made a motion to approve the West Okoboji Water Purchase Contract to be sent to West Okoboji for their City Council review and approval. Motion passed unanimously.

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

1. The Safety Committee met and reviewed the Confined Space Program. The review date has been added to the policy.
2. There are two areas on the A34 project that need to be addressed prior to the start of the A34 project. Willemssen recommended that the A34 Contractor install electric duct during the project. DGR has drafted a memo to be approved by the Board. The City Council has asked for more information from their attorney.

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 July 17, 2023.

_____
Mike Anderson, Chairman

_____
LeeAnn Reetz, Board Secretary

Published Proceedings

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Milford Municipal Utilities Business

1. Consideration and possible approval of Resolution 2023-06-01-Award of Contract for Furnishing Electric Substation Materials

   Six bids were received and lead times are between 12 and 80 weeks. Wharton/Hoppe made a motion to approve Resolution 2023-06-01 - Award of Contract for Furnishing Electric Substation Materials. Roll call vote: Ayes – Anderson, Hoppe, Wharton. Nays – None. Absent – Reetz, Behrens. Motion passed unanimously.

2. Consideration and possible approval of Resolution 2023-06-02 Set Public hearing Date for the Electric Distribution project Construction Contract. Proposed date of July 17, 2023 at 6:15 PM at the next regular meeting.

   The Electric Distribution project bid for the contractor was rejected at the February meeting due to higher than estimated bids. This will set a date for the contractor portion to be rebid. The contractor bid package will be for the installation of the duct and wire with an option to terminate the wire. Hoppe/Wharton made a motion to approve Resolution 2023-06-02 to set the public hearing date for Monday, July 17, 2023 at 6:15 PM at the regularly scheduled Board Meeting. Roll call vote: Ayes – Anderson, Hoppe, Wharton. Nays – None. Absent – Reetz, Behrens. Motion passed unanimously.

3. Consideration and possible approval of Resolution 2023-06-03 approving Consent to Termination of Assignments for Capacity Schedule and Agreement for Consent to Termination of Assignments for Capacity Schedule

   This Resolution is to terminate the capacity assignments related to the Raun Lehigh transmission line. Hoppe/Wharton made a motion to approve Resolution 2023-06-03 approving Consent to Termination of Assignments for Capacity Schedule and Agreement for Consent to Termination of Assignments for Capacity Schedule. Roll call vote: Ayes – Anderson, Hoppe, Wharton. Nays – None. Absent – Reetz, Behrens. Motion passed unanimously.

4. Discussion on Water Treatment Facility progress with Bolton & Menk

   Katie Sterk and Josh Pope presented on the Water Treatment Facility progress including a design status update, proposed site plan layout, proposed exterior, proposed process model, timeline and updated opinion of probable cost. For the cost, the prior estimate was $22.5-$27.5M. The new estimate is $31M. Sterk emphasized this is just their opinion of cost and not the contractors. Bids could come in higher or lower. When asked why the cost overall had jumped so much from the initial estimates of $16-18M in early stages, Sterk responded that there is about a 25% increase in price for materials (like ductile iron, etc.); the scope of the project changes include not using the current clear well, more drainage on the property, and layout changes. The filter capacity is about the same and there is flexibility for future growth. Low winter flows and peak summer highs adds a layer to work around. This is without oversizing anything and without fancy finishes. The office has been receiving complaints from the customers that are now receiving the End User Service Charge (EUSC) from the master meter change in policy. It was mentioned that the majority of the town likely does not know that about the planned EUSC increases coming in the next year and the office will surely receive more complaints when that happens.

5. Consideration and possible approval of Bolton & Menk Amendment Task Order 5 Agreement for Professional Services

   Supplemental design engineering services of $167,500 is requested for amending the scope of project to include adding a storage shed on the building, clear well changes and modifying layouts due to maintaining existing 5-stall storage building and multiple parcels into one lot. Wharton/Hoppe made a motion to approve Bolton & Menk Amendment Task Order 5. Motion passed unanimously.

6. Consideration and possible approval of Resolution 2023-06-04 Regarding Real Estate Title Clarification for Milford Municipal Utilities

   The property at the MMU Complex currently has several different names related either to MMU or the City of Milford. Hoppe/Wharton made a motion to approve Resolution 2023-06-04 Regarding Real Estate Title Clarification for Milford Municipal Utilities. Roll call vote: Ayes – Anderson, Hoppe, Wharton. Nays – None. Absent – Reetz, Behrens. Motion passed unanimously.

7. Consideration and possible approval of Resolution 2023-06-05 Supporting City of Milford CDBG Application

   The CDBG application will be for parts of the A34 water and sewer project. Hoppe/Wharton made a motion to approve Resolution 2023-06-05 Supporting City of Milford CDBG Application. Roll call vote: Ayes – Anderson, Hoppe, Wharton. Nays – None. Absent – Reetz, Behrens. Motion passed unanimously.

8. Consideration and possible approval of 2023 Accounts Receivable Write-Offs

   Some board members object to writing off accounts but Willemssen noted that there are rules we have to follow through the IUB. Willemssen said we could look into doing small claims first and then do a lien if the customer owns property. Hoppe/Wharton made a motion to approve and publish the 2023 Accounts Receivable Write-Offs. Motion passed unanimously. The Write-Off list is as follows:

Jeff Harbst	$597.87	Tanner Sundberg	$211.28	Timothy Harmon	$195.45
Tialisa Jurgensen	$5,712.33	Seth Rierson	$95.62	Bradly V. Bottenfield Jr	$231.93
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Mary Jensen	$216.23	Troy Peterson	$70.11	Randall Rongved	$795.40
Patience Dean	$238.38	Mellisa Teege	$18.95	Barbara Tevis	$726.55

9. Consideration and possible approval of roof replacement quote at 5-stall building on MMU Complex

   The roof damage has been temporarily repaired and two quotes were received to replace the south roof and both contractors were asked to submit a quote to replace the entire roof as well. Hoppe/Wharton made a motion to approve replacing the whole roof with a quote from Veteran Roofing for $22,484.75. Motion passed unanimously.

10. Consideration and possible approval of MMU Elevated Fall Protection program

    The MMU Safety Committee met and reviewed the program. Wharton/Hoppe made a motion to approve the MMU Elevated Fall Protection program. Motion passed unanimously.

11. Consideration and possible approval of Water Model quote

    Hoppe/Wharton made a motion to approve the Water Distribution Model quote with Bolton & Menk for $19,900. Motion passed unanimously.

12. Consideration and possible approval of West Okoboji agreement

    Hoppe/Wharton made a motion to approve the West Okoboji Water Purchase Contract to be sent to West Okoboji for their City Council review and approval. Motion passed unanimously.

Items discussed in the Manager's Report:

13. The Safety Committee met and reviewed the Confined Space Program. The review date has been added to the policy.
14. There are two areas on the A34 project that need to be addressed prior to the start of the A34 project. Willemssen recommended that the A34 Contractor install electric duct during the project. DGR has drafted a memo to be approved by the Board. The City Council has asked for more information from their attorney.

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 July 17, 2023.

_____
Mike Anderson, Chairman

_____
LeeAnn Reetz, Board Secretary