# Board Meeting August 21, 2023

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, August 21, 2023 at 6:15 P.M. in the Community Center Board Room. In attendance were Board Members Mike Anderson, Kevin Wharton, LeeAnn Reetz and Ken Behrens; Kae Hoppe by phone at 6:40; General Manager Brad Willemssen; Utility Employee Lindsay Radunz by phone; Bolton & Menk Engineers Jennifer Selchow and Josh Pope online.

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:

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| Ahlers & Cooney, P.C. | Legal | 246.00 |
| Arnold Motor Supply | Supplies | 166.76 |
| Base | Cafeteria Monthly & Renewal | 310.00 |
| Bolton & Menk, Inc. | Engineering | 150,264.00 |
| Bomgaars | Supplies, Uniform Boots, Small Tools | 574.06 |
| Border States Electric Supply | Safety | 245.98 |
| Card Service Center | Supplies, Education, Travel | 1,852.92 |
| City Laundering Company | Rugs | 71.15 |
| City of Milford | City Sewer, Storm Sewer, CC Fee | 51,467.18 |
| Cooperative Energy Company | Fuel & Generator Diesel | 25,578.11 |
| Cooperative Response Center, Inc. | On Call Phone Service | 559.75 |
| Core & Main LP | Distribution | 710.17 |
| Crescent Electric Supply Company | Cable Puller Repair | 3,243.98 |
| Dairyland Power Cooperative | Statement Printing | 1,520.14 |
| Dakota Riggers & Tool Supply, Inc. | Tools | 146.24 |
| DeKoter, Thole, Dawson, Rockman & Krikke, P.L.C. | Legal | 675.00 |
| DELMIRA FERNANDEZ | CREDIT REFUNDS - 59038 | 320.73 |
| DGR and Associates Company | Engineering | 10,233.41 |
| Dickinson County News | Publishing | 220.17 |
| Dickinson County Recycling Ctr | Appliance Disposal | 12.00 |
| Dickinson County Treasurer | Property Tax | 2,006.00 |
| Fastenal Company | Parts | 21.12 |
| Foundation Analytical Laboratory | Samples for New Water Plant | 653.50 |
| GLENDA MOHN | CREDIT REFUNDS - 60593 | 98.07 |
| Harold Beck & Sons, Inc. | Rotary Actuator with Hardware | 5,166.14 |
| Hawkins, Inc. | Chemicals | 1,455.87 |
| HOPE PEARSON | CREDIT REFUNDS - 59463 | 170.63 |
| IGL Sanitary District | Semi Annual Sewer | 2,031.35 |
| Integrity Data Solutions, Inc. | Barcode Scanner Renewal | 608.00 |
| Iowa Depart of Transp | Use Tax on Enclosed & Dump Trailers | 1,445.00 |
| Iowa One Call | Locates | 177.30 |
| J DAVIS BOOKKEEPING | Refund Customer Deposit | 721.00 |
| Marco, Inc. | Copier Contract | 135.00 |
| Menards | Supplies | 471.90 |
| Mitchell J. Burgin | Mowing | 1,460.00 |
| National Benefit Services, LLC | Employee Benefits | 9.00 |
| NEW Cooperative, Inc. | Fuel & Generator Diesel | 14,776.41 |
| Plymouth County Treasurer | Property Tax | 50.00 |
| Power Line Supply | Inventory & PPE FR Uniform | 1,313.00 |

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| Professional Computer Solutions, LLC | Computer Hosting Fees | 1,013.00 |
| R & D Industries, Inc. | Computer Domain/Mail Migration | 3,385.00 |
| R & D Industries, Inc. | 3 New Computers | 5,412.80 |
| R & D Industries, Inc. | Computer Contract & Support | 1,969.00 |
| Redcort Software, Inc. | Annual Timeclock Support Plan | 175.00 |
| RICK WALTH | CREDIT REFUNDS - 60873 | 95.17 |
| Rody And Laurian Pederson | Purchased Power | 5.08 |
| State Hygienic Laboratory | Lab Testing | 1,723.00 |
| Storey Kenworthy | Office Supplies | 132.49 |
| Stuart C. Irby Co. | Locating Paint, Street Light LED Fixture, Safety | 4,716.07 |
| Sunshine Foods | Supplies | 17.98 |
| Tiger Pride Lawn Care | Pest Control | 130.00 |
| True Value - Milford | Supplies | 270.67 |
| Van Wert Inc. | Electric Meters for New Reading System | 10,053.72 |
| Van Wert Inc. | Water Meters for New Reading System | 20,372.52 |
| Web Graphics | Office Supplies | 370.31 |
| Webster County Treasurer | Property Tax | 467.50 |
| Wesco Distribution, Inc. | Distribution Improvement Project Materials | 14,749.84 |
| Westrum Leak Detections, Inc. | 2023 Leak Detection Survey | 1,800.00 |
| GDF Enterprises | Dump & Enclosed Trailer | 28,900.00 |
| Centurylink Communications, LLC | Phone | 22.08 |
| Milford Communications | Phone | 398.55 |
| Okoboji Pioneer Booster Club | Community Development | 500.00 |
| Aflac | Employee Funded Benefit | 430.96 |
| Aspire | Employee Funded Benefit | 320.00 |
| Aspire | Employee Funded Benefit | 320.00 |
| Base | FSA Claim | 255.66 |
| Black Hills Energy | Gas Service | 75.46 |
| Collection Services Center | Employee Withholding | 184.61 |
| Collection Services Center | Employee Withholding | 184.61 |
| Department of Energy | WAPA | 29,187.20 |
| Internal Revenue Service | Fica, Med, FWH 7.28.23 | 6,837.46 |
| Internal Revenue Service | Fica, Med, FWH 8.11.23 | 7,357.46 |
| Iowa Department of Revenue | Monthly Withholding | 3,448.00 |
| Iowa Department of Revenue | Monthly Sales & Use Tax | 8,293.71 |
| Iowa Department of Revenue | Monthly WET Tax | 9,272.22 |
| Iowa Department of Revenue | Monthly Withholding | 2,389.00 |
| IPERS | July 23 IPERS | 8,909.71 |
| MidAmerican Energy | Neal 4 | 25,000.00 |
| MMU | Utilities | 5,110.99 |
| MMU - Investment Fund | June 2023 EUSC Transfer | 55,498.08 |
| MMU-Medical Insurance Account | July 23 FSA Transfer | 1,114.02 |
| NIMECA | Power Bill | 79,862.85 |
| NIMECA | Employee Benefits | 259.24 |
| Principal Life | Employee Benefit | 430.14 |
| 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 | 75.12 |
| Verizon Wireless | Phone - after final credit | 296.62 |
| Wellmark | Employee Benefit | 11,627.12 |

Public Hearing - Water Treatment Plant Proposed Contract Documents and Estimated Costs for Improvement

Chairman Anderson opened the public hearing on Water Treatment Plant Documents at 6:15. 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 6:16.

Milford Municipal Utilities Business

1. Consideration and possible approval of fire hydrant quote

   MMU has the opportunity to get a good discount on some fire hydrants due to a double shipment error the selling company made. Reetz/Behrens made a motion to approve the purchase of 6 fire hydrants from Utility Equipment Co. for $20,400.00. Motion passed unanimously.

2. Consideration and possible approval of Engagement Agreement – Contract Proceedings (WTP project)

   These documents are necessary for the SRF loan. Reetz/Behrens made a motion to approve the Ahlers Cooney Engagement Agreement for Contract Proceedings. Motion passed unanimously.

3. Consideration and possible approval of Power Plant Compliance quote

   Stack testing on our generators is required every five years. This needs to be complete by the end of July 2024. Behrens/Wharton made a motion to approve the Power Plant Compliance quote with Compliance Services, Inc. for $6,775.00. Motion passed unanimously.

4. Consideration and possible approval of Resolution 2023-08-01-Setting Date for Public Hearing-Raw Water Main

   Behrens/Reetz made a motion to approve Resolution 2023-08-01 – Setting Date for Public Hearing-Raw Water Main. Roll call vote: Ayes – Anderson, Reetz, Wharton, Behrens. Nays – None. Absent – Hoppe. Motion passed unanimously.

Items discussed in the Manager's Report:

1. Willemssen asked the Board to consider the relocation of a 2-stall building on the MMU complex instead of its demolition to make room for the new WTP. Relocation has been quoted for much less than building a new building would cost. The board will consider it at the October meeting.
2. For the new WTP, there are electric services and components to install. The Board will need to consider at a later date if they want the Electric Department to make a contribution to pay the Water Department on a generator installation and if they want the Water Department to make a contribution to the Electric Department for the utility service. Willemssen will check with the other electric utility companies that service our water territory (Iowa Lakes Electric Cooperative and Alliant) if they want to make a donation to the WTP for the electric installation, generator and energy efficiency program.
3. Willemssen updated the Board on the treatment plans the DNR has provided for West Lake Okoboji's aquatic plant invasive species. The Board agreed it would be a good idea to have some additional raw water sample testing completed.
4. Looking at the 2024 construction season, several companies will have boring projects going on including Milford Communications, Mediacom, and MMU. To keep up with locating, MMU will consider adding part-time employees to refresh locate paint marks and install flags.

5. Willemssen contacted West Okoboji's Mayor Craig Miner on the West Okoboji Water agreement. West Okoboji's attorney is reviewing the agreement.
6. Todd Abrahamson, Okoboji School Superintendent, has invited MMU to a Zoom conference call with Rob Schwarz. Rob will present the findings from his recent study on enrollment analysis and housing development. The Zoom meeting is scheduled for August 30 at 9:00 a.m.
7. Willemssen asked about changing the board meeting times to daytime working hours. Current board members commented they are not available to meet during the day.

The Board of Trustees adjourned the meeting at 6:48 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be September 18, 2023.

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Mike Anderson, Chairman

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LeeAnn Reetz, Board Secretary