# Board Meeting January 16, 2024

The Milford Municipal Utilities Board of Trustees met in regular session on Tuesday January 16, 2024 at 3:00 P.M. in the Community Center Board Room. In attendance were Board Members Kae Hoppe, Kevin Wharton, Todd Johnson, and Kirb Walters; General Manager Brad Willemssen; Utility Employee Lindsay Radunz. Bolton & Menk Engineer Josh Pope was also present.

Chairperson Hoppe called the meeting to order.

Johnson/Wharton made a motion to approve the agenda. Motion passed unanimously.

Johnson/Wharton made a motion to approve the consent agenda. Motion passed unanimously. The following bills were presented for payment:

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| Alger Companies | Fabrication | 1,220.40 |
| Arnold Motor Supply | Supplies | 681.47 |
| Base | Cafeteria Monthly | 30.00 |
| Beck Engineering, Inc. | Engineering | 1,235.00 |
| Bolton & Menk, Inc. | Engineering | 16,971.50 |
| Bomgaars | Supplies | 84.92 |
| Border States Electric Supply | Inventory & Distribution | 5,355.91 |
| Card Service Center | Postage, Education, Employee Appreciation | 1,816.19 |
| City Laundering Company | Rugs | 72.42 |
| City of Milford | City Sewer, Storm Sewer, CC Fee | 43,798.12 |
| Cooperative Energy Company | Fuel | 666.64 |
| Cooperative Response Center, Inc. | On Call Phone Service | 560.30 |
| Core & Main LP | Distribution | 1,500.00 |
| Coyote Motor Co. L.L.C | Truck Repair | 275.00 |
| Crescent Electric Supply Company | Lighting | 207.13 |
| Dairyland Power Cooperative | Statement Printing | 1,553.14 |
| DGR and Associates Company | Engineering | 9,996.00 |
| Dickinson County News | Publishing | 234.32 |
| Ditch Witch of Minnesota and Iowa | Locator Repair | 570.81 |
| Ia Assoc of Muni Utilities | ISEP Safety Training | 1,276.00 |
| Iowa One Call | Locates | 350.70 |
| John T. Jones Construction Co. | Payment Request #1 - WTP | 307,447.31 |
| John T. Jones Construction Co. | Payment Request #2 - WTP | 30,419.50 |
| Menards | Shop Lighting | 238.80 |
| MidAmerican Energy | Wheeling | 12,504.34 |
| Milford Commercial Club | Annual Dues | 100.00 |
| Milford Communications | Phone | 391.58 |
| National Benefit Services, LLC | Employee Benefits | 18.00 |
| NEW Cooperative, Inc. | Fuel | 142.99 |
| Power Line Supply | PPE FR Uniform & Safety | 712.70 |
| Professional Computer Solutions, LLC | Computer Hosting Fees | 1,058.00 |
| R & D Industries, Inc. | Computer Contract & Support | 1,670.33 |
| SHAYLA POWELL | CREDIT REFUNDS - 52360 | 36.61 |
| State Hygienic Laboratory | Lab Testing | 108.00 |
| Stuart C. Irby Co. | Distribution & Safety | 1,235.32 |
| Sunshine Foods | Office Supplies | 32.94 |

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| True Value - Milford | Supplies | 120.57 |
| Van Wert Inc. | Water Meters for New Reading System | 3,150.96 |
| Waste Management | Dumpster Rent | 591.92 |
| Aflac | Employee Funded Benefit AFLAC | 430.96 |
| Aspire | Employee Funded Benefit | 320.00 |
| Aspire | Employee Funded Benefit | 345.00 |
| Base | FSA Claim | 60.00 |
| Black Hills Energy | Gas Service | 257.69 |
| Collection Services Center | Employee Withholding | 184.61 |
| Collection Services Center | Employee Withholding | 184.61 |
| Department of Energy | WAPA | 29,231.81 |
| Internal Revenue Service | Fica, Med 12.21.23 | 688.40 |
| Internal Revenue Service | Fica, Med, FWH 12.29.23 | 7,209.82 |
| Internal Revenue Service | Fica, Med, FWH 1.12.24 | 6,692.97 |
| Iowa Department of Revenue | Monthly Sales & Use Tax | 7,120.47 |
| Iowa Department of Revenue | Monthly WET Tax | 6,065.19 |
| Iowa Department of Revenue | Monthly Withholding | 3,548.00 |
| IPERS | Sept 23 IPERS | 13,071.32 |
| MidAmerican Energy | Neal 4 | 14,000.00 |
| MMU | Utilities | 5,439.27 |
| MMU - Investment Fund | Nov 23 EUSC Transfer | 53,163.31 |
| MMU-Medical Insurance Account | Dec 23 FSA Transfer | 1,670.97 |
| NIMECA | APX-NAR Transfer Fees | 79.97 |
| NIMECA | Power Bill | 97,393.77 |
| 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 | 75.16 |
| Verizon Wireless | Phone | 352.93 |
| Wellmark | Employee Benefit | 12,114.07 |

Public hearing on the matter of the Substation Phase 1 Improvements

Hoppe opened the public hearing at 3:01 p.m. No comments were made during the public hearing and no comments were provided to the office prior to the hearing. Wharton/Johnson made a motion to close the hearing. Motion passed unanimously. The public hearing closed at 3:02 p.m.

Milford Municipal Utilities Business

1. Consideration and approval of 2024 Board Chairperson

   Wharton/Walters made a motion to approve the Board Chairperson as Kae Hoppe. Motion passed unanimously.

2. Consideration and approval of 2024 Board Vice Chairperson

   Hoppe/Wharton made a motion to approve the Board Vice Chairperson as Todd Johnson. Motion passed unanimously.

3. Consideration and approval of 2024 Board Secretary-Treasurer

   Hoppe/Johnson made a motion to approve the Board Secretary-Treasurer as Kevin Wharton. Motion passed unanimously.

4. Consideration and approval of 2024 Personnel Committee

   Wharton/Hoppe made a motion to approve the Personnel Committee as Kirb Walters and Todd Johnson. Motion passed unanimously.

5. Consideration and approval to authorize 2024 Mileage Rate Reimbursement

   Wharton/Johnson made a motion to approve the 2024 IRS Mileage Rate Reimbursement of $.67 per mile. Motion passed unanimously.

6. Consideration and possible approval of WTP Payment Request #2

   Wharton/Johnson made a motion to approve the WTP Payment Request #2 to John T Jones for $30,419.50. Motion passed unanimously.

7. Consideration and possible approval of Resolution 2024-01-01-Substation Improvements Contractor

   Board Member Wharton introduced and delivered to the Secretary the Resolution 2024-01-01 hereinafter set out entitled A Resolution Making the Award of a Contract for the Milford Substation Phase 1 Improvements for Milford Municipal Utilities, Milford, Iowa, and moved that the Resolution be adopted. Board Member Walters seconded the motion. Roll call vote: Ayes – Hoppe, Wharton, Johnson, Walters. Nays – None. Motion passed unanimously. N&M Power Co. was awarded the contract for $515,704.97. The estimate for the project was $660,000.

8. Consideration and approval of Employee Policy Handbook and Employee Benefits and Compensation Policy.

   Wharton/Johnson made a motion to approve the amended Employee Policy Handbook and Employee Benefits and Compensation Policy. Motion passed unanimously. Language was changed to clarify part-time employment.

9. Consideration and possible approval to Set Public hearing Date for Budget for Year ending June 30, 2025. Proposed date of February 20, 2024, the next regular meeting.

   Johnson/Wharton made a motion to approve February 20, 2024 for the public hearing date, which is the next regular meeting. Motion passed unanimously.

10. Consideration and possible approval of Hearing Conservation program

    Johnson/Wharton made a motion to approve the Hearing Conservation Program. Motion passed unanimously. Board members reiterated that employee safety is very important. They proposed marking safety milestones or having an annual employee appreciation lunch.

11. Discussion on Solar project.

    NIMECA is considering building a solar garden at one of the member communities that will qualify for grant funding. NIMECA is asking if there is interest from each NIMECA member. MMU will not be required to commit until the study is complete, allowing the Board to decide at that time. The Board instructed Willemssen to let NIMECA know MMU is interested in a solar garden.

Items discussed in the Manager's Report:

1. FY25 Budget discussion. The Board reviewed the quotes for the Water Department pickup replacement. It was determined the budgeted amount for the pickup should be $50,000. The Board also discussed the addition of a Water Operator. Willemssen will send information to the Board on the process for an operator to obtain the different grade levels of operations.
2. Electric Department Capital expenditures. Willemssen asked the Board to consider including construction of an Electric Generation Plant as part of the 5-year Capital Improvement Plan. Willemssen also asked the Board to consider adding electric load by seeking a crypto miner as an electric customer. The consensus of the Board is to wait until the construction of the Water Treatment Plant is complete.
3. 9th St. reconstruction MOU. The City will be reconstructing 9th street between O and N Ave. The water main should be included in the project. The City's engineer will design the water main replacement to be reviewed by MMU's engineer. The Board directed Willemssen to have the attorney draft a Memorandum of Understanding for the project to be approved at the next regular meeting.
4. The MMU employees will have training on the morning of February 7. The training will take place in the Community Center and the office will remain open.

The Board of Trustees adjourned the meeting at 5:00 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be February 20, 2024 at 3:00 p.m.

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Kae Hoppe, Chairperson

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Kevin Wharton, Board Secretary