Board Meeting May 21, 2024

The Milford Municipal Utilities Board of Trustees met in regular session on Tuesday, May 21, 2024, at 3:00 P.M. in the Community Center Board Room. In attendance were Board Members Kae Hoppe, Todd Johnson, and Kirb Walters; General Manager Brad Willemssen; Utility Employee Lindsay Radunz. Board Member Kevin Wharton was absent.

Chairperson Hoppe called the meeting to order.

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

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

Ahlers & Cooney, P.C.	Legal	2,463.00
ARIANE MORTENSON	Deposit Refund	87.00
Base	Cafeteria Monthly	30.00
Bolton & Menk, Inc.	Engineering	33,799.00
Bomgaars	Uniform, Distribution	307.48
Burgin Lawn Service	Mowing	365.00
Card Service Center	Subscription, Employment Ad	751.27
City Laundering Company	Rugs	78.30
City of Milford	City Sewer, Storm Sewer, CC Fee	44,882.70
Cooperative Energy Company	Fuel	721.22
Core & Main LP	Water Meters for Bulk Water Sales	4,593.49
Dairyland Power Cooperative	Statement Printing	1,540.71
Data Integration, Inc.	Locate Flags	3,133.00
DeKoter, Thole, Dawson, Rockman & Krikke, P.L.C.	Legal	1,311.54
DGR and Associates Company	Engineering	14,163.55
Dickinson County News	Publishing	475.62
Ditch Witch of Minnesota and Iowa	Parts	107.64
FAYE CLARK	CREDIT REFUNDS - 56519	270.66
Hach Company	Plant Maintenance	91.95
Hawkins, Inc.	Chemicals	4,089.59
Heller Enterprises, LLC	Backflow Testing	225.00
Ia Assoc of Muni Utilities	ISEP Safety Training	1,276.00
Iowa One Call	Locates	182.00
John T. Jones Construction Co.	Payment Request #6 - WTP	1,334,425.78
Karian Peterson Power Line Contracting, LLC	Electric Distribution Payment Request #2	185,211.38
KUOO	One Call Awaremess Campaign Ad	315.00
KYLE WINDESHAUSEN	CREDIT REFUNDS - 61058	65.04
Menards	Supplies, Distribution	326.91
MHR Insurance	Insurance Renewal	143,737.91
Milford Electric, Inc.	Plant Equip Maint	44.21
National Benefit Services, LLC	Employee Benefits	9.00
NEW Cooperative, Inc.	Fuel	92.25
Pitney Bowes	Postage Meter Lease	142.53
Power Line Supply	Inventory, Tools, Uniform	1,885.86
Professional Computer Solutions, LLC	Computer Hosting Fees	1,058.00
R & D Industries, Inc.	Computer Contract & Support	1,814.15

Rent-All Inc.	Equipment Rental	157.29
Skarshaug Testing Laboratory, Inc.	Distribution	1,456.18
State Hygienic Laboratory	Lab Testing	354.00
Stuart C. Irby Co.	Distribution Improvement Project Materials	33,488.37
Sunshine Foods	Office Supplies	50.61
Tiger Pride Lawn Care	Pest Control	130.00
Titan Machinery Inc.	Parts	326.20
True Value - Milford	Supplies	74.32
Upper Des Moines Opportunity	LIHEAP Reimb, Project Share Funds	848.92
Milford Communications	Phone	392.15
Aflac	Employee Funded Benefit AFLAC	606.72
Aspire	Employee funded benefit	345.00
Aspire	Employee Funded Benefit	345.00
Aspire	Employee Funded Benefit	345.00
Base	FSA Claim	1,152.00
Black Hills Energy	Gas Service	326.66
Collection Services Center	Employee Withholding	184.61
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 4.19.24	7,156.16
Internal Revenue Service	Fica, Med, FWH 5.3.24	7,192.49
Internal Revenue Service	Fica, Med, FWH 5.17.24	7,440.35
Iowa Department of Revenue	Monthly Withholding	2,371.00
Iowa Department of Revenue	Monthly Sales & Use Tax	7,748.49
Iowa Department of Revenue	Monthly WET Tax	6,579.65
Iowa Department of Revenue	Monthly Withholding	2,475.00
IPERS	April 24 IPERS	9,611.81
MidAmerican Energy	Neal 4	37,000.00
MMU	Utilities	5,961.31
MMU - Investment Fund	March 2024 EUSC Transfer	69,091.98
MMU-Medical Insurance Account	April 2024 FSA Transfer	838.62
NIMECA	Power Bill	79,921.19
NIMECA	Employee Benefits	290.01
Principal Life	Employee Benefit	439.57
Reliance Standard Life Insurance Company	Employee Benefit	417.29
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	75.10
Verizon Wireless	Phone	352.82
Wellmark	Employee Benefits	15,823.05

<u>Milford Municipal Utilities Business</u>

1. Consideration and possible approval of Safco Bill of Sale

   Johnson/Hoppe made a motion to approve the Safco Bill of Sale. Roll call vote: Ayes – Hoppe, Johnson, Walters. Nays – None. Absent – Wharton. Motion passed unanimously. Safco will take possession of the water mains on their property and the mains will be treated the same as a customer's service.

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

   Walters/Johnson made a motion to approve the WTP Payment Request #6 for $1,334,425.78 Motion passed unanimously.

3. Consideration and possible approval of the 2024 Electric Distribution Payment Request #2

   Johnson/Walters made a motion to approve the 2024 Electric Distribution Payment Request #2 for $185,211.38. Motion passed unanimously.

4. Consideration and possible approval of wire quote.

   Johnson/Walters made a motion to approve the 4/0 Primary wire quote with WESCO for $15,006.75. Motion passed unanimously. WESCO has wire in stock and this will replace inventory.

5. Consideration and possible approval of generator and bus work integrity test quotes.

   Johnson/Walters made a motion to approve the generator and bus work integrity test quotes with L& S Electric Inc. for $8,675.00. Motion passed unanimously. The integrity test will be done annually in order to mitigate catastrophic failures.

6. Consideration and possible approval of water department truck quotes

   Walters/Johnson made a motion to approve the water department truck quote with Asher Motor Co. for a Dodge Ram 2500 for $48,311.00. Motion passed unanimously. The lead time is 4-6 months and there is a 3-year warranty. The Board has asked that MMU considers a maintenance program at dealerships for regular maintenance instead of Electric or Water employees performing truck maintenance.

7. Consideration and possible approval of amended Accident Investigation Program

   Johnson/Walters made a motion to approve the amended Accident Investigation Program. Motion passed unanimously.

8. Discussion on Annexation Agreement

   It was discussed that the agreements need to be recorded with the County Recorder so it is on legal record. Hold Harmless Agreements should also be recorded to the County. Then if the property transfers ownership, the new owners will be aware of the agreements in place.

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

1. A34 Reconstruction project. The sewer line from J Ave. going west to the east side of west Westview Dr. has been installed. The watermain at H Ave. has been installed. The watermain will be pressure tested and bacteria testing will be done at a later date. The crew will install the sewer force main next. The temporary access road will be open when the work in the area is complete. Crews will install the watermain from H Ave. up to west Westview Dr. This line will be tested and connected to the temporary line.
2. Electric Distribution project. Karian Peterson (KP) has the duct and wire installed in the area of the Airport, Dairy Queen, and Oak Hill Outdoors. KP has duct installed at 17th St. and N Ave., and N Ave. from 11th St. to 13th St. They will be in the area of 11th St. from O Ave. to J Ave. installing duct for the next 2-3 weeks.
3. The Electric Substation Project is scheduled to start in July.
4. WTP project. The 12" water main on the west side of the Alamo is complete. Excavation of the Backwash Tank will be done at a later date. The concrete testing has passed and the sumps in the CCT and Clearwell are being completed. JTJ will be working in the area of the CCT and Clearwell for the next 2-3 months.
5. The next meeting will include an agenda item for the Water Service Rules in regards to the curb stop and EUSC.

The Board of Trustees adjourned the meeting at 4:20 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be June 18, 2024, at 3:00 p.m.

_____

Kae Hoppe, Chairperson

_____

Kevin Wharton, Board Secretary