Board Meeting June 18, 2024

The Milford Municipal Utilities Board of Trustees met in regular session on Tuesday, June 18, 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. Others in attendance were Bolton & Menk Engineer Josh Pope and Mayor Steve Anderson. 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:

4 Evergreen Landscape & Design	Plants	535.76
Arnold Motor Supply	Supplies	86.03
Base	Cafeteria Monthly	30.00
Bolton & Menk, Inc.	Engineering	46,738.65
Border States Electric Supply	Inventory	1,613.35
Brad Willemssen	Reimbursement - Pmt for Recorder Fees	106.09
Burgin Lawn Service	Mowing	730.00
Card Service Center	Ad, Safety	1,269.80
City Laundering Company	Rugs	78.30
City of Milford	City Sewer, Storm Sewer, CC Fee	42,753.13
City of Milford	A34/13th St. Reconstruction Water Main Materials	218,845.84
Complete Restoration LLC	Tower Inspection	1,400.00
Compliance Services, Inc.	Stack Testing	6,775.00
Cooperative Energy Company	Fuel	560.75
Cooperative Response Center, Inc.	On Call Phone Service	1,281.87
Core & Main LP	Distribution	1,858.58
Dairyland Power Cooperative	Statement Printing	1,900.42
Data Integration, Inc.	Locate Paint and Flag Tool	632.60
Dickinson County News	Publishing	137.76
Hawkins, Inc.	Chemicals	3,275.71
Iowa One Call	Locates	316.00
John T. Jones Construction Co.	Payment Request #7 - WTP	790,477.60
Karian Peterson Power Line Contracting, LLC	Electric Distribution Pmt #3	71,273.75
Megan Stephenson	Statement Flyer	125.00
Micro-Comm, Inc.	Plant Scada Upgrade	350.00
Milford Communications	Phone	391.81
Milford Electric, Inc.	Parts	44.90
National Benefit Services, LLC	Employee Benefits	9.00
NEW Cooperative, Inc.	Fuel	222.21
Onsite Service Solutions LLC	Annual Analyzer Maintenance	3,115.00
Power Line Supply	Distribution	4,417.08
Professional Computer Solutions, LLC	Computer Hosting Fees	1,071.50
R & D Industries, Inc.	Computer Contract	1,024.15
Sam Wedeking Excavating, Inc.	Subcontractor	330.00
SCI Communications Inc.	Phone System	105.00
Sonetics Corporation	Safety	350.66
State Hygienic Laboratory	Lab Testing	137.00

Stuart C. Irby Co.	Small Tools & Distribution	426.50
Subsurface Solutions	Annual Subscription	720.00
Terracon Consultants, Inc.	WTP Project - Geotechnical Inspection	5,797.50
Tiger Pride Lawn Care	Pest Control	130.00
True Value - Milford	Supplies	271.03
USPS	Annual PO Box Fee	246.00
Van Wert Inc.	Water Meters for New Reading System	9,868.19
Wesco Distribution, Inc.	Inventory	15,006.75
Aflac	Employee Funded Benefit AFLAC	606.72
Aspire	Employee Funded Benefit	345.00
Aspire	Employee Funded Benefit	345.00
Base	FSA Claim	576.00
Black Hills Energy	Gas Service	189.88
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 5.31.24	7,753.34
Internal Revenue Service	Fica, Med, FWH 6.14.24	7,803.71
Iowa Department of Revenue	Monthly Sales & Use Tax	7,238.84
Iowa Department of Revenue	Monthly WET Tax	6,720.86
Iowa Finance Authority	SRF Loan Interest - WTP	22,417.30
IPERS	May 2024 IPERS	14,460.99
MidAmerican Energy	Neal 4	23,000.00
MMU	Utilities	4,960.55
MMU - Investment Fund	April 2024 EUSC Transfer	66,188.05
MMU-Medical Insurance Account	May 24 FSA Transfer	1,257.93
NIMECA	Power Bill	67,214.07
NIMECA	Annual APPA Dues	2,057.48
Principal Life	Employee Benefit	439.57
Reliance Standard Life Insurance Company	Employee Benefit	383.61
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	352.82
Wellmark	Employee Benefit	13,968.56

Milford Municipal Utilities Business

1. Consideration and possible approval of amended Water Service Rules

   Walters/Johnson made a motion to approve the amended Water Service Rules. Motion passed unanimously. The update is in regards to disconnection at the curb stop vs. the water main and how that affects the End User Service Charge.

2. Consideration and possible approval of amended Water Service Guidelines

   Johnson/Walters made a motion to table the amended Water Service Guidelines. Motion passed unanimously. It recently was brought to our attention to add a different fitting in the language of the document.

3. Consideration and possible approval of WTP Payment Request #7

   Johnson/Walters made a motion to approve the WTP Payment Request #7 for $790,477.60. Motion passed unanimously.

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

   Walters/Johnson made a motion to approve the 2024 Electric Distribution Payment Request #3 for $71,273.75. Motion passed unanimously.

5. Consideration and possible approval of 2024 Accounts Receivable Write-Offs

   The Iowa Setoff/Offset program has collected $3,854.38 this year. The current delinquent write-off list will be sent to AAA Collections for the collection process. Johnson/Walters made a motion to approve the 2024 Accounts Receivable Write-Offs for $12,571.87. Motion passed unanimously. The delinquent accounts to be sent to collections are as follows:

Teresa Grotjohn	376.32	Suzanne Gehrels	204.30
Aaron Christenson	363.28	Sara Nelson	76.37
Amanda Kassel	102.61	Melinda Rowe	2,641.77
Willie Holmes	521.85	Sherry Wright	847.80
Jessica Mueller	1,206.02	Jennifer Whithaus	284.27
Troy Schomaker	462.86	Shelby Howard	744.91
Tamika Thurman	102.49	Chamone Switzer	363.02
Jeremy Jening	316.92	Ian Mcintire	264.65
Mandi Pachtinger	138.90	Dela Torre Rodriguez	150.85
Destine Bowman	597.35	Ariane Mortenson	427.23
Aesir Saenz	343.25	Brian Kennedy	80.64
James Jenkins	412.29	Bonnie Lapinskas	247.58
Michelle Ross	830.52	Josh Dyhrkopp	74.58
Justin Garrett	22.17	Melanie Hoiland	74.58
		Courtney Obarmann	292.49

Items discussed in the Manager's Report:

1. Willemssen discussed the need to update the security light rates and is recommending a formal agreement be signed by security light customers. The consensus of the Board is to eliminate the security lights giving the ratepayers the materials already in place and connect to a metered source.
2. DGR has performed an Electric cash flow projection. The study has shown a need to increase the usage rates by 2% for the next 5 years. An agenda item next month will include setting the public hearing for a rate increase in FY25.
3. Willemssen is recommending the Board approve an update to the bulk water rate. The bulk rate includes the depreciated cost of the Water Treatment Plant. The recommendation is to increase the bulk water rate from $8.47 per 1,000 gallons to $18.77 per 1,000 gallons. The Board directed Willemssen to add a July meeting agenda item to set a public hearing.
4. Willemssen is recommending the Board approve a water rate for the City of West Okoboji of $12.05 per 1,000 gallons plus the End User charge. An agenda item to set a public hearing will be included in the July meeting. The resolution should also include the City of West Okoboji shall be required to give a monthly update of the total number of End Users.
5. Willemssen gave a briefing on the A34 Reconstruction project. The GM crews will be installing sanitary sewer and water mains from H Ave. going east to Hwy 71. Beck's crew has started the storm sewer at H Ave. GM Contracting expects to have their portion of the project complete sometime in July. GM Contracting is responsible for the water and sanitary sewer installation.
6. For the Electric Distribution project, Karian Peterson (KP) will be subcontracting a second crew. 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 week or two.

7. The Electric Substation project is still scheduled to start in July.
8. For the WTP project, the floor of the Chlorine Contact Tank (CCT) has been poured and the walls are being built. The Clearwell floor and walls will be constructed next. JTJ will be working in the area of the CCT and Clearwell. When this area is complete JTJ will move west to Area C, which is where the filters are located.
9. There was discussion on an existing primary line crossing the property line of a customer's property. The Board will consider their options at the next board meeting.
10. We are monitoring the lake level at the pumphouse on West Lake Okoboji. We are ready to sandbag the property if necessary. At some point in the future, the concrete stairs at the pumphouse will need to be replaced. Flood mitigation should be considered a part of the project at that time.

The Board of Trustees adjourned the meeting at 4:18 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be July 16, 2024, at 3:00 p.m.

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Kae Hoppe, Chairperson

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Kevin Wharton, Board Secretary