Board Meeting July 16, 2024

The Milford Municipal Utilities Board of Trustees met in regular session on Tuesday, July 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. Also in attendance was Bolton & Menk Engineer Josh Pope.

Chairperson Hoppe called the meeting to order.

Wharton/Johnson 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:

Alpha Wireless	Radio Repair	116.48
Base	Cafeteria Monthly	30.00
Benchmark Construction	Subcontractor	2,560.70
Blue Lake Websites	Website Maint	249.00
Bolton & Menk, Inc.	Engineering	34,735.85
Bomgaars	Uniform, Supplies	361.14
Border States Electric Supply	Inventory, Small Tools	3,624.61
Brad Willemssen	Reimbursement	64.16
Burgin Lawn Service	Mowing	1,095.00
Card Service Center	Office Supplies, Travel	475.30
CCP Industries	Lab	304.18
City Laundering Company	Rugs	78.30
City of Milford	City Sewer, Storm Sewer, CC Fee	46,084.62
Complete Restoration LLC	Tower Inspection	1,400.00
Connections Inc EAP	Employee Assistance Program Annual Fee	1,500.12
Cooperative Energy Company	Fuel	1,217.30
Cooperative Response Center, Inc.	On Call Phone Service	618.04
Core & Main LP	Distribution	919.63
DeKoter, Thole, Dawson, Rockman & Krikke, P.L.C.	Legal	2,220.00
DGR and Associates Company	Engineering	7,603.16
Dickinson County News	Publishing	244.42
Evan Green	Reimbursement	41.41
Hawkins, Inc.	Chemicals	10,942.27
Heller Enterprises, LLC	Sprinkler Repair	19.75
Ia Depart of Natural Res	Annual Water Supply Fee	364.37
Iowa One Call	Locates	252.10
John T. Jones Construction Co.	Payment Request #8 - WTP	706,824.01
JOSEPHINE COSBY	CREDIT REFUNDS - 63081	19.60
JUSTIN & SHARON RUTTER	CREDIT REFUNDS - 61325	44.55
Karian Peterson Power Line Contracting, LLC	Electric Distribution Payment Request #4	72,371.23
Marco, Inc.	Copier Contract	135.00
Megan Stephenson	Statement Flyer	125.00
MEGAN THINER	CREDIT REFUNDS - 55512	38.78
Menards	Supplies	1,042.41
MHR Insurance	Work Comp, Gen Liab. Audit	1,507.00
Milford Communications	Phone	392.89
National Benefit Services, LLC	Employee Benefits	9.00
NEW Cooperative, Inc.	Fuel	252.65

Nine Eagles Equipment LLC	Crane Service	5,112.50
PEDRO CASTANON	CUSTOMER REFUNDS - 60251	39.87
Power Line Supply	PPE FR Uniform	258.07
Professional Computer Solutions, LLC	Computer Hosting Fees	1,574.00
R & D Industries, Inc.	Computer Contract	1,024.15
State Hygienic Laboratory	Lab Testing	93.50
Storey Kenworthy	Office Supplies	101.63
Sunshine Foods	Supplies	277.35
Terracon Consultants, Inc.	WTP Project - Geotechnical Inspection	18,740.68
Tiger Pride Lawn Care	Pest Control	90.00
True Value - Milford	Supplies	536.55
Utility Equipment Company	Distribution	7,267.20
Vander Haags Inc.	Truck Repair	106.00
Wedeking Pit & Plant, Inc.	Distribution	129.06
Ziegler, Inc.	Annual Maintenance Contract	27,936.32
Aflac	Employee Funded Benefit AFLAC	606.72
Aflac	Employee Funded Benefit AFLAC	606.72
Aspire	Employee Funded Benefit	345.00
Aspire	Employee Funded Benefit	345.00
Black Hills Energy	Gas Service	84.00
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	27,253.39
Internal Revenue Service	Fica, Med, FWH 6.28.24	8,281.93
Internal Revenue Service	Fica, Med, FWH 7.12.24	9,163.98
Iowa Department of Revenue	Monthly Withholding	3,793.00
Iowa Department of Revenue	Monthly Sales & Use Tax	7,519.95
Iowa Department of Revenue	Monthly WET Tax	7,369.21
IPERS	June 23 IPERS	10,229.42
MidAmerican Energy	Neal 4	4,000.00
MMU	Utilities	4325.81
MMU - Investment Fund	May 2024 EUSC Transfer	69,542.30
MMU-Medical Insurance Account	June 2024 FSA Transfer	838.62
NIMECA	Employee Benefits	290.01
NIMECA	Power Bill	66,080.15
NIMECA	Employee Benefits	290.01
NIMECA	MRES Settlement Payment 2024	9,928.41
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	75.08
Verizon Wireless	Phone	352.82
Wellmark	Employee Benefit	13,968.56

Milford Municipal Utilities Business

1. Consideration and possible approval of amended Water Service Guidelines

   Johnson/Walters made a motion to approve the amended Water Service Guidelines. Motion passed unanimously. The amendment addressed the Fittings section and additional language for required parts of a 1" and 2" water service.

2. Consideration and possible approval of DGR Task Order #10 – Electric Utility Easements

   Walters/Johnson made a motion to table the DGR Task Order #10 – Electric Utility Easements. Motion passed unanimously.

3. Consideration and possible approval of WTP Payment Request #8

   Johnson/Wharton made a motion to approve the WTP Payment Request #8 of $706,824.01. Motion passed unanimously.

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

   Wharton/Walters made a motion to approve the 2024 Electric Distribution Payment Request #4 of $72,371.23. Motion passed unanimously.

5. Consideration and possible approval of Resolution 2024-07-01 Setting Public Hearing on Electric Rates

   Johnson/Wharton approved Resolution 2024-07-01. Roll call vote: Ayes – Hoppe, Wharton, Johnson, Walters. Nays – None. Motion passed unanimously.

6. Consideration and possible approval of Resolution 2024-07-02 Setting Public Hearing on Water Rates

   Johnson Wharton approved Resolution 2024-07-02. Roll call vote: Ayes – Hoppe, Wharton, Johnson, Walters. Nays – None. Motion passed unanimously.

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

1. Willemssen gave a briefing on the A34 Reconstruction project. The GM crews continue to install sanitary sewer and water mains from H Ave. going east to Hwy 71. Beck's crew will start installing the storm sewer at H Ave. working east to Hwy 71. Beck will install the subdrain from H Ave. going west to west Westview Dr. GM Contracting is responsible for the water and sanitary sewer installation. Beck Excavating is responsible for the storm sewer and street installation. KW Electric has started installing the conduit for the street lights and primary electric.
2. For the Electric Distribution project, Karian Peterson (KP) has the duct and wire installed along N Ave. from 11th St. to 6th St. KP has duct installed along H Ave. from at 13th St. to 10th St. They will be in the area east of the Community Center working north one block. Duct will be installed crossing the south end of the grass runway to Airport Dr. The PMS at 6th St. and H Ave. has been replaced.
3. For the Electric Substation project. The contractor NM Power has started moving equipment to the job site.
4. For the WTP project, the floor of the CCT and Clearwell has been poured and the walls are being built. JTJ will be working in the area of the CCT and Clearwell for the next few weeks. When this area is complete JTJ will move west to Area C, which is where the filters are located.
5. A MMU lineman went to Spencer Municipal Utilities (SMU) to assist with mutual aid on July 1 and 2 due to flooding in the area.
6. Willemssen will be making changes to the Energy Efficiency Rebates program. One of the changes will be to the lighting section of the program. This will be a discussion item in future meetings.
7. Willemssen has changes to implement for Electric Child Meters. A Child Meter is added to a customer's account if there is a second electric meter. There are 20 Child Meters on the system. Currently the customer is charged for the usage on the second service without a meter charge for the second meter. The accounts will be changed to add a meter charge for additional meters.
8. Willemssen gave a briefing of the 2024 Spring Flood that occurred on Saturday, June 22, 2024. The Spirit Lake spillway was at maximum capacity on Saturday, June 22 around 8:00 a.m. The decision was made to start sandbag procedures at the MMU pumphouse on Saturday, June 22 at 11:00 a.m. Community

volunteers along with the OHS football team, City of Milford Public Works, City of Milford Fire Department, and MMU employees filled 3,000 sandbags and placed 2,000 sandbags by Sunday afternoon. The additional 1,000 sandbags were placed on Tuesday, June 25. The pumphouse berm was protected from debris with a plywood structure built on the lakeside of the berm on Monday, June 24. The lakes area had received 16" of rainfall in the month of June and over 9" of rainfall in the month of May. On Saturday, June 22 at 8:00 a.m., the Big Spirit Lake Gage height was 16.25' and the East and West Okoboji Gage height was 7.62'. On Monday, June 24 at 2:00 p.m., the East and West Okoboji Gage height was 8.10'. The water level at this time was about 2"-4" below the floor level of the pumphouse. Thank you to all the volunteers and employees that assisted with these efforts.

The Board of Trustees adjourned the meeting at 4:32 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be August 20, 2024, at 3:00 p.m.

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Kae Hoppe, Chairperson

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Kevin Wharton, Board Secretary