Board Meeting October 15, 2024

The Milford Municipal Utilities Board of Trustees met in regular session on Tuesday, October 15, 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. Others present were City of West Okoboji City Administrator Carol Chicone; City of Milford Deputy City Clerk Lisa Ballis; Bolton & Menk Engineer Josh Pope; DGR Engineer Blair Metzger; KW Electric Brett Steinkamp and Quality Communications John Karjicek. MMU Attorney Dan Dekoter was present by phone.

Chairperson Hoppe called the meeting to order.

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

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

American Water Works Association	AWWA Annual Membership Dues	430.00
Arnold Motor Supply	Supplies	56.70
Base	Cafeteria Monthly	30.00
Bolton & Menk, Inc.	Engineering	47,478.10
Bomgaars	Supplies, Uniform	329.98
Burgin Lawn Service	Mowing	912.50
Card Service Center	Conference, Office Supplies, Distribution	767.87
City Laundering Company	Rugs	78.30
City of Milford	City Sewer, Storm Sewer, CC Fee	54,284.49
Cooperative Energy Company	Fuel	734.52
Cooperative Response Center, Inc.	On Call Phone Service	755.16
Core & Main LP	Distribution	6,623.40
Dairyland Power Cooperative	Statement Printing	1,617.53
Data Integration, Inc.	Locate Flags	3,181.40
DGR and Associates Company	Engineering	6,200.95
Dickinson County News	Publishing	191.27
Don Pierson Ford Lincoln, Inc.	Truck Repair	4,210.37
Flagshooter, Inc.	Repair	125.00
Hawkins, Inc.	Chemicals	7,606.49
Ia Assoc of Muni Utilities	ISEP Safety Training	1,276.00
Ia Depart of Natural Res	Annual Water Use Fee	115.00
Iowa One Call	Locates	1,142.90
JEREMY KOOIMA	CREDIT REFUNDS - 62582	59.51
John T. Jones Construction Co.	Payment Request #11 - WTP	1,098,052.07
Karian Peterson Power Line Contracting, LLC	Electric Distribution Payment Request #7	113,019.84
Marco, Inc.	Copier Contract, Service Call	529.32
Performance Car & Truck	Tool Boxes, Lights, Rack for Water Truck	4,041.32
Power Line Supply	Distribution, Safety, PPE	1,822.60
Professional Computer Solutions, LLC	Computer Hosting Fees	1,058.00
R & D Industries, Inc.	Computer Contract & Support, Legal	3,365.86
Resco	Substation Improvement Project Materials	27,583.11
Sam Wedeking Excavating, Inc.	Subcontractor	6,515.38
State Hygienic Laboratory	Lab Testing	122.50
Storey Kenworthy	Office Supplies	382.72
Stuart C. Irby Co.	Safety Tool, Distribution	2,919.00
Sunshine Foods	Office Supplies	29.73
T L C Embroidery	Uniform Embroidery	844.20

Terracon Consultants, Inc.	WTP Project - Geotechnical Inspection	11,270.75
Tiger Pride Lawn Care	Pest Control	90.00
True Value - Milford	Supplies	155.12
Wesco Distribution, Inc.	Fault Indicators	27,285.00
Winther, Stave & Co., LLP	Audit Fees	15,000.00
Aflac	Employee Funded Benefit	606.72
Aspire	Employee Funded Benefit	345.00
Aspire	Employee Funded Benefit	345.00
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	26,101.24
Internal Revenue Service	FICA, Med, Fwh 09.20.24	9,176.65
Internal Revenue Service	Fica, Med, FWH 10.4.24	8,896.65
Iowa Department of Revenue	Monthly Sales & Use Tax	8,218.19
Iowa Department of Revenue	Monthly WET Tax	12,415.90
Iowa Department of Revenue	Monthly Withholding	3,117.00
IPERS	Sept 24 IPERS	11,415.74
MidAmerican Energy	Neal 4	21,000.00
Milford Communications	Phone	392.05
MMU	Utilities	4,994.09
MMU - Investment Fund	Aug 2024 EUSC Transfer	115,692.03
MMU-Medical Insurance Account	Sept 24 FSA Transfer	838.62
NIMECA	Property Tax	349.50
NIMECA	Power Bill	69,503.10
NIMECA	Employee Benefits	290.01
NIMECA	Property Insurance	31.96
Principal Life	Employee Benefit	512.83
Reliance Standard Life Insurance Company	Employee Benefit	394.59
United Community Bank	Loan Payment	7,883.11
United Community Bank	Water Meter Loan Payment	7,637.09
United Community Bank	Electric Distribution Loan Payment	31,938.41
Verizon Wireless	Phone Data - 3 Collector Boxes	75.18
Verizon Wireless	Phone	359.46
Wellmark	Employee Benefit	13,968.56

Public Hearing on Water Rate Increase

Chairperson Hoppe opened the public hearing at 3:01 p.m. There were no written or oral comments. Chairperson Hoppe closed the public hearing at 3:02 p.m.

Public Hearing on the Hwy 71 Raw Watermain Installation

Chairperson Hoppe opened the public hearing at 3:02 p.m. There were no written or oral comments. Chairperson Hoppe closed the public hearing at 3:03 p.m.

Milford Municipal Utilities Business

1. Electric Rates presentation by DGR

   Blair Metzger from DGR presented on the electric rates and the factors that go into calculating if a rate increase is necessary. He is suggesting a two percent increase for fiscal year 2025. The consensus of the Board is to add an agenda item to the November meeting to set a public hearing on electric rates

2. Consideration and possible approval of KW Electric's proposal

   KW Electric is the electric contractor for the A34 project. KW Electric's subcontractor, Quality Communication, damaged the sewer force main and damaged the electric innerduct and wires. Sewage had filled the damaged innerducts and contaminated the wire. The consensus of the Board at the September Board meeting was to have KW Electric replace the innerduct and wire. KW Electric and Quality Communications addressed the Board on the situation. Following a lengthy discussion, the Board agreed to allow KW Electric and Quality Communication to remove the damaged wire, flush the innerducts, chlorinate the innerduct, flush the chlorinated innerduct, swab the innerduct with a mandrel, and install new wire. KW Electric and Quality Communication will pay for all cost. Johnson/Wharton made a motion to approve the replacement of the damaged wire. Motion passed unanimously.

3. Consideration and possible approval of WTP Payment Request #11

   Wharton/Walters made a motion to approve WTP Payment Request #11 for $1,098,052.07. Motion passed unanimously.

4. Consideration and possible approval of the 2024 Electric Distribution Payment Request #7

   Johnson/Wharton made a motion to approve 2024 Electric Distribution Payment Request #7 for $113,019.84. Motion passed unanimously.

5. Consideration and possible approval of Resolution 2024-10-01 Approving Increase of Water Rates

   Johnson/Wharton made a motion to approve Resolution 2024-10-01. Roll call vote: Ayes – Hoppe, Wharton, Johnson, Walters. Nays – None. Motion passed unanimously. The change to the water rate is to increase the Tank Sales rate from $8.47 to $18.77 per 1,000 gallons.

6. Consideration and possible approval of Resolution 2024-10-02 Adopting Plans, Specifications, Form of Contract and Estimate of Cost

   Johnson/Wharton made a motion to approve Resolution 2024-10-02. Roll call vote: Ayes – Hoppe, Wharton, Johnson, Walters. Nays – None. Motion passed unanimously. This is for the Hwy 71 Raw Watermain Project.

7. Consideration and possible approval of Resolution 2024-10-03 Making Award of Construction Contract

   Wharton/Walters made a motion to approve Resolution 2024-10-02 Roll call vote: Ayes – Hoppe, Wharton, Johnson, Walters. Nays – None. Motion passed unanimously. The Hwy 71 Raw Watermain Project was awarded to Minger Construction for $447,220.75.

8. Consideration and possible approval of Piper Sandler amendment to agreement

   Wharton/Johnson made a motion to approve an amendment to the Piper Sandler agreement. Motion passed unanimously. The amendment allows for Piper Sandler to assist with the West Okoboji Contract.

9. Consideration and possible approval of Utility easement

   Johnson/Wharton made a motion to approve a utility easement with Transition Holdings Co. Motion passed unanimously. This property is in the Terrace Park area where MMU has a raw watermain and finished watermain crossing the property.

10. Consideration and possible action on easement litigation, possible closed session pursuant to Iowa Code Section 21.5(j) j. To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the

audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.

Wharton/Johnson made a motion to go into closed session at 3:52 p.m. Johnson/Wharton made a motion to come out of closed session at 4:06 p.m. No action was taken.

Items discussed in the Manager's Report:

1. A customer has requested a utility easement exchange. In years past, MMU moved electric equipment outside of the road right of way to private property, due to damage from snow removal. The property owner has asked for an exchange to give MMU an easement for the electric equipment if MMU would install a water service to the property. The cost of the exchange is unreasonable and MMU will move the equipment to the right of way and protect the equipment with bollards.
2. The City of Milford rejected bids in May of 2024 for the 9th St. Highway 71 to N Ave. Reconstruction project. The City will be rebidding the project this Fall. The estimated cost to MMU for the replacement of the watermain is $10,986.00. The Board directed Willemssen to inform the City that MMU will want the watermain included in the bid. The City of Milford City Council has asked for a joint meeting with the MMU Board of Trustees. The Board directed Willemssen to write a blanket Memorandum of Understanding to cover all joint projects and to exclude the need for a joint meeting. The MMU Board of Trustees declined the invitation for a joint meeting.
3. Willemssen gave a briefing on the A34 Reconstruction project. The GM crews have finished installing the water main and services. Beck Excavating is installing the storm sewer on the west end of the project and has the street poured from Clover Ave. to Hwy. 71. KW Electric has installed the conduit for the street lights and primary electric.
4. For the Electric Distribution project, Karian Peterson (KP) will be installing duct and wire in the area of Airport Dr. and also along 13th St. from Hwy 71 to Airport Dr. The line crew has been working with KP to energize the new equipment.
5. Willemssen gave an update on the Electric Substation project material delays. The current delivery date for the transformer is January and the circuit interrupter is February. The project can start in early November and we would receive power through T1 until the project is complete in late Spring or early Summer of 2025. The Board directed Willemssen to check into the purchase of another circuit interrupter. System reliability is important to the Board and decided the project should be delayed until Spring if it isn't possible to receive the needed material.
6. For the WTP project, JTJ has been working in the areas of A-C pouring the floor of the sedimentation tank, sludge pit, filter walls, and footings in the area of the sedimentation tank. JTJ will be working on the roof of the CCT and Clearwell for the next few weeks.

The Board of Trustees adjourned the meeting at 4:32 p.m. There will be a special meeting October 21, 2024, at 3:00 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be November 19, 2024, at 3:00 p.m.

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Kae Hoppe, Chairperson

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Kevin Wharton, Board Secretary