Board Meeting November 19, 2024

The Milford Municipal Utilities Board of Trustees met in regular session on Tuesday, November 19, 2024, at 3:00 P.M. in the Community Center Board Room. In attendance were Board Members Kevin Wharton, Todd Johnson, and Kirb Walters; General Manager Brad Willemssen; Utility Employee Lindsay Radunz. Others present were Jane Berg and another member of the Golf Villa Board; City Administrator LeAnn Reinsbach; West Okoboji City Administrator Carol Chicoine; Bolton & Menk Engineer Josh Pope. Attending by phone were MMU's attorneys Dan DeKoter and Steve Nadel. Board Member Kae Hoppe was absent.

Vice Chairperson Johnson called the meeting to order.

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

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

Ahlers & Cooney, P.C.	Legal	2,817.00
Alden Pool and Municipal Supply Co	Plant Equip Maint	336.00
Arnold Motor Supply	Supplies	19.54
Base	Cafeteria Monthly	30.00
Bolton & Menk, Inc.	Engineering	44,133.10
Bomgaars	Supplies	458.85
Border States Electric Supply	Inventory	671.31
Card Service Center	Office Supplies, Postage, Comm Dev.	372.95
City Laundering Company	Rugs	92.17
City of Milford	City Sewer, Storm Sewer, CC Fee	52,400.98
Cooperative Energy Company	Fuel	776.23
Cooperative Response Center, Inc.	On Call Phone Service	625.30
Crescent Electric Supply Company	Distribution	584.49
Dairyland Power Cooperative	Statement Printing	1,657.77
Dakota Supply Group	Distribution	116.00
DeKoter, Thole, Dawson, Rockman & Krikke, P.L.C.	Legal	3,425.00
DGR and Associates Company	Engineering	5,442.94
Dickinson County News	Publishing	427.49
Hach Company	Lab Testing Supplies	4,143.86
Hawkins, Inc.	Chemicals	8,723.28
High Voltage Equipment Diagnostics, Inc.	Substation Testing	4,726.34
John T. Jones Construction Co.	Payment Request #12 - WTP	1,448,642.49
Karian Peterson Power Line Contracting, LLC	Electric Distribution Payment Request #8	85,163.22
KAROL MANO CAMPOS GODINA	CREDIT REFUNDS - 62782	4.23
L & S Electric, Inc.	Generator Testing	8,675.00
Menards	Supplies	36.51
National Benefit Services, LLC	Employee Benefits	18.00
NEW Cooperative, Inc.	Fuel	267.89
Overhead Door Sales & Service	Service Call	117.70
Professional Computer Solutions, LLC	Computer Hosting Fees & Programming	2,434.00
R & D Industries, Inc.	Computer Contract & Support	1,120.40
Sam Wedeking Excavating, Inc.	Subcontractor	27,439.17
Spencer Municipal Hospital	Drug Screen	79.26
State Hygienic Laboratory	Lab Testing	375.50
Storey Kenworthy	Office Supplies & Shredder	1,871.74
Stuart C. Irby Co.	Inventory	6,022.00
Sunshine Foods	Supplies	27.18

Terracon Consultants, Inc.	WTP Project - Geotechnical Inspection	7,770.25
Tiger Pride Lawn Care	Pest Control	90.00
True Value - Milford	Supplies	154.55
United States Geological Survey	Lakeside Lab Support	1,492.00
UnityPoint Clinic-Occupational Medicine	Drug Screen	42.00
USABlueBook	Locating	281.23
Utility Equipment Company	Distribution	1,305.71
Williams & Company PC	Consulting	900.00
Ziegler, Inc.	Engine Maintenance	20,335.50
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
Black Hills Energy	Gas Service	75.46
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	24,003.32
Internal Revenue Service	Fica, Med, FWH 10.18.24	8,554.08
Internal Revenue Service	Fica, Med, FWH 11.1.24	8,809.07
Internal Revenue Service	Fica, Med, FWH 11.15.24	8,485.54
Iowa Department of Revenue	Monthly Sales & Use Tax	7,871.92
Iowa Department of Revenue	Monthly WET Tax	11,987.52
Iowa Department of Revenue	Monthly Withholding	2,929.00
IPERS	Oct 24 IPERS	10,885.06
MidAmerican Energy	Neal 4	16,000.00
Milford Communications	Phone	390.85
MMU	Utilities	4,411.66
MMU - Investment Fund	Sept 2024 EUSC Transfer	113,685.91
MMU-Medical Insurance Account	Oct 24 FSA Transfer	838.62
NIMECA	Power Bill	78,363.34
NIMECA	Employee Benefits	290.01
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	75.14
Verizon Wireless	Phone	354.96
Wellmark	Employee Benefit	13,968.56

Milford Municipal Utilities Business

1. Jane Berg to address the Board on Golf Villa water line

   Jane Berg is the representative for the Nature Trails HOA. Jane discussed with the Board options to eliminate the additional water being billed for the Golf Villa master meter. Golf Villa has a private water line that is metered. MMU reads the water meters of each resident and subtracts the usage from the master meter. The HOA is then billed the difference. MMU has helped Golf Villa to try and resolve the problem. The Board stated there is nothing more MMU can do to help since it is a private line. It would be Golf Villa's expense to hire a plumber or contractor to try and find the water loss.

2. Consideration and possible approval of WTP Payment Request #12

   Wharton/Walters made a motion to approve the WTP Payment Request #12 of $1,448,642.49. Motion passed unanimously.

3. Consideration and possible approval of the 2024 Electric Distribution Payment Request #8

   Wharton/Walters made a motion to approve the 2024 Electric Distribution Payment Request #8 of $85,163.22. Motion passed unanimously.

4. Consideration and possible approval of WTP additional Geotechnical Services

   Geotechnical Services for testing concrete strength and soil compaction is being provided by Terracon Consulting. Terracon Consulting's estimate to provide this service was estimated at $69,220.00. Additional testing has caused Terracon to reach the original estimate and an additional $24,000.00 is needed to complete the testing. Wharton/Johnson made a motion to approve the additional estimate of $24,000 for the services of Terracon Consulting. Motion passed unanimously.

5. Consideration and possible approval of Resolution 2024-11-01 on Setting Public Hearing on Electric Rates

   Walters/Warton made a motion to approve Resolution 2024-11-01. Roll call vote: Ayes – Wharton, Johnson, Walters. Nays – None. Absent – Hoppe. Motion passed unanimously.

6. Consideration and possible approval of Resolution 2024-11-02-Concurring in the City of Milford's Approval of Plans, Specifications, Form of Contract. Estimated Costs, and Awarding Bids and Approving Contract for 9th Street Reconstruction Project from N Avenue to Highway 71.

   Walters/Wharton made a motion to approve Resolution 2024-11-02. Roll call vote: Ayes – Wharton, Johnson, Walters. Nays – None. Absent – Hoppe. Motion passed unanimously.

7. Consideration and possible approval of heater quote for the 5-stall building

   Walters/Wharton made a motion to approve the heater quote with Sibley Sheet Metal for $5,190.00. Motion passed unanimously.

8. Consideration and possible approval of an interconnection agreement

   Walters/Wharton made a motion to approve the interconnection agreement at 1417 Okoboji Ave. Motion passed unanimously.

9. Consideration and possible approval of letter in support of WAPA RECs amendment

   Wharton/Walters made a motion to approve the letter of support of the WAPA RECs amendment. Motion passed unanimously. Willemssen will send the letter.

10. Consideration and possible approval of Employee Health insurance renewal.

    Wharton/Walters made a motion to approve the Employee Health insurance renewal. Motion passed unanimously. The increase was 7.29% this year.

11. Consideration and possible approval of employee wages

    The Personnel Committee met and discussed wages and made a recommendation for a 3% increase for all employees. Walters/Wharton made a motion to approve a 3% employee wage increase. Motion passed unanimously.

12. Consideration and possible approval of employee bonuses

    The Personnel Committee met and discussed an employee bonus. Their recommendation is $450 per employee. Wharton/Walters made a motion to approve a $450 employee bonus. Motion passed unanimously.

13. Consideration and possible approval of Job Descriptions change.

    Wharton/Walters made a motion to approve a change to job descriptions of the Electric Superintendent and Line Foreman. Motion passed unanimously.

14. Consideration and possible approval of Board meeting dates and time

    The meetings will remain on the third Tuesday of each month. The Board asked to change the time of the meetings to 4:00 p.m., starting in January. Wharton/Walters made a motion to approve the Board dates for calendar year 2025 as January 21; February 18; March 18; April 15; May 20; June 17; July 15; August 19; September 16; October 21; November 18; and December 16 at 4:00 p.m. Motion passed unanimously.

15. Consideration and possible action on easement acquisition and/or litigation.
    A. Possible closed session pursuant to Iowa Code Sections 21.5(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."
    B. Possible closed session under Iowa Code Section 21.l5(c), "To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation."
    C. These closed sessions may be combined or held separately at the Board's discretion.

    Wharton/Walters made a motion to go into closed session at 4:23 p.m.

    Wharton/Walters made a motion to come out of closed session at 4:39 p.m.

    Walters/Wharton made a motion to abandon and remove the wire and duct crossing the Wintz property at 50 Airport Dr. Motion passed unanimously.

Items discussed in the Manager's Report:

1. The Personnel Committee met on October 30th and reviewed The Governance Handbook, Tuition and Education Agreements, Employee Policy Handbook, Employee Benefits and Compensation Policy, Job Descriptions, and Employee Evaluations. The Manager's evaluation was given to each Board Trustee to be completed and returned to Johnson. Johnson will summarize Willemssen's evaluation and then the Personnel Committee will meet with him. The Committee discussed wages and bonuses.
2. For the A34 Reconstruction project, Beck Excavating has the street poured from Clover Ave to 213th Ave and should have poured Airport Dr on Friday. They will continue to pour the driveways and will start on the trail. KW Electric has installed the conduit for the street lights. KW has started installing the street lights.
3. An update was given on the Electric Distribution project. Karian Peterson (KP) completed the installation of the duct and wire. The line crew has been working with KP to energize the new equipment.
4. In regards to the Electric Substation project, **t**he circuit interrupter has been delayed until April. Willemssen has asked DGR to give a summary of the situation with the delay in delivery of the transformer and circuit interrupter. He will forward the email when he receives it.
5. For the WTP project, JTJ has been working in the areas of the sedimentation tank, and area D. They have also poured the cap on the CCT and will pour the pump room floor above the Clearwell.

The Board of Trustees adjourned the meeting at 4:53 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be December 17, 2024, at 3:00 p.m.

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Kae Hoppe, Chairperson

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Kevin Wharton, Board Secretary