Board Meeting March 18, 2025

The Milford Municipal Utilities Board of Trustees met in regular session on Tuesday, March 18, 2025, at 4:00 P.M. in the Community Center Board Room. In attendance were Board Trustees Todd Johnson, Kevin Wharton, and Kirb Walters; General Manager Brad Willemssen; Utility Employee Lindsay Radunz. Also in attendance were Bolton & Menk Engineer Josh Pope; City of West Okoboji City Administrator Carol Chicoine; US Pipe representative David Emmerich; MHR Insurance Russ Beckendorf. Others present were Ashley Lindquist, Eli Guidroz, Chad Wellendorf, Greg Jorgensen, and Darlene Powers.

Chairman Johnson called the meeting to order.

Chairman Johnson led the Pledge of Allegiance

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

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

Arnold Motor Supply	Supplies	539.08
Base	Cafeteria Monthly	30.00
Bolton & Menk, Inc.	Engineering	67,271.20
Card Service Center	Garbage Disposal, Employee Appreciation	1,843.09
City Laundering Company	Rugs	89.86
City of Milford	City Sewer, Storm Sewer, CC Fee	48,412.35
Cooperative Energy Company	Fuel	490.65
Cooperative Response Center, Inc.	On Call Phone Service	611.59
Dairyland Power Cooperative	Statement Printing	1,634.27
DeKoter, Thole, Dawson, Rockman & Krikke, P.L.C.	Legal	405.00
DGR and Associates Company	Engineering	4,010.00
Dickinson County News	Publishing	379.31
Dickinson County Treasurer	Property Tax	1,987.50
Hawkins, Inc.	Chemicals	7,832.94
Ia Assoc of Muni Utilities	IAMU Member Dues	7,626.00
IGL Sanitary District	Semi Annual Sewer	1,126.28
Iowa Lakes Community College	Education	792.00
Iowa One Call	Locates	45.50
Itron, Inc.	Quarterly Hardware & Software Maintenance	506.12
John T. Jones Construction Co.	Payment Request #16 - WTP	529,431.82
Lakes News Shopper	Employment Ad	171.60
Laser Car Wash LLC	Truck Expense	160.00
Menard, Inc.	Supplies	83.80
Milford Auto Care	Truck Repair	670.52
National Benefit Services, LLC	Employee Benefits	12.00
NEW Cooperative, Inc.	Fuel	114.49
Niagara Power Transformer	Substation Transformer	804,117.76
Plymouth County Treasurer	Property Tax	49.00
Professional Computer Solutions, LLC	Computer Hosting Fees, Programming	3,105.95
R & D Industries, Inc.	Computer Contract & Support	3,546.65
Rent-All Inc.	Equipment Rent	434.25
Spencer Municipal Hospital	Drug Screen	158.52
State Hygienic Laboratory	Lab Testing	79.00
Storey Kenworthy	Office Supplies	298.93
Stuart C. Irby Co.	Distribution	185.00

Sunshine Foods	Supplies	69.05
Tantalus Systems Inc.	Electric Meters	1,412.64
True Value - Milford	Supplies	297.97
UnityPoint Clinic-Occupational Medicine	Drug Screen	42.00
Van Wert Inc.	Water Meters for New Reading System	11,841.97
Woodbury County Treasurer	Property Tax	1,708.00
Ziegler, Inc.	Engine Maintenance	1,658.13
Aflac	Employee Funded Benefit AFLAC	562.72
Aspire	Employee Funded Benefit	395.00
Aspire	Employee Funded Benefit	395.00
Base	FSA Claim	175.18
Base	FSA Claim	1,061.83
Base	FSA Claim	96.48
Black Hills Energy	Gas Service	1,233.35
Collection Services Center	Employee Withholding	184.61
Collection Services Center	Employee Withholding	184.61
Department of Energy	WAPA	34,462.70
Internal Revenue Service	Fica, Med, FWH 2.21.25	8,517.82
Internal Revenue Service	Fica, Med, FWH 3.7.25	7,220.16
Iowa Department of Revenue	Monthly Sales & Use Tax	9,771.92
Iowa Department of Revenue	Monthly WET Tax	9,433.11
Iowa Department of Revenue	Monthly Withholding	1,837.00
IPERS	Feb 25 IPERS	10,128.28
MidAmerican Energy	Neal 4 - Requested $0	0.00
Milford Communications	Phone	392.44
MMU	Utilities	6,490.41
MMU - Investment Fund	Jan 2025 EUSC Transfer	115,026.38
MMU-Medical Insurance Account	Feb 25 FSA Transfer	764.76
NIMECA	Power Bill	136,461.66
NIMECA	Employee Benefits	276.35
Principal Life	Employee Benefit	467.32
Reliance Standard Life Insurance Company	Employee Benefit	366.77
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	75.08
Verizon Wireless	Phone	353.17
Wellmark	Employee Benefit	15,351.73

Public Hearing on the FY26 Budget

Chairman Johnson opened the public hearing at 4:03 p.m. No comments were made during the public hearing and no comments were provided to the office prior to the hearing. Chairman Johnson closed the public hearing at 4:04 p.m.

Milford Municipal Utilities Business

1. Consideration and possible approval to accept the EMC insurance renewal.

   Walter/Wharton made a motion to approve the EMC insurance renewal. Motion passed unanimously. Russ Beckendorf presented on the policy.

2. Presentation by US Pipe on water main material

   David Emmerich with US Pipe gave a presentation on Ductile Iron Pipe. Emmerich then answered questions of the Board Trustees. Willemssen informed the Board Trustees that Alejandro Ospina, Regional Director at the PVC Pipe Association can't join a regular Board meeting, due to scheduling conflicts, but can come to Milford on April 10 to give a presentation and answer questions on PVC pipe. Walters made a motion to set a special Board meeting for April 10 at 4:00 p.m. The motion died for a lack of a second. Willemssen will contact Alejandro and schedule the presentation for a regular Board meeting.

3. Consideration and possible approval of Resolution 2025-03-01-Avoided Cost

   Wharton/Walters made a motion to approve Resolution 2025-03-01 Adopting an Electric Avoided Cost. Roll call vote: Ayes – Johnson, Wharton, Walters. Nays – None. Motion passed unanimously. The Avoided Cost will be the rate paid to customer for excess kWh generated. $.03050 Avoided Cost.

4. Consideration and possible approval of WTP Payment Request #16

   Wharton/Walters made a motion to approve the WTP Payment Request #16 of $529,431.82. Motion passed unanimously.

5. Consideration and possible approval of Niagara Transformer Change Order #1

   Walters/Wharton made a motion to approve the Niagara Transformer Change Order #1 for $804,117.76. Motion passed unanimously.

6. Consideration and possible approval of Resolution 2025-03-02-Electric and Water budget for Year Ending June 30,2026

   Wharton/Walters made a motion to approve Resolution 2025-03-02 Adopting the Annual Budget for the Fiscal Year Ending June 30, 2026. Roll call vote: Ayes – Johnson, Wharton, Walters. Nays – None. Motion passed unanimously.

7. Consideration and possible approval of changes to the General Manager's job description

   The Board discussed changes to be made to the General Manager's job description. Wharton/Walters made a motion to table the General Manager's job description. Motion passed unanimously.

Items discussed in the Manager's Report:

1. A Commercial Customer has asked for an estimate to install a three-phase transformer. The estimate to relocate the transformer and install wire is $50,868.35. The estimate to change out the existing transformer is $37,271.31. MMU's Electric Service Rules states, "Other service connections, including three-phase service and service…, are available at the option of the utility and may require a contribution in aid of construction or an advance for construction costs. Extension policies, including charges and other terms and conditions, shall be established by the governing body of the utility. The Board instructed Willemssen to send both options to the customer's engineering firm for full reimbursement pending the option chosen.
2. An update was given on the WTP project. The precast walls are being installed. John T. Jones (JTJ) has been working on the process piping and buffing the concrete surfaces. JTJ will install the waste tank on the east side of the project in the upcoming days.

3. For the upcoming Hwy 71 Raw Watermain project, the contractor requested an onsite meeting with the engineer and utilities to discuss options for the project. The contractor plans to start the project in April and have it completed by the end of May.

The Board of Trustees adjourned the meeting at 5:45 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be April 15, 2025, at 4:00 p.m.

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Todd Johnson, Chairman

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Kevin Wharton, Board Secretary