

MINUTES OF MEETING OF BOARD OF TRUSTEES OF THE
MUNICIPAL ELECTRIC UTILITY, CITY OF CEDAR FALLS, IOWA

January 8, 2020

The Board of Trustees of the Municipal Electric Utility of the City of Cedar Falls, Iowa, met on the above date in regular session, pursuant to law and the rules of said Board.

The meeting was called to order at 2:00 p.m. by Vice Chair Jeffrey J. Engel. Upon call of the roll, present were: Trustees: Richard L. McAlister (electronically), Jeffrey J. Engel, MaraBeth K. Soneson, Craig A. Johnson, and Debra S. Iehl. Absent: None. Others present: Steven E. Bernard, General Manager/CEO; John C. Larsen, Board Counsel; Andrew Wind, Waterloo Courier reporter; and Sue Green, Craig Patterson, Carole Yates, and Jack Yates, customers.

Moved by Trustee Soneson, seconded by Trustee Johnson to approve the agenda as printed and distributed. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Customer Carole Yates was present to mention she is a member of a sustainability committee formed by the City of Cedar Falls. Ms. Yates mentioned the City has approved hiring a consultant and the addition of a new planning position to work with the committee to develop a climate action plan. Ms. Yates encouraged the Utility, as a greenhouse gas emitter, to set its own goal. Ms. Yates also expressed her appreciation for the Utility's participation in the placement of an electric vehicle charger near City Hall.

New employees, Clint Keppler and Chris Hartman, were introduced.

Moved by Trustee Johnson, seconded by Trustee Soneson to approve the minutes of the December 11, 2019, regular meeting, as printed and distributed; and to approve the Schedule of Bills for the month of December that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of December 1, 2019, through December 31, 2019; check numbers: 136250-136253; 136266; 136332; 136435-136436; 136535-136545; 136559-136561; 136566-136571; 136634-136649; 136651-136658; 136684; 136748-136754; 215035-215397; 008609417726; 009106253486; 009956287474; 057544458504; 094016458055; 094566600726; 095732037470; 095928350684; 097187839699; 100463533323; 109345137491; 177866265793; 219564582914; 261286341282; 326048615030; 352093243916; 352325614054; 355032166956; 361512802958; 361821376505; 375741004582; 432435723288; 452291143981;

481055388908; 488527971171; 539526149828; 539831774195; 571316356227; 593250589624; 601258145591; 601551836770; 668397557332; 773870539194; 825203773138; 830227580811; 866011186612; 876693035675; 938815082872; 974474316156; 974780069823; a detailed itemized copy of which has been submitted to the Board of Trustees. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Johnson, seconded by Trustee Soneson to receive and file personnel action reports and a report of contracts executed by the General Manager. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Johnson, seconded by Trustee Soneson to adopt the following Resolutions by one motion:

No. 6207 Resolution approving and awarding the purchase of a 161 kV SF6 gas circuit breaker for Union Substation. ABB Enterprise Software, Inc., of Mount Pleasant, PA, submitted the lowest evaluated bid for the circuit breaker in the amount of \$64,040, plus applicable taxes.

No. 6208 Resolution approving and authorizing execution of Change Order No. 1 to the original contract dated November 13, 2019, with Ragan Mechanical, Inc. for the Replacement of Boiler Super Heater Tubes for Streeter Station Unit #7. Said Change Order provides for an increase in the contract amount of \$24,508.00 for additional labor and tooling with a completion date extension to January 30, 2020; making the total contract price \$220,158.00.

No. 6209 Resolution authorizing the preparation of preliminary plans, specifications, proposed form of contract, and estimated cost for construction of foundations and substation equipment at Union Substation.

No. 6210 Resolution authorizing the preparation of preliminary plans, specifications, proposed form of contract, and estimated cost for Long-Range Facilities Plan, Phase 1 Main Office Back Lot Project.

Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Johnson to adopt **Resolution No. 6205** approving and adopting a revised Procurement Policy and Procedures for Requisition of Goods and Services. Said revisions incorporate changes relative to grant funding procedures; update the monetary threshold for projects in compliance with the Code of Iowa; update the General Manager's approval limits; and add a section to clarify authority with respect to Energy Efficiency/Conservation Program Structure and Payment Policy and Procedures. Upon call of the roll, the following Trustees

voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Johnson to adopt **Resolution No. 6206** approving and authorizing execution of a contract with Imprivata, Inc. for software and services to implement multi-factor authentication. Staff evaluated three multi-factor authentication products from industry leading vendors, and staff determined the product offered by Imprivata, Inc. is the best solution; the cost of the solution is \$99,103.60, plus applicable taxes, which provides licenses and services for a term of three (3) years. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Johnson, seconded by Trustee Soneson to adopt **Resolution No. 6211** setting the date as February 12, 2020, at 2:00 P.M. for a public hearing on a proposed electric fee for electric vehicle charging stations; and authorizing and directing the publication of a notice of public hearing. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

A public hearing was held on the preliminary plans, specifications, proposed form of contract, and estimated cost for the Conversion of Electrical Overhead Services to Underground Electrical Services and Associated Equipment for the years 2020 and 2021.

Moved by Trustee Johnson, seconded by Trustee Soneson to receive and file the proof of publication of the Notice of Hearing. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

There were no written objections filed with the General Manager of Utilities. No oral objections were heard at the hearing. Vice Chair Engel declared the hearing closed.

Moved by Trustee Soneson, seconded by Trustee Johnson to adopt **Resolution No. 6212** approving and adopting the plans, specifications, form of contract, and estimated cost (\$184,610) for the Conversion of Electrical Overhead Services to Underground Electrical Services and Associated Equipment for the years 2020 and 2021. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Johnson, seconded by Trustee Soneson to adopt **Resolution No.**

6213 accepting the bid, awarding the contract, and approving and authorizing execution of a contract with K & W Electric, Inc. for the Conversion of Electrical Overhead Services to Underground Electrical Services and Associated Equipment for the years 2020 and 2021. The bid received from K & W Electric, Inc. was the lowest responsive, responsible bid received for the project in the amount of \$192,475.00, based on estimated quantities. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

A public hearing was held on the preliminary plans, specifications, proposed form of contract, and estimated cost for the Installation of Electrical/Communications Conduits and Associated Equipment for the years 2020 and 2021.

Moved by Trustee Soneson, seconded by Trustee Johnson to receive and file the proof of publication of the Notice of Hearing. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

There were no written objections filed with the General Manager of Utilities. No oral objections were heard at the hearing. Vice Chair Engel declared the hearing closed.

Moved by Trustee Johnson, seconded by Trustee Soneson to adopt **Resolution No. 6214** approving and adopting the plans, specifications, form of contract, and estimated cost (\$1,168,875.00) for the Installation of Electrical/Communications Conduits and Associated Equipment for 2020 and 2021. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Johnson to adopt **Resolution No. 6215** accepting the bid, awarding the contract, and approving and authorizing execution of a contract with Hoffman & Hoffman Trenching, Inc. for the Installation of Electrical/Communications Conduits and Associated Equipment for 2020 and 2021. The bid received from Hoffman & Hoffman Trenching, Inc. was the lowest responsive, responsible bid received for the project in the amount of \$1,485,292.50, based on estimated quantities. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

A public hearing was held on the preliminary plans, specifications, proposed form of contract, and estimated cost for the Additions and Upgrades to the Headend HVAC and

Transportation Service Building, Phase 4.

Moved by Trustee Johnson, seconded by Trustee Soneson to receive and file the proof of publication of the Notice of Hearing. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

There were no written objections filed with the General Manager of Utilities. No oral objections were heard at the hearing. Vice Chair Engel declared the hearing closed.

Moved by Trustee Johnson, seconded by Trustee Soneson to adopt **Resolution No. 6216** approving and adopting the plans, specifications, proposed form of contract, and estimated cost (\$425,000) for the Additions and Upgrades to the Headend HVAC and Transportation Service Building, Phase 4. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Johnson to adopt **Resolution No. 6217** accepting the bid, awarding the contract, and approving and authorizing execution of a contract with Don Gardner Construction for the Additions and Upgrades to the Headend HVAC and Transportation Service Building, Phase 4. The bid received from Don Gardner Construction was the lowest responsive, responsible bid received for the project in the amount of \$364,252.00. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

Mike Litterer, Director of Customer Service & Business Development, provided a utility providers' sustainability report to the Board.

Wynette Froehner, Director of Finance & Organizational Services, Susan Abernathy, Director of Employee & Legal Services, and General Manager Bernard presented an overview of items related to the Utility's health plan, including the health fund balance and future planning for the plan.

The following items were presented for information purposes only: the current safety status of the Utility; status of the Solar Garden output; a review of current customer satisfaction survey results; and an overview of proposed agenda items for the Board's annual retreat.

There were no Board requests to staff.

Moved by Trustee Soneson, seconded by Trustee Johnson to adjourn to closed session

in accordance with Code of Iowa, Chapter 21.5(1)(a), Chapter 21.5(1)(i), and Chapter 21.9. Upon all of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried. The meeting adjourned to closed session at 3:25 p.m.

The meeting returned to open session at 4:23 p.m.

Moved by Trustee Johnson, seconded by Trustee Soneson to approve and file the General Manager's 2020 Performance Agreement. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Johnson to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 4:25 p.m.

MINUTES OF MEETING OF BOARD OF TRUSTEES OF THE
MUNICIPAL GAS UTILITY, CITY OF CEDAR FALLS, IOWA

January 8, 2020

The Board of Trustees of the Municipal Gas Utility of the City of Cedar Falls, Iowa, met on the above date in regular session, pursuant to law and the rules of said Board.

The meeting was called to order at 2:00 p.m. by Vice Chair Jeffrey J. Engel. Upon call of the roll, present were: Trustees: Richard L. McAlister (electronically), Jeffrey J. Engel, MaraBeth K. Soneson, Craig A. Johnson, and Debra S. Iehl. Absent: None. Others present: Steven E. Bernard, General Manager/CEO; John C. Larsen, Board Counsel; Andrew Wind, Waterloo Courier reporter; and Sue Green, Craig Patterson, Carole Yates, and Jack Yates, customers.

Moved by Trustee Soneson, seconded by Trustee Johnson to approve the agenda as printed and distributed. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Customer Carole Yates was present to mention she is a member of a sustainability committee formed by the City of Cedar Falls. Ms. Yates mentioned the City has approved hiring a consultant and the addition of a new planning position to work with the committee to develop a climate action plan. Ms. Yates encouraged the Utility, as a greenhouse gas emitter, to set its own goal. Ms. Yates also expressed her appreciation for the Utility's participation in the placement of an electric vehicle charger near City Hall.

New employees, Clint Keppler and Chris Hartman, were introduced.

Moved by Trustee Johnson, seconded by Trustee Soneson to approve the minutes of the December 11, 2019, regular meeting, as printed and distributed; and to approve the Schedule of Bills for the month of December that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of December 1, 2019, through December 31, 2019; check numbers: 136250-136253; 136266; 136332; 136435-136436; 136535-136545; 136559-136561; 136566-136571; 136634-136649; 136651-136658; 136684; 136748-136754; 215035-215397; 008609417726; 009106253486; 009956287474; 057544458504; 094016458055; 094566600726; 095732037470; 095928350684; 097187839699; 100463533323; 109345137491; 177866265793; 219564582914; 261286341282; 326048615030; 352093243916; 352325614054; 355032166956; 361512802958; 361821376505; 375741004582; 432435723288; 452291143981;

481055388908; 488527971171; 539526149828; 539831774195; 571316356227; 593250589624; 601258145591; 601551836770; 668397557332; 773870539194; 825203773138; 830227580811; 866011186612; 876693035675; 938815082872; 974474316156; 974780069823; a detailed itemized copy of which has been submitted to the Board of Trustees. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Johnson, seconded by Trustee Soneson to receive and file personnel action reports and a report of contracts executed by the General Manager. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Johnson to adopt **Resolution No. 6205** approving and adopting a revised Procurement Policy and Procedures for Requisition of Goods and Services. Said revisions incorporate changes relative to grant funding procedures; update the monetary threshold for projects in compliance with the Code of Iowa; update the General Manager's approval limits; and add a section to clarify authority with respect to Energy Efficiency/Conservation Program Structure and Payment Policy and Procedures. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Johnson to adopt **Resolution No. 6206** approving and authorizing execution of a contract with Imprivata, Inc. for software and services to implement multi-factor authentication. Staff evaluated three multi-factor authentication products from industry leading vendors, and staff determined the product offered by Imprivata, Inc. is the best solution; the cost of the solution is \$99,103.60, plus applicable taxes, which provides licenses and services for a term of three (3) years. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Johnson, seconded by Trustee Soneson to adopt **Resolution No. 6210** approving and authorizing the preparation of preliminary plans, specifications, proposed form of contract, and estimated cost for Long-Range Facilities Plan, Phase 1 Main Office Back Lot Project. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

A public hearing was held on the preliminary plans, specifications, proposed form of contract, and estimated cost for the Additions and Upgrades to the Headend HVAC and Transportation Service Building, Phase 4.

Moved by Trustee Johnson, seconded by Trustee Soneson to receive and file the proof of publication of the Notice of Hearing. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

There were no written objections filed with the General Manager of Utilities. No oral objections were heard at the hearing. Vice Chair Engel declared the hearing closed.

Moved by Trustee Johnson, seconded by Trustee Soneson to adopt **Resolution No. 6216** approving and adopting the plans, specifications, proposed form of contract, and estimated cost (\$425,000) for the Additions and Upgrades to the Headend HVAC and Transportation Service Building, Phase 4. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Johnson to adopt **Resolution No. 6217** accepting the bid, awarding the contract, and approving and authorizing execution of a contract with Don Gardner Construction for the Additions and Upgrades to the Headend HVAC and Transportation Service Building, Phase 4. The bid received from Don Gardner Construction was the lowest responsive, responsible bid received for the project in the amount of \$364,252.00. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

Mike Litterer, Director of Customer Service & Business Development, provided a utility providers' sustainability report to the Board.

Wynette Froehner, Director of Finance & Organizational Services, Susan Abernathy, Director of Employee & Legal Services, and General Manager Bernard presented an overview of items related to the Utility's health plan, including the health fund balance and future planning for the plan.

The following items were presented for information purposes only: the current safety status of the Utility; a review of current customer satisfaction survey results; and an overview of proposed agenda items for the Board's annual retreat.

There were no Board requests to staff.

Moved by Trustee Soneson, seconded by Trustee Johnson to adjourn to closed session in accordance with Code of Iowa, Chapter 21.5(1)(a), Chapter 21.5(1)(i), and Chapter 21.9. Upon all of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried. The meeting adjourned to closed session at 3:25 p.m.

The meeting returned to open session at 4:23 p.m.

Moved by Trustee Johnson, seconded by Trustee Soneson to approve and file the General Manager's 2020 Performance Agreement. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Johnson to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 4:25 p.m.

MINUTES OF MEETING OF BOARD OF TRUSTEES OF THE
MUNICIPAL WATER UTILITY, CITY OF CEDAR FALLS, IOWA

January 8, 2020

The Board of Trustees of the Municipal Water Utility of the City of Cedar Falls, Iowa, met on the above date in regular session, pursuant to law and the rules of said Board.

The meeting was called to order at 2:00 p.m. by Vice Chair Jeffrey J. Engel. Upon call of the roll, present were: Trustees: Richard L. McAlister (electronically), Jeffrey J. Engel, MaraBeth K. Soneson, Craig A. Johnson, and Debra S. Iehl. Absent: None. Others present: Steven E. Bernard, General Manager/CEO; John C. Larsen, Board Counsel; Andrew Wind, Waterloo Courier reporter; and Sue Green, Craig Patterson, Carole Yates, and Jack Yates, customers.

Moved by Trustee Soneson, seconded by Trustee Johnson to approve the agenda as printed and distributed. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

New employees, Clint Keppler and Chris Hartman, were introduced.

Moved by Trustee Johnson, seconded by Trustee Soneson to approve the minutes of the December 11, 2019, regular meeting, as printed and distributed; and to approve the Schedule of Bills for the month of December that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of December 1, 2019, through December 31, 2019; check numbers: 136250-136253; 136266; 136332; 136435-136436; 136535-136545; 136559-136561; 136566-136571; 136634-136649; 136651-136658; 136684; 136748-136754; 215035-215397; 008609417726; 009106253486; 009956287474; 057544458504; 094016458055; 094566600726; 095732037470; 095928350684; 097187839699; 100463533323; 109345137491; 177866265793; 219564582914; 261286341282; 326048615030; 352093243916; 352325614054; 355032166956; 361512802958; 361821376505; 375741004582; 432435723288; 452291143981; 481055388908; 488527971171; 539526149828; 539831774195; 571316356227; 593250589624; 601258145591; 601551836770; 668397557332; 773870539194; 825203773138; 830227580811; 866011186612; 876693035675; 938815082872; 974474316156; 974780069823; a detailed itemized copy of which has been submitted to the Board of Trustees. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Johnson, seconded by Trustee Soneson to receive and file personnel action reports and a report of contracts executed by the General Manager. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Johnson to adopt **Resolution No. 6205** approving and adopting a revised Procurement Policy and Procedures for Requisition of Goods and Services. Said revisions incorporate changes relative to grant funding procedures; update the monetary threshold for projects in compliance with the Code of Iowa; update the General Manager's approval limits; and add a section to clarify authority with respect to Energy Efficiency/Conservation Program Structure and Payment Policy and Procedures. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Johnson to adopt **Resolution No. 6206** approving and authorizing execution of a contract with Imprivata, Inc. for software and services to implement multi-factor authentication. Staff evaluated three multi-factor authentication products from industry leading vendors, and staff determined the product offered by Imprivata, Inc. is the best solution; the cost of the solution is \$99,103.60, plus applicable taxes, which provides licenses and services for a term of three (3) years. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Johnson, seconded by Trustee Soneson to adopt **Resolution No. 6210** approving and authorizing the preparation of preliminary plans, specifications, proposed form of contract, and estimated cost for Long-Range Facilities Plan, Phase 1 Main Office Back Lot Project. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

A public hearing was held on the preliminary plans, specifications, proposed form of contract, and estimated cost for the Additions and Upgrades to the Headend HVAC and Transportation Service Building, Phase 4.

Moved by Trustee Johnson, seconded by Trustee Soneson to receive and file the proof of publication of the Notice of Hearing. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

There were no written objections filed with the General Manager of Utilities. No oral objections were heard at the hearing. Vice Chair Engel declared the hearing closed.

Moved by Trustee Johnson, seconded by Trustee Soneson to adopt **Resolution No. 6216** approving and adopting the plans, specifications, proposed form of contract, and estimated cost (\$425,000) for the Additions and Upgrades to the Headend HVAC and Transportation Service Building, Phase 4.

Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Johnson to adopt **Resolution No. 6217** accepting the bid, awarding the contract, and approving and authorizing execution of a contract with Don Gardner Construction for the Additions and Upgrades to the Headend HVAC and Transportation Service Building, Phase 4. The bid received from Don Gardner Construction was the lowest responsive, responsible bid received for the project in the amount of \$364,252.00. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

Wynette Froehner, Director of Finance & Organizational Services, Susan Abernathy, Director of Employee & Legal Services, and General Manager Bernard presented an overview of items related to the Utility's health plan, including the health fund balance and future planning for the plan.

The following items were presented for information purposes only: the current safety status of the Utility; a review of current customer satisfaction survey results; and an overview of proposed agenda items for the Board's annual retreat.

There were no Board requests to staff.

Moved by Trustee Soneson, seconded by Trustee Johnson to adjourn to closed session in accordance with Code of Iowa, Chapter 21.5(1)(a), Chapter 21.5(1)(i), and Chapter 21.9. Upon all of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: Absent: None. Motion carried. The meeting adjourned to closed session at 3:25 p.m.

The meeting returned to open session at 4:23 p.m.

Moved by Trustee Johnson, seconded by Trustee Soneson to approve and file the

General Manager's 2020 Performance Agreement. Upon call for the vote, all Trustees voted aye.

Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Johnson to adjourn the meeting.

Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 4:25 p.m.

Richard L. McAlister – Chair

MaraBeth K. Soneson – Secretary

MINUTES OF MEETING OF BOARD OF TRUSTEES OF THE
MUNICIPAL COMMUNICATIONS UTILITY, CITY OF CEDAR FALLS, IOWA

January 8, 2020

The Board of Trustees of the Municipal Communications Utility of the City of Cedar Falls, Iowa, met on the above date in regular session, pursuant to law and the rules of said Board.

The meeting was called to order at 2:00 p.m. by Vice Chair Jeffrey J. Engel. Upon call of the roll, present were: Trustees: Richard L. McAlister (electronically), Jeffrey J. Engel, MaraBeth K. Soneson, Craig A. Johnson, and Debra S. Iehl. Absent: None. Others present: Steven E. Bernard, General Manager/CEO; John C. Larsen, Board Counsel; Andrew Wind, Waterloo Courier reporter; and Sue Green, Craig Patterson, Carole Yates, and Jack Yates, customers.

Moved by Trustee Soneson, seconded by Trustee Johnson to approve the agenda as printed and distributed. The General Manager requested that Item #8 “Resolution approving and authorizing execution of a specialized communications service agreement” be removed from the agenda. This item will be brought back to the Board for approval at a later date. Upon call for the vote for agenda approval, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Johnson to approve the agenda as revised. Upon call for the vote on the revised agenda, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

New employees, Clint Keppler and Chris Hartman, were introduced.

Moved by Trustee Johnson, seconded by Trustee Soneson to approve the minutes of the December 11, 2019, regular meeting, as printed and distributed; and to approve the Schedule of Bills for the month of December that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of December 1, 2019, through December 31, 2019; check numbers: 136250-136253; 136266; 136332; 136435-136436; 136535-136545; 136559-136561; 136566-136571; 136634-136649; 136651-136658; 136684; 136748-136754; 215035-215397; 008609417726; 009106253486; 009956287474; 057544458504; 094016458055; 094566600726; 095732037470; 095928350684; 097187839699; 100463533323; 109345137491; 177866265793; 219564582914; 261286341282; 326048615030; 352093243916; 352325614054; 355032166956; 361512802958; 361821376505; 375741004582; 432435723288; 452291143981; 481055388908; 488527971171; 539526149828; 539831774195; 571316356227; 593250589624; 601258145591; 601551836770; 668397557332; 773870539194; 825203773138; 830227580811;

866011186612; 876693035675; 938815082872; 974474316156; 974780069823; a detailed itemized copy of which has been submitted to the Board of Trustees. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Johnson, seconded by Trustee Soneson to receive and file personnel action reports and a report of contracts executed by the General Manager. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Johnson to adopt **Resolution No. 6205** approving and adopting a revised Procurement Policy and Procedures for Requisition of Goods and Services. Said revisions incorporate changes relative to grant funding procedures; update the monetary threshold for projects in compliance with the Code of Iowa; update the General Manager's approval limits; and add a section to clarify authority with respect to Energy Efficiency/Conservation Program Structure and Payment Policy and Procedures. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Johnson to adopt **Resolution No. 6206** approving and authorizing execution of a contract with Imprivata, Inc. for software and services to implement multi-factor authentication. Staff evaluated three multi-factor authentication products from industry leading vendors, and staff determined the product offered by Imprivata, Inc. is the best solution; the cost of the solution is \$99,103.60, plus applicable taxes, which provides licenses and services for a term of three (3) years. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

A public hearing was held on the preliminary plans, specifications, proposed form of contract, and estimated cost for the Installation of Electrical/Communications Conduits and Associated Equipment for the years 2020 and 2021.

Moved by Trustee Soneson, seconded by Trustee Johnson to receive and file the proof of publication of the Notice of Hearing. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

There were no written objections filed with the General Manager of Utilities. No oral objections were heard at the hearing. Vice Chair Engel declared the hearing closed.

Moved by Trustee Johnson, seconded by Trustee Soneson to adopt **Resolution No. 6214** approving and adopting the plans, specifications, form of contract, and estimated cost (\$1,168,875.00) for the Installation of Electrical/Communications Conduits and Associated Equipment for 2020 and 2021. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Johnson to adopt **Resolution No. 6215** accepting the bid, awarding the contract, and approving and authorizing execution of a contract with Hoffman & Hoffman Trenching, Inc. for the Installation of Electrical/Communications Conduits and Associated Equipment for 2020 and 2021. The bid received from Hoffman & Hoffman Trenching, Inc. was the lowest responsive, responsible bid received for the project in the amount of \$1,485,292.50 based on estimated quantities. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

A public hearing was held on the preliminary plans, specifications, proposed form of contract, and estimated cost for the Replacement of Communications Customer Premise Equipment for the years 2020 – 2022.

Moved by Trustee Johnson, seconded by Trustee Soneson to receive and file the proof of publication of the Notice of Hearing. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

There were no written objections filed with the General Manager of Utilities. No oral objections were heard at the hearing. Vice Chair Engel declared the hearing closed.

Moved by Trustee Soneson, seconded by Trustee Johnson to adopt **Resolution No. 6218** approving and adopting the plans, specifications, form of contract, and estimated cost (\$1,784,750.00) for the Replacement of Communications Customer Premise Equipment for the years 2020 – 2022. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Johnson, seconded by Trustee Soneson to adopt **Resolution No. 6219** accepting the bid, awarding the contract, and approving and authorizing execution of a contract with MP Nexlevel for the Replacement of Communications Customer Premise Equipment for Years 2020 – 2022. The bid received from MP Nexlevel was the lowest responsive, responsible bid received for the project in the amount of \$1,622,713.15, based on estimated quantities. Upon call of

the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

Wynette Froehner, Director of Finance & Organizational Services, Susan Abernathy, Director of Employee & Legal Services, and General Manager Bernard presented an overview of items related to the Utility's health plan, including the health fund balance and future planning for the plan.

The following items were presented for information purposes only: the current safety status of the Utility; a review of current customer satisfaction survey results; and an overview of proposed agenda items for the Board's annual retreat.

There were no Board requests to staff.

Moved by Trustee Soneson, seconded by Trustee Johnson to adjourn to closed session in accordance with Code of Iowa, Chapter 21.5(1)(a), Chapter 21.5(1)(i), and Chapter 21.9. Upon all of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: Absent: None. Motion carried. The meeting adjourned to closed session at 3:25 p.m.

The meeting returned to open session at 4:23 p.m.

Moved by Trustee Johnson, seconded by Trustee Soneson to approve and file the General Manager's 2020 Performance Agreement. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Johnson to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 4:25 p.m.