

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

**January 9, 2019**

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 Chair Craig A. Johnson. Upon call of the roll, present were: Trustees: Craig A. Johnson, Pamela L. Taylor, Richard L. McAlister (electronically), Jeffrey J. Engel (electronically), and MaraBeth K. Soneson. Absent: None. Others present: Steven E. Bernard, General Manager/CEO; John C. Larsen, Board Counsel; and Jack Yates, Carole Yates, and Dale Olson, customers.

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

New employee Aaron Logan-Lorenz was introduced.

Moved by Trustee Soneson, seconded by Trustee Taylor to approve the minutes of the December 12, 2018, regular meeting and the December 19, 2018, special 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, 2018, through December 31, 2018; check numbers: 130657-130661; 130797-130798; 130890-130891; 130893; 130919; 130964-130991; 130993; 131006; 131080-131085; 131095-131101; 131125; 131173-131179; 210286-210691; 490532192479; 526187520995; 526438269781; 959420364872; 649421208133; 128054584321; 638072439299; 001734389365; 526721008538; 526260114888; 636883485237; 964753934134; 964880232434; 997098857114; 997172821474; 787217941308; 817414708346; 303207177691; 195704085278; 643222858092; 288212656042; 920279969738; 854821011652; 936916793937; 936688102686; 395844832909; 821209502649; 107400567065; 762759990113; 155225899713; 729400404539; 712211375336; 712657740757; 413273888914; 662693018451; 662624035068; 499127386386; 499228313861; 981102525674; 981994077818; 677689143183; 677364337081; 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 Soneson, seconded by Trustee Taylor 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.

Eric Giddens, Program Manager of UNI's Center for Energy and Environmental Education (CEEE) presented an overview of the 2016 greenhouse gas (GHG) emission inventory for Cedar Falls. General Manager Bernard also outlined proposed steps the Utility will take over the next year in emission planning.

Moved by Trustee Soneson, seconded by Trustee Taylor to adopt **Resolution No. 6115** approving and adopting the plans, specifications, proposed form of contract, and estimated cost (\$71,000.00) for the purchase and installation of energy recovery ventilation equipment; accepting quotation, awarding the contract, and approving and authorizing execution of a contract with Young Plumbing & Heating Co., of Waterloo, Iowa, in the amount of \$78,400.00. The quote received from Young Plumbing & Heating Co. was the lowest, responsive, responsible quotation received. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried.

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; an overview of the current electric reliability report; and an overview of proposed agenda items for the Board's annual retreat. The Board scheduled the annual retreat for Thursday, February 28, 2019, beginning at 1:00 p.m. and Friday, March 1, 2019, beginning at 8:00 a.m.

There were no Board requests to staff.

Moved by Trustee Soneson, seconded by Trustee Taylor to adjourn to closed session in accordance with Code of Iowa, Chapter 21.5(1)(a), 21.5(1)(i) and 21.9. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Motion carried. The meeting adjourned to closed session at 3:36 p.m.

The meeting returned to open session at 5:02 p.m.

Moved by Trustee Soneson, seconded by Trustee Taylor to approve and file the General Manager's 2019 Performance Agreement. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Trustee Taylor made the motion to table Item #16 “Resolution approving and authorizing adjustment of General Manager’s compensation pursuant to terms of employment agreement” to a later date. The motion was seconded by Trustee Soneson. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

The Board continued follow-up on their self-evaluations. Board members suggested an annual review of the Board’s policy-making and oversight roles.

The Board agreed to reschedule the June Board meeting to Wednesday, June 5, 2019, at 2:00 p.m. to allow Trustees to attend American Public Power Association’s National Conference to be held June 7 – 12, 2019.

Moved by Trustee Taylor, seconded by Trustee Soneson to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 5:18 p.m.

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

**January 9, 2019**

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 Chair Craig A. Johnson. Upon call of the roll, present were: Trustees: Craig A. Johnson, Pamela L. Taylor, Richard L. McAlister (electronically), Jeffrey J. Engel (electronically), and MaraBeth K. Soneson. Absent: None. Others present: Steven E. Bernard, General Manager/CEO; John C. Larsen, Board Counsel; and Jack Yates, Carole Yates, and Dale Olson, customers.

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

New employee Aaron Logan-Lorenz was introduced.

Moved by Trustee Soneson, seconded by Trustee Taylor to approve the minutes of the December 12, 2018, regular meeting and the December 19, 2018, special 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, 2018, through December 31, 2018; check numbers: 130657-130661; 130797-130798; 130890-130891; 130893; 130919; 130964-130991; 130993; 131006; 131080-131085; 131095-131101; 131125; 131173-131179; 210286-210691; 490532192479; 526187520995; 526438269781; 959420364872; 649421208133; 128054584321; 638072439299; 001734389365; 526721008538; 526260114888; 636883485237; 964753934134; 964880232434; 997098857114; 997172821474; 787217941308; 817414708346; 303207177691; 195704085278; 643222858092; 288212656042; 920279969738; 854821011652; 936916793937; 936688102686; 395844832909; 821209502649; 107400567065; 762759990113; 155225899713; 729400404539; 712211375336; 712657740757; 413273888914; 662693018451; 662624035068; 499127386386; 499228313861; 981102525674; 981994077818; 677689143183; 677364337081; 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 Soneson, seconded by Trustee Taylor 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.

Eric Giddens, Program Manager of UNI's Center for Energy and Environmental Education (CEEE) presented an overview of the 2016 greenhouse gas (GHG) emission inventory for Cedar Falls. General Manager Bernard also outlined proposed steps the Utility will take over the next year in emission planning.

Moved by Trustee Soneson, seconded by Trustee Taylor to adopt **Resolution No. 6115** approving and adopting the plans, specifications, proposed form of contract, and estimated cost (\$71,000.00) for the purchase and installation of energy recovery ventilation equipment; accepting quotation, awarding the contract, and approving and authorizing execution of a contract with Young Plumbing & Heating Co., of Waterloo, Iowa, in the amount of \$78,400.00. The quote received from Young Plumbing & Heating Co. was the lowest, responsive, responsible quotation received. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Motion carried.

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. The Board scheduled the annual retreat for Thursday, February 28, 2019, beginning at 1:00 p.m. and Friday, March 1, 2019, beginning at 8:00 a.m.

There were no Board requests to staff.

Moved by Trustee Soneson, seconded by Trustee Taylor to adjourn to closed session in accordance with Code of Iowa, Chapter 21.5(1)(a), 21.5(1)(i) and 21.9. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Motion carried. The meeting adjourned to closed session at 3:36 p.m.

The meeting returned to open session at 5:02 p.m.

Moved by Trustee Soneson, seconded by Trustee Taylor to approve and file the General Manager's 2019 Performance Agreement. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Trustee Taylor made the motion to table Item #16 “Resolution approving and authorizing adjustment of General Manager’s compensation pursuant to terms of employment agreement” to a later date. The motion was seconded by Trustee Soneson. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

The Board continued follow-up on their self-evaluations. Board members suggested an annual review of the Board’s policy-making and oversight roles.

The Board agreed to reschedule the June Board meeting to Wednesday, June 5, 2019, at 2:00 p.m. to allow Trustees to attend American Public Power Association’s National Conference to be held June 7 – 12, 2019.

Moved by Trustee Taylor, seconded by Trustee Soneson to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 5:18 p.m.

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

**January 9, 2019**

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 Chair Craig A. Johnson. Upon call of the roll, present were: Trustees: Craig A. Johnson, Pamela L. Taylor, Richard L. McAlister (electronically), Jeffrey J. Engel (electronically), and MaraBeth K. Soneson. Absent: None. Others present: Steven E. Bernard, General Manager/CEO; John C. Larsen, Board Counsel; and Jack Yates, Carole Yates, and Dale Olson, customers.

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

New employee Aaron Logan-Lorenz was introduced.

Moved by Trustee Soneson, seconded by Trustee Taylor to approve the minutes of the December 12, 2018, regular meeting and the December 19, 2018, special 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, 2018, through December 31, 2018; check numbers: 130657-130661; 130797-130798; 130890-130891; 130893; 130919; 130964-130991; 130993; 131006; 131080-131085; 131095-131101; 131125; 131173-131179; 210286-210691; 490532192479; 526187520995; 526438269781; 959420364872; 649421208133; 128054584321; 638072439299; 001734389365; 526721008538; 526260114888; 636883485237; 964753934134; 964880232434; 997098857114; 997172821474; 787217941308; 817414708346; 303207177691; 195704085278; 643222858092; 288212656042; 920279969738; 854821011652; 936916793937; 936688102686; 395844832909; 821209502649; 107400567065; 762759990113; 155225899713; 729400404539; 712211375336; 712657740757; 413273888914; 662693018451; 662624035068; 499127386386; 499228313861; 981102525674; 981994077818; 677689143183; 677364337081; 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 Soneson, seconded by Trustee Taylor 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 Taylor to adopt **Resolution No. 6115** approving and adopting the plans, specifications, proposed form of contract, and estimated cost (\$71,000.00) for the purchase and installation of energy recovery ventilation equipment; accepting quotation, awarding the contract, and approving and authorizing execution of a contract with Young Plumbing & Heating Co., of Waterloo, Iowa, in the amount of \$78,400.00. The quote received from Young Plumbing & Heating Co. was the lowest, responsive, responsible quotation received. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Motion carried.

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. The Board scheduled the annual retreat for Thursday, February 28, 2019, beginning at 1:00 p.m. and Friday, March 1, 2019, beginning at 8:00 a.m.

There were no Board requests to staff.

Moved by Trustee Soneson, seconded by Trustee Taylor to adjourn to closed session in accordance with Code of Iowa, Chapter 21.5(1)(a), 21.5(1)(i) and 21.9. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Motion carried. The meeting adjourned to closed session at 3:36 p.m.

The meeting returned to open session at 5:02 p.m.

Moved by Trustee Soneson, seconded by Trustee Taylor to approve and file the General Manager's 2019 Performance Agreement. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Trustee Taylor made the motion to table Item #16 "Resolution approving and authorizing adjustment of General Manager's compensation pursuant to terms of employment agreement" to a later date. The motion was seconded by Trustee Soneson. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.



The Board continued follow-up on their self-evaluations. Board members suggested an annual review of the Board's policy-making and oversight roles.

The Board agreed to reschedule the June Board meeting to Wednesday, June 5, 2019, at 2:00 p.m. to allow Trustees to attend American Public Power Association's National Conference to be held June 7 – 12, 2019.

Moved by Trustee Taylor, seconded by Trustee Soneson to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 5:18 p.m.

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

**January 9, 2019**

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 Chair Craig A. Johnson. Upon call of the roll, present were: Trustees: Craig A. Johnson, Pamela L. Taylor, Richard L. McAlister (electronically), Jeffrey J. Engel (electronically), and MaraBeth K. Soneson. Absent: None. Others present: Steven E. Bernard, General Manager/CEO; John C. Larsen, Board Counsel; and Jack Yates, Carole Yates, and Dale Olson, customers.

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

New employee Aaron Logan-Lorenz was introduced.

Moved by Trustee Soneson, seconded by Trustee Taylor to approve the minutes of the December 12, 2018, regular meeting and the December 19, 2018, special 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, 2018, through December 31, 2018; check numbers: 130657-130661; 130797-130798; 130890-130891; 130893; 130919; 130964-130991; 130993; 131006; 131080-131085; 131095-131101; 131125; 131173-131179; 210286-210691; 490532192479; 526187520995; 526438269781; 959420364872; 649421208133; 128054584321; 638072439299; 001734389365; 526721008538; 526260114888; 636883485237; 964753934134; 964880232434; 997098857114; 997172821474; 787217941308; 817414708346; 303207177691; 195704085278; 643222858092; 288212656042; 920279969738; 854821011652; 936916793937; 936688102686; 395844832909; 821209502649; 107400567065; 762759990113; 155225899713; 729400404539; 712211375336; 712657740757; 413273888914; 662693018451; 662624035068; 499127386386; 499228313861; 981102525674; 981994077818; 677689143183; 677364337081; 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 Soneson, seconded by Trustee Taylor 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 Taylor, seconded by Trustee Soneson to adopt **Resolution No. 6113** approving and authorizing execution of an agreement to provide specialized communications services to Shri Mahaganapati & Hanumanta, Inc., d/b/a Holiday Inn Express. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried.

Moved by Trustee Taylor, seconded by Trustee Soneson to adopt **Resolution No. 6114** approving and authorizing execution of an agreement to provide specialized communications services to Shri Siddhipriya, Inc., d/b/a Holiday Inn & Suites Hotel and Event Center. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Taylor to adopt **Resolution No. 6116** approving and authorizing the purchase of communications equipment and support for core and aggregation upgrade from CCI Systems Inc., of Iron Mountain, Michigan, in an amount not to exceed \$414,066.43. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried.

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. The Board scheduled the annual retreat for Thursday, February 28, 2019, beginning at 1:00 p.m. and Friday, March 1, 2019, beginning at 8:00 a.m.

There were no Board requests to staff.

Moved by Trustee Soneson, seconded by Trustee Taylor to adjourn to closed session in accordance with Code of Iowa, Chapter 21.5(1)(a), 21.5(1)(i) and 21.9. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Motion carried. The meeting adjourned to closed session at 3:36 p.m.

The meeting returned to open session at 5:02 p.m.

Moved by Trustee Soneson, seconded by Trustee Taylor to approve and file the General Manager's 2019 Performance Agreement. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Trustee Taylor made the motion to table Item #16 "Resolution approving and authorizing adjustment of General Manager's compensation pursuant to terms of employment agreement" to a later date. The motion was seconded by Trustee Soneson. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

The Board continued follow-up on their self-evaluations. Board members suggested an annual review of the Board's policy-making and oversight roles.

The Board agreed to reschedule the June Board meeting to Wednesday, June 5, 2019, at 2:00 p.m. to allow Trustees to attend American Public Power Association's National Conference to be held June 7 – 12, 2019.

Moved by Trustee Taylor, seconded by Trustee Soneson to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 5:18 p.m.