

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

February 14, 2018

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 MaraBeth K. Soneson. Upon call of the roll, present were: Trustees: MaraBeth K. Soneson, Craig A. Johnson, Pamela L. Taylor, and Jeffrey J. Engel. Absent: Richard L. McAlister. Others present: Steven E. Bernard, General Manager/CEO, John C. Larsen, Board Counsel, and Dale Olson, customer.

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

Customer Dale Olson was present to express his satisfaction with the solar garden and his interest in Iowa House Study Bill 595.

New employee, Ashley Hovey was introduced.

Moved by Trustee Taylor, seconded by Trustee Johnson to approve the minutes of the January 10, 2018, regular meeting minutes as printed and distributed; and to approve the Schedule of Bills for the month of January that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of January 1, 2018, through January 31, 2018; check numbers: 125392-125395; 125459; 125555-125563; 125565; 125592-125601; 125658-125666; 125711; 125799-125805; 125918; 125957-125958; 126043-126051; 205796-206277; 154538187120; 976204829646; 976206741651; 827181583828; 686746721690; 059867426295; 890945391328; 740666771034; 456080118793; 047967764473; 583449833475; 499083743380; 499083313651; 854426568513; 854424137497; 047963124437; 047967547292; 321100434406; 103264260273; 305678405817; 142105341468; 142107039267; 217975861501; 217974057700; 002211459578; 483229428422; 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 Taylor to adopt the following Resolutions by one motion:

No. 6011 Resolution accepting quotation and awarding the purchase of three fleet vehicles to the low bidder, Bill Colwell Ford of Hudson, Iowa, in the total amount of \$76,249.00.

No. 6014 Resolution approving and authorizing execution of an agreement with McNeary Consulting in the amount of \$25,000 in fees and up to \$5,000 in expenses for risk management consulting services for 2018.

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

Moved by Trustee Engel, seconded by Trustee Taylor to adopt **Resolution No. 6012** approving and authorizing a purchase order with the City of Cedar Falls in the amount of \$327,092.00 for the installation of street lights for Phase I of the University Avenue reconstruction project. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and Engel. Nay: None. Absent: McAlister. Motion carried.

Moved by Trustee Johnson, seconded by Trustee Taylor to adopt **Resolution No. 6013** approving and authorizing execution of an agreement for the sale of excess MISO (Midcontinent Independent System Operator, Inc.) Zonal Resource Credits (ZRCs) in MISO Zone 3 for planning years 2020-2023. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and Engel. Nay: None. Absent: McAlister. Motion carried.

Moved by Trustee Johnson, seconded by Trustee Taylor to adopt **Resolution No. 6015** approving and authorizing execution of an agreement with RSM US, LLP, of Cedar Rapids, Iowa, in the amount of \$48,593.00 for professional services for the upgrade of SharePoint; and approving and authorizing a purchase order with Microsoft in the amount of \$6,678.00 for additional licensing costs associated with said upgrade. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and Engel. Nay: None. Absent: McAlister. Motion carried.

Moved by Trustee Johnson, seconded by Trustee Taylor to adopt **Resolution No. 6017** approving and authorizing execution of Change Order No. 1 to the original contract dated February 10, 2016, with Hoffman & Hoffman Trenching, Inc.; and accepting as final the contract for the installation of electrical/communications conduits and associated equipment for the years 2016 and 2017 and approving and authorizing the release of retainage funds for the year 2017 in the amount of \$31,278.73 to be paid 30 days after the date of this resolution. Said Change Order provides for an increase in the contract price in the amount of \$159,785.10, due to unit quantity adjustments; making the total contract price \$1,137,390.10. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and Engel. Nay: None. Absent: McAlister. Motion carried.

Moved by Trustee Johnson, seconded by Trustee Taylor to adopt **Resolution No. 6018** approving and authorizing execution of Change Order No. 1 to the original contract dated February 10, 2016, with K & W Electric, Inc.; and accepting as final the contract for the conversion of overhead electrical services to underground electrical services and associated equipment for the years 2016 and 2017 and approving and authorizing the release of retainage funds for the year 2017 in the amount of \$1,424.40 to be paid 30 days after the date of this resolution. Said Change Order provides for a decrease in the contract price in the amount of \$76,855, due to unit quantity adjustments; making the total contract price \$58,130.00. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and Engel. Nay: None. Absent: McAlister. Motion carried.

A public hearing was held on the preliminary plans, specifications, proposed form of contract, and estimated cost for the conversion of overhead electric services to underground services and associated equipment for years 2018 and 2019.

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

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

Moved by Trustee Engel, seconded by Trustee Taylor to adopt **Resolution No. 6020** approving and adopting the plans, specifications, form of contract, and estimated cost (\$164,760) for the conversion of overhead electric services to underground services and associated equipment for years 2018 and 2019. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and Engel. Nay: None. Absent: McAlister. Motion carried.

Moved by Trustee Johnson, seconded by Trustee Engel to adopt **Resolution No. 6021** accepting the bid, awarding the contract, and approving and authorizing execution of a contract with K & W Electric, Inc. of Cedar Falls, Iowa, in the amount of \$175,170.00 based on estimated quantities for the conversion of overhead electric services to underground services and associated equipment for years 2018 and 2019. The bid received from K & W Electric, Inc. was the lowest bid received. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and Engel. Nay: None. Absent: McAlister. 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 2018 and 2019.

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

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

Moved by Trustee Johnson, seconded by Trustee Taylor to adopt **Resolution No. 6022** approving and adopting the plans, specifications, form of contract, and estimated cost (\$1,081,815.00) for the installation of electrical/communications conduits and associated equipment for the years 2018 and 2019. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and Engel. Nay: None. Absent: McAlister. Motion carried.

Moved by Trustee Engel, seconded by Trustee Johnson to adopt **Resolution No. 6023** accepting the bid, awarding the contract, and approving and authorizing execution of a contract with Hoffman & Hoffman Trenching, Inc. of Cedar Falls, Iowa, in the amount of \$1,131,150.00 for the installation of electrical/communications conduits and associated equipment for the years 2018 and 2019. The bid received from Hoffman & Hoffman, Inc. was the only bid received. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and Engel. Nay: None. Absent: McAlister. Motion carried.

The following items were presented for information purposes only: an update on current state legislative items; proposed revisions to the Purchasing Policy; a report on compensation merit adjustments for 2018; the Utility's current Residential Report Card; status on the Customer Billing System upgrade; and a review of the upcoming Board Retreat agenda.

There were no Board requests to staff.

Moved by Trustee Taylor, seconded by Trustee Engel to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: McAlister. Motion carried. The meeting adjourned at 3:33 p.m.

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

February 14, 2018

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 MaraBeth K. Soneson. Upon call of the roll, present were: Trustees: MaraBeth K. Soneson, Craig A. Johnson, Pamela L. Taylor, and Jeffrey J. Engel. Absent: Richard L. McAlister. Others present: Steven E. Bernard, General Manager/CEO, John C. Larsen, Board Counsel, and Dale Olson, customer.

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

Customer Dale Olson was present to express his interest in Iowa House Study Bill 595.

New employee, Ashley Hovey was introduced.

Moved by Trustee Taylor, seconded by Trustee Johnson to approve the minutes of the January 10, 2018, regular meeting minutes as printed and distributed; and to approve the Schedule of Bills for the month of January that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of January 1, 2018, through January 31, 2018; check numbers: 125392-125395; 125459; 125555-125563; 125565; 125592-125601; 125658-125666; 125711; 125799-125805; 125918; 125957-125958; 126043-126051; 205796-206277; 154538187120; 976204829646; 976206741651; 827181583828; 686746721690; 059867426295; 890945391328; 740666771034; 456080118793; 047967764473; 583449833475; 499083743380; 499083313651; 854426568513; 854424137497; 047963124437; 047967547292; 321100434406; 103264260273; 305678405817; 142105341468; 142107039267; 217975861501; 217974057700; 002211459578; 483229428422; 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 Engel, seconded by Trustee Taylor to adopt **Resolution No. 6014** approving and authorizing execution of an agreement with McNeary Consulting in the amount of \$25,000 in fees and up to \$5,000 in expenses for risk management consulting services for 2018.

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

Moved by Trustee Johnson, seconded by Trustee Taylor to adopt **Resolution No. 6015** approving and authorizing execution of an agreement with RSM US, LLP, of Cedar Rapids, Iowa, in the amount of \$48,593.00 for professional services for the upgrade of SharePoint; and approving and authorizing a purchase order with Microsoft in the amount of \$6,678.00 for additional licensing costs associated with said upgrade. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and Engel. Nay: None. Absent: McAlister. Motion carried.

The following items were presented for information purposes only: an update on current state legislative items; proposed revisions to the Purchasing Policy; a report on compensation merit adjustments for 2018; the Utility's current Residential Report Card; status on the Customer Billing System upgrade; and a review of the upcoming Board Retreat agenda.

There were no Board requests to staff.

Moved by Trustee Taylor, seconded by Trustee Engel to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: McAlister. Motion carried. The meeting adjourned at 3:33 p.m.

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

February 14, 2018

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 MaraBeth K. Soneson. Upon call of the roll, present were: Trustees: MaraBeth K. Soneson, Craig A. Johnson, Pamela L. Taylor, and Jeffrey J. Engel. Absent: Richard L. McAlister. Others present: Steven E. Bernard, General Manager/CEO, John C. Larsen, Board Counsel, and Dale Olson, customer.

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

Customer Dale Olson was present to express his interest in Iowa House Study Bill 595.

New employee, Ashley Hovey was introduced.

Moved by Trustee Taylor, seconded by Trustee Johnson to approve the minutes of the January 10, 2018, regular meeting minutes as printed and distributed; and to approve the Schedule of Bills for the month of January that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of January 1, 2018, through January 31, 2018; check numbers: 125392-125395; 125459; 125555-125563; 125565; 125592-125601; 125658-125666; 125711; 125799-125805; 125918; 125957-125958; 126043-126051; 205796-206277; 154538187120; 976204829646; 976206741651; 827181583828; 686746721690; 059867426295; 890945391328; 740666771034; 456080118793; 047967764473; 583449833475; 499083743380; 499083313651; 854426568513; 854424137497; 047963124437; 047967547292; 321100434406; 103264260273; 305678405817; 142105341468; 142107039267; 217975861501; 217974057700; 002211459578; 483229428422; 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 Engel, seconded by Trustee Taylor to adopt **Resolution No. 6014** approving and authorizing execution of an agreement with McNeary Consulting in the amount of \$25,000 in fees and up to \$5,000 in expenses for risk management consulting services for 2018.

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

Moved by Trustee Johnson, seconded by Trustee Taylor to adopt **Resolution No. 6015** approving and authorizing execution of an agreement with RSM US, LLP, of Cedar Rapids, Iowa, in the amount of \$48,593.00 for professional services for the upgrade of SharePoint; and approving and authorizing a purchase order with Microsoft in the amount of \$6,678.00 for additional licensing costs associated with said upgrade. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and Engel. Nay: None. Absent: McAlister. Motion carried.

The following items were presented for information purposes only: an update on current state legislative items; proposed revisions to the Purchasing Policy; a report on compensation merit adjustments for 2018; the Utility's current Residential Report Card; status on the Customer Billing System upgrade; and a review of the upcoming Board Retreat agenda.

There were no Board requests to staff.

Moved by Trustee Taylor, seconded by Trustee Engel to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: McAlister. Motion carried. The meeting adjourned at 3:33 p.m.

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

February 14, 2018

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 MaraBeth K. Soneson. Upon call of the roll, present were: Trustees: MaraBeth K. Soneson, Craig A. Johnson, Pamela L. Taylor, and Jeffrey J. Engel. Absent: Richard L. McAlister. Others present: Steven E. Bernard, General Manager/CEO, John C. Larsen, Board Counsel, and Dale Olson, customer.

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

Customer Dale Olson was present to express his interest in Iowa House Study Bill 595.

New employee, Ashley Hovey was introduced.

Moved by Trustee Taylor, seconded by Trustee Johnson to approve the minutes of the January 10, 2018, regular meeting minutes as printed and distributed; and to approve the Schedule of Bills for the month of January that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of January 1, 2018, through January 31, 2018; check numbers: 125392-125395; 125459; 125555-125563; 125565; 125592-125601; 125658-125666; 125711; 125799-125805; 125918; 125957-125958; 126043-126051; 205796-206277; 154538187120; 976204829646; 976206741651; 827181583828; 686746721690; 059867426295; 890945391328; 740666771034; 456080118793; 047967764473; 583449833475; 499083743380; 499083313651; 854426568513; 854424137497; 047963124437; 047967547292; 321100434406; 103264260273; 305678405817; 142105341468; 142107039267; 217975861501; 217974057700; 002211459578; 483229428422; 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 Taylor to adopt the following Resolutions by one motion:

No. 6014 Resolution approving and authorizing execution of an agreement with McNeary Consulting

in the amount of \$25,000 in fees and up to \$5,000 in expenses for risk management consulting services for 2018.

No. 6016 Resolution authorizing consent of an Assignment and Assumption of Indefeasible Right of Use Agreement with Wisconsin Independent Network (WIN), LLC, for the use of dark fiber owned by the Utility per an agreement with Iowa Health System, doing business as UnityPoint Health. Iowa Health System is selling their network infrastructure business to WIN and requested to assign said agreement to WIN.

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

Moved by Trustee Johnson, seconded by Trustee Taylor to adopt **Resolution No. 6010** approving and authorizing execution of an agreement with HV1 LLC and HV2 LLC, doing business as Hidden Valley Apartments, of Cedar Falls, to provide specialized telecommunications services.

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

Moved by Trustee Johnson, seconded by Trustee Taylor to adopt **Resolution No. 6015** approving and authorizing execution of an agreement with RSM US, LLP, of Cedar Rapids, Iowa, in the amount of \$48,593.00 for professional services for the upgrade of SharePoint; and approving and authorizing a purchase order with Microsoft in the amount of \$6,678.00 for additional licensing costs associated with said upgrade. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and Engel. Nay: None. Absent: McAlister. Motion carried.

Moved by Trustee Johnson, seconded by Trustee Taylor to adopt **Resolution No. 6017** approving and authorizing execution of Change Order No. 1 to the original contract dated February 10, 2016, with Hoffman & Hoffman Trenching, Inc.; and accepting as final the contract for the installation of electrical/communications conduits and associated equipment for the years 2016 and 2017 and approving and authorizing the release of retainage funds for the year 2017 in the amount of \$31,278.73 to be paid 30 days after the date of this resolution. Said Change Order provides for an increase in the contract price in the amount of \$159,785.10, due to unit quantity adjustments; making the total contract price \$1,137,390.10. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and Engel. Nay: None. Absent: McAlister. Motion carried.

Moved by Trustee Taylor, seconded by Trustee Engel to adopt **Resolution No. 6019** setting the date as March 14, 2018, at 2:00 p.m. for a public hearing on a proposed new

communications rate; and authorizing and directing publication of a notice of public hearing. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and Engel. Nay: None. Absent: McAlister. 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 2018 and 2019.

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

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

Moved by Trustee Johnson, seconded by Trustee Taylor to adopt **Resolution No. 6022** approving and adopting the plans, specifications, form of contract, and estimated cost (\$1,081,815.00) for the installation of electrical/communications conduits and associated equipment for the years 2018 and 2019. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and Engel. Nay: None. Absent: McAlister. Motion carried.

Moved by Trustee Engel, seconded by Trustee Johnson to adopt **Resolution No. 6023** accepting the bid, awarding the contract, and approving and authorizing execution of a contract with Hoffman & Hoffman Trenching, Inc. of Cedar Falls, Iowa, in the amount of \$1,131,150.00 for the installation of electrical/communications conduits and associated equipment for the years 2018 and 2019. The bid received from Hoffman & Hoffman, Inc. was the only bid received. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and Engel. Nay: None. Absent: McAlister. Motion carried.

The following items were presented for information purposes only: an update on current state legislative items; proposed revisions to the Purchasing Policy; a report on compensation merit adjustments for 2018; the Utility's current Residential Report Card; a summary of retransmission renewal costs for 2018; application status for the Prometheus Award; review of a possible Internet Protocol TV (IPTV) partnership addition; status on the Customer Billing System upgrade; and a review of the upcoming Board Retreat agenda.

There were no Board requests to staff.

Moved by Trustee Taylor, seconded by Trustee Engel to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: McAlister. Motion carried. The meeting adjourned at 3:33 p.m.