

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

March 11, 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 Chair Richard L. McAlister. Upon call of the roll, present were: Trustees: Richard L. McAlister, 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; Sue Green 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 Sue Green distributed an illustration titled "Microbes and the Carbon Cycle". Customer Jack Yates was present to urge the Utility to provide public education on climate change to its customers.

Moved by Trustee Johnson, seconded by Trustee Soneson to approve the minutes of the February 12, 2020, regular meeting, and the February 26, 2020, and February 27, 2020, special meetings, as printed and distributed; and to approve the Schedule of Bills for the month of February that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of February 1, 2020, through February 29, 2020; check numbers: 137154-137157; 137243-137244; 137307-137308; 137361; 137453-137489; 137502-137504; 137578; 137647-137653; 137663-137665; 215788-216170; 943005904872; 943475026032; 950065686308; 950161739842; 971825567039; 971913247509; 525728656096; 357522759035; 927140073447; 927364815817; 603376405885; 603377802833; 821806391304; 660449351265; 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.

Matt Hein, Energy Services Manager, presented an overview of the annual energy efficiency/conservation report. Moved by Trustee Engel, seconded by Trustee Soneson to receive and file the report. 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 the following Resolutions by one motion:

No. 6230 Resolution approving and adopting revised Governance Policies, Governance Process Policy GP-2 and Delegation to Management Policy DM-7.

No. 6232 Resolution approving and authorizing extension of an agreement with Eide Bailly, LLP for auditing services through the year ending 2020 to facilitate a smooth transition of implementing the Leases Governmental Accounting Standard that is newly required in 2020. Said extension is \$67,800 for the additional year of services.

No. 6233 Resolution accepting the bid, awarding the contract, and approving and authorizing execution of a contract with Bergen Plumbing Heating Cooling for the Power Plant Control Room and Computer Room HVAC System Upgrade. The bid received from Bergen Plumbing Heating Cooling was the lowest responsive, responsible bid received for said improvement in the amount of \$108,725.00.

No. 6234 Resolution approving and accepting as final the contract for the Replacement of Boiler Super Heater Tubes for Streeter Station; and authorizing the release of retainage funds in the amount of \$10,287.75 to Ragan Mechanical, Inc. to be paid 30 days after the date of this Resolution.

No. 6235 Resolution approving and authorizing execution of a purchase requisition for emergency boiler tube repairs with Ragan Mechanical, Inc. in an amount not to exceed \$75,000.00.

No. 6236 Resolution approving and authorizing execution of Change Order No. 1 to the original contract dated March 14, 2018, with K&W Electric, Inc.; accepting as final the contract for the Installation of Streetlights for the years 2018-2019 and authorizing the release of retainage funds in the amount of \$3,491.05 to K&W Electric, Inc. to be paid 30 days after the date of this Resolution. Said Change Order provides for a decrease of \$20,116.50 due to quantity adjustments; making the total contract price \$69,821.00.

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. 6229** approving and adopting a revised Cash Reserve Policy. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

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. 6231** authorizing the permanent transfer of surplus funds from the Municipal Electric Utility to the City of Cedar Falls' General Fund in the amount of \$2,842,680.00 and to the Economic Development Fund in the amount of \$15,750.00. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

The following items were presented for information purposes only: update on current state and federal legislative items; a summary of the Utility's continuation of the lease of Black Hawk Park property to the Black Hawk County Conservation Commission; and COVID-19 planning was discussed.

The Board requested that staff provide additional information on 2020 Energy Services goals to be presented at the April Board meeting.

Moved by Trustee Soneson, seconded by Trustee Engel to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 3:05 p.m.

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

March 11, 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 Chair Richard L. McAlister. Upon call of the roll, present were: Trustees: Richard L. McAlister, 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; Sue Green 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 Sue Green distributed an illustration titled "Microbes and the Carbon Cycle". Customer Jack Yates was present to urge the Utility to provide public education on climate change to its customers.

Moved by Trustee Johnson, seconded by Trustee Soneson to approve the minutes of the February 12, 2020, regular meeting, and the February 26, 2020, and February 27, 2020, special meetings, as printed and distributed; and to approve the Schedule of Bills for the month of February that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of February 1, 2020, through February 29, 2020; check numbers: 137154-137157; 137243-137244; 137307-137308; 137361; 137453-137489; 137502-137504; 137578; 137647-137653; 137663-137665; 215788-216170; 943005904872; 943475026032; 950065686308; 950161739842; 971825567039; 971913247509; 525728656096; 357522759035; 927140073447; 927364815817; 603376405885; 603377802833; 821806391304; 660449351265; 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.

Matt Hein, Energy Services Manager, presented an overview of the annual energy efficiency/conservation report. Moved by Trustee Engel, seconded by Trustee Soneson to receive and file the report. 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 the following Resolutions by one motion:

No. 6230 Resolution approving and adopting revised Governance Policies, Governance Process Policy GP-2 and Delegation to Management Policy DM-7.

No. 6232 Resolution approving and authorizing extension of an agreement with Eide Bailly, LLP for auditing services through the year ending 2020 to facilitate a smooth transition of implementing the Leases Governmental Accounting Standard that is newly required in 2020. Said extension is \$67,800 for the additional year of services.

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. 6229** approving and adopting a revised Cash Reserve Policy. 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. 6231** authorizing the permanent transfer of surplus funds from the Municipal Gas Utility to the City of Cedar Falls' General Fund in the amount of \$283,900.00 and to the Economic Development Fund in the amount of \$14,250.00. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

The following items were presented for information purposes only: update on current state and federal legislative items; a summary of the Utility's continuation of the lease of Black Hawk Park property to the Black Hawk County Conservation Commission; and COVID-19 planning was discussed.

The Board requested that staff provide additional information on 2020 Energy Services goals to be presented at the April Board meeting.

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

Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 3:05 p.m.

Richard L. McAlister – Chair

MaraBeth K. Soneson – Secretary

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

March 11, 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 Chair Richard L. McAlister.

Upon call of the roll, present were: Trustees: Richard L. McAlister, 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; Sue Green 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.

There were no public forum items.

Moved by Trustee Johnson, seconded by Trustee Soneson to approve the minutes of the February 12, 2020, regular meeting, and the February 26, 2020, and February 27, 2020, special meetings, as printed and distributed; and to approve the Schedule of Bills for the month of February that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of February 1, 2020, through February 29, 2020; check numbers: 137154-137157; 137243-137244; 137307-137308; 137361; 137453-137489; 137502-137504; 137578; 137647-137653; 137663-137665; 215788-216170; 943005904872; 943475026032; 950065686308; 950161739842; 971825567039; 971913247509; 525728656096; 357522759035; 927140073447; 927364815817; 603376405885; 603377802833; 821806391304; 660449351265; 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 the following Resolutions by one motion:

No. 6230 Resolution approving and adopting revised Governance Policies, Governance Process Policy GP-2 and Delegation to Management Policy DM-7.

No. 6232 Resolution approving and authorizing extension of an agreement with Eide Bailly, LLP for auditing services through the year ending 2020 to facilitate a smooth transition of implementing the Leases Governmental Accounting Standard that is newly required in 2020. Said extension is \$67,800 for the additional year of services.

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. 6229** approving and adopting a revised Cash Reserve Policy. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

The following items were presented for information purposes only: update on current state and federal legislative items; a summary of the Utility's continuation of the lease of Black Hawk Park property to the Black Hawk County Conservation Commission; and COVID-19 planning was discussed.

Projects and Operations Item e) water extensions was postponed for discussion at a later time.

There were no Board requests to staff.

Moved by Trustee Soneson, seconded by Trustee Engel to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 3:05 p.m.

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

March 11, 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 Chair Richard L. McAlister. Upon call of the roll, present were: Trustees: Richard L. McAlister, 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; Sue Green 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.

There were no public forum items.

Moved by Trustee Johnson, seconded by Trustee Soneson to approve the minutes of the February 12, 2020, regular meeting, and the February 26, 2020, and February 27, 2020, special meetings, as printed and distributed; and to approve the Schedule of Bills for the month of February that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of February 1, 2020, through February 29, 2020; check numbers: 137154-137157; 137243-137244; 137307-137308; 137361; 137453-137489; 137502-137504; 137578; 137647-137653; 137663-137665; 215788-216170; 943005904872; 943475026032; 950065686308; 950161739842; 971825567039; 971913247509; 525728656096; 357522759035; 927140073447; 927364815817; 603376405885; 603377802833; 821806391304; 660449351265; 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 the following Resolutions by one motion:

No. 6230 Resolution approving and adopting revised Governance Policies, Governance Process Policy GP-2 and Delegation to Management Policy DM-7.

No. 6232 Resolution approving and authorizing extension of an agreement with Eide Bailly, LLP for auditing services through the year ending 2020 to facilitate a smooth transition of implementing the Leases Governmental Accounting Standard that is newly required in 2020. Said extension is \$67,800 for the additional year of services.

No. 6236 Resolution approving and authorizing execution of Change Order No. 1 to the original contract dated March 14, 2018, with K&W Electric, Inc.; accepting as final the contract for the Installation of Streetlights for the years 2018-2019 and authorizing the release of retainage funds in the amount of \$3,491.05 to K&W Electric, Inc. to be paid 30 days after the date of this Resolution. Said Change Order provides for a decrease of \$20,116.50 due to quantity adjustments; making the total contract price \$69,821.00.

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. 6229** approving and adopting a revised Cash Reserve Policy. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

The following items were presented for information purposes only: update on current state and federal legislative items and COVID-19 planning was discussed.

There were no Board requests to staff.

Moved by Trustee Soneson, seconded by Trustee Engel to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 3:05 p.m.