

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

March 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 Richard L. McAlister. Absent: Jeffrey J. Engel. Others present: Steven E. Bernard, General Manager/CEO, John C. Larsen, Board Counsel, and Dale Olson, customer.

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

Customer Dale Olson was present to inquire, if passed, how Senate File 2311 would affect the Utilities' Strategic Plan in relationship to energy efficiency programs. Staff continues to monitor proposed legislative changes.

New employees, Wesley Bagby and Thomas Rauch, were introduced.

Moved by Trustee Taylor, seconded by Trustee Johnson to approve the minutes of the February 14, 2018, regular meeting minutes, February 22, 2018, special meeting minutes, and February 23, 2018, special meeting minutes, 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, 2018, through February 28, 2018; check numbers:125920-125923; 126039-126042; 126064; 126142-126163; 126193-126199; 126266-126275; 126284-126286; 126363-126367; 206278-206652; 751045643042; 318213800826; 664104369634; 554417237667; 499511033262; 552964412167; 867370153181; 743816533668; 519481868603; 613585461107; 298270294452; 298273902451; 534382801105; 890097105810; 036427004907; 664058333742; 533875255448; 554417237667; 411008849230; 872472819364; 575551289083; 034872963352; 475583262592; 867261235614; 057235851931; 459593324573; 459593324573; 036307706175; 125313223868; 057468812839; 538207968561; 689810733507; 686896927134; 575652551570; 304509649174; 304161168709; 934837929514; 934734004903; 499126746484; 104462869285; 108051638885; 519481868603; 245074458609;

245382693089; 873309567407; 196111172812; 689188651497; 447914899726; 447668144849; 131429023479; 037852602693; 037778427327; 294276383209; 475063288795; 821737975644; 048180732315; 499511033262; 294610221898; 459781389645; 125546398892; 048629909839; 425420972771; 302275899034; 490122058674; 743587731587; 718805049734; 318521724712; 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 McAlister, seconded by Trustee Taylor to receive and file personnel action reports. Trustee McAlister requested a 2018 personnel annual report for the April Board meeting. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and McAlister. Nay: None. Absent: Engel. Motion carried.

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

No. 6027 Resolution adopting a policy for the transfer of surplus funds to the City of Cedar Falls.

No. 6028 Resolution authorizing the permanent transfer of surplus funds from the Municipal Electric Utility to the City of Cedar Falls' General Fund in the amount of \$3,083,500.00 and to the Economic Development Fund in the amount of \$15,750.00.

No. 6029 Resolution approving and authorizing an amendment to the Classification and Compensation Plan. Said amendment includes the new position of Assistant Energy Services Manager.

No. 6032 Resolution accepting quotation and awarding the purchase of four fleet vehicles to the low bidder, Bill Colwell Ford of Hudson, Iowa, in the total amount of \$119,781.

No. 6033 Resolution approving and authorizing the purchase of the LogRhythm Security and Information and Event Management (SIEM) cybersecurity software solution from AOSNC, LLC, of West Des Moines, Iowa, in the amount of \$192,382. AOSNC, LLC submitted the lowest responsive, responsible quotation.

No. 6034 Resolution approving and authorizing execution of Change Orders No. 5 – 9 to the original contract dated June 14, 2017, with Peters Construction Corporation for the Phase VI of Long Range Facilities Plan – Communications Addition & Maintenance Garage Project. Said Change Orders provide for a net increase in the contract price in the amount of \$123,486.89; making the total contract price \$4,768,110.89. Explanation of said Change Orders has been provided to the Board by staff in the format of a Change Order Log. Said Resolution also approves and authorizes a revised purchase order with StuXture Architects for an additional \$5,261.87 for architectural services necessary; bringing the total cost to \$407,085.55 for the architectural services agreement.

No. 6035 Resolution approving and authorizing execution of a contract with K&W Electric, Inc. of Cedar Falls, Iowa, in the amount of \$89,937.50 based on estimated quantities for the installation of

streetlights for the years 2018 and 2019. The bid received from K&W Electric, Inc. was the lowest, responsive, responsible bid received.

No. 6036 Resolution approving and authorizing a revised purchase order with SKB Landfill for the management of excavation and disposal of soil materials.

Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and McAlister.

Nay: None. Absent: Engel. Motion carried.

Moved by Trustee McAlister, seconded by Trustee Taylor to adopt **Resolution No. 6026** approving and adopting the 2018 Strategic Plan. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and McAlister. Nay: None. Absent: Engel. Motion carried.

Moved by Trustee McAlister, seconded by Trustee Johnson to adopt **Resolution No. 6030** approving and adopting a revised Purchasing Policy. Said revisions include updates to monetary thresholds for the quotation and bidding processes for certain public projects per Iowa Code, as well as to clarify the delegations to the General Manager. It was noted further discussion on the legal contract review process will take place. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and McAlister. Nay: None. Absent: Engel. Motion carried.

The following items were presented for information purposes only: an update on current state legislative items; a summary of the Utility's continuation of a lease of Black Hawk Park property to the Black Hawk County Conservation Commission; a proposed schedule for implementing credit card fees for Utility payments; an overview of service extension policies; and review of the Utility's most recent Security Report.

Item #22 "Board 2017 self-evaluation" was deferred to a later date.

There were no Board requests to staff.

Moved by Trustee Taylor, seconded by Trustee McAlister to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: Engel. Motion carried. The meeting adjourned at 5:02 p.m.

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

March 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 Richard L. McAlister. Absent: Jeffrey J. Engel. Others present: Steven E. Bernard, General Manager/CEO, John C. Larsen, Board Counsel, and Dale Olson, customer.

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

Customer Dale Olson was present to inquire, if passed, how Senate File 2311 would affect the Utilities' Strategic Plan in relationship to energy efficiency programs. Staff continues to monitor proposed legislative changes.

New employees, Wesley Bagby and Thomas Rauch, were introduced.

Moved by Trustee Taylor, seconded by Trustee Johnson to approve the minutes of the February 14, 2018, regular meeting minutes, February 22, 2018, special meeting minutes, and February 23, 2018, special meeting minutes, 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, 2018, through February 28, 2018; check numbers: 125920-125923; 126039-126042; 126064; 126142-126163; 126193-126199; 126266-126275; 126284-126286; 126363-126367; 206278-206652; 751045643042; 318213800826; 664104369634; 554417237667; 499511033262; 552964412167; 867370153181; 743816533668; 519481868603; 613585461107; 298270294452; 298273902451; 534382801105; 890097105810; 036427004907; 664058333742; 533875255448; 554417237667; 411008849230; 872472819364; 575551289083; 034872963352; 475583262592; 867261235614; 057235851931; 459593324573; 459593324573; 036307706175; 125313223868; 057468812839; 538207968561; 689810733507; 686896927134; 575652551570; 304509649174; 304161168709; 934837929514; 934734004903; 499126746484; 104462869285; 108051638885; 519481868603; 245074458609;

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Moved by Trustee McAlister, seconded by Trustee Taylor to receive and file personnel action reports. Trustee McAlister requested a 2018 personnel annual report for the April Board meeting. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and McAlister. Nay: None. Absent: Engel. Motion carried.

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

No. 6027 Resolution adopting a policy for the transfer of surplus funds to the City of Cedar Falls.

No. 6028 Resolution authorizing the permanent transfer of surplus funds from the Municipal Gas Utility to the City of Cedar Falls' General Fund in the amount of \$316,500.00 and to the Economic Development Fund in the amount of \$14,250.00.

No. 6029 Resolution approving and authorizing an amendment to the Classification and Compensation Plan. Said amendment includes the new position of Assistant Energy Services Manager.

No. 6034 Resolution approving and authorizing execution of Change Orders No. 5 – 9 to the original contract dated June 14, 2017, with Peters Construction Corporation for the Phase VI of Long Range Facilities Plan – Communications Addition & Maintenance Garage Project. Said Change Orders provide for a net increase in the contract price in the amount of \$123,486.89; making the total contract price \$4,768,110.89. Explanation of said Change Orders has been provided to the Board by staff in the format of a Change Order Log. Said Resolution also approves and authorizes a revised purchase order with StuXture Architects for an additional \$5,261.87 for architectural services necessary; bringing the total cost to \$407,085.55 for the architectural services agreement.

No. 6036 Resolution approving and authorizing a revised purchase order with SKB Landfill for the management of excavation and disposal of soil materials.

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

Moved by Trustee McAlister, seconded by Trustee Taylor to adopt **Resolution No. 6026** approving and adopting the 2018 Strategic Plan. Upon call of the roll, the following Trustees

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

Moved by Trustee McAlister, seconded by Trustee Johnson to adopt **Resolution No. 6030** approving and adopting a revised Purchasing Policy. Said revisions include updates to monetary thresholds for the quotation and bidding processes for certain public projects per Iowa Code, as well as to clarify the delegations to the General Manager. It was noted further discussion on the legal contract review process will take place. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and McAlister. Nay: None. Absent: Engel. Motion carried.

The following items were presented for information purposes only: an update on current state legislative items; a summary of the Utility's continuation of a lease of Black Hawk Park property to the Black Hawk County Conservation Commission; a proposed schedule for implementing credit card fees for Utility payments; an overview of service extension policies; and review of the Utility's most recent Security Report.

Item #22 "Board 2017 self-evaluation" was deferred to a later date.

There were no Board requests to staff.

Moved by Trustee Taylor, seconded by Trustee McAlister to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: Engel. Motion carried. The meeting adjourned at 5:02 p.m.

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

March 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 Richard L. McAlister. Absent: Jeffrey J. Engel. Others present: Steven E. Bernard, General Manager/CEO, John C. Larsen, Board Counsel, and Dale Olson, customer.

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

Customer Dale Olson was present to inquire, if passed, how Senate File 2311 would affect the Utilities' Strategic Plan in relationship to energy efficiency programs. Staff continues to monitor proposed legislative changes.

New employees, Wesley Bagby and Thomas Rauch, were introduced.

Moved by Trustee Taylor, seconded by Trustee Johnson to approve the minutes of the February 14, 2018, regular meeting minutes, February 22, 2018, special meeting minutes, and February 23, 2018, special meeting minutes, 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, 2018, through February 28, 2018; check numbers: 125920-125923; 126039-126042; 126064; 126142-126163; 126193-126199; 126266-126275; 126284-126286; 126363-126367; 206278-206652; 751045643042; 318213800826; 664104369634; 554417237667; 499511033262; 552964412167; 867370153181; 743816533668; 519481868603; 613585461107; 298270294452; 298273902451; 534382801105; 890097105810; 036427004907; 664058333742; 533875255448; 554417237667; 411008849230; 872472819364; 575551289083; 034872963352; 475583262592; 867261235614; 057235851931; 459593324573; 459593324573; 036307706175; 125313223868; 057468812839; 538207968561; 689810733507; 686896927134; 575652551570; 304509649174; 304161168709; 934837929514; 934734004903; 499126746484; 104462869285; 108051638885; 519481868603; 245074458609;

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Moved by Trustee McAlister, seconded by Trustee Taylor to receive and file personnel action reports. Trustee McAlister requested a 2018 personnel annual report for the April Board meeting. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and McAlister. Nay: None. Absent: Engel. Motion carried.

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

No. 6027 Resolution adopting a policy for the transfer of surplus funds to the City of Cedar Falls.

No. 6029 Resolution approving and authorizing an amendment to the Classification and Compensation Plan. Said amendment includes the new position of Assistant Energy Services Manager.

No. 6034 Resolution approving and authorizing execution of Change Orders No. 5 – 9 to the original contract dated June 14, 2017, with Peters Construction Corporation for the Phase VI of Long Range Facilities Plan – Communications Addition & Maintenance Garage Project. Said Change Orders provide for a net increase in the contract price in the amount of \$123,486.89; making the total contract price \$4,768,110.89. Explanation of said Change Orders has been provided to the Board by staff in the format of a Change Order Log. Said Resolution also approves and authorizes a revised purchase order with StuXture Architects for an additional \$5,261.87 for architectural services necessary; bringing the total cost to \$407,085.55 for the architectural services agreement.

No. 6036 Resolution approving and authorizing a revised purchase order with SKB Landfill for the management of excavation and disposal of soil materials.

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

Moved by Trustee McAlister, seconded by Trustee Taylor to adopt **Resolution No. 6026** approving and adopting the 2018 Strategic Plan. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and McAlister. Nay: None. Absent: Engel. Motion carried.

Moved by Trustee McAlister, seconded by Trustee Johnson to adopt **Resolution No. 6030** approving and adopting a revised Purchasing Policy. Said revisions include updates to

monetary thresholds for the quotation and bidding processes for certain public projects per Iowa Code, as well as to clarify the delegations to the General Manager. It was noted further discussion on the legal contract review process will take place. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and McAlister. Nay: None. Absent: Engel. Motion carried.

The following items were presented for information purposes only: an update on current state legislative items; a summary of the Utility's continuation of a lease of Black Hawk Park property to the Black Hawk County Conservation Commission; a proposed schedule for implementing credit card fees for Utility payments; an overview of service extension policies; and review of the Utility's most recent Security Report.

Item #22 "Board 2017 self-evaluation" was deferred to a later date.

There were no Board requests to staff.

Moved by Trustee Taylor, seconded by Trustee McAlister to adjourn the meeting.

Upon call for the vote, all Trustees voted aye. Nay: None. Absent: Engel. Motion carried. The meeting adjourned at 5:02 p.m.

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

March 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 Richard L. McAlister. Absent: Jeffrey J. Engel. Others present: Steven E. Bernard, General Manager/CEO, John C. Larsen, Board Counsel, and Dale Olson, customer.

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

Customer Dale Olson was present to inquire, if passed, how Senate File 2311 would affect the Utilities' Strategic Plan in relationship to energy efficiency programs. Staff continues to monitor proposed legislative changes.

New employees, Wesley Bagby and Thomas Rauch, were introduced.

Moved by Trustee Taylor, seconded by Trustee Johnson to approve the minutes of the February 14, 2018, regular meeting minutes, February 22, 2018, special meeting minutes, and February 23, 2018, special meeting minutes, 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, 2018, through February 28, 2018; check numbers: 125920-125923; 126039-126042; 126064; 126142-126163; 126193-126199; 126266-126275; 126284-126286; 126363-126367; 206278-206652; 751045643042; 318213800826; 664104369634; 554417237667; 499511033262; 552964412167; 867370153181; 743816533668; 519481868603; 613585461107; 298270294452; 298273902451; 534382801105; 890097105810; 036427004907; 664058333742; 533875255448; 554417237667; 411008849230; 872472819364; 575551289083; 034872963352; 475583262592; 867261235614; 057235851931; 459593324573; 459593324573; 036307706175; 125313223868; 057468812839; 538207968561; 689810733507; 686896927134; 575652551570; 304509649174; 304161168709; 934837929514; 934734004903; 499126746484; 104462869285; 108051638885; 519481868603; 245074458609;

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Moved by Trustee McAlister, seconded by Trustee Taylor to receive and file personnel action reports. Trustee McAlister requested a 2018 personnel annual report for the April Board meeting. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and McAlister. Nay: None. Absent: Engel. Motion carried.

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

No. 6024 Resolution approving and authorizing execution of an agreement with Dan Deery Motor Company to provide specialized telecommunications services.

No. 6025 Resolution approving and authorizing execution of an Amended and Restated 28E Agreement for joint ownership and use of headend facilities; and approving and authorizing execution of an Agreement regarding Financial Arrangements with Waverly Communications Utility, the City of Bellevue, Iowa, and the Indianola Municipal Utilities.

No. 6027 Resolution adopting a policy for the transfer of surplus funds to the City of Cedar Falls.

No. 6029 Resolution approving and authorizing an amendment to the Classification and Compensation Plan. Said amendment includes the new position of Assistant Energy Services Manager.

No. 6031 Resolution revising the designated representatives for the Rural Utilities Services grant. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and McAlister. Nay: None. Absent: Engel. Motion carried.

Moved by Trustee McAlister, seconded by Trustee Taylor to adopt **Resolution No. 6026** approving and adopting the 2018 Strategic Plan. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and McAlister. Nay: None. Absent: Engel. Motion carried.

Moved by Trustee McAlister, seconded by Trustee Johnson to adopt **Resolution No. 6030** approving and adopting a revised Purchasing Policy. Said revisions include updates to monetary thresholds for the quotation and bidding processes for certain public projects per Iowa

Code, as well as to clarify the delegations to the General Manager. It was noted further discussion on the legal contract review process will take place. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and McAlister. Nay: None. Absent: Engel. Motion carried.

A public hearing was held on the proposed new data services rate.

Moved by Trustee Taylor, 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 McAlister. Nay: None. Absent: Engel. 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 Taylor, seconded by Trustee Johnson to adopt **Resolution No. 6037** approving and adopting a new communications rate entitled Connect>CF; said rate will provide limited internet access to qualifying residential households that are currently without broadband services and have students in the Cedar Falls School District and meet eligibility requirements. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, and McAlister. Nay: None. Absent: Engel. Motion carried.

The following items were presented for information purposes only: an update on current state legislative items; a summary of the Utility's continuation of a lease of Black Hawk Park property to the Black Hawk County Conservation Commission; a proposed schedule for implementing credit card fees for Utility payments; an overview of service extension policies; and review of the Utility's most recent Security Report.

Item #22 "Board 2017 self-evaluation" was deferred to a later date.

There were no Board requests to staff.

Moved by Trustee Taylor, seconded by Trustee McAlister to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: Engel. Motion carried. The meeting adjourned at 5:02 p.m.