

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

June 8, 2022

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, Debra S. Iehl, Richard L. McAlister, and Leslie J. Prideaux. Absent: Jeffrey J. Engel. Others present: Steven E. Bernard, General Manager/CEO; John C. Larsen (electronically), Board Counsel; and Blake Robinson (electronically) customer.

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

New employees Brian Sellers and Kelsey Young were introduced. Retiring employees Joe Smith and Dennis Anderson were recognized for over 20 and 44 years of service, respectively.

Moved by Trustee McAlister, seconded by Trustee Prideaux to approve the minutes of the May 11, 2022, regular meeting, as printed and distributed; and to approve the Schedule of Bills for the month of May that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of May 1, 2022, through May 31, 2022; check numbers: 148356-148359; 148426-148430; 148436-148437; 148493-148504; 148529-148537; 148591-148593; 148605-148606; 148675-148687; 148758-148764; 224946-225249; 228580451581; 228935390452; 308952570364; 381243286754; 381338798660; 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: Engel. Motion carried.

Moved by Trustee McAlister, seconded by Trustee Prideaux 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: Engel. Motion carried.

An overview of the 2021 audited financial statements was provided by Brian Stavenger (electronically), CPA, Partner of Eide Bailly. The Utility received an unmodified opinion, which is the highest opinion that can be achieved. No audit findings were reported, including no material weaknesses or significant internal control deficiencies. Moved by Trustee Prideaux, seconded by Trustee McAlister to receive and file the 2021 audited financial statements. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: Engel. Motion carried.

Moved by Trustee Iehl, seconded by Trustee McAlister to adopt the following Resolutions by one motion:

No. 6435 Resolution approving and supporting the Energy and Mobility Section, Action Sets E1 – E5, of the City of Cedar Falls Resiliency Plan.

No. 6436 Resolution approving and adopting a revised Cyber Security Policy.

No. 6437 Resolution approving and adopting an Asset Capitalization and Disposal Policy. Said policy will provide guidelines to be utilized in the management of the Utility's capital assets.

No. 6438 Resolution approving and adopting an Enterprise Risk Management Policy. Said policy will provide guidelines for risk management requirements and expectations of staff.

No. 6441 Resolution setting the date as July 13, 2022, at 2:00 p.m. for a public hearing on the adoption of a Public Records Request Policy; and authorizing and directing the publication of a notice of public hearing.

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

Moved by Trustee McAlister, seconded by Trustee Iehl to adopt **Resolution No. 6431** approving and authorizing an agreement to provide website design, development, and hosting services. Upon call of the roll, the following Trustees voted aye: Soneson, Iehl, McAlister, and Prideaux. Nay: None. Absent: Engel. Motion carried.

Moved by Trustee Iehl, seconded by Trustee Prideaux to adopt **Resolution No. 6434** approving and authorizing execution of Change Order Nos. 1, 2, and 3 to the original contract dated June 9, 2021, for security improvements to the Customer Service area; accepting the project as final and authorizing the release of retainage funds in the amount of \$6,107.90 to be paid 30 days after the date of this Resolution. Said Change Orders provide for a net decrease of \$2,295.00; making the total contract price \$122,158.00. Upon call of the roll, the following Trustees voted aye: Soneson, Iehl,

McAlister, and Prideaux. Nay: None. Absent: Engel. Motion carried.

Moved by Trustee McAlister, seconded by Trustee Iehl to adopt **Resolution No. 6439** approving and adopting a Public and Utility Purpose Policy. Said policy articulates the expenditures of funds deemed to be appropriately utilized for a public and utility purpose. Upon call of the roll, the following Trustees voted aye: Soneson, Iehl, McAlister, and Prideaux. Nay: None. Absent: Engel. Motion carried.

Moved by Trustee Iehl, seconded by Trustee Prideaux to adopt **Resolution No. 6440** approving and adopting the 2022 Strategic Plan. Upon call of the roll, the following Trustees voted aye: Soneson, Iehl, McAlister, and Prideaux. Nay: None. Absent: Engel. Motion carried.

The following items were presented for information purposes only: a generation study timeline was provided; an overview of the public communications plan regarding electrical supply and demand; and an update on current state legislative items.

An overview of the Utility's current insurance premiums and coverages was presented by Wynette Froehner, Director of Finance & Organizational Services.

Moved by Trustee Prideaux, seconded by Trustee McAlister to adjourn to closed session in accordance with Code of Iowa, Chapter 21.5(1)(k). Upon call of the roll, the following Trustees voted aye: Soneson, Iehl, McAlister, and Prideaux. Nay: None. Absent: Engel. Motion carried. The meeting adjourned to closed session at 5:25 p.m.

The meeting returned to open session at 5:34 p.m.

There were no Board requests to staff.

Moved by Trustee Iehl, 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 5:36 p.m.

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

June 8, 2022

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, Debra S. Iehl, Richard L. McAlister, and Leslie J. Prideaux. Absent: Jeffrey J. Engel. Others present: Steven E. Bernard, General Manager/CEO; John C. Larsen (electronically), Board Counsel; and Blake Robinson (electronically) customer.

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

New employees Brian Sellers and Kelsey Young were introduced. Retiring employees Joe Smith and Dennis Anderson were recognized for over 20 and 44 years of service, respectively.

Moved by Trustee McAlister, seconded by Trustee Prideaux to approve the minutes of the May 11, 2022, regular meeting, as printed and distributed; and to approve the Schedule of Bills for the month of May that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of May 1, 2022, through May 31, 2022; check numbers: 148356-148359; 148426-148430; 148436-148437; 148493-148504; 148529-148537; 148591-148593; 148605-148606; 148675-148687; 148758-148764; 224946-225249; 228580451581; 228935390452; 308952570364; 381243286754; 381338798660; 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: Engel. Motion carried.

Moved by Trustee McAlister, seconded by Trustee Prideaux 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: Engel. Motion carried.

An overview of the 2021 audited financial statements was provided by Brian Stavenger (electronically), CPA, Partner of Eide Bailly. The Utility received an unmodified opinion, which is the highest opinion that can be achieved. No audit findings were reported, including no material weaknesses or significant internal control deficiencies. Moved by Trustee Prideaux, seconded by Trustee McAlister to receive and file the 2021 audited financial statements. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: Engel. Motion carried.

Moved by Trustee Iehl, seconded by Trustee McAlister to adopt the following Resolutions by one motion:

No. 6435 Resolution approving and supporting the Energy and Mobility Section, Action Sets E1 – E5, of the City of Cedar Falls Resiliency Plan.

No. 6436 Resolution approving and adopting a revised Cyber Security Policy.

No. 6437 Resolution approving and adopting an Asset Capitalization and Disposal Policy. Said policy will provide guidelines to be utilized in the management of the Utility's capital assets.

No. 6438 Resolution approving and adopting an Enterprise Risk Management Policy. Said policy will provide guidelines for risk management requirements and expectations of staff.

No. 6441 Resolution setting the date as July 13, 2022, at 2:00 p.m. for a public hearing on the adoption of a Public Records Request Policy; and authorizing and directing the publication of a notice of public hearing.

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

Moved by Trustee McAlister, seconded by Trustee Iehl to adopt **Resolution No. 6431** approving and authorizing an agreement to provide website design, development, and hosting services. Upon call of the roll, the following Trustees voted aye: Soneson, Iehl, McAlister, and Prideaux. Nay: None. Absent: Engel. Motion carried.

Moved by Trustee Iehl, seconded by Trustee Prideaux to adopt **Resolution No. 6434** approving and authorizing execution of Change Order Nos. 1, 2, and 3 to the original contract dated June 9, 2021, for security improvements to the Customer Service area; accepting the project as final and authorizing the release of retainage funds in the amount of \$6,107.90 to be paid 30 days after the date of this Resolution. Said Change Orders provide for a net decrease of \$2,295.00; making the total

contract price \$122,158.00. Upon call of the roll, the following Trustees voted aye: Soneson, Iehl, McAlister, and Prideaux. Nay: None. Absent: Engel. Motion carried.

Moved by Trustee McAlister, seconded by Trustee Iehl to adopt **Resolution No. 6439** approving and adopting a Public and Utility Purpose Policy. Said policy articulates the expenditures of funds deemed to be appropriately utilized for a public and utility purpose. Upon call of the roll, the following Trustees voted aye: Soneson, Iehl, McAlister, and Prideaux. Nay: None. Absent: Engel. Motion carried.

Moved by Trustee Iehl, seconded by Trustee Prideaux to adopt **Resolution No. 6440** approving and adopting the 2022 Strategic Plan. Upon call of the roll, the following Trustees voted aye: Soneson, Iehl, McAlister, and Prideaux. Nay: None. Absent: Engel. Motion carried.

The following items were presented for information purposes only: Bill Skubal, Director of Operations, and Curt Neff, Gas Operations Supervisor, presented an overview of the Gas Utility and an update on current state legislative items was provided.

An overview of the Utility's current insurance premiums and coverages was presented by Wynette Froehner, Director of Finance & Organizational Services.

Moved by Trustee Prideaux, seconded by Trustee McAlister to adjourn to closed session in accordance with Code of Iowa, Chapter 21.5(1)(k). Upon call of the roll, the following Trustees voted aye: Soneson, Iehl, McAlister, and Prideaux. Nay: None. Absent: Engel. Motion carried. The meeting adjourned to closed session at 5:25 p.m.

The meeting returned to open session at 5:34 p.m.

There were no Board requests to staff.

Moved by Trustee Iehl, 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 5:36 p.m.

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

June 8, 2022

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, Debra S. Iehl, Richard L. McAlister, and Leslie J. Prideaux. Absent: Jeffrey J. Engel. Others present: Steven E. Bernard, General Manager/CEO; John C. Larsen (electronically), Board Counsel; and Blake Robinson (electronically) customer.

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

New employees Brian Sellers and Kelsey Young were introduced. Retiring employees Joe Smith and Dennis Anderson were recognized for over 20 and 44 years of service, respectively.

Moved by Trustee McAlister, seconded by Trustee Prideaux to approve the minutes of the May 11, 2022, regular meeting, as printed and distributed; and to approve the Schedule of Bills for the month of May that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of May 1, 2022, through May 31, 2022; check numbers: 148356-148359; 148426-148430; 148436-148437; 148493-148504; 148529-148537; 148591-148593; 148605-148606; 148675-148687; 148758-148764; 224946-225249; 228580451581; 228935390452; 308952570364; 381243286754; 381338798660; 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: Engel. Motion carried.

Moved by Trustee McAlister, seconded by Trustee Prideaux 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: Engel. Motion carried.

An overview of the 2021 audited financial statements was provided by Brian Stavenger (electronically), CPA, Partner of Eide Bailly. The Utility received an unmodified opinion, which is the highest opinion that can be achieved. No audit findings were reported, including no material weaknesses or significant internal control deficiencies. Moved by Trustee Prideaux, seconded by Trustee McAlister to receive and file the 2021 audited financial statements. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: Engel. Motion carried.

Moved by Trustee Iehl, seconded by Trustee McAlister to adopt the following Resolutions by one motion:

No. 6432 Resolution approving and authorizing a purchase requisition with Northway Well and Pump Company to perform inspection, testing and treatment services on Well #7 in the amount of \$59,456.49.

No. 6435 Resolution approving and supporting the Energy and Mobility Section, Action Sets E1 – E5, of the City of Cedar Falls Resiliency Plan.

No. 6436 Resolution approving and adopting a revised Cyber Security Policy.

No. 6437 Resolution approving and adopting an Asset Capitalization and Disposal Policy. Said policy will provide guidelines to be utilized in the management of the Utility's capital assets.

No. 6438 Resolution approving and adopting an Enterprise Risk Management Policy. Said policy will provide guidelines for risk management requirements and expectations of staff.

No. 6441 Resolution setting the date as July 13, 2022, at 2:00 p.m. for a public hearing on the adoption of a Public Records Request Policy; and authorizing and directing the publication of a notice of public hearing.

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

Moved by Trustee McAlister, seconded by Trustee Iehl to adopt **Resolution No. 6431** approving and authorizing an agreement to provide website design, development, and hosting services. Upon call of the roll, the following Trustees voted aye: Soneson, Iehl, McAlister, and Prideaux. Nay: None. Absent: Engel. Motion carried.

Moved by Trustee Iehl, seconded by Trustee Prideaux to adopt **Resolution No. 6434** approving and authorizing execution of Change Order Nos. 1, 2, and 3 to the original contract dated June 9, 2021, for security improvements to the Customer Service area; accepting the project as final

and authorizing the release of retainage funds in the amount of \$6,107.90 to be paid 30 days after the date of this Resolution. Said Change Orders provide for a net decrease of \$2,295.00; making the total contract price \$122,158.00. Upon call of the roll, the following Trustees voted aye: Soneson, Iehl, McAlister, and Prideaux. Nay: None. Absent: Engel. Motion carried.

Moved by Trustee McAlister, seconded by Trustee Iehl to adopt **Resolution No. 6439** approving and adopting a Public and Utility Purpose Policy. Said policy articulates the expenditures of funds deemed to be appropriately utilized for a public and utility purpose. Upon call of the roll, the following Trustees voted aye: Soneson, Iehl, McAlister, and Prideaux. Nay: None. Absent: Engel. Motion carried.

Moved by Trustee Iehl, seconded by Trustee Prideaux to adopt **Resolution No. 6440** approving and adopting the 2022 Strategic Plan. Upon call of the roll, the following Trustees voted aye: Soneson, Iehl, McAlister, and Prideaux. Nay: None. Absent: Engel. Motion carried.

The following item was presented for information purposes only: an update on current state legislative items was provided.

An overview of the Utility's current insurance premiums and coverages was presented by Wynette Froehner, Director of Finance & Organizational Services.

Moved by Trustee Prideaux, seconded by Trustee McAlister to adjourn to closed session in accordance with Code of Iowa, Chapter 21.5(1)(k). Upon call of the roll, the following Trustees voted aye: Soneson, Iehl, McAlister, and Prideaux. Nay: None. Absent: Engel. Motion carried. The meeting adjourned to closed session at 5:25 p.m.

The meeting returned to open session at 5:34 p.m.

There were no Board requests to staff.

Moved by Trustee Iehl, 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 5:36 p.m.

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

June 8, 2022

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, Debra S. Iehl, Richard L. McAlister, and Leslie J. Prideaux. Absent: Jeffrey J. Engel. Others present: Steven E. Bernard, General Manager/CEO; John C. Larsen (electronically), Board Counsel; and Blake Robinson (electronically) customer.

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

New employees Brian Sellers and Kelsey Young were introduced. Retiring employees Joe Smith and Dennis Anderson were recognized for over 20 and 44 years of service, respectively.

Moved by Trustee McAlister, seconded by Trustee Prideaux to approve the minutes of the May 11, 2022, regular meeting, as printed and distributed; and to approve the Schedule of Bills for the month of May that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of May 1, 2022, through May 31, 2022; check numbers: 148356-148359; 148426-148430; 148436-148437; 148493-148504; 148529-148537; 148591-148593; 148605-148606; 148675-148687; 148758-148764; 224946-225249; 228580451581; 228935390452; 308952570364; 381243286754; 381338798660; 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: Engel. Motion carried.

Moved by Trustee McAlister, seconded by Trustee Prideaux 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: Engel. Motion carried.

An overview of the 2021 audited financial statements was provided by Brian Stavenger (electronically), CPA, Partner of Eide Bailly. The Utility received an unmodified opinion, which is the highest opinion that can be achieved. No audit findings were reported, including no material weaknesses or significant internal control deficiencies. Moved by Trustee Prideaux, seconded by Trustee McAlister to receive and file the 2021 audited financial statements. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: Engel. Motion carried.

Moved by Trustee Iehl, seconded by Trustee McAlister to adopt the following Resolutions by one motion:

No. 6429 Resolution approving and authorizing execution of an amendment to the agreement with the Iowa Telecommunications and Technology Commission to provide specialized communications services.

No. 6430 Resolution approving and authorizing execution of an agreement with Western Home Communities Inc. to provide bulk cable television services.

No. 6433 Resolution approving and authorizing the purchase of optical transport network equipment from OSI Hardware in the amount of \$150,054.39. The quote from OSI Hardware will provide the best value to the Utility.

No. 6436 Resolution approving and adopting a revised Cyber Security Policy.

No. 6437 Resolution approving and adopting an Asset Capitalization and Disposal Policy. Said policy will provide guidelines to be utilized in the management of the Utility's capital assets.

No. 6438 Resolution approving and adopting an Enterprise Risk Management Policy. Said policy will provide guidelines for risk management requirements and expectations of staff.

No. 6441 Resolution setting the date as July 13, 2022, at 2:00 p.m. for a public hearing on the adoption of a Public Records Request Policy; and authorizing and directing the publication of a notice of public hearing.

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

Moved by Trustee McAlister, seconded by Trustee Iehl to adopt **Resolution No. 6431** approving and authorizing an agreement to provide website design, development, and hosting services. Upon call of the roll, the following Trustees voted aye: Soneson, Iehl, McAlister, and Prideaux. Nay: None. Absent: Engel. Motion carried.

Moved by Trustee McAlister, seconded by Trustee Iehl to adopt **Resolution No. 6439** approving and adopting a Public and Utility Purpose Policy. Said policy articulates the expenditures of funds deemed to be appropriately utilized for a public and utility purpose. Upon call of the roll, the following Trustees voted aye: Soneson, Iehl, McAlister, and Prideaux. Nay: None. Absent: Engel. Motion carried.

Moved by Trustee Iehl, seconded by Trustee Prideaux to adopt **Resolution No. 6440** approving and adopting the 2022 Strategic Plan. Upon call of the roll, the following Trustees voted aye: Soneson, Iehl, McAlister, and Prideaux. Nay: None. Absent: Engel. Motion carried.

The following item was presented for information purposes only: an update on current state legislative items was provided.

An overview of the Utility's current insurance premiums and coverages was presented by Wynette Froehner, Director of Finance & Organizational Services.

Moved by Trustee Prideaux, seconded by Trustee McAlister to adjourn to closed session in accordance with Code of Iowa, Chapter 21.5(1)(k). Upon call of the roll, the following Trustees voted aye: Soneson, Iehl, McAlister, and Prideaux. Nay: None. Absent: Engel. Motion carried. The meeting adjourned to closed session at 5:25 p.m.

The meeting returned to open session at 5:34 p.m.

There were no Board requests to staff.

Moved by Trustee Iehl, 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 5:36 p.m.