

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

**July 8, 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. Chair McAlister indicated the meeting was being conducted electronically in accordance with Iowa Code Section 21.8 because a meeting in person is “impossible and impractical” due to the global pandemic of COVID-19. Upon call of the roll, present were: Trustees: Richard L. McAlister, Jeffrey J. Engel, MaraBeth K. Soneson, Craig A. Johnson, and Debra S. Iehl (all electronically). Absent: None. Others present: Steven E. Bernard, General Manager/CEO; John C. Larsen, Board Counsel; and Sue Green, customer (all electronically).

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

New employees, John Toenjes, Jordan Olson, and Sarah Blunt, were introduced.

Customer, Sue Green, expressed her gratitude to the Utility for their purchase (along with the Cedar Falls Public Art Committee) of the Double Helix sculpture, by Lyman Whitaker, that was placed on utility property along Waterloo Road in 2016.

Moved by Trustee Engel, seconded by Trustee Soneson to approve the minutes of the June 10, 2020, regular meeting, as printed and distributed; and to approve the Schedule of Bills for the month of June that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of June 1, 2020, through June 30, 2020; check numbers: 138769-138771; 138773; 138845; 138916-138918; 138920; 138965-138986; 139042; 139093-139097; 139099-139101; 139191-139204; 139230-139234; 139281; 217117-217448; 741680724646; 955788291912; 898247395062; 247041956762; 321876533040; 860264161182; 680036565350; 570722374217; 001522696294; 096149370474; 597668475139; 049283021503; 928864998425; 711865919191; 419703315936; 534053856943; 975391454931; 885037036024; 143135267508; 854778883717; 386484776514; 844309680787; 102296582550; 832234103411; 839764505188; 307053397658; 960511288519; 685081254559; 992368555500; 276269646712; 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 Johnson 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 Engel, seconded by Trustee Johnson to adopt **Resolution No. 6258** approving and adopting a revision to the COVID-19 Response Addendum of the Customer Service Policy. Said revision reinstates all normal fees, including credit card convenience fees, effective July 15, 2020, and permits the General Manager to reinstate the absorbed fee model in the event the Customer Service Office must close again due to a resurgence of COVID-19. 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 Johnson, seconded by Trustee Engel to table Item #10 “Resolution approving and adopting a revised Customer Service Policy” until the August 12, 2020, Board meeting at which time staff can clarify telephone credit card transaction policies. 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: an update on the Utility’s actions related to COVID-19; the current safety status of the Utility; status of Solar Garden output; a review of current customer satisfaction survey results; the most current Residential Report Card was provided; and updates to the Public Bidding Law were provided.

There were no Board requests to staff.

Moved by Trustee Engel, seconded by Trustee Johnson to adjourn to closed session in accordance with the Code of Iowa, Chapter 21.5(1)(i). Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried. The meeting adjourned to closed session at 2:45 p.m.

The meeting returned to open session at 3:23 p.m.

Moved by Trustee Johnson, seconded by Trustee Soneson to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 3:24 p.m.

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

**July 8, 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. Chair McAlister indicated the meeting was being conducted electronically in accordance with Iowa Code Section 21.8 because a meeting in person is “impossible and impractical” due to the global pandemic of COVID-19. Upon call of the roll, present were: Trustees: Richard L. McAlister, Jeffrey J. Engel, MaraBeth K. Soneson, Craig A. Johnson, and Debra S. Iehl (all electronically). Absent: None. Others present: Steven E. Bernard, General Manager/CEO; John C. Larsen, Board Counsel; and Sue Green, customer (all electronically).

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

New employees, John Toenjes, Jordan Olson, and Sarah Blunt, were introduced.

Customer, Sue Green, expressed her gratitude to the Utility for their purchase (along with the Cedar Falls Public Art Committee) of the Double Helix sculpture, by Lyman Whitaker, that was placed on utility property along Waterloo Road in 2016.

Moved by Trustee Engel, seconded by Trustee Soneson to approve the minutes of the June 10, 2020, regular meeting, as printed and distributed; and to approve the Schedule of Bills for the month of June that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of June 1, 2020, through June 30, 2020; check numbers: 138769-138771; 138773; 138845; 138916-138918; 138920; 138965-138986; 139042; 139093-139097; 139099-139101; 139191-139204; 139230-139234; 139281; 217117-217448; 741680724646; 955788291912; 898247395062; 247041956762; 321876533040; 860264161182; 680036565350; 570722374217; 001522696294; 096149370474; 597668475139; 049283021503; 928864998425; 711865919191; 419703315936; 534053856943; 975391454931; 885037036024; 143135267508; 854778883717; 386484776514; 844309680787; 102296582550; 832234103411; 839764505188; 307053397658; 960511288519; 685081254559; 992368555500; 276269646712; 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 Johnson 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 Engel, seconded by Trustee Johnson to adopt **Resolution No. 6258** approving and adopting a revision to the COVID-19 Response Addendum of the Customer Service Policy. Said revision reinstates all normal fees, including credit card convenience fees, effective July 15, 2020, and permits the General Manager to reinstate the absorbed fee model in the event the Customer Service Office must close again due to a resurgence of COVID-19. 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 Johnson, seconded by Trustee Engel to table Item #10 “Resolution approving and adopting a revised Customer Service Policy” until the August 12, 2020, Board meeting at which time staff can clarify telephone credit card transaction policies. 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: an update on the Utility’s actions related to COVID-19; the current safety status of the Utility; a review of current customer satisfaction survey results; the most current Residential Report Card was provided; and updates to the Public Bidding Law were provided.

There were no Board requests to staff.

Moved by Trustee Engel, seconded by Trustee Johnson to adjourn to closed session in accordance with the Code of Iowa, Chapter 21.5(1)(i). Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried. The meeting adjourned to closed session at 2:45 p.m.

The meeting returned to open session at 3:23 p.m.

Moved by Trustee Johnson, seconded by Trustee Soneson to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 3:24 p.m.

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

**July 8, 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. Chair McAlister indicated the meeting was being conducted electronically in accordance with Iowa Code Section 21.8 because a meeting in person is “impossible and impractical” due to the global pandemic of COVID-19. Upon call of the roll, present were: Trustees: Richard L. McAlister, Jeffrey J. Engel, MaraBeth K. Soneson, Craig A. Johnson, and Debra S. Iehl (all electronically). Absent: None. Others present: Steven E. Bernard, General Manager/CEO; John C. Larsen, Board Counsel; and Sue Green, customer (all electronically).

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

New employees, John Toenjes, Jordan Olson, and Sarah Blunt, were introduced.

Customer, Sue Green, expressed her gratitude to the Utility for their purchase (along with the Cedar Falls Public Art Committee) of the Double Helix sculpture, by Lyman Whitaker, that was placed on utility property along Waterloo Road in 2016.

Moved by Trustee Engel, seconded by Trustee Soneson to approve the minutes of the June 10, 2020, regular meeting, as printed and distributed; and to approve the Schedule of Bills for the month of June that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of June 1, 2020, through June 30, 2020; check numbers: 138769-138771; 138773; 138845; 138916-138918; 138920; 138965-138986; 139042; 139093-139097; 139099-139101; 139191-139204; 139230-139234; 139281; 217117-217448; 741680724646; 955788291912; 898247395062; 247041956762; 321876533040; 860264161182; 680036565350; 570722374217; 001522696294; 096149370474; 597668475139; 049283021503; 928864998425; 711865919191; 419703315936; 534053856943; 975391454931; 885037036024; 143135267508; 854778883717; 386484776514; 844309680787; 102296582550; 832234103411; 839764505188; 307053397658; 960511288519; 685081254559; 992368555500; 276269646712; 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 Johnson 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 Engel, seconded by Trustee Johnson to adopt **Resolution No. 6258** approving and adopting a revision to the COVID-19 Response Addendum of the Customer Service Policy. Said revision reinstates all normal fees, including credit card convenience fees, effective July 15, 2020, and permits the General Manager to reinstate the absorbed fee model in the event the Customer Service Office must close again due to a resurgence of COVID-19. 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 Johnson, seconded by Trustee Engel to table Item #10 “Resolution approving and adopting a revised Customer Service Policy” until the August 12, 2020, Board meeting at which time staff can clarify telephone credit card transaction policies. 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: an update on the Utility’s actions related to COVID-19; the current safety status of the Utility; a review of current customer satisfaction survey results; the most current Residential Report Card was provided; and updates to the Public Bidding Law were provided.

There were no Board requests to staff.

Moved by Trustee Engel, seconded by Trustee Johnson to adjourn to closed session in accordance with the Code of Iowa, Chapter 21.5(1)(i). Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried. The meeting adjourned to closed session at 2:45 p.m.

The meeting returned to open session at 3:23 p.m.



Moved by Trustee Johnson, seconded by Trustee Soneson to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 3:24 p.m.

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

**July 8, 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. Chair McAlister indicated the meeting was being conducted electronically in accordance with Iowa Code Section 21.8 because a meeting in person is “impossible and impractical” due to the global pandemic of COVID-19. Upon call of the roll, present were: Trustees: Richard L. McAlister, Jeffrey J. Engel, MaraBeth K. Soneson, Craig A. Johnson, and Debra S. Iehl (all electronically). Absent: None. Others present: Steven E. Bernard, General Manager/CEO; John C. Larsen, Board Counsel; and Sue Green, customer (all electronically).

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

New employees, John Toenjes, Jordan Olson, and Sarah Blunt, were introduced.

Customer, Sue Green, expressed her gratitude to the Utility for their purchase (along with the Cedar Falls Public Art Committee) of the Double Helix sculpture, by Lyman Whitaker, that was placed on utility property along Waterloo Road in 2016.

Moved by Trustee Engel, seconded by Trustee Soneson to approve the minutes of the June 10, 2020, regular meeting, as printed and distributed; and to approve the Schedule of Bills for the month of June that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of June 1, 2020, through June 30, 2020; check numbers: 138769-138771; 138773; 138845; 138916-138918; 138920; 138965-138986; 139042; 139093-139097; 139099-139101; 139191-139204; 139230-139234; 139281; 217117-217448; 741680724646; 955788291912; 898247395062; 247041956762; 321876533040; 860264161182; 680036565350; 570722374217; 001522696294; 096149370474; 597668475139; 049283021503; 928864998425; 711865919191; 419703315936; 534053856943; 975391454931; 885037036024; 143135267508; 854778883717; 386484776514; 844309680787;

102296582550; 832234103411; 839764505188; 307053397658; 960511288519; 685081254559; 992368555500; 276269646712; 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 Johnson 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 Engel, seconded by Trustee Johnson to adopt the following Resolutions by one motion:

**No. 6257** Resolution approving and authorizing execution of a specialized communications service agreement.

**No. 6258** Resolution approving and adopting a revision to the COVID-19 Response Addendum of the Customer Service Policy. Said revision reinstates all normal fees, including credit card convenience fees, effective July 15, 2020, and permits the General Manager to reinstate the absorbed fee model in the event the Customer Service Office must close again due to a resurgence of COVID-19.

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 Johnson, seconded by Trustee Engel to table Item #10 “Resolution approving and adopting a revised Customer Service Policy” until the August 12, 2020, Board meeting at which time staff can clarify telephone credit card transaction policies. 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: an update on the Utility’s actions related to COVID-19; the current safety status of the Utility; a review of current customer satisfaction survey results; the most current Residential Report Card was provided; and updates to the Public Bidding Law were provided.

There were no Board requests to staff.

Moved by Trustee Engel, seconded by Trustee Johnson to adjourn to closed session in accordance with the Code of Iowa, Chapter 21.5(1)(i). Upon call of the roll, the

following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None.

Absent: None. Motion carried. The meeting adjourned to closed session at 2:45 p.m.

The meeting returned to open session at 3:23 p.m.

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

Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 3:24 p.m.