

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

July 10, 2019

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 Craig A. Johnson. Upon call of the roll, present were: Trustees: Craig A. Johnson, Pamela L. Taylor, Richard L. McAlister, Jeffrey J. Engel (electronically), and MaraBeth K. Soneson. Absent: None. Others present: Steven E. Bernard, General Manager/CEO; John C. Larsen, Board Counsel; and Jack Yates, customer.

Moved by Trustee Soneson, seconded by Trustee Taylor 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 Michaela Boyer and Calli Anderson were introduced. Retiring employee, Joan Allen, was recognized for 17 years of service.

Customer Jack Yates was present to inquire on the status of planning to reduce the Utility's carbon footprint. Mr. Yates was assured by both Chair Johnson and General Manager Bernard that the Utility is working on plans to address carbon emissions.

Moved by Trustee McAlister, seconded by Trustee Taylor to approve the minutes of the June 5, 2019, 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, 2019, through June 30, 2019; check numbers: 133311-133313; 133338; 133476-133477; 133560-133563; 133688-133694; 133696-133701; 133703; 133744-133745; 133812-133813; 133815-133817; 133819-133823; 133860-133879; 133934-133935; 212526-212995; 416931117657; 560966443533; 451773426368; 660567381566; 220221236454; 927332867028; 266763043097; 379870849156; 898335899398; 922199963013; 544374465464; 686816141709; 603281497511; 726385667614; 782165232236; 782909921467; 255605288675; 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 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 Taylor, seconded by Trustee Soneson to adopt the following Resolutions by one motion:

No. 6149 Resolution accepting quotation and awarding the purchase of six fleet vehicles to the low bidder, Bill Colwell Ford of Hudson, Iowa, in the total amount of \$183,280.00.

No. 6152 Resolution approving and authorizing execution of Change Order No. 30 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 Order provides for a net increase of \$31,572.00; making the total contract price \$5,050,124.08. Explanation of said Change Order 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 \$2,210.04 for architectural services necessary; bringing the total cost to \$428,231.17 for the architectural services agreement.

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

Moved by Trustee Taylor, seconded by Trustee McAlister to adopt **Resolution No. 6147** approving and authorizing the purchase of hardware for virtual server infrastructure from ConvergeOne in the amount of \$349,280.00. The quotation from ConvergeOne met all technical requirements and was the only quote received for said hardware. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried.

Moved by Trustee Taylor, seconded by Trustee Soneson to adopt **Resolution No. 6148** approving and authorizing the purchase of storage area network hardware from ConvergeOne in the amount of \$437,929.59. The quotation from ConvergeOne met all technical requirements and was the lowest responsive quote received for said hardware. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Taylor to adopt **Resolution No. 6150** approving and authorizing execution of an agreement with Professional Office Systems, Inc. for a term of three years at a cost of approximately \$9,952.00 per month for bill printing and mailing services. The proposal received from Professional Office Systems, Inc. offers the best services to the Utility. All other proposals were rejected. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried.

The following items were presented for information purposes only: a proposed sample of the 2019 Customer Survey; status of the Solar Garden output; the current safety status of

the Utility; a review of current customer satisfaction survey results; an overview of the current electric reliability report; the most current Residential Report Card was provided; 2019 electric vehicle initiatives were reviewed; and agenda items for the Joint Session with City Council, scheduled for July 22, 2019, were provided.

Trustee Soneson and General Manager Bernard provided highlights of the American Public Power Association's National Conference they attended in June.

Board requests to staff included a progress report on implementation of Advanced Metering Infrastructure (AMI) and a request to schedule a special pre-budget Board meeting to discuss energy planning.

The Board agreed to postpone the continued follow-up of their self-evaluation to a later date.

Moved by Trustee Taylor, seconded by Trustee Soneson 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: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried. The meeting adjourned to closed session at 5:10 p.m.

The meeting returned to open session at 6:14 p.m.

Moved by Trustee Engel, seconded by Trustee McAlister to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 6:15 p.m.

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

July 10, 2019

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 Craig A. Johnson. Upon call of the roll, present were: Trustees: Craig A. Johnson, Pamela L. Taylor, Richard L. McAlister, Jeffrey J. Engel (electronically), and MaraBeth K. Soneson. Absent: None. Others present: Steven E. Bernard, General Manager/CEO; John C. Larsen, Board Counsel; and Jack Yates, customer.

Moved by Trustee Soneson, seconded by Trustee Taylor 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 Michaela Boyer and Calli Anderson were introduced. Retiring employee, Joan Allen, was recognized for 17 years of service.

Customer Jack Yates was present to inquire on the status of planning to reduce the Utility's carbon footprint. Mr. Yates was assured by both Chair Johnson and General Manager Bernard that the Utility is working on plans to address carbon emissions.

Moved by Trustee McAlister, seconded by Trustee Taylor to approve the minutes of the June 5, 2019, 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, 2019, through June 30, 2019; check numbers: 133311-133313; 133338; 133476-133477; 133560-133563; 133688-133694; 133696-133701; 133703; 133744-133745; 133812-133813; 133815-133817; 133819-133823; 133860-133879; 133934-133935; 212526-212995; 416931117657; 560966443533; 451773426368; 660567381566; 220221236454; 927332867028; 266763043097; 379870849156; 898335899398; 922199963013; 544374465464; 686816141709; 603281497511; 726385667614; 782165232236; 782909921467; 255605288675; 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 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 Taylor, seconded by Trustee McAlister to adopt **Resolution No. 6147** approving and authorizing the purchase of hardware for virtual server infrastructure from ConvergeOne in the amount of \$349,280.00. The quotation from CovergeOne met all technical requirements and was the only quote received for said hardware. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried.

Moved by Trustee Taylor, seconded by Trustee Soneson to adopt **Resolution No. 6148** approving and authorizing the purchase of storage area network hardware from ConvergeOne in the amount of \$437,929.59. The quotation from ConvergeOne met all technical requirements and was the lowest responsive quote received for said hardware. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Taylor to adopt **Resolution No. 6150** approving and authorizing execution of an agreement with Professional Office Systems, Inc. for a term of three years at a cost of approximately \$9,952.00 per month for bill printing and mailing services. The proposal received from Professional Office Systems, Inc. offers the best services to the Utility. All other proposals were rejected. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried.

Moved by Trustee Taylor, seconded by Trustee Soneson to adopt **Resolution No. 6152** approving and authorizing execution of Change Order No. 30 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 Order provides for a net increase of \$31,572.00; making the total contract price \$5,050,124.08. Explanation of said Change Order 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 \$2,210.04 for architectural services necessary; bringing the total cost to \$428,231.17 for the architectural services agreement. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried.

The following items were presented for information purposes only: a proposed sample of the 2019 Customer Survey; the current safety status of the Utility; a review of current customer satisfaction survey results; the most current Residential Report Card was provided; 2019

electric vehicle initiatives were reviewed; and agenda items for the Joint Session with City Council, scheduled for July 22, 2019, were provided.

Trustee Soneson and General Manager Bernard provided highlights of the American Public Power Association's National Conference they attended in June.

Board requests to staff included a progress report on implementation of Advanced Metering Infrastructure (AMI) and a request to schedule a special pre-budget Board meeting to discuss energy planning.

The Board agreed to postpone the continued follow-up of their self-evaluation to a later date.

Moved by Trustee Taylor, seconded by Trustee Soneson 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: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried. The meeting adjourned to closed session at 5:10 p.m.

The meeting returned to open session at 6:14 p.m.

Moved by Trustee Engel, seconded by Trustee McAlister to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 6:15 p.m.

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

July 10, 2019

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 Craig A. Johnson. Upon call of the roll, present were: Trustees: Craig A. Johnson, Pamela L. Taylor, Richard L. McAlister, Jeffrey J. Engel (electronically), and MaraBeth K. Soneson. Absent: None. Others present: Steven E. Bernard, General Manager/CEO; John C. Larsen, Board Counsel; and Jack Yates, customer.

Moved by Trustee Soneson, seconded by Trustee Taylor 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 Michaela Boyer and Calli Anderson were introduced. Retiring employee, Joan Allen, was recognized for 17 years of service.

Moved by Trustee McAlister, seconded by Trustee Taylor to approve the minutes of the June 5, 2019, 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, 2019, through June 30, 2019; check numbers: 133311-133313; 133338; 133476-133477; 133560-133563; 133688-133694; 133696-133701; 133703; 133744-133745; 133812-133813; 133815-133817; 133819-133823; 133860-133879; 133934-133935; 212526-212995; 416931117657; 560966443533; 451773426368; 660567381566; 220221236454; 927332867028; 266763043097; 379870849156; 898335899398; 922199963013; 544374465464; 686816141709; 603281497511; 726385667614; 782165232236; 782909921467; 255605288675; 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 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 Taylor, seconded by Trustee McAlister to adopt **Resolution No. 6147** approving and authorizing the purchase of hardware for virtual server infrastructure from ConvergeOne in the amount of \$349,280.00. The quotation from CovergeOne met all technical requirements and was the only quote received for said hardware. Upon call of the roll, the following

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

Moved by Trustee Taylor, seconded by Trustee Soneson to adopt **Resolution No. 6148** approving and authorizing the purchase of storage area network hardware from ConvergeOne in the amount of \$437,929.59. The quotation from ConvergeOne met all technical requirements and was the lowest responsive quote received for said hardware. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Taylor to adopt **Resolution No. 6150** approving and authorizing execution of an agreement with Professional Office Systems, Inc. for a term of three years at a cost of approximately \$9,952.00 per month for bill printing and mailing services. The proposal received from Professional Office Systems, Inc. offers the best services to the Utility. All other proposals were rejected. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried.

Moved by Trustee Taylor, seconded by Trustee Soneson to adopt **Resolution No. 6152** approving and authorizing execution of Change Order No. 30 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 Order provides for a net increase of \$31,572.00; making the total contract price \$5,050,124.08. Explanation of said Change Order 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 \$2,210.04 for architectural services necessary; bringing the total cost to \$428,231.17 for the architectural services agreement. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried.

The following items were presented for information purposes only: proposed revisions to the water services policy; a proposed sample of the 2019 Customer Survey; the current safety status of the Utility; a review of current customer satisfaction survey results; the most current Residential Report Card was provided; and agenda items for the Joint Session with City Council, scheduled for July 22, 2019, were provided.

Trustee Soneson and General Manager Bernard provided highlights of the American Public Power Association's National Conference they attended in June.

The Board requested staff provide a progress report on implementation of Advanced Metering Infrastructure (AMI).

The Board agreed to postpone the continued follow-up of their self-evaluation to a later date.

Moved by Trustee Taylor, seconded by Trustee Soneson 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: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried. The meeting adjourned to closed session at 5:10 p.m.

The meeting returned to open session at 6:14 p.m.

Moved by Trustee Engel, seconded by Trustee McAlister to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 6:15 p.m.

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

July 10, 2019

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 Craig A. Johnson. Upon call of the roll, present were: Trustees: Craig A. Johnson, Pamela L. Taylor, Richard L. McAlister, Jeffrey J. Engel (electronically), and MaraBeth K. Soneson. Absent: None. Others present: Steven E. Bernard, General Manager/CEO; John C. Larsen, Board Counsel; and Jack Yates, customer.

Moved by Trustee Soneson, seconded by Trustee Taylor 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 Michaela Boyer and Calli Anderson were introduced. Retiring employee, Joan Allen, was recognized for 17 years of service.

Moved by Trustee McAlister, seconded by Trustee Taylor to approve the minutes of the June 5, 2019, 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, 2019, through June 30, 2019; check numbers: 133311-133313; 133338; 133476-133477; 133560-133563; 133688-133694; 133696-133701; 133703; 133744-133745; 133812-133813; 133815-133817; 133819-133823; 133860-133879; 133934-133935; 212526-212995; 416931117657; 560966443533; 451773426368; 660567381566; 220221236454; 927332867028; 266763043097; 379870849156; 898335899398; 922199963013; 544374465464; 686816141709; 603281497511; 726385667614; 782165232236; 782909921467; 255605288675; 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 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 Taylor, seconded by Trustee McAlister to adopt the following Resolutions by one motion:

No. 6145 Resolution approving and authorizing execution of an agreement with Black Hawk County to provide specialized communications services.

No. 6151 Resolution approving and authorizing the General Manager to offer promotional service rate discounts and approving a Communications Utility Rate Rider.

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

Moved by Trustee Taylor, seconded by Trustee McAliser to adopt **Resolution No. 6146** 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, the Indianola Municipal Utilities, and the Vinton Municipal Communications Utility. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried.

Moved by Trustee Taylor, seconded by Trustee McAlister to adopt **Resolution No. 6147** approving and authorizing the purchase of hardware for virtual server infrastructure from ConvergeOne in the amount of \$349,280.00. The quotation from CovergeOne met all technical requirements and was the only quote received for said hardware. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried.

Moved by Trustee Taylor, seconded by Trustee Soneson to adopt **Resolution No. 6148** approving and authorizing the purchase of storage area network hardware from ConvergeOne in the amount of \$437,929.59. The quotation from ConvergeOne met all technical requirements and was the lowest responsive quote received for said hardware. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Taylor to adopt **Resolution No. 6150** approving and authorizing execution of an agreement with Professional Office Systems, Inc. for a term of three years at a cost of approximately \$9,952.00 per month for bill printing and mailing services. The proposal received from Professional Office Systems, Inc. offers the best services to the Utility. All other proposals were rejected. Upon call of the roll, the following Trustees voted aye: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried.

The following items were presented for information purposes only: a proposed sample of the 2019 Customer Survey; the current safety status of the Utility; a review of current

customer satisfaction survey results; the most current Residential Report Card was provided; agenda items for the Joint Session with City Council, scheduled for July 22, 2019, were provided; and recommendations for the Utility's email service were discussed.

Trustee Soneson and General Manager Bernard provided highlights of the American Public Power Association's National Conference they attended in June.

The Board requested staff continue to verify options for email services.

The Board agreed to postpone the continued follow-up of their self-evaluation to a later date.

Moved by Trustee Taylor, seconded by Trustee Soneson 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: Johnson, Taylor, McAlister, Engel, and Soneson. Nay: None. Absent: None. Motion carried. The meeting adjourned to closed session at 5:10 p.m.

The meeting returned to open session at 6:14 p.m.

Moved by Trustee Engel, seconded by Trustee McAlister to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 6:15 p.m.