

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

**July 11, 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 1:00 p.m. by Chair MaraBeth K. Soneson. Upon call of the roll, present were: Trustees: MaraBeth K. Soneson, Craig A. Johnson, Pamela L. Taylor, Richard L. McAlister, and Jeffrey J. Engel (electronically). Absent: None. Others present: Steven E. Bernard, General Manager/CEO, and John C. Larsen, Board Counsel.

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

The Board completed their review of the 2017 self-evaluations.

A short recess was called at 1:55 p.m. The meeting resumed at 2:00 p.m.

New employees, Michael Armile, Tyler Sweet, and Matthew Dales, were introduced. Retiring employee Lynn Mershon, was recognized for 22 years of service.

Moved by Trustee McAlister, seconded by Trustee Johnson to approve the minutes of the June 13, 2018, regular meeting minutes 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, 2018, through June 30, 2018; check numbers: 127707; 127710-127712; 127809; 127811; 127922-127926; 128036-128067; 128069; 128114; 128188-128198; 128283-128289; 207821-208180; 624188487196; 624934217589; 665667179751; 190998269908; 531136182801; 107122349157; 569069269093; 606457616471; 175655349817; 076686388239; 771785538582; 762714129010; 825378425722; 685412639048; 018864286130; 249471454244; 784817094155; 035940668217; 319132138902; 553135314276; 220681655989; 220058948580; 001355023015; 001606858122; 216080099963; 064726509534; 917739558180; 699921227866; 633039012592; 831165475421; 138056807583; 571643444975; 582265653229; 094447409334; 831012208513; 818074692089; 892384621169; 892904105477; 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 Johnson to receive and file personnel action reports and a report of contracts executed by 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. 6064** Resolution approving and awarding the purchase of a construction vehicle to ABM Equipment & Supply, Inc. of Hopkins, Minnesota, in the amount of \$243,631.00. The quotation submitted by ABM Equipment & Supply, Inc. is the most responsive, responsible quotation received which met all required specifications.

**No. 6066** Resolution approving and authorizing execution of Change Orders No. 10 – 16 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 \$47,692.38; making the total contract price \$4,815,803.27. 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 \$4,099.03 for additional architectural services necessary; bringing the total cost to \$411,184.58 for the architectural services agreement.

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

Moved by Trustee Johnson, seconded by Trustee Taylor to adopt **Resolution No. 6065** approving and authorizing the purchase of a mobile workforce management system from SpryPoint Services, Inc., in the amount of \$109,550.00 for a one-time implementation cost and an initial annual cost of approximately \$33,000.00 for yearly subscription expenses, which will vary with the number of licensed users. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, McAlister, and Engel. Nay: None. Absent: None. Motion carried.

The following items were presented for information purposes only: status of the Solar Garden output; the current safety status of the Utility; a review of current customer satisfaction survey results; and a copy of the most current Residential Report Card was provided.

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

There were no Board requests to staff.

Moved by Trustee Taylor, seconded by Trustee Johnson to adjourn to closed session in accordance with Code of Iowa, Chapter 21.5(1)(k) to review the quarterly cyber security report.

Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, McAlister, and Engel. Nay: None. Absent: None. Motion carried. The meeting adjourned to closed session at 2:55 p.m.

The meeting returned to open session at 3:40 p.m.

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

Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 3:42 p.m.

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

**July 11, 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 1:00 p.m. by Chair MaraBeth K. Soneson. Upon call of the roll, present were: Trustees: MaraBeth K. Soneson, Craig A. Johnson, Pamela L. Taylor, Richard L. McAlister, and Jeffrey J. Engel (electronically). Absent: None. Others present: Steven E. Bernard, General Manager/CEO, and John C. Larsen, Board Counsel.

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

The Board completed their review of the 2017 self-evaluations.

A short recess was called at 1:55 p.m. The meeting resumed at 2:00 p.m.

New employees, Michael Armile, Tyler Sweet, and Matthew Dales, were introduced. Retiring employee Lynn Mershon, was recognized for 22 years of service.

Moved by Trustee McAlister, seconded by Trustee Johnson to approve the minutes of the June 13, 2018, regular meeting minutes 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, 2018, through June 30, 2018; check numbers: 127707; 127710-127712; 127809; 127811; 127922-127926; 128036-128067; 128069; 128114; 128188-128198; 128283-128289; 207821-208180; 624188487196; 624934217589; 665667179751; 190998269908; 531136182801; 107122349157; 569069269093; 606457616471; 175655349817; 076686388239; 771785538582; 762714129010; 825378425722; 685412639048; 018864286130; 249471454244; 784817094155; 035940668217; 319132138902; 553135314276; 220681655989; 220058948580; 001355023015; 001606858122; 216080099963; 064726509534; 917739558180; 699921227866; 633039012592; 831165475421; 138056807583; 571643444975; 582265653229; 094447409334; 831012208513; 818074692089; 892384621169; 892904105477; 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 Johnson to receive and file personnel action reports and a report of contracts executed by General Manager. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Johnson, seconded by Trustee Taylor to adopt **Resolution No. 6065** approving and authorizing the purchase of a mobile workforce management system from SpryPoint Services, Inc., in the amount of \$109,550.00 for a one-time implementation cost and an initial annual cost of approximately \$33,000.00 for yearly subscription expenses, which will vary with the number of licensed users. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, McAlister, and Engel. Nay: None. Absent: None. Motion carried.

Moved by Trustee Engel, seconded by Trustee Johnson to adopt **Resolution No. 6066** approving and authorizing execution of Change Orders No. 10 – 16 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 \$47,692.38; making the total contract price \$4,815,803.27. 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 \$4,099.03 for additional architectural services necessary; bringing the total cost to \$411,184.58 for the architectural services agreement. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, McAlister, and Engel. Nay: None. Absent: None. Motion carried.

The following items were presented for information purposes only: the current safety status of the Utility; a review of current customer satisfaction survey results; and a copy of the most current Residential Report Card was provided.

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

There were no Board requests to staff.

Moved by Trustee Taylor, seconded by Trustee Johnson to adjourn to closed session in accordance with Code of Iowa, Chapter 21.5(1)(k) to review the quarterly cyber security report. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, McAlister, and

Engel. Nay: None. Absent: None. Motion carried. The meeting adjourned to closed session at 2:55 p.m.

The meeting returned to open session at 3:40 p.m.

Moved by Trustee McAlister, seconded by Trustee Taylor to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 3:42 p.m.

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

**July 11, 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 1:00 p.m. by Chair MaraBeth K. Soneson. Upon call of the roll, present were: Trustees: MaraBeth K. Soneson, Craig A. Johnson, Pamela L. Taylor, Richard L. McAlister, and Jeffrey J. Engel (electronically). Absent: None. Others present: Steven E. Bernard, General Manager/CEO, and John C. Larsen, Board Counsel.

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

The Board completed their review of the 2017 self-evaluations.

A short recess was called at 1:55 p.m. The meeting resumed at 2:00 p.m.

New employees, Michael Armile, Tyler Sweet, and Matthew Dales, were introduced. Retiring employee Lynn Mershon, was recognized for 22 years of service.

Moved by Trustee McAlister, seconded by Trustee Johnson to approve the minutes of the June 13, 2018, regular meeting minutes 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, 2018, through June 30, 2018; check numbers: 127707; 127710-127712; 127809; 127811; 127922-127926; 128036-128067; 128069; 128114; 128188-128198; 128283-128289; 207821-208180; 624188487196; 624934217589; 665667179751; 190998269908; 531136182801; 107122349157; 569069269093; 606457616471; 175655349817; 076686388239; 771785538582; 762714129010; 825378425722; 685412639048; 018864286130; 249471454244; 784817094155; 035940668217; 319132138902; 553135314276; 220681655989; 220058948580; 001355023015; 001606858122; 216080099963; 064726509534; 917739558180; 699921227866; 633039012592; 831165475421; 138056807583; 571643444975; 582265653229; 094447409334; 831012208513; 818074692089; 892384621169; 892904105477; 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 Johnson to receive and file personnel action reports and a report of contracts executed by General Manager. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Johnson, seconded by Trustee Taylor to adopt **Resolution No. 6065** approving and authorizing the purchase of a mobile workforce management system from SpryPoint Services, Inc., in the amount of \$109,550.00 for a one-time implementation cost and an initial annual cost of approximately \$33,000.00 for yearly subscription expenses, which will vary with the number of licensed users. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, McAlister, and Engel. Nay: None. Absent: None. Motion carried.

Moved by Trustee Engel, seconded by Trustee Johnson to adopt **Resolution No. 6066** approving and authorizing execution of Change Orders No. 10 – 16 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 \$47,692.38; making the total contract price \$4,815,803.27. 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 \$4,099.03 for additional architectural services necessary; bringing the total cost to \$411,184.58 for the architectural services agreement. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, McAlister, and Engel. Nay: None. Absent: None. Motion carried.

The following items were presented for information purposes only: the current safety status of the Utility; a review of current customer satisfaction survey results; and a copy of the most current Residential Report Card was provided.

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

There were no Board requests to staff.

Moved by Trustee Taylor, seconded by Trustee Johnson to adjourn to closed session in accordance with Code of Iowa, Chapter 21.5(1)(k) to review the quarterly cyber security report. Upon call of the roll the following Trustees voted aye: Soneson, Johnson, Taylor, McAlister, and Engel. Nay: None.



Absent: None. Motion carried. The meeting adjourned to closed session at 2:55 p.m.

The meeting returned to open session at 3:40 p.m.

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

Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 3:42 p.m.

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MaraBeth K. Soneson – Chair

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Pamela L. Taylor – Secretary

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

**July 11, 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 1:00 p.m. by Chair MaraBeth K. Soneson. Upon call of the roll, present were: Trustees: MaraBeth K. Soneson, Craig A. Johnson, Pamela L. Taylor, Richard L. McAlister, and Jeffrey J. Engel (electronically). Absent: None. Others present: Steven E. Bernard, General Manager/CEO, and John C. Larsen, Board Counsel.

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

The Board completed their review of the 2017 self-evaluations.

A short recess was called at 1:55 p.m. The meeting resumed at 2:00 p.m.

New employees, Michael Armile, Tyler Sweet, and Matthew Dales, were introduced. Retiring employee Lynn Mershon, was recognized for 22 years of service.

Moved by Trustee McAlister, seconded by Trustee Johnson to approve the minutes of the June 13, 2018, regular meeting minutes 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, 2018, through June 30, 2018; check numbers: 127707; 127710-127712; 127809; 127811; 127922-127926; 128036-128067; 128069; 128114; 128188-128198; 128283-128289; 207821-208180; 624188487196; 624934217589; 665667179751; 190998269908; 531136182801; 107122349157; 569069269093; 606457616471; 175655349817; 076686388239; 771785538582; 762714129010; 825378425722; 685412639048; 018864286130; 249471454244; 784817094155; 035940668217; 319132138902; 553135314276; 220681655989; 220058948580; 001355023015; 001606858122; 216080099963; 064726509534; 917739558180; 699921227866; 633039012592; 831165475421; 138056807583; 571643444975; 582265653229; 094447409334; 831012208513; 818074692089; 892384621169; 892904105477; 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 Johnson to receive and file personnel action reports and a report of contracts executed by 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. 6062** approving and authorizing execution of Amendment No. 1 to an agreement with the University of Northern Iowa to provide specialized telecommunications services. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, McAlister, and Engel. Nay: None. Absent: None. Motion carried.

Moved by Trustee Taylor, seconded by Trustee McAlister to adopt **Resolution No. 6063** approving and authorizing execution of a master 28E agreement with Waverly Utilities to provide specialized telecommunications services. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, McAlister, and Engel. Nay: None. Absent: None. Motion carried.

Moved by Trustee Johnson, seconded by Trustee Taylor to adopt **Resolution No. 6065** approving and authorizing the purchase of a mobile workforce management system from SpryPoint Services, Inc., in the amount of \$109,550.00 for a one-time implementation cost and an initial annual cost of approximately \$33,000.00 for yearly subscription expenses, which will vary with the number of licensed users. Upon call of the roll, the following Trustees voted aye: Soneson, Johnson, Taylor, McAlister, and Engel. Nay: None. Absent: None. Motion carried.

The following items were presented for information purposes only: the current safety status of the Utility; a review of current customer satisfaction survey results; and a copy of the most current Residential Report Card was provided.

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

There were no Board requests to staff.

Moved by Trustee Taylor, seconded by Trustee Johnson to adjourn to closed session in accordance with Code of Iowa, Chapter 21.5(1)(k) to review the quarterly cyber security report. Upon call of the roll the following Trustees voted aye: Soneson, Johnson, Taylor, McAlister, and Engel. Nay: None. Absent: None. Motion carried. The meeting adjourned to closed session at 2:55 p.m.

The meeting returned to open session at 3:40 p.m.

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

Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 3:42 p.m.