

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

**August 12, 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, Carole Yates, and Jack Yates, customers (all electronically).

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

Chair McAlister acknowledged correspondence from customers James Young and Kyle P. Christiason have been received and reviewed by the Board.

Moved by Trustee Engel, seconded by Trustee Johnson to approve the minutes of the July 8, 2020, regular meeting, and the July 27, 2020, special meeting as printed and distributed; and to approve the Schedule of Bills for the month of July that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of July 1, 2020, through July 31, 2020; check numbers: 139277-139280; 139359-139361; 139380; 139441-139444; 139466-139470; 139555-139557; 139559-139564; 139582-139602; 139651-139656; 139680-139684; 217449-217816; 751574557308; 821441011836; 039647492950; 294670112263; 294856777441; 326834690538; 320054710295; 824779443627; 685416342195; 518599974640; 262888834763; 785895836029; 562455689172; 777501179969; 177035883471; 124673418580; 028566206819; 198755078327; 928328257113; 505515735580; 505553442566; 696945467247; 053625318206; 479878154127; 181087277579; 601665790422; 016350255543; 104933707115; 656402260204; 698399037250; 712836006938; 793167132380; 340269343027; 340737011990; 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 Soneson to adopt the following Resolutions by one motion:

**No. 6259** Resolution naming and reorganizing the officers of the Board of Trustees such that Jeffrey J. Engel is Chair, MaraBeth K. Soneson is Vice Chair and Debra S. Iehl is Secretary beginning September 1, 2020, and continuing through August 31, 2021.

**No. 6260** Resolution approving and adopting the 2020 Strategic Plan.

**No. 6261** Resolution naming depositories for the Utility. Revisions to the named depositories provide for establishing a cash depository listing and an investment deposit listing.

**No. 6262** Resolution approving and adopting a revised Customer Service Policy. Said revision addresses billing for an unusually high water charge due to a water leak.

**No. 6263** Resolution approving and adopting a revised Procurement Policy. Said revisions address changes to the Iowa public bidding law; clarifies the costs, such as taxes and freight, which are to be included in total expenses for purposes of calculating dollar amount thresholds; and authorizes the General Manager's delegation of daily administration of fuel and commodity purchasing transactions.

**No. 6268** Resolution approving and authorizing execution of an agreement with Panther Sports Properties, LLC for a one-year term with a financial commitment of \$69,000 for promotional marketing.

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 Engel, seconded by Trustee Soneson to adopt **Resolution No. 6269** approving and authorizing execution of an agreement with Pitney Bowes Software, Inc. in the amount of \$58,562.50 for professional services to assist with redesign and implementation of a new bill template. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

A public hearing was held on the preliminary plans, specifications, proposed form of contract, and estimated cost for the Long-Range Facilities Plan, Phase I Main Office Back Lot Project.

Moved by Trustee Engel, seconded by Trustee Soneson to receive and file the proof of publication of the Notice of Hearing. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

There were no written objections filed with the General Manager of Utilities. No oral objections were heard at the hearing. Chair McAlister declared the hearing closed.

Moved by Trustee Engel, seconded by Trustee Johnson to adopt **Resolution No. 6271** approving and adopting the plans, specifications, form of contract, and estimated cost (\$474,426.30) for the Long-Range Facilities Plan, Phase I Main Office Back Lot Project. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Johnson, and Iehl. Nay: None. Abstain: Soneson. Absent: None. Motion carried. It was noted Trustee Soneson abstained as she serves on the Board of the bond issuer for this project.

Moved by Trustee Johnson, seconded by Trustee Engel to adopt **Resolution No. 6272** accepting the bid, awarding the contract, and approving and authorizing execution of a contract with Baker Enterprises, Inc. for the Long-Range Facilities Plan, Phase I Main Office Back Lot Project. The bid received from Baker Enterprises, Inc. was the lowest responsive, responsible bid received for the project in the amount of \$471,563.90. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Johnson, and Iehl. Nay: None. Abstain: Soneson. Absent: None. Motion carried. It was noted Trustee Soneson abstained as she serves on the Board of the bond issuer for this project.

Moved by Trustee Engel, seconded by Trustee Soneson to adopt **Resolution No. 6273** approving and authorizing a revised purchase order with AECOM for project management services for an additional \$53,500.00; making the total cost of services for this project to not exceed \$96,000.00. 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; financial dashboard, investment and balance sheet reports were provided; and an overview of the current electric reliability report.

General Manager Bernard and Trustee Soneson shared highlights of the American Public Power Association's National Conference they participated in virtually.

Moved by Trustee Soneson, seconded by Trustee Engel to adjourn to closed session in accordance with the Code of Iowa, Chapter 21.5(1)(k). 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 2:54 p.m.

The meeting returned to open session at 3:45 p.m.

There were no Board requests to staff.

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 3:46 p.m.

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

**August 12, 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, Carole Yates, and Jack Yates, customers (all electronically).

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

Chair McAlister acknowledged correspondence from customers James Young and Kyle P. Christiason have been received and reviewed by the Board.

Moved by Trustee Engel, seconded by Trustee Johnson to approve the minutes of the July 8, 2020, regular meeting, and the July 27, 2020, special meeting as printed and distributed; and to approve the Schedule of Bills for the month of July that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of July 1, 2020, through July 31, 2020; check numbers: 139277-139280; 139359-139361; 139380; 139441-139444; 139466-139470; 139555-139557; 139559-139564; 139582-139602; 139651-139656; 139680-139684; 217449-217816; 751574557308; 821441011836; 039647492950; 294670112263; 294856777441; 326834690538; 320054710295; 824779443627; 685416342195; 518599974640; 262888834763; 785895836029; 562455689172; 777501179969; 177035883471; 124673418580; 028566206819; 198755078327; 928328257113; 505515735580; 505553442566; 696945467247; 053625318206; 479878154127; 181087277579; 601665790422; 016350255543; 104933707115; 656402260204; 698399037250; 712836006938; 793167132380; 340269343027; 340737011990; 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 Soneson to adopt the following Resolutions by one motion:

**No. 6259** Resolution naming and reorganizing the officers of the Board of Trustees such that Jeffrey J. Engel is Chair, MaraBeth K. Soneson is Vice Chair and Debra S. Iehl is Secretary beginning September 1, 2020, and continuing through August 31, 2021.

**No. 6260** Resolution approving and adopting the 2020 Strategic Plan.

**No. 6261** Resolution naming depositories for the Utility. Revisions to the named depositories provide for establishing a cash depository listing and an investment deposit listing.

**No. 6262** Resolution approving and adopting a revised Customer Service Policy. Said revision addresses billing for an unusually high water charge due to a water leak.

**No. 6263** Resolution approving and adopting a revised Procurement Policy. Said revisions address changes to the Iowa public bidding law; clarifies the costs, such as taxes and freight, which are to be included in total expenses for purposes of calculating dollar amount thresholds; and authorizes the General Manager's delegation of daily administration of fuel and commodity purchasing transactions.

**No. 6268** Resolution approving and authorizing execution of an agreement with Panther Sports Properties, LLC for a one-year term with a financial commitment of \$69,000 for promotional marketing.

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 Engel, seconded by Trustee Soneson to adopt **Resolution No. 6269** approving and authorizing execution of an agreement with Pitney Bowes Software, Inc. in the amount of \$58,562.50 for professional services to assist with redesign and implementation of a new bill template. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

A public hearing was held on the preliminary plans, specifications, proposed form of contract, and estimated cost for the Long-Range Facilities Plan, Phase I Main Office Back Lot Project.

Moved by Trustee Engel, seconded by Trustee Soneson to receive and file the proof of publication of the Notice of Hearing. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

There were no written objections filed with the General Manager of Utilities. No oral objections were heard at the hearing. Chair McAlister declared the hearing closed.

Moved by Trustee Engel, seconded by Trustee Johnson to adopt **Resolution No. 6271** approving and adopting the plans, specifications, form of contract, and estimated cost (\$474,426.30) for the Long-Range Facilities Plan, Phase I Main Office Back Lot Project. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Johnson, and Iehl. Nay: None. Abstain: Soneson. Absent: None. Motion carried. It was noted Trustee Soneson abstained as she serves on the Board of the bond issuer for this project.

Moved by Trustee Johnson, seconded by Trustee Engel to adopt **Resolution No. 6272** accepting the bid, awarding the contract, and approving and authorizing execution of a contract with Baker Enterprises, Inc. for the Long-Range Facilities Plan, Phase I Main Office Back Lot Project. The bid received from Baker Enterprises, Inc. was the lowest responsive, responsible bid received for the project in the amount of \$471,563.90. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Johnson, and Iehl. Nay: None. Abstain: Soneson. Absent: None. Motion carried. It was noted Trustee Soneson abstained as she serves on the Board of the bond issuer for this project.

Moved by Trustee Engel, seconded by Trustee Soneson to adopt **Resolution No. 6273** approving and authorizing a revised purchase order with AECOM for project management services for an additional \$53,500.00; making the total cost of services for this project to not exceed \$96,000.00. 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; and financial dashboard, investment and balance sheet reports were provided.

General Manager Bernard and Trustee Soneson shared highlights of the American Public Power Association's National Conference they participated in virtually.

Moved by Trustee Soneson, seconded by Trustee Engel to adjourn to closed session in accordance with the Code of Iowa, Chapter 21.5(1)(k). 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 2:54 p.m.

The meeting returned to open session at 3:45 p.m.

There were no Board requests to staff.

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 3:46 p.m.



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

**August 12, 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, Carole Yates, and Jack Yates, customers (all electronically).

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

Chair McAlister acknowledged correspondence from customers James Young and Kyle P. Christiason have been received and reviewed by the Board.

Moved by Trustee Engel, seconded by Trustee Johnson to approve the minutes of the July 8, 2020, regular meeting, and the July 27, 2020, special meeting as printed and distributed; and to approve the Schedule of Bills for the month of July that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of July 1, 2020, through July 31, 2020; check numbers: 139277-139280; 139359-139361; 139380; 139441-139444; 139466-139470; 139555-139557; 139559-139564; 139582-139602; 139651-139656; 139680-139684; 217449-217816; 751574557308; 821441011836; 039647492950; 294670112263; 294856777441; 326834690538; 320054710295; 824779443627; 685416342195; 518599974640; 262888834763; 785895836029; 562455689172; 777501179969; 177035883471; 124673418580; 028566206819; 198755078327; 928328257113; 505515735580; 505553442566; 696945467247; 053625318206; 479878154127; 181087277579; 601665790422; 016350255543; 104933707115; 656402260204; 698399037250; 712836006938; 793167132380; 340269343027; 340737011990; 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 Soneson to adopt the following Resolutions by one motion:

**No. 6259** Resolution naming and reorganizing the officers of the Board of Trustees such that Jeffrey J. Engel is Chair, MaraBeth K. Soneson is Vice Chair and Debra S. Iehl is Secretary beginning September 1, 2020, and continuing through August 31, 2021.

**No. 6260** Resolution approving and adopting the 2020 Strategic Plan.

**No. 6261** Resolution naming depositories for the Utility. Revisions to the named depositories provide for establishing a cash depository listing and an investment deposit listing.

**No. 6262** Resolution approving and adopting a revised Customer Service Policy. Said revision addresses billing for an unusually high water charge due to a water leak.

**No. 6263** Resolution approving and adopting a revised Procurement Policy. Said revisions address changes to the Iowa public bidding law; clarifies the costs, such as taxes and freight, which are to be included in total expenses for purposes of calculating dollar amount thresholds; and authorizes the General Manager's delegation of daily administration of fuel and commodity purchasing transactions.

**No. 6268** Resolution approving and authorizing execution of an agreement with Panther Sports Properties, LLC for a one-year term with a financial commitment of \$69,000 for promotional marketing.

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 Engel, seconded by Trustee Soneson to adopt **Resolution No. 6269** approving and authorizing execution of an agreement with Pitney Bowes Software, Inc. in the amount of \$58,562.50 for professional services to assist with redesign and implementation of a new bill template. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

A public hearing was held on the preliminary plans, specifications, proposed form of contract, and estimated cost for the Long-Range Facilities Plan, Phase I Main Office Back Lot Project.

Moved by Trustee Engel, seconded by Trustee Soneson to receive and file the proof of publication of the Notice of Hearing. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Johnson, and Iehl. Nay: None. Absent: None. Motion carried.

There were no written objections filed with the General Manager of Utilities. No oral objections were heard at the hearing. Chair McAlister declared the hearing closed.

Moved by Trustee Engel, seconded by Trustee Johnson to adopt **Resolution No. 6271** approving and adopting the plans, specifications, form of contract, and estimated cost (\$474,426.30) for the Long-Range Facilities Plan, Phase I Main Office Back Lot Project. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Johnson, and Iehl. Nay: None. Abstain: Soneson. Absent: None. Motion carried. It was noted Trustee Soneson abstained as she serves on the Board of the bond issuer for this project.

Moved by Trustee Johnson, seconded by Trustee Engel to adopt **Resolution No. 6272** accepting the bid, awarding the contract, and approving and authorizing execution of a contract with Baker Enterprises, Inc. for the Long-Range Facilities Plan, Phase I Main Office Back Lot Project. The bid received from Baker Enterprises, Inc. was the lowest responsive, responsible bid received for the project in the amount of \$471,563.90. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Johnson, and Iehl. Nay: None. Abstain: Soneson. Absent: None. Motion carried. It was noted Trustee Soneson abstained as she serves on the Board of the bond issuer for this project.

Moved by Trustee Engel, seconded by Trustee Soneson to adopt **Resolution No. 6273** approving and authorizing a revised purchase order with AECOM for project management services for an additional \$53,500.00; making the total cost of services for this project to not exceed \$96,000.00. 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; and financial dashboard, investment and balance sheet reports were provided.

Moved by Trustee Soneson, seconded by Trustee Engel to adjourn to closed session in accordance with the Code of Iowa, Chapter 21.5(1)(k). 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 2:54 p.m.

The meeting returned to open session at 3:45 p.m.

There were no Board requests to staff.

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 3:46 p.m.

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

**August 12, 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, Carole Yates, and Jack Yates, customers (all electronically).

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

Chair McAlister acknowledged correspondence from customers James Young and Kyle P. Christiason have been received and reviewed by the Board.

Moved by Trustee Engel, seconded by Trustee Johnson to approve the minutes of the July 8, 2020, regular meeting, and the July 27, 2020, special meeting as printed and distributed; and to approve the Schedule of Bills for the month of July that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of July 1, 2020, through July 31, 2020; check numbers: 139277-139280; 139359-139361; 139380; 139441-139444; 139466-139470; 139555-139557; 139559-139564; 139582-139602; 139651-139656; 139680-139684; 217449-217816; 751574557308; 821441011836; 039647492950; 294670112263; 294856777441; 326834690538; 320054710295; 824779443627; 685416342195; 518599974640; 262888834763; 785895836029; 562455689172; 777501179969; 177035883471; 124673418580; 028566206819; 198755078327; 928328257113; 505515735580; 505553442566; 696945467247; 053625318206; 479878154127; 181087277579; 601665790422;

016350255543; 104933707115; 656402260204; 698399037250; 712836006938; 793167132380; 340269343027; 340737011990; 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 Soneson to adopt the following Resolutions by one motion:

**No. 6259** Resolution naming and reorganizing the officers of the Board of Trustees such that Jeffrey J. Engel is Chair, MaraBeth K. Soneson is Vice Chair and Debra S. Iehl is Secretary beginning September 1, 2020, and continuing through August 31, 2021.

**No. 6260** Resolution approving and adopting the 2020 Strategic Plan.

**No. 6261** Resolution naming depositories for the Utility. Revisions to the named depositories provide for establishing a cash depository listing and an investment deposit listing.

**No. 6262** Resolution approving and adopting a revised Customer Service Policy. Said revision addresses billing for an unusually high water charge due to a water leak.

**No. 6263** Resolution approving and adopting a revised Procurement Policy. Said revisions address changes to the Iowa public bidding law; clarifies the costs, such as taxes and freight, which are to be included in total expenses for purposes of calculating dollar amount thresholds; and authorizes the General Manager's delegation of daily administration of fuel and commodity purchasing transactions.

**No. 6264** Resolution approving and authorizing execution of an agreement to provide specialized communications services.

**No. 6265** Resolution approving and authorizing execution of a 28E agreement with New Hampton Municipal Communications Utility to provide wholesale bandwidth headend services.

**No. 6266** Resolution approving and authorizing execution of Amendment No. 2 to a 28E agreement with Indianola Municipal Utilities to provide whole bandwidth headend services. Said Amendment provides for an increase in the amount of bandwidth purchased and extends the term of the Agreement.

**No. 6267** Resolution approving and authorizing execution of an Amended and Restated 28E Agreement for joint ownership and use of headend facilities; approving and authorizing execution of an Agreement regarding Financial Arrangements with Waverly Communications Utility, the City of Bellevue, Iowa, the Indianola Municipal Utilities, the Vinton Municipal Communications Utility, the City of Pella Municipal Telecommunications Utility, and the New Hampton Municipal Communications Utility.

**No. 6268** Resolution approving and authorizing execution of an agreement with Panther Sports Properties, LLC for a one-year term with a financial commitment of \$69,000 for promotional marketing.

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 Engel, seconded by Trustee Soneson to adopt **Resolution No. 6269** approving and authorizing execution of an agreement with Pitney Bowes Software, Inc. in the amount of \$58,562.50 for professional services to assist with redesign and implementation of a new bill template. 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 Engel, seconded by Trustee Johnson to adopt **Resolution No. 6270** approving and authorizing the purchase of adaptive bit rate equipment, software and services from Anevia in the amount of \$823,000.00. The quotation from Anevia met staff specified terms and all other quotes received have been rejected. 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; financial dashboard, investment and balance sheet reports were provided; and an overview of coverage being provided for high school sports through the City Cable Division.

Moved by Trustee Soneson, seconded by Trustee Engel to adjourn to closed session in accordance with the Code of Iowa, Chapter 21.5(1)(k). 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 2:54 p.m.

The meeting returned to open session at 3:45 p.m.

There were no Board requests to staff.

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 3:46 p.m.