

The Harlan Municipal Utilities' Board of Trustees met in regular session, January 14, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Nella Seivert; Michael P. Jones; Terry Arentson; and David Tyrrel. Absent: Mary Johnson. Staff Present: Ken Weber (CEO), Steve Dresen, Jennifer Kelly, Doug Hammer and Jim Gedwillo. Legal Counsel: Absent. Media: Steve Mores. City: Absent.

The meeting was called to order at 4:00 p.m. in the HMU Boardroom by Chairperson Arentson.

Moved by Tyrrel, seconded by Seivert, to approve the agenda.

Moved by Jones, seconded by Seivert, to approve the consent agenda which included: A) Approve Minutes of Board Meeting of December 22, 2015; and B) Approve Abstract of Claims No. 1065, in the amount of \$812,306.58 and payment of same; and C) Approve publication of 2015 wages as follows: ALLEN, KRISTA M, 61,764.83; BARRETT, AMY L, 46,404.51; BIELENBERG, RICHARD D, 55,183.04; BISSEN, KEVIN J, 54,813.37; BROWN, LELA L, 38,782.85; BURRIS, PRESTON, 2,137.50; BURROUGHS, PATRICIA K, 30,915.39; BUTTRY, DENISE R, 43,732.27; CHADWICK-KELLY, JENNIFER L, 51,358.89; CLARK, LEWIS N, 60,452.11; CONRAD, CHARLES L, 36,411.75; COTE, DONALD R, 49,349.48; DOONAN, TROY M., 48,467.97; DRESEN, STEVEN G, 76,890.09; EGGERS, RYAN P., 43,691.23; EVERS, MATT, 3,750.88; GEDWILLO. JAMES R, 74,817.00; GESSERT, DARWIN L, 52,372.44; GESSERT, DEAN A, 60,858.83; GESSERT, STEPHEN J, 54,989.50; GOEDE, DAVID M, 63,777.23; HAGLE, ALEXIS A., 38,773.03; HAMMER, DOUGLAS L, 66,105.05; HOLLOWAY, KENNETH R, 68,582.21; ICKES, ALLAN H, 55,368.00; JOCHIMS, JACOB M, 49,727.49; JONES, ANDREW A, 4,504.75; KLEIN, MARCUS R, 1,775.63; LASHER, BRIAN L., 47,188.59; MCLAUGHLIN, DEBRA A., 49,060.80; MURRAY, DAN E, 66,984.62; MUSICH, KEVIN M., 44,390.90; PORTER, RAY L., 57,304.24; RANSOM, TROY E, 11,112.41; ROSE, ERIC D., 23,867.47; SWANK, DAVID T, 55,456.95; WARNER, COLBURN L., 42,092.14; WEBER, KENNETH C, 115,992.56; WINGERT, PAUL A, 43,906.60. A roll call vote was taken on the motion as follows: Seivert – Aye; Jones – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Jones, to approve the Statement of Work with Arris Solutions for the installation and training for the whole home dvr system. (This was previously approved by the board but due to timing there were changes). A roll call vote was taken on the motion as follows: Seivert – Aye; Jones – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

The meeting was adjourned.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Michael P. Jones
(*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, January 26, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Nella Seivert; Michael P. Jones; Terry Arentson; and David Tyrrel. Absent: Mary Johnson. Staff Present: Ken Weber (CEO), Steve Dresen, Jennifer Kelly, Doug Hammer and Jim Gedwillo. Legal Counsel: Absent. Media: Steve Mores. City: Terry Cox and Dave Miller. Also present was Todd Valline of Shelby County Chamber of Commerce and Industry.

The meeting was called to order at 4:00 p.m. in the HMU Boardroom by Chairperson Arentson.

Moved by Tyrrel, seconded by Seivert, to approve the agenda.

Moved by Seivert, seconded by Jones, to approve the consent agenda which included: A) Approve Minutes of Board Meeting of January 14, 2016; and B) Approve Abstract of Claims No. 1066, in the amount of \$881,080.01 and payment of same; and C) Next regular board meeting date of February 11, 2016. A roll call vote was taken on the motion as follows: Seivert – Aye; Jones – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Seivert, to approve the proposal for a cost of service study for electric, gas and water presented by Dave Berg Consulting LLC. This cost of service study will be conducted after July 1, 2016. A roll call vote was taken on the motion as follows: Seivert – Aye; Jones – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Jones, seconded by Seivert, to fill the Director of Finance and Customer Services position in house. A roll call vote was taken on the motion as follows: Seivert – Aye; Jones – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Terry Cox was present to answer any questions regarding the location of a city dog park on HMU property. Ken mentioned that the piece of land in question might be used for a couple of other projects and he would like to wait on hearing back from those. No action was taken. The item is tabled to a future meeting.

Moved by Tyrrel, seconded by Jones, to approve the Economic Development contribution of \$25,000 per year for the next 2 years ending fiscal year 2018. There will be a payment made in July 2016 and July 2017. The payment is sent to the City of Harlan for transfer to Shelby County Chamber of Commerce and Industry (SCCCI). David stated that he was on the SCCCI board. A roll call vote was taken on the motion as follows: Seivert – Nay; Jones – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried.

The City of Harlan asked HMU to donate \$5,000 per year to help pay for Christmas lights and maintenance. There was discussion on how this was handled in the past and what decorations might need replaced. Ken Weber said that he would prefer to have the City do an inventory of the lights and create a plan for replacing and rotating current lights and decorations. No action was taken. The item is tabled to a future meeting.

Moved by Tyrrel, seconded by Seivert, to approve Resolution No. 40 [Rates for Cable TV/Internet Services – Changes and/or Additions]. There was an addition to the resolution which was adding an AC Wireless Router either for monthly lease or purchase. A roll call vote was taken on the motion as follows: Seivert – Aye; Jones – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Seivert, seconded by Jones, to enter closed session pursuant to Section 388.9(1) Code of Iowa, to discuss marketing and pricing strategies and propriety information of the telecommunications division whose competitive position will be harmed by public disclosure that is not required of potential or actual competitors and no public purpose is served by such disclosure. A roll call vote was taken on the motion as follows: Seivert – Aye; Jones – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously. Before entering closed session it was noted that Jennifer Kelly will be responsible for taking minutes. Closed session was entered at 4:42.

Moved by Tyrrel, seconded by Seivert to exit closed session at 5:25.

No action was taken. Resolution No. 67 – Broadband Rate Structure was tabled to a future meeting.

No further business the meeting was adjourned.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Michael P. Jones
(*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, February 11, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Nella Seivert; Michael P. Jones; Terry Arentson; and Mary Johnson. Absent: David Tyrrel. Staff Present: Ken Weber (CEO), Steve Dresen, Jennifer Kelly, Doug Hammer and Jim Gedwillo. Legal Counsel: Robert W. Hall. Media: Steve Mores. City: Dave Miller.

The meeting was called to order at 4:00 p.m. in the HMU Boardroom by Chairperson Arentson.

Moved by Johnson, seconded by Seivert, to approve the agenda.

Moved by Seivert, seconded by Jones, to approve the amended consent agenda which included: A) Approve Minutes of Board Meeting of January 26, 2016; and B) Approve Abstract of Claims No. 1067, in the amount of \$540,467.15 and payment of same; and C) Next *Electronic* Board Meeting date of February 25, 2016. A roll call vote was taken on the motion as follows: Seivert – Aye; Jones – Aye; Arentson – Aye; and Johnson - Aye. Motion carried unanimously.

Moved by Johnson, seconded by Jones, to approve Resolution No. 67 Reaffirming Telephone Service Rates. The main purpose of this resolution was to combine all telephone rates into one resolution. There was only one rate change which was a decrease. All other rates remained the same. A roll call vote was taken on the motion as follows: Seivert – Aye; Jones – Aye; Arentson – Aye; and Johnson - Aye. Motion carried unanimously.

Moved by Seivert, seconded by Jones, to publish notice and waive the requirement of the next two readings. A roll call vote was taken on the motion as follows: Seivert – Aye; Jones – Aye; Arentson – Aye; and Johnson - Aye. Motion carried unanimously.

Moved by Johnson, and seconded by Seivert, to receive and file the 2016-2017 fiscal year budget. A roll call vote was taken on the motion as follows: Seivert – Aye; Jones – Aye; Arentson – Aye; and Johnson - Aye. Motion carried unanimously.

Moved by Jones, seconded by Seivert, to approve Ken Weber signing the Agreement for Municipal Advisory Services from Public Financial Management after legal counsel's final review. A roll call vote was taken on the motion as follows: Seivert – Aye; Jones – Aye; Arentson – Aye; and Johnson - Aye. Motion carried unanimously.

Moved by Seivert, seconded by Johnson, to approve Ken Weber sign the Integrated Resource Plan Update by P&E Engineering after legal counsel's review. A roll call vote was taken on the motion as follows: Seivert – Aye; Jones – Aye; Arentson – Aye; and Johnson - Aye. Motion carried unanimously.

Moved by Johnson, seconded by Seivert, to approve Ken Weber sign the David Berg Consulting Agreement after legal counsel's review. Ken and Rob Hall are working with DBC Consulting on suggested changes. A roll call vote was taken on the motion as follows: Seivert – Aye; Jones – Aye; Arentson – Aye; and Johnson - Aye. Motion carried unanimously.

Following the CEO's report, the meeting was adjourned.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Michael P. Jones
(*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in special session, February 18, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Mary Johnson, Michael P. Jones; Terry Arentson; and David Tyrrel. Absent: Nella Seivert. Staff Present: Ken Weber (CEO), Steve Dresen, Jennifer Kelly and Jim Gedwillo. Legal Counsel: Absent. Media: Steve Mores. City: None.

The meeting was called to order at Noon in the HMU Boardroom by Chairperson Arentson.

Moved by Tyrrel, seconded by Jones, to approve the agenda.

Moved by Johnson, seconded by Jones, to approve the contract with CFO Systems to provide interim financial services upon submitting a certificate of liability insurance per legal counsel's instructions. A roll call vote was taken on the motion as follows: Johnson – Aye; Jones – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Johnson, to approve the Resolution Approving Electronic Payments (Resolution No. 68). A roll call vote was taken on the motion as follows: Seivert – Aye; Jones – Aye; Arentson – Aye; and Johnson - Aye. Motion carried unanimously.

The meeting was adjourned.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Michael P. Jones
(*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, February 25, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes dated February 11, 2016; February 18, 2016; Abstract of Claims No. 1068 in the amount of \$830,695.13 and payment of same; and next Electronic Board Meeting of March 10, 2016. The board met in electronic session due to the nature of the agenda being only consent agenda items. An electronic roll call vote was taken on the motion as follows: Johnson – Aye; Arentson – Aye; and Jones - Aye. Motion carried unanimously. Absent: Seivert & Tyrrel.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, Michael P. Jones (*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, March, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes dated February 25, 2016; Abstract of Claims No. 1069 in the amount of \$568,080.15 and payment of same; and next Board Meeting of March 25, 2016. The board met in electronic session due to the nature of the agenda being only consent agenda items. An electronic roll call vote was taken on the motion as follows: Johnson - Aye; Arentson - Aye; Tyrrel - Aye; Seivert - Aye; and Jones - Aye. Motion carried unanimously. Absent: None.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, Michael P. Jones (*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, March 24, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Nella Seivert; Mary Johnson; Terry Arentson; and David Tyrrel. Absent: Michael P. Jones. Staff Present: Ken Weber (CEO), Steve Dresen, Jennifer Kelly, Doug Hammer and Jim Gedwillo. Legal Counsel: Matt Hudson. Media: Steve Mores. City: Dave Miller. Todd Valline of SCCCI and Nella Seivert entered at 4:02 pm.

The meeting was called to order at 4:00 p.m. in the HMU Boardroom by Chairperson Arentson.

Moved by Tyrrel, seconded by Johnson, to approve the agenda.

Moved by Johnson, seconded by Tyrrel, to approve the consent agenda which included: A) Approve Minutes of Board Meeting of March 10, 2016; and B) Approve Abstract of Claims No. 1070, in the amount of \$373,072.68 and payment of same; and C) Next Electronic Board Meeting date of April 14, 2016. A roll call vote was taken on the motion as follows: Seivert – Aye; Johnson – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Johnson, seconded by Seivert, to approve the Resolution Approving the Continuing Disclosure Policy which is a policy requiring a listing of bonds and annual reporting that will be done by HMU. A roll call vote was taken on the motion as follows: Seivert – Aye; Johnson – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Seivert, seconded by Johnson, to approve, the agreement with MCR to assist with Attachment H which determines HMU's annual transmission revenue requirements in the Southwest Power Pool. A roll call vote was taken on the motion as follows: Seivert – Aye; Johnson – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Johnson, to approve the budget amendments for the 2015-2016 fiscal year less the \$6,982.27 amendment for outdoor area. A roll call vote was taken on the motion as follows: Seivert – Aye; Johnson – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Johnson, seconded by Tyrrel, to approve the insurance committee recommendations as follows: 1) Approve 04/01/2016 Property/Casualty/Worker's Compensation insurance renewal with The Agency; 2) Deny EBS the option to charge the \$25 re-issue fee for the replacement of uncashed health/dental/flex claim checks and to direct the staff to set the procedure for processing of the refunded amounts (this is only for checks that have hit the 180 day stale date; 3) Disbursement of \$190,000 from the Partial Self-Funded account will be refunded proportionately to HMU and the City as in past years. A roll call vote was taken on the motion as follows: Seivert – Aye; Johnson – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Johnson, to approve Resolution No. 70 authorizing the CEO to be a voting member on any committee of HMU in the absence of a Board of Trustee if the Trustee holds a voting position. This question came up due to the possible absence of a board member at the insurance committee meeting. Terry Cox stated that the HMU Board would need to create a policy for the CEO to vote in these situations. A roll call vote was taken on the motion as follows: Seivert – Aye; Johnson – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Discussion was held on authorizing the CEO to sign and approve contracts under \$2,500. The board asked that a resolution be drawn up and brought to the next meeting.

Directors' reports and the CEO's report were given.

Motioned by Seivert, seconded by Johnson, to enter closed session to discuss marketing and pricing strategies and proprietary information of the telecommunications division whose competitive position will be harmed by public disclosure that is not required of potential or actual competitors and no public purpose is served by such disclosure, pursuant to Section 388.9(1) Code of Iowa. A roll call vote was taken on the motion as follows: Seivert – Aye; Johnson – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously. Closed session was entered at 4:33 pm.

Motioned by Johnson, seconded by Seivert, to exit closed session at 4:50. A roll call vote was taken on the motion as follows: Seivert – Aye; Johnson – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Following closed session it was stated that Jennifer Kelly was responsible for taking minutes during the closed session and the meeting was adjourned.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Michael P. Jones
(*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, April 13, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes dated March 24, 2016; Abstract of Claims No. 1071 in the amount of \$1,266,539.32 and payment of same; and next Board Meeting of April 28, 2016. The board met in electronic session due to the nature of the agenda being only consent agenda items. An electronic roll call vote was taken on the motion as follows: Johnson – Aye; Arentson – Aye; Seivert – Aye; and Jones - Aye. Motion carried unanimously. Absent: Tyrrel.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, Michael P. Jones (*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, April 28, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Nella Seivert; Mary Johnson; Terry Arentson; and Michael P. Jones. Absent: David Tyrrel. Staff Present: Ken Weber (CEO), Steve Dresen, Jennifer Kelly, Doug Hammer and Jim Gedwillo. Legal Counsel: Absent. Media: Steve Mores. City: Dave Miller. Todd Valline of SCCCI was also present. Guest: Karlin Kelley of Huntel Engineering.

The meeting was called to order at 4:00 p.m. in the HMU Boardroom by Chairperson Arentson.

Moved by Jones, seconded by Arentson, to approve the agenda.

Moved by Seivert, seconded by Jones, to approve the consent agenda which included: A) Approve Minutes of Board Meeting of April 13, 2016; and B) Approve Abstract of Claims No. 1072, in the amount of \$738,663.54 and payment of same; and C) Next Board Meeting date of May 12, 2016 (*to be determined if there will be an electronic meeting or in person meeting*). A roll call vote was taken on the motion as follows: Seivert – Aye; Johnson – Aye; Arentson – Aye; and Jones – Aye. Motion carried unanimously.

Moved by Johnson, seconded by Jones, to approve the Insurance Committee recommendations as follows: A) Modify the existing dental coverage by approving Option 1 to add dental implant coverage. The dental premium will be increased with a 2-3% cost impact in addition to the 8% renewal rate. The 24 month pre-existing clause was also changed to 12 months; B) Renewal of the Health, Dental and Short Disability Insurance with current providers effective 07/01/2016; C) Accept the Life, Accidental Death & Disbursement and Long Term Disability Insurance with the Mutual of Omaha bid from Group Benefits, LTD, through The Agency of Harlan. 2 year rate guarantee. Policy effective 07/01/2016. A roll call vote was taken on the motion as follows: Seivert – Aye; Johnson – Aye; Arentson – Aye; and Jones – Aye. Motion carried unanimously.

Moved by Jones, seconded by Seivert, to approve the revision to Resolution No. 31. The only change was to increase the maximum amount to be deposited at Town and Country Credit Union from \$100,000 to \$1,000,000. A roll call vote was taken on the motion as follows: Seivert – Aye; Johnson – Aye; Arentson – Aye; and Jones – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Jones, to approve Resolution No. 69. This resolution grants the CEO of HMU the authority to approve ancillary contracts and agreements under \$2,500. A roll call vote was taken on the motion as follows: Seivert – Aye; Johnson – Aye; Arentson – Aye; and Jones – Aye. Motion carried unanimously.

Moved by Jones, seconded by Seivert, to approve the Resolution fixing a date for a meeting on the proposition of entering into a Second Amended and Restated Louisa Transmission Facilities Agreement and a Second Amended and Restated Louisa Transmission Operating Agreement, each between and among MidAmerican Energy Company, the Municipal Electric Utility of the City of Harlan, Iowa, and certain other utilities and electric cooperative associations. The date of the meeting will be May 26, 2016. A roll call vote was taken on the motion as follows: Seivert – Aye; Johnson – Aye; Arentson – Aye; and Jones – Aye. Motion carried unanimously.

Directors' reports and the CEO's report were given. There was discussion on the Electric underground conversion project and fiber to the home project. Karl Kelly from HunTel Engineering was present to give an overview of the fiber to the home project.

Following the CEO's report the meeting was adjourned.

(see next page)

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Michael P. Jones
(*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, May 12, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Mary Johnson; Michael P. Jones, Terry Arentson; and David Tyrrel. Absent: Nella Seivert. Staff Present: Ken Weber (CEO), Steve Dresen, Jennifer Kelly, Doug Hammer and Jim Gedwillo. Legal Counsel: Absent. Media: Steve Mores. City: Absent. Guest: Karlin Kelley of Huntel Engineering.

The meeting was called to order at 4:04 p.m. in the HMU Boardroom by Chairperson Arentson.

Moved by Johnson, seconded by Jones, to approve the agenda.

Moved by Jones, seconded by Tyrrel, to approve the amended consent agenda which included: A) Approve Minutes of Board Meeting of April 28, 2016; and B) Approve Abstract of Claims No. 1073, in the amount of \$519,805.34 and payment of same; C) Special Board Meeting (Annual SPP Meeting) of May 17, 2016 at 10:00 am; and D) Regular Board Meeting of May 26, 2016. A roll call vote was taken on the motion as follows: Johnson – Aye; Jones – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Johnson, seconded by Tyrrel, to approve the 2016 Gas Operations & Maintenance Updates. The Iowa Utility Board added a stipulation that all updates to the O & M plan must be approved by the Board of Trustees and all other updates were mostly verbiage changes. A roll call vote was taken on the motion as follows: Johnson – Aye; Jones – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

There was discussion on the 2016 Fiber to the Home System project but no action was taken. Legal Counsel reviewed the contract with some suggested changes to be brought back at a future meeting. If contract changes are completed the contract documents will be at the Annual SPP Meeting on May 17, 2016, at 10 am.

Following the CEO's report the meeting was adjourned.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Michael P. Jones
(*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in special session, May 17, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Nella Seivert; Terry Arentson; Mary Johnson; and David Tyrrel. Absent: Michael P. Jones. Staff Present: Ken Weber (CEO), Steve Dresen, Jennifer Kelly and Doug Hammer. Legal Counsel: Absent. Media: Steve Mores. City: Absent. Guest: Ron Kennedy of MCR Performance Solutions (MCR) and Shane Isley of CFO Systems.

The meeting was called to order at 10:02 a.m. in the HMU Boardroom by Chairperson Arentson.

Moved by Seivert, seconded by Johnson, to approve the agenda.

Chairperson Arentson stated that this was the time and place for the annual public hearing on the Transmission Formula Rates. Arentson asked if we had anyone that had called in and Ron Kennedy of MCR said Greg Frtitz from NIMECA was present for the webinar. Ron then gave an update on the Harlan Municipal Utilities, their formula rate and ATRR 2015-2016 Comparison. He also stated that HMU has abided by all the FERC-approved protocols by updating its ATRR by May 1, posting its 2016 ATRR to the SPP Member Related Postings website and hosting their annual update meeting. This meeting is to review and provide interested parties an opportunity to ask questions. Ron Kennedy asked if there were any questions. There were none. He also gave instructions on where to send any questions in the future.

Chairperson Arentson, asked if there were any questions and there were none.

Moved by Johnson, seconded by Seivert, to close the annual public hearing. A roll call vote was taken on the motion as follows: Seivert, - Aye; Arentson - Aye; Johnson - Aye; and Tyrrel - Aye. Motion carried unanimously.

There was discussion only on the FTTH System. The contract for the project has further revisions so it will be brought back at the May 26, 2016, board meeting.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Michael P. Jones
(*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, May 26, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Mary Johnson; Michael P. Jones, Terry Arentson; and David Tyrrel. Absent: Nella Seivert. Staff Present: Ken Weber (CEO), Steve Dresen, Jennifer Kelly, Doug Hammer and Jim Gedwillo. Legal Counsel: Matt Hudson. Media: Steve Mores. City: Dave Miller. Todd Valline of SCCCI was also present.

The meeting was called to order at 4:00 p.m. in the HMU Boardroom by Chairperson Arentson.

Moved by Tyrrel, seconded by Jones, to approve the amended agenda.

Moved by Johnson, seconded by Jones, to approve the consent agenda which included: A) Approve Minutes of Board Meetings of May 12 and May 17, 2016; and B) Approve Abstract of Claims No. 1074, in the amount of \$581,283.43 and payment of same; and C) Next Electronic Board Meeting of June 9, 2016. A roll call vote was taken on the motion as follows: Johnson – Aye; Jones – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Chairperson Arentson stated that this was the time and place of the Public Hearing on the Proposition of entering into a Second Amended and Restated Louisa Transmission Facilities Agreement and a Second Amended and Restated Louisa Transmission Operating Agreement, each between and among MidAmerican Energy Company, the Municipal Electric Utility of the City of Harlan, Iowa, and certain other utilities and electric cooperative associations. Chairperson Arentson asked if there had been any objections or petition filed and there were none. Arentson asked if there were any oral objections from those present and there were none. Arentson stated that the public hearing was now closed.

Moved by Jones, seconded by Tyrrel, to approve the Resolution Finally Adopting, Approving and Consenting to the Second Amended and Restated Louisa Transmission Facilities Agreement and the Second Amended and Restated Louisa Transmission Operation Agreement, each between and among MidAmerican Energy Company, the Municipal Utility of the City of Harlan, Iowa, and certain other utilities and electric cooperative associations. A roll call vote was taken on the motion as follows: Johnson – Aye; Jones – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Johnson, seconded by Jones, to approve the Fuel Bid Application which will be mailed to all local fuel providers. The application process will be every 2 years. A roll call vote was taken on the motion as follows: Johnson – Aye; Jones – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Jones, seconded by Johnson, to approve Electric Policy No. 9 (Third Amendment to Lease and Agreement for Joint Use of Communication Facilities. The rent previously was based on a percentage of telecom revenue and will now be a reduced flat rate of \$5,000/month per recommendation from Shane Isley of CFO Systems. A roll call vote was taken on the motion as follows: Johnson – Aye; Jones – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Jones, seconded by Tyrrel, to approve the Resolution to Provide for a Notice of Hearing for the Construction, including the Labor, Materials and Equipment for the 2016 Fiber to the Home (FTTH) System Materials for the Harlan Municipal Utilities, Harlan, Iowa and Accepting of Bids. A roll call vote was taken on the motion as follows: Johnson – Aye; Jones – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Johnson, seconded by Tyrrel, to approve the Resolution to Provide for a Notice of Hearing for the Construction, including the supply of necessary labor, materials and equipment for the 2016 Fiber to the Home (FTTH) System for the Harlan Municipal Utilities, Harlan, Iowa and Accepting of Bids A roll call vote was taken on the motion as follows: Johnson – Aye; Jones – Aye; Arentson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Director's reports were given.

Following the CEO's report the meeting was adjourned.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Michael P. Jones
(*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, June 8, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes dated May 26, 2016; Abstract of Claims No. 1075 in the amount of \$489,016.31 and payment of same; and next regular Board Meeting of June 23, 2016. The board met in electronic session due to the nature of the agenda being only consent agenda items. An electronic roll call vote was taken on the motion as follows: Johnson – Aye; Arentson – Aye; Seivert – Aye; and Tyrrel - Aye. Motion carried unanimously. Absent: Jones.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, Michael P. Jones (*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, June 23, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Nella Seivert, Michael P. Jones, Terry Arentson, Mary Johnson and David Tyrrel. Absent: None. Staff Present: Ken Weber (CEO), Steve Dresen, Jennifer Kelly, Doug Hammer and Jim Gedwillo. Others present: Legal Counsel: None. Media: Steve Mores. City: Dave Miller. Guest: Karlin Kelley of Huntel Engineering.

The meeting was called to order at 4:00 p.m. in the HMU Boardroom by Chairperson Arentson.

Moved by Tyrrel, seconded by Johnson, to approve the agenda.

Moved by Jones, seconded by Seivert, to approve the consent agenda which included: A) Approve Minutes of Board Meetings of June 8, 2016; and B) Approve Abstract of Claims No. 1076, in the amount of \$568,005.16 and payment of same; (amount was listed incorrectly on the agenda). A roll call vote was taken on the motion as follows: Seivert - Aye; Jones - Aye; Arentson - Aye; Johnson - Aye; and Tyrrel - Aye. Motion carried unanimously.

Discussion was held on the July board meetings. The July 14, 2016, board meeting will be held at 3:00 and be an in person meeting. The July 28, 2016 board meeting will be an electronic meeting.

Moved by Johnson, seconded Seivert, to accept the low fuel bid from Agriland, FS. The applicable bids are as follows: Agriland, FS at 10 cents below daily pump price and Farm Service Coop at 8 cents below daily pump price. A roll call vote was taken on the motion as follows: Seivert - Aye; Jones - Aye; Arentson - Aye; Johnson - Aye; and Tyrrel - Aye. Motion carried unanimously.

Chairperson Arentson stated that this was the time and place of the Public Hearing on the Construction of the 2016 Fiber to the Home (FTTH) System Materials for Harlan Municipal Utilities, Harlan, Iowa. Chairperson Arentson asked if there had been any objections or petition filed and there were none. Arentson asked if there were any oral objections from those present and there were none. Arentson stated that the public hearing was now closed.

Moved by Tyrrel, seconded by Jones, to accept the low bid from Power & Tel in the amount of \$329,708.21, for the Construction of the 2016 Fiber to the Home (FTTH) System Materials for Harlan Municipal Utilities, Harlan, Iowa. One other bid was received from Anixter. A roll call vote was taken on the motion as follows: Seivert - Aye; Jones - Aye; Arentson - Aye; Johnson - Aye; and Tyrrel - Aye. Motion carried unanimously.

Chairperson Arentson stated that this was the time and place of the Public Hearing on the Construction of the 2016 Fiber to the Home (FTTH) System Labor, Materials and Equipment for Harlan Municipal Utilities, Harlan, Iowa. Chairperson Arentson asked if there had been any objections or petition filed and there were none. Arentson asked if there were any oral objections from those present and there were none. Arentson stated that the public hearing was now closed.

Moved by Seivert, seconded by Jones, to accept the low bid from MP Nextlevel in the amount of \$1,646,932.64, for the Construction of the 2016 Fiber to the Home (FTTH) System Labor, Materials and Equipment for Harlan Municipal Utilities, Harlan, Iowa. There were 6 other bids received with the highest bid coming in at \$3,022,030.25. A roll call vote was taken on the motion as follows: Seivert - Aye; Jones - Aye; Arentson - Aye; Johnson - Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Johnson, seconded by Jones, to approve the Western Area Power Administration (WAPA) Exhibit C, Revision 1, Contract No. 90-BAO-449. A roll call vote was taken on the motion as follows: Seivert - Aye; Jones - Aye; Arentson - Aye; Johnson - Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Seivert, to update the CALEA (Communications Assistance for Law Enforcement Act) officers. This update added Ken Weber as the primary contact. A roll call vote was taken on the motion as follows: Seivert - Aye; Jones - Aye; Arentson - Aye; Johnson - Aye; and Tyrrel - Aye. Motion carried unanimously.

Following the CEO's report the meeting was adjourned.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Michael P. Jones
(*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, July 14, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Michael P. Jones, Terry Arentson, Mary Johnson and David Tyrrel. Absent: Nella Seivert. Staff Present: Ken Weber (CEO), Steve Dresen, Jennifer Kelly and Jim Gedwillo. Others present: Legal Counsel: None. Media: Steve Mores. City: Dave Miller.

The meeting was called to order at 3:00 p.m. in the HMU Boardroom by Chairperson Arentson.

Moved by Tyrrel, seconded by Johnson, to approve the agenda.

Moved by Johnson, seconded by Jones, to approve the consent agenda which included: A) Approve Minutes of Board Meeting of June 23, 2016; and B) Approve Abstract of Claims No. 1077, in the amount of \$1,201,010.09 and payment of same. A roll call vote was taken on the motion as follows: Jones – Aye; Arentson – Aye; Johnson – Aye; and Tyrrel - Aye. Motion carried unanimously.

The Shelby County Community Outreach Lease and 28-E Agreement with Harlan Community Schools were tabled until the next regular meeting. Both documents were still in the process of being finalized.

Moved by Johnson, seconded Tyrrel to approve the update of the Investment Policy (General Policy No. 75). The policy was updated to simplify and change the current FDIC level to \$250,000. A roll call vote was taken on the motion as follows: Jones – Aye; Arentson – Aye; Johnson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Weber asked that if the board went into closed session if he could move the CEO's report first. The Board decided they did not need to go into closed session.

Moved by Tyrrel, seconded by Jones, to approve the Rates for Cable TV/Internet Services (Changes and/or Additions) [Resolution No. 40]. Gedwillo stated that the main reasons for the increase in cable and internet services were because the programming fees increased and purchasing of more bandwidth. A roll call vote was taken on the motion as follows: Jones – Aye; Arentson – Aye; Johnson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Following the CEO's report the meeting was adjourned.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Michael P. Jones
(*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, July 28, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes dated July 14, 2016; Abstract of Claims No. 1076 in the amount of \$474,261.03 and payment of same; next electronic Board Meeting of August 11, 2016; and next regular board meeting of August 25, 2016. The board met in electronic session due to the nature of the agenda being only consent agenda items. An electronic roll call vote was taken on the motion as follows: Johnson – Aye; Arentson – Aye; Seivert – Aye; and Tyrrel - Aye. Motion carried unanimously. Absent: Jones.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, Michael P. Jones (*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, August 10, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes dated July 28, 2016; Abstract of Claims No. 1079 in the amount of \$822,256.93 and payment of same; and next Board Meeting of August 25, 2016. The board met in electronic session due to the nature of the agenda being only consent agenda items. An electronic roll call vote was taken on the motion as follows: Johnson - Aye; Seivert - Aye; and Tyrrel - Aye. Motion carried unanimously. Absent: Jones.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Michael P. Jones
(*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, August 25, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Mary Johnson, Michael P. Jones, Terry Arentson, David Tyrrel, and Nella Seivert. Absent: None. Staff Present: Ken Weber (CEO), Jennifer Kelly, Doug Hammer and Jim Gedwillo. Others present: Legal Counsel: None. Media: Steve Mores. City: Dave Miller.

The meeting was called to order at 4:00 p.m. in the HMU Boardroom by Chairperson Arentson.

Moved by Seivert, seconded by Tyrrel, to approve the agenda.

Moved by Tyrrel, seconded by Jones, to approve the consent agenda which included: A) Approve Minutes of the Board Meetings of August 10, 2016 by amending the minutes to show Arentson voting in the electronic meeting; and B) Approve Abstract of Claims No. 1080, in the amount of \$560,341.42 and payment of same; C) Approve next board meeting of September 15 noting that there will only be one meeting in September. A roll call vote was taken on the motion as follows: Seivert – Aye; Jones – Aye; Arentson – Aye; Johnson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Johnson, seconded by Jones, to approve the lease with Shelby County Community Outreach (SCCO). The lease is a month by lease to store items in the old HMU facility (boardroom) on a month by month basis for \$1.00/month. The SCCO board still needs to review and approve. A roll call vote was taken on the motion as follows: Seivert – Aye; Jones – Aye; Arentson – Aye; Johnson – Aye; and Tyrrel - Aye. Motion carried unanimously.


There was not any action on the 28E Agreement with the Harlan Community School District and was tabled until the September 15 board meeting.

The administrative committee (Arentson & Tyrrel) will review the CEO's performance plan for the 2015-2016 fiscal year and set a new performance plan for the 2016-2017 fiscal year.

Moved by Jones, seconded by Seivert, to approve moving forward and filing a Pro-forma Intervention with FERC in the Southwest Power Pool regarding Docket no. EL16-91. A roll call vote was taken on the motion as follows: Seivert – Aye; Jones – Aye; Arentson – Aye; Johnson – Aye; and Tyrrel - Aye. Motion carried unanimously.

Following the CEO's report which included plans of re-staffing the Board of Trustees entered into exempt session under Iowa Code Chapter 21.9. Moved by Johnson, seconded by Seivert, to enter exempt session at 4:25 p.m.

Moved by Tyrrel, seconded by Seivert, to exit exempt session at 4:34 pm.

Moved by Seivert, seconded by Tyrrel to Approve Resolution No. 40,  Staffing Realignment of Harlan Municipal Utilities. A roll call vote was taken on the motion as follows: Seivert – Aye; Jones – Aye; Arentson – Aye; Johnson – Aye; and Tyrrel - Aye. Motion carried unanimously.

The meeting was adjourned.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Michael P. Jones
(*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, September 15, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Mary Johnson, Michael P. Jones, Terry Arentson, and David Tyrrel. Absent: Nella Seivert. Staff Present: Ken Weber (CEO), Jennifer Kelly, Steve Dresen and Jim Gedwillo. Others present: Legal Counsel: None. Media: Steve Mores. City: None. Special Guests: Jon Burmeister and Jen Ballard were present on behalf of Public Financial Management.

The meeting was called to order at 4:00 p.m. in the HMU Boardroom by Chairperson Arentson.

Moved by Tyrrel, seconded by Johnson, to approve the agenda.

Moved by Johnson, seconded by Tyrrel, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of August 25, 2016; B) Approve Abstract of Claims No. 1081, in the amount of \$885,234.30 and payment of same; C) Approve next electronic board meeting of October 13, 2016. A roll call vote was taken on the motion as follows: Arentson – Aye; Johnson – Aye; and Tyrrel - Aye. Motion carried unanimously. Jones entered after the approval of the consent agenda.

Jon Burmeister and Jen Ballard presented a cash flow analysis for all departments.

Moved by Johnson, seconded by Jones, to approve Change Order No. 1 (\$23,457.10) & Change Order No. 3 (\$33,590.99) for the FTTH project. The change orders are for a redesign in the Industrial Park area and fiber extension to the South Business Park by Monogram Prepared Meats, respectively. These change orders will come out of the economic development fund and not the project fund. A roll call vote was taken on the motion as follows: Arentson – Aye; Johnson – Aye; Jones – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Jones, to approve Change Order No. 2 (\$81,464.00) to add fiber cables from the central office to the hand hole. This Change Order will be within the 10% contingency fund as bid. These fiber cables were thought to have been in place when the building was built but were not. The Board asked that HMU look into whether or not that was in the bid specs of the new building. A roll call vote was taken on the motion as follows: Arentson – Aye; Johnson – Aye; Jones – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Johnson, seconded by Jones, to approve Change Order No. 4 (\$5,335.00) to add mounting posts to each home in Westridge Acres. A roll call vote was taken on the motion as follows: Arentson – Aye; Johnson – Aye; Jones – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Johnson, to approve the invoices from MPNextlevel and Huntel (\$120,684.49, & 7,676.08 & \$1,440.61). These invoices are included in the bid price. A roll call vote was taken on the motion as follows: Arentson – Aye; Johnson – Aye; Jones – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Johnson, seconded by Tyrrel, to give authority to the CEO to approve change orders for the FTTH project prior to board approval. The change orders can not exceed the 10% contingency fund of the project bid. A roll call vote was taken on the motion as follows: Arentson – Aye; Johnson – Aye; Jones – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Jones to approve the update of General Policy #50 (Bank Signature Authorization). A roll call vote was taken on the motion as follows: Arentson – Aye; Johnson – Aye; Jones – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Jones, to receive and file the 2015-2016 fiscal year audit. A roll call vote was taken on the motion as follows: Arentson – Aye; Johnson – Aye; Jones – Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Johnson, seconded by Tyrrel to allow CEO to carryover 1 week of vacation as per employment contract. A roll call vote was taken on the motion as follows: Arentson – Aye; Johnson – Aye; Jones – Aye; and Tyrrel - Aye. Motion carried unanimously.

Following CEO's report, closed session was entered.

Moved by Johnson, seconded by Jones to enter closed session pursuant to Section 21.5.1(i) Code of Iowa "To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session." It was announced the Jennifer Kelly would take notes and closed session was entered at 5:07 pm. Moved by Tyrrel, seconded by Jones, to exist closed session at 5:17 pm.

Moved by Jones, seconded by Johnson, to approve CEO's evaluation as per employment contract.

The meeting was adjourned.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Michael P. Jones
(*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, October 13, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes dated September 15, 2016; Abstract of Claims No. 1082 in the amount of \$2,100,855.51 and payment of same; and next Board Meeting of October 27, 2016. The board met in electronic session due to the nature of the agenda being only consent agenda items. An electronic roll call vote was taken on the motion as follows: Johnson – Aye; Arentson – Aye; Seivert – Aye; and Tyrrel - Aye. Motion carried unanimously. Absent: Jones.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, Michael P. Jones (*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, October 27, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Mary Johnson, Michael P. Jones, Terry Arentson, and David Tyrrel. Absent: Nella Seivert. Staff Present: Ken Weber (CEO), Jennifer Kelly, Doug Hammer and Jim Gedwillo. Others present: Legal Counsel: None. Media: None. City: Dave Miller. Special Guests: Al Powers was present on behalf of P&E Engineering.

The meeting was called to order at 4:00 p.m. in the HMU Boardroom by Chairperson Arentson.

Moved by Tyrrel, seconded by Johnson, to approve the agenda.

Moved by Jones, seconded by Johnson, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of October 13, 2016; B) Approve Abstract of Claims No. 1083, in the amount of \$705,862.00 and payment of same; C) Approve next board meeting of November 17, 2016. A roll call vote was taken on the motion as follows: Johnson - Aye; Jones - Aye; Arentson - Aye; and Tyrrel - Aye. Motion carried unanimously.

Al Powers from P&E gave an overview of the 2016-2017 Conversion Project and the phases of the next project.

Moved by Tyrrel, seconded by Jones, to approve the Resolution to provide for a Notice of Hearing and Letting for the 2016-2017 Conversion Project [7th, 8th & 9th St.] Material Procurement Contract for Harlan Municipal Utilities, Harlan, Iowa, and Acceptance of Bids. A roll call vote was taken on the motion as follows: Johnson - Aye; Jones - Aye; Arentson - Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Johnson, seconded by Jones, to approve the Resolution to provide for a Notice of Hearing and Letting for the 2016-2017 Conversion Project (7th, 8th, & 9th St.) Installation Contract for Harlan Municipal Utilities, Harlan, Iowa, and Acceptance of Bids. A roll call vote was taken on the motion as follows: Johnson - Aye; Jones - Aye; Arentson - Aye; and Tyrrel - Aye. Motion carried unanimously.

Jim Gedwillo explained Change Orders no. 5, 6 & 7 of the FTTH Project.

Moved by Tyrrel, seconded by Jones, to approve the revision of General Policy #50. Checks over \$2,500 that are issued prior to the board meeting will require two approvals. Currently the limit is \$2,000. A roll call vote was taken on the motion as follows: Johnson - Aye; Jones - Aye; Arentson - Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Johnson, seconded by Tyrrel, to accept the low truck bid in the amount of \$31,500.00 from Keast Ford. The other 2 bids did not meet the specifications. A roll call vote was taken on the motion as follows: Johnson - Aye; Jones - Aye; Arentson - Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Johnson, to accept the only bid for the construction of 10 well houses. Rose Masonry was the only bidder at \$4,250.00 for each well house. A roll call vote was taken on the motion as follows: Johnson - Aye; Jones - Aye; Arentson - Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Jones, to approve the low audit bid from Gronewold Bell Kyhnn & Co in the amounts of \$11,525, \$11,875 & \$12,225 for the fiscal years 2017, 2018 & 2019, respectively. Mahoney & Gotto was the only other bidder. A roll call vote was taken on the motion as follows: Johnson - Aye; Jones - Aye; Arentson - Aye; and Tyrrel - Aye. Motion carried unanimously.

Following the CEO's report the meeting was adjourned.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Michael P. Jones
(*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Mary E. Johnson (*term 2016*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, November 17, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Mary Johnson, David Tyrrel, Michael P. Jones (entered at 4:04 pm), and Nella Seivert. Absent: Terry Arentson. Staff Present: Ken Weber (CEO), Jennifer Kelly, Doug Hammer and Jim Gedwillo. Others present: Legal Counsel: None. Media: Steve Mores and Todd Valline. City: None. Special Guests: Al Powers was present on behalf of P&E Engineering.

The meeting was called to order at 4:00 p.m. in the HMU Boardroom by Trustee Tyrrel.

Moved by Johnson, seconded by Seivert, to approve the agenda.

Moved by Seivert, seconded by Johnson, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of October 27, 2016; B) Approve Abstract of Claims No. 1084, in the amount of \$1,286,557.20 and payment of same; C) Approve next electronic board meeting of December 8, 2016, 2016. A roll call vote was taken on the motion as follows: Johnson – Aye; Tyrrel – Aye; Jones – Aye; Seivert – Aye; and Arentson – Aye (Arentson was not present but he approved the consent agenda via email). Motion carried unanimously.

No Action was taken on the December 22 board meeting. The meeting will stay as regularly scheduled.

Trustee Tyrrel announced that this was the time and place for the public hearing for the 2016-2017 Conversion Project (7th, 8th, & 9th St.) Material Procurement Contract for Harlan Municipal Utilities, Harlan, Iowa. Trustee Tyrrel asked if there had been any written objections. There were none. Trustee Tyrrel asked if there were any oral objections. There were none. Moved by Seivert, seconded by Johnson to close the public hearing. A roll call vote was taken on the motion as follows: Johnson – Aye; Tyrrel – Aye; Jones – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Johnson, to accept bids for the 2016-2017 Conversion Project (7th, 8th, & 9th St.) Material Procurement Contract for Harlan Municipal Utilities, Harlan, Iowa per Al Powers recommendation. He recommended that the lowest bid for each line item be accepted. The materials will be purchased from the following Vendors for the amounts listed:

Kriz-Davis	\$7,130.70
Fletcher Reinhardt	988.28
Wesco	4,004.90
Resco	36,480.57
Irby	11,248.00.

The total is \$59,852.45 which is approximately \$9,000 less than estimated. A roll call vote was taken on the motion as follows: Johnson – Aye; Tyrrel – Aye; Jones – Aye; and Seivert – Aye. Motion carried unanimously.

Trustee Tyrrel announced that this was the time and place for the public hearing for the 2016-2017 Conversion Project (7th, 8th, & 9th St.) Installation Contract for Harlan Municipal Utilities, Harlan, Iowa. Trustee Tyrrel asked if there had been any written objections. There were none. Trustee Tyrrel asked if there were any oral objections. There were none. Moved by Jones, seconded by Seivert to close the public hearing. A roll call vote was taken on the motion as follows: Johnson – Aye; Tyrrel – Aye; Jones – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Jones, to reject the bids for the 2016-2017 Conversion Project (7th, 8th, & 9th St.) Installation Contract for Harlan Municipal Utilities, Harlan, Iowa per Al Powers recommendation. There was one bid received from Watts Electric in the amount of \$441,990.00, which is three times the estimated amount due to some areas of concern regarding the conduit and meter sockets. Al suggested that the bid be rejected and rolled over to the next phase of the project with revised specifications and a longer bid period. A roll call vote was taken on the motion as follows: Johnson – Aye; Tyrrel – Aye; Jones – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Jones, seconded by Seivert, to approve Resolution 12-11 Honoring Mary Johnson for her years of service on the HMU Board of Trustees. Mary served one full term of six years. A roll call vote was taken on the motion as follows: Johnson – Abstain; Tyrrel – Aye; Jones – Aye; and Seivert – Aye. Motion carried.

Moved by Johnson, seconded by Jones, to approve the written Return to Work Program. A roll call vote was taken on the motion as follows: Johnson – Aye; Tyrrel – Aye; Jones – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Jones, seconded by Johnson, to grandfather existing employees concerning the Nepotism policy and "relationship occurring during employment" section. The Chief Executive Officer will still make the final determination as to whether or not a situation of conflict exists and, if so, policy will be enforced.

Moved by Johnson, seconded by Jones, to table a credit card payment policy to the December 22 board meeting. There was a large customer that paid with a credit card last month which incurred \$3,400 in processing fees for HMU. Discussion was held on whether or not to pass any charges on to the customers for making payments with credit cards or put a monthly limit as to how much can be charged to a credit card. Other utilities have put limits within their payment policies. A roll call vote was taken on the motion as follows: Johnson - Aye; Tyrrel - Aye; Jones - Aye; and Seivert - Aye.

Moved by Jones, seconded by Johnson to table the approval of the Master Purchase Agreement with GenBand in the amount of \$150,000.00. This was tabled until the December 22 board meeting. A roll call vote was taken on the motion as follows: Johnson - Aye; Tyrrel - Aye; Jones - Aye; and Seivert - Aye.

Change Orders no. 8 of the FTTH Project was discussed. This change order was to change the size of conduit. No action taken.

Following the CEO's report the meeting was adjourned.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Michael P. Jones
(*term 2019*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, David Tyrrel (*term 2017*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, December 8, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes dated November 17, 2016; Abstract of Claims No. 1085 in the amount of \$539,590.25 and payment of same; and next Board Meeting of December 22, 2016. The board met in electronic session due to the nature of the agenda being only consent agenda items. An electronic roll call vote was taken on the motion as follows: Jones – Aye; Arentson – Aye; Seivert – Aye; and Tyrrel - Aye. Motion carried unanimously. Absent: None. Wees also received the board items but has not been added to bank information to vote on payments.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Terry Arentson *(term 2021)*

TRUSTEE, Michael P. Jones *(term 2019)*

TRUSTEE, Nella Seivert *(term 2018)*

TRUSTEE, David Tyrrel *(term 2017)*

TRUSTEE, Connie Wees *(term 2022)*

The Harlan Municipal Utilities' Board of Trustees met in regular session, December 22, 2016, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Connie Wees, Michael P. Jones, Terry Arentson and Nella Seivert. Absent: David Tyrrel. Staff Present: Ken Weber (CEO), Jennifer Kelly, Doug Hammer and Jim Gedwillo. Media: Steve Mores and Todd Valline. City: None. Special Guests: Dave Berg of Dave Berg Consulting. Legal Counsel: None.

The meeting was called to order at 4:00 p.m. in the HMU Boardroom by Chairperson Arentson.

Moved by Jones, seconded by Seivert, to approve the agenda.

Moved by Seivert, seconded by Jones, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of December 8, 2016; B) Approve Abstract of Claims No. 1086, in the amount of \$1,053,258.92 and payment of same; C) Approve next electronic board meeting of January 12, 2017; and trustee committee assignments. A roll call vote was taken on the motion as follows: Wees – Aye; Jones – Aye; Arentson – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Jones, to appoint Michael P. Jones and David Tyrrel, Chairperson and Vice Chair, respectively. A roll call vote was taken on the motion as follows: Wees – Aye; Jones – Aye; Arentson – Aye; and Seivert – Aye. Motion carried unanimously.

Dave Berg of Dave Berg Consulting is conducting a rate analysis for all departments. He explained his methodology and where he was at with the analysis and what to expect. No Board Action.

Moved by Jones, seconded by Seivert, to approve Resolution No. 43 (machine signed signature), 44 (Corporate Authorization) and 45 (wire transfer authorization). A roll call vote was taken on the motion as follows: Wees – Aye; Jones – Aye; Arentson – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Jones, seconded by Wees, to approve General Policy No. 8 (Payment Policy). The policy states that when paying by debit/credit card the customer will be charged a processing fee if the payment(s) exceeds \$5,000.00 a month per customer. The processing fee charged will only be for the amount over the \$5,000 limit. A roll call vote was taken on the motion as follows: Wees – Aye; Jones – Aye; Arentson – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Seivert, seconded Jones, to approve the Master Purchase Agreement for the GenBand Switch and software up to \$150,000.00. A roll call vote was taken on the motion as follows: Wees – Aye; Jones – Aye; Arentson – Aye; and Seivert – Aye. Motion carried unanimously.

Change orders no. 9, 10 & 11 of the FTTH project were discussed. The change orders were for adding electric conduit for 7th, 8th & 9th Streets and changing conduit size. No Board Action,

Moved by Jones, seconded by Seivert, to revise the Standard Application Form for Net Metering. The application was changed to state that HMU must have access to the isolation device and disconnect switch. A roll call vote was taken on the motion as follows: Wees – Aye; Jones – Aye; Arentson – Aye; and Seivert – Aye. Motion carried unanimously.

Discussion on non-budgeted expenses with no action taken: safety harness & equipment for water plant, surge relief valve, testing on inactive well # 8 to see if salvageable, 6ft black vinyl fence for water plant and generator repairs for the administration building

The proposal from P&E Engineering for the next phase of the underground conversion project were handed out and discussed. No Board Action.

Following the CEO's report the meeting was adjourned.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

CHAIRPERSON, Michael P. Jones (*term 2019*)

VICE-CHAIRPERSON, David Tyrrel (*term 2017*)

TRUSTEE, Nella Seivert (*term 2018*)

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)