

The Harlan Municipal Utilities' Board of Trustees met in regular session, January 18, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Terry Arentson, David Tyrrel, and Connie Wees. Absent: Michael P. Jones. Staff Present: Kenneth C. Weber, Darwin Gessert, Jennifer Kelly, Doug Hammer and Jim Gedwillo. Media: Steve Mores. City: None. Legal Counsel: None. Special Guests: None. Nella Seivert was present via telephone.

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

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

Moved by Arentson, seconded by Wees, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of December 28, 2017; B) Approve Abstract of Claims No. 1110, in the amount of \$745,209.78 and payment of same; C) Next Board Meeting Date of January 25, 2018 [*regular meeting*]. D) Publication of 2017 wages as follows: BARRETT, AMY L 50,233.22; BIELENBERG, RICHARD D 60,352.88; BISSEN, KEVIN J 58,179.13; BROWN, LELA L. 42,045.44; BRUCK, JACOB R 26,405.59; BURROUGHS, PATRICIA K 35,632.02; BUTTRY, DENISE R 28,017.43; CHADWICK-KELLY, JENNIFER L 56,600.32; COTE, DONALD R 56,118.23; DOONAN, TROY M. 4,674.00; EGGERS, RYAN P. 49,597.21; GEDWILLO, JAMES R 80,026.69; GESSERT, DARWIN L 64,261.90; GESSERT, DEAN A 63,434.43; GESSERT, STEPHEN J 67,033.01; GOEDE, DAVID M 74,261.41; HAGLE, ALEXIS A 43,599.63; HAMMER, DOUGLAS L 71,471.88; HOLLOWAY, KENNETH R 73,165.12; JOCHIMS, JACOB M 60,142.86; KIESEL, SCHUYLER D 15,836.11; KINTNER, SCOTT 1,968.75; LASHER, BRIAN L. 52,674.00; LEUSCHEN, MELISSA A 7,087.09; MCLAUGHLIN, DEBRA A. 54,181.63; MURRAY, DAN E 32,539.29; MUSICH, KEVIN M. 58,699.94; PATTEE, ROSS 4,868.08; PORTER, RAY L. 60,903.34; RANSOM, TROY E 47,895.75; ROSE, ERIC D. 48,023.36; SCHMITZ, KRISTINE ANN 17,872.79; SWANK, DAVID T 51,209.63; TAYLOR, BRIAN 2,060.10; WARNER, COLBURN L. 52,895.65 WEBER, KENNETH C 126,878.19; WINGERT, PAUL A 46,663.73. A roll call vote was taken on the motion as follows: Arentson – Aye; Tyrrel – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to change the bid acceptance for the installation of a furnace/ac unit for the Exchange St. Substation to accept the bid from Petsche Mechanical. Previously the bid from Camblin Plumbing and Heating was accepted. However, that bid did not include electrical wiring of the unit and would have exceeded the Petsche bid when adding that charge. The bid from Petsche Mechanical in the amount of \$7,466.00 did include the electrical. A roll call vote was taken on the motion as follows: Arentson – Aye; Tyrrel – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to accept the proposal from United Bank for the Telecom refinancing pending legal review and preparation of documents by counsel. There were two other proposals received from Shelby County State Bank and Bank of the West. Although the Bank of the West had the best proposal it was not submitted on time. A roll call vote was taken on the motion as follows: Arentson – Aye; Tyrrel – Aye; and Seivert – Aye. Wees abstained from voting due to a conflict of interest since she is an employee at one of the banks that submitted a proposal. Motion carried unanimously. Nella exited the meeting.

Moved by Arentson, seconded by Wees, to approve creating a policy on support for customer owned devices and charges. The policy will be brought to the next board meeting for discussion. A roll call vote was taken on the motion as follows: Arentson – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Ken Weber gave his report which included that HMU has gone four (4) consecutive years obtaining their safety goal of lost work days. It was requested that HMU provide some sort of meal for the employees for this accomplishment. Arentson agreed. Ken will bring back a meal idea to the next board meeting.

Following the Chief Executive Officer'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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

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

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, January 25, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Michael P. Jones, Terry Arentson, Nella Seivert, and Connie Wees. Absent: David Tyrrel. Staff Present: Kenneth C. Weber, Darwin Gessert, Jennifer Kelly, Doug Hammer and Jim Gedwillo. Media: Bob Bjoin. City: None. Legal Counsel: None. Special Guests: None. Todd Valline was also present.

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

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

Moved by Jones, seconded by Arentson, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of January 11, 2018; B) Approve Abstract of Claims No. 1111, in the amount of \$829,218.44 and payment of same; C) Next Board Meeting Date of February 8, 2018, @ 10 am exchange of initial bargaining proposals; followed by exempt session pursuant to Iowa Code 20.17(3); February 8, 2018 [Electronic]; and February 22, 2018 [Regular]. A roll call vote was taken on the motion as follows: Jones – Aye; Arentson – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously. Tyrrel approved the abstract via email prior to the meeting.

Moved by Arentson, seconded Jones, to approve Resolution No. 73-2018 – Purchase of Food and Beverage Policy. A roll call vote was taken on the motion as follows: Jones – Aye; Arentson – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Jones, to approve the proposal from Cx Solutions to perform the gas awareness telephone survey. Budgeted item of \$5500 +/- 10%. A roll call vote was taken on the motion as follows: Jones – Aye; Arentson – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Jones, to approve the annual support/licensing contract with Civic Systems in the amount of \$23,116. A roll call vote was taken on the motion as follows: Jones – Aye; Arentson – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Jones, to approve the tax exemption certificate and resolution approving and authorizing a form of loan agreement and authorizing and providing for the issuance of capital loan notes and providing for a method of payment of the notes for the \$1,649,000 Communications Utility Capital Loan Notes, Series 2018. A roll call vote was taken on the motion as follows: Jones – Aye; Arentson – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Jones, to approve the resolution authorizing a form of loan agreement and authorizing the redemption of outstanding communication utility revenue refunding Capital Loan Notes, Series 2012, dated March 29, 2012. A roll call vote was taken on the motion as follows: Jones – Aye; Arentson – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Jones to approve Resolution No. 74-2018 Establishing Policy for Disposal of Bond Financed Property of the Municipal Communications Utility. A roll call vote was taken on the motion as follows: Jones – Aye; Arentson – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Jones, to approve Resolution No. 40-2018 – Rates for Cable TV/Internet Services (changes and/or additions) and waive the requirement of the next two readings. The rate changes along with a new customer service charge will be effective March 1, 2018. The customer service rate will be \$35 for the first 30 minutes and \$15 for each additional block of 30 minutes. The added charge is for assistance installing personal devices such as game stations, Google Home, Echos, and email on mobile devices, installing new outlets, etc. There will be no change in servicing of HMU owned equipment such as DVRs and modems. A roll call vote was taken on the motion as follows: Jones – Aye; Arentson – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Jones, to approve hiring of V&K as engineers for the Highway 59 Water Main Extension Project in conjunction with Harlan Plaza Economic Development. The approximate engineering fees are \$20,500. A roll call vote was taken on the motion as follows: Jones – Aye; Arentson – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Following the Chief Executive Officer'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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

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

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, February 8, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes dated January 25, 2018; Abstract of Claims No. 1112 in the amount of \$592,980.15 and payment of same; and next Board Meetings as follows: February 22 (regular), March 8 (electronic) and March 29 (regular). 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; Tyrrel – Aye; and Wees – 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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

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

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, February 22, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Michael P. Jones, Terry Arentson, and Connie Wees.. Absent: David Tyrrel and Nella Seivert. Staff Present: Kenneth C. Weber, Darwin Gessert, Jennifer Kelly, Doug Hammer and Jim Gedwillo. Media: Steve Mores. City: Gene Gettys. Legal Counsel: Matt Hudson. Special Guests: None.

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

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

Moved by Jones, seconded by Wees, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of February 8, 2018; B) Approve Abstract of Claims No. 1113 in the amount of \$1,548,205.98 and payment of same; C) Reminder of Next Board Meeting Dates of March 8, 2018 [Electronic]; and March 29, 2018 [Regular]. A roll call vote was taken on the motion as follows: Jones – Aye; Wees – Aye and Arentson – Aye. Motion carried unanimously. Tyrrel approved the consent agenda in absentia.

Moved by Jones, seconded by Wees, to receive and file the 2018-2019 fiscal year budget. A roll call vote was taken on the motion as follows: Jones – Aye; Wees – Aye; and Arentson – Aye. Motion carried unanimously.

Moved by Jones, seconded by Wees, to approve the Resolution to Provide for a Notice of Hearing and Letting, Accepting of Bids and Form of Contract for the 2018 East Substation Voltage Conversion Project.. A roll call vote was taken on the motion as follows: Jones – Aye; Wees – Aye; and Arentson – Aye. Motion carried unanimously.

Moved by Jones, seconded by Wees, to approve the Engagement Letter to hire PFM to provide a cash flow analysis. A roll call vote was taken on the motion as follows: Jones – Aye; Wees – Aye; and Arentson – Aye. Motion carried unanimously.

Moved by Jones, seconded by Wees, to approve the non-budgeted item of a gas main extension to supply a new grain dryer on Exchange Street. The estimated cost will be \$90,000 and the owner will pay \$15,000 of that plus a tapping fee. A roll call vote was taken on the motion as follows: Jones – Aye; Wees – Aye; and Arentson – Aye. Motion carried unanimously.

Moved by Jones, seconded by Wees, to approve the Performance Agreement with the City of Harlan for relocating utility services (electric, gas and conduit for fiber) at the Harlan Plaza Development with the estimated cost not to exceed \$110,000. A roll call vote was taken on the motion as follows: Jones – Aye; Wees – Aye; and Arentson – Aye. Motion carried unanimously.

Moved by Jones, seconded by Wees, to approve the Northern Natural Gas transportation contract extension through 2023. A roll call vote was taken on the motion as follows: Jones – Aye; Wees – Aye; and Arentson – Aye. Motion carried unanimously.

Moved by Jones, seconded by Wees, to approve the agreement for MCR to assist with the Attachment H filing which determines HMU's annual transmission revenue requirements in the Southwest Power Pool and authorize Kenneth Weber to sign agreement. A roll call vote was taken on the motion as follows: Jones – Aye; Wees – Aye; and Arentson – Aye. Motion carried unanimously.

Reports were given by the Directors and CEO.

Moved by Jones, seconded by Wees, to enter closed session pursuant to Iowa Code 21.5(c) To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. A roll call vote was taken on the motion as follows: Jones – Aye; Wees – Aye; and Arentson – Aye. Motion carried unanimously. Jennifer Kelly will take minutes during the closed session. Closed session was entered at 4:38 pm. Moved by Jones, seconded by Wees, to exit closed session at 5:03 pm. A roll call vote was taken on the motion as follows: Jones – Aye; Wee – Aye; and Arentson – 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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

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

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, March 8, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes dated February 22, 2018; Abstract of Claims No. 1114 in the amount of \$804,546.31 and payment of same; and reminder of next Board Meeting as follows: March 29 (regular). 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: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; and Wees – 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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

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

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, March 29, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Terry Arentson, Nella Seivert, David Tyrrel, Connie Wees and Michael P. Jones. Absent: None. Staff Present: Kenneth C. Weber, Darwin Gessert, Jennifer Kelly, Doug Hammer and Jim Gedwillo. Media: Steve Mores. City: Dave Pedersen. Legal Counsel: None. Special Guests: None.

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

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

Moved by Jones, seconded by Seivert, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of March 8, 2018; B) Approve Abstract of Claims No. 1115 in the amount of \$1,009,133.54 and payment of same; C) Reminder of Next Board Meeting Dates of April 12, 2018 [*Electronic]; and April 26 2018 [Regular]. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Wees – Aye and Jones – Aye. Motion carried unanimously. **It was motioned after the closed session for the April 12, 2018, board meeting to be a regular in person meeting rather than electronic.*

Tyrrel announced that this was the time and place for the public hearing on the 2018 East Substation Voltage Conversion Project. The Board Secretary has published the Notice of Hearing in accordance with Iowa Code Section 26.3. Tyrrel asked if there had been any written or oral objections. There were none. Tyrrel announced that the public hearing was now closed.

Moved by Arentson, seconded by Seivert, to accept the low bid, as recommended by P & E Engineering. Harold Scholz Co. was the low bidder in the amount of \$302,000.00. There was one other bid submitted by MJ Electric in the amount of \$566,197.34. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Wees – Aye; and Jones – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Jones, to approve the Harn R/O Change Order No. 3292018 in the amount of \$16,761.00. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Wees – Aye; and Jones – Aye. Motion carried unanimously.

Harn R/O payment application no. 2 in the amount of \$21,486.25 and partial release of lien was presented for information purposes only. No board action.

A quote from Schraeder Electric for a water main extension in the amount of \$6,270.00 was also presented. This was previously approved by board chair due to time constraints.

Moved by Arentson, seconded by Jones, to approve the SPP Appendix E (or SPP Annual Minimum Market Participation Criteria – Risk Management Certification Form) of Attachment X (Credit Policy) of the Open Access Transmission Tariff and authorize Ken Weber to sign. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Wees – Aye; and Jones – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to approve the MISO Minimum Participation Criteria Attachment L – Credit Policy. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Wees – Aye; and Jones – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Wees, to approve payment (\$2,983.66) to the L & R fund as members of the Northern Municipal Distributors Group. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Wees – Aye; and Jones – Aye. Motion carried unanimously.

Moved by Arentson, seconded Seivert, to authorize a Notice of Hearing and Letting, accepting of bids and form of contract for the 2018 FTTH Cutover of Telephone, Ethernet, and Video Services Contract. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Wees – Aye; and Jones – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Jones, to approve the Imagine Communications Service Contract in the amount of \$10,971.03. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Wees – Aye; and Jones – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to approve the Oxen IT contract in the amount of \$2,500.00 per month. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Wees – Aye; and Jones – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Jones, to approve the 2017-2018 Electric Distribution Conversion Project – P&E/PSC Aveenia Change Order No. 1 for items 2 and 3 in the amounts of \$24,500.00 and \$26,000.00. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Wees – Aye; and Jones – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to approve the purchase of an Aftercooler for the Water Treatment Plant. The quote submitted by Southwest Thermal Technology in the amount of \$3,019.00 was the only bid that met specifications. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Wees – Aye; and Jones – Aye. Motion carried unanimously.

Following the CEO's report closed session was entered.

Moved by Arentson, seconded by Seivert, to enter closed session pursuant to Section 388.9(1) Code of Iowa 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. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Wees – Aye; and Jones – Aye. Motion carried unanimously. Jennifer Kelly will take minutes during the closed session. Closed session was entered at 4:23 pm.

Moved by Arentson, seconded by Seivert, to exit closed session at 5:22 pm. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Wees – Aye; and Jones – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to approve Option C of the Master Service Agreement for Managed Internet Transit Service with Wisconsin Independent Network, LLC (WIN). A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Wees – Aye; and Jones – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to amend the consent agenda reflecting that the April 12, 2018, board meeting will be a regular meeting instead of electronic. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Wees – Aye; and Jones – 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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

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

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, April 12, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Terry Arentson, Nella Seivert, David Tyrrel, and Connie Wees. Absent: Michael P. Jones. Staff Present: Darwin Gessert, Doug Hammer and Jim Gedwillo. Media: None. City: None. Legal Counsel: None. Special Guests: None.

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

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

Moved by Seivert, seconded by Arentson, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of March 29, 2018; B) Approve Abstract of Claims No. 1116 in the amount of \$1,032,122.54 and payment of same; C) Reminder of Next Board Meeting Date of April 26, 2018. A roll call vote was taken on the motion as follows: Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to approve the purchase of IP Addresses. A roll call vote was taken on the motion as follows: Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - 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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

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

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, April 26, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Terry Arentson, Nella Seivert, David Tyrrel, Michael P. Jones and Connie Wees. Absent: None. Seivert entered at 4:03 pm. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, Doug Hammer and Jim Gedwillo. Media: Steve Mores and Todd Valline. City: None. Legal Counsel: Matt Hudson. Special Guests: None.

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

Moved by Jones, seconded by Arentson, to approve the amended agenda (CEO's Report was added).

Moved by Jones, seconded by Wees, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of April 12, 2018; B) Approve Abstract of Claims No. 1117 in the amount of \$694,788.54 and payment of same; C) Reminder of Next Board Meeting Date of May 10, 2018 and May 24, 2018. Both meeting will be regular meetings. A roll call vote was taken on the motion as follows: Arentson - Aye; Jones - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Jones, to approve the Collective Bargaining Agreement for a three year period effective July 1, 2018. A roll call vote was taken on the motion as follows: Arentson - Aye; Jones - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Jones, to accept the fuel bid submitted by Agriland FS. The bid submitted by Farm Service Coop was .01/gallon less than Agriland. However, using the consumption for the prior year (listed on the bid sheet) the difference was \$130.00 savings which was not the only consideration. Agriland billing is already set up and it was determined administration of changing accounts would exceed the projected \$130.00 fuel savings. The bids submitted showed that Agriland was open 24 hours per day and 7 days a week including emergency services. A roll call vote was taken on the motion as follows: Arentson - Aye; Jones - Aye; Tyrrel - Aye; Seivert - Aye; and Wees - Aye. Motion carried unanimously.

2017 Phase 2 Fiber to the Home (FTTH) System Change Order 10 in the amount of \$162,501.40 was submitted for informational purposes only. No approval needed since it is still in the 10% contingency fund.

Moved by Arentson, seconded by Seivert, to approve the Engineering Agreement with V&K for the Gas Main Extension Project for Arkfeld. A roll call vote was taken on the motion as follows: Arentson - Aye; Jones - Aye; Tyrrel - Aye; Seivert - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Seivert, seconded by Arentson, to approve the recommendation by the insurance committee for the following: A) Health & Dental Renewal, 2.57% increase and 7.45% increase, respectively with pass through to employees. The renewal for health insurance will be with the Blue Choice Network rather than the Alliance Select Network. The remaining items were tabled until the April 30th Insurance Committee Meeting; B) Property, Casualty and Workman's Compensation was tabled to the August 30 meeting due to time restraints at this meeting; C) Liberty National gave a presentation on services they offer and that was tabled to the August 30 meeting to review information presented; D) LTD, Life & AD&D bids were received from The Agency/GBL and Holmes Murphy. Mutual of Omaha and Reliance Standard were the companies with the most competitive bids. Renewal was tabled to the April 30 committee meeting so members could review the information and decide whether or not to keep insurance with a local agency using a third party administrator or renew with the low bid. A roll call vote was taken on the motion as follows: Arentson - Aye; Jones - Aye; Tyrrel - Aye; Seivert - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to approve the Southwest Power Pool (SPP) Transmission Owner Revenue Review by MCR Performances Solutions. There is no estimate of cost as it is time and materials. A roll call vote was taken on the motion as follows: Arentson - Aye; Jones - Aye; Tyrrel - Aye; Seivert - Aye; and Wees - Aye. Motion carried unanimously.

The board reviewed Electric Policy #9, Lease and Agreement to Joint Use of Communications Facilities and there will not be any changes until the Fiber to the Home Project is complete and will continue to be reviewed on an annual basis.

CEO's Report was given.

Moved by Jones, seconded by Wees, to go into closed session pursuant to Iowa Code Chapter 21.5(c) To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. A roll call vote was taken on the motion as follows: Arentson – Aye; Jones – Aye; Tyrrel – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously. It was noted that Jennifer Kelly will take minutes. Closed Session was entered at 4:18 pm. Moved by Arentson, seconded by Jones, to exit closed session at 4:41 pm. A roll call vote was taken on the motion as follows: Arentson – Aye; Jones – Aye; Tyrrel – Aye; Seivert – Aye; and Wees – 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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

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

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, May 10, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Terry Arentson, Nella Seivert, David Tyrrel, Michael P. Jones and Connie Wees. Absent: None. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, Doug Hammer and Jim Gedwillo. Media: Steve Mores and Todd Valline. City: Gene Gettys. Legal Counsel: None. Special Guests: None.

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

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

Moved by Arentson, seconded by Jones, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of April 26, 2018; B) Approve Abstract of Claims No. 1118 in the amount of \$590423.28 and payment of same; C) Next Board Meeting Date of May 24, 2018 and June 14, 2018 (Electronic). A roll call vote was taken on the motion as follows: Arentson - Aye; Seivert - Jones - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve the insurance committee's recommendations of: Renew Property, Casualty and Workman's Compensation Insurance with EMC through the Agency; Liberty National Proposal will be reviewed in one year to see how it has worked for Shelby County; Approval of low bid for the Life Insurance, Long Term Disability and Accidental Death & Dismemberment Policies with Reliance Standard through Holmes Murphy; Clarified in the renewal documents that common law spouses are eligible for dental insurance; Clarified the health insurance premium for retirees and tabled the request from The Agency to submit health insurance claims so they can do a benefits analysis. A roll call vote was taken on the motion as follows: Arentson - Aye; Seivert - Jones - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to approve Change Order No. 2 of the 2017-2018 Distribution Conversion Project in the amount of \$43,500. A roll call vote was taken on the motion as follows: Arentson - Aye; Seivert - Jones - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to approve the MidAmerican Market Services Agent Confirmation Letter A roll call vote was taken on the motion as follows: Arentson - Aye; Seivert - Jones - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Seivert, seconded by Jones, to approve the MidAmerican Market Services Agreement JOU Confirmation Letter. A roll call vote was taken on the motion as follows: Arentson - Aye; Seivert - Jones - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve the 2018 Updates to the Gas Operations and Maintenance Plan and Emergency Plan. A roll call vote was taken on the motion as follows: Arentson - Aye; Seivert - Jones - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Seivert, seconded by Arentson Tyrrel, to approve the Genband Contract with legal counsel's recommended changes. A roll call vote was taken on the motion as follows: Arentson - Aye; Seivert - Jones - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

The Directors gave reports and following the Chief Executive Officer'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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

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

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, May 24, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Terry Arentson, Nella Seivert, David Tyrrel, Michael P. Jones and Connie Wees. Absent: None. Staff Present: Kenneth Weber, Jennifer Kelly, Doug Hammer and Jim Gedwillo. Media: Steve Mores. City: None. Legal Counsel: None. Special Guests: Chris Nagle and Ron Kennedy of MCR. Ron was present via phone.

The meeting was called to order at 4:13 p.m. in the HMU Boardroom by Chairperson Tyrrel.

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 the Board Meeting of May 10, 2018; B) Approve Abstract of Claims No. 1119 in the amount of \$886,153.11 and payment of same; C) Next Board Meeting Date of June 14, 2018 [Electronic] and June 28, 2018 [Regular]. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Jones – Aye; and Wees – Aye. Motion carried unanimously.

Chairperson Tyrrel stated that this was the time and place for the Public Hearing for the 2018 FTTH Cutover of Telephone, Ethernet & Video services Contract for Harlan Municipal Utilities, Harlan, Shelby County, Iowa, and that the Board Secretary has published the Notice of Hearing in accordance with Iowa Code Section 26.3. Chairperson Tyrrel asked if there had been any written objections. There were none. He then asked if there had been any oral objections or any objections from those present. There were none. Tyrrel then stated that the public hearing was closed.

Moved by Arentson, seconded by Jones, to approve the low bid from MPNexlevel LLC for the 2018 FTTH Cutover of Telephone, Ethernet & Video services Contract. There were 2 bids received as follows: JCS, Inc (185,370.00); Elite Cutover Connections (174,560.00) and MP Nexlevel LLC (126,750.00). A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Jones – Aye; and Wees – Aye. Motion carried unanimously.

Following the Chief Executive Officer'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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

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

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, May 24, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Terry Arentson; Nella Seivert; David Tyrrel; Michael P. Jones and Connie Wees. Absent: None. Staff Present: Ken Weber, Jennifer Kelly, Doug Hammer and Jim Gedwillo. Legal Counsel: None. Media: Steve Mores. City: None. Guest: Chris Nagle and Ron Kennedy and of MCR Performance Solutions (MCR). Ron was present via telephone.

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

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

Chairperson Tyrrel stated that this was the time and place for the annual public hearing on the Transmission Formula Rates. Tyrrel asked if we had anyone that had called in and Chris Nagle of MCR verified that there were none on the conference call. Chris then gave an update on the Harlan Municipal Utilities, their formula rate and ATRR 2017-2018 Comparison. He also stated that HMU has abided by all the FERC-approved protocols by updating its ATRR by May 1, posting its 2018 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. Chris asked if there were any questions. Questions were asked and answered (by Chris) as follows:

Q1. Terry Arentson – What is point to point service?

A1. Point-to-point service is taken by customers not taking network service. For example, if MidAmerican were to arrange service from a source outside of the Upper Missouri Zone and needed to use Harlan's Avoca line to transport the electricity to the point of use, MidAmerican would pay point-to-point rates for that service.

Chris gave instructions on where to send any further questions if they come up.

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

The public hearing was closed 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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

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

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, June 13, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Annual Update Meeting Minutes and Regular Board Meeting minutes dated May 24, 2018; Abstract of Claims No. 1120 in the amount of \$874,205.37 and payment of same; and next Board Meeting as follows: June 28, 2018 (regular). 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: Arentson – Aye; Seivert – Aye; Jones – Aye; and Wees – Aye. Motion carried unanimously. Absent: Tyrrel.

David Tyrrel was not absent for the electronic meeting. He did approve both the minutes and abstract above-referenced. Minutes were not re-published.

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

CHAIRPERSON, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

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

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, June 28, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Terry Arentson, Nella Seivert, David Tyrrel, Michael P. Jones and Connie Wees. Absent: None. Staff Present: Kenneth Weber, Darwin Gessert, Jennifer Kelly, Doug Hammer and Jim Gedwillo. Media: Steve Mores. City: Gene Gettys. Legal Counsel: None. Special Guests: Bob Bogler of RDP Office.

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

Moved by Seivert, seconded by Jones, to approve the agenda. Arentson stated that he would abstain from approving the Consent Agenda due to a rebate payment to a family member.

Moved by Jones, seconded by Seivert, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of June 13, 2018; B) Approve Abstract of Claims No. 1121 in the amount of \$1,059,286.98 and payment of same; C) Next Board Meeting Dates of July 12, 2018 [Electronic] and July 26, 2018 [Regular]. A roll call vote was taken on the motion as follows: Arentson – Abstain; Seivert – Aye; Tyrrel – Aye; Jones – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Jones, to approve the Resolution for Notice of Public Hearing & Letting, Form of Contract for the Meter Conversion Contract, which is a portion of a project identified as 2017-2018 Distribution Construction Project. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Jones – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Jones, to approve the Sprinkler System Flushing Contract with Viking Automatic Sprinkler Co. The contracted amount is based on technician's time and materials and is not an annual contract. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Jones – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to approve the engagement letter from Gronewold, Bell, Kyhnn & Co. PC. for the annual audit for the Fiscal Year 2017-2018. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Jones – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Jones to table the request by Weber to have the auditors do an assessment on the sewer collection and transfer to the City of Harlan. Discussion was held on who should pay for this assessment and the actual cost of the assessment. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Jones – Aye; and Wees – Aye. Motion carried unanimously to table the request.

Moved by Arentson, seconded by Seivert, to approve payment of the P&E Engineering invoice in the amount of \$16,234.76. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Jones – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Jones, seconded by Arentson, to approve the Water Main Extension Contract (Harlan Plaza) with Bluffs Paving & Utility Company. Quotations were received as follows:

Bluffs Paving & Utility Co.	\$ 87,222.49
McCarthy Trenching LLC	\$ 90,955.60
King Construction	\$139,625.00
Grundsmann-Hicks LLC	\$169,000.00

A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Jones – Aye; and Wees – Aye. Motion carried unanimously.

An invoice from NIPCO in the amount of \$4,241.62, for replacing a leaking air tank in breaker was submitted for informational purposes only. This was an emergency repair approved prior to board approval in compliance with General Policy 45. No Board Action was taken.

A letter from Hall Hudson regarding a fee increase was submitted for informational purposes and to see if the board wanted to retain Hall Hudson due to the increase or send out letters of interest. Discussion was held and it was determined that no action was needed due to the fact that Hall Hudson would remain as local attorney.

Moved by Arentson, seconded by Wees, to approve the Manual of Benefits and Personnel Policies effective July 9, 2018. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Jones – Aye; and Wees – Aye. Motion carried unanimously.

2017 Phase 2 Fiber to the Home (FTTH) System Change Order 13 in the amount of \$1,250.00 was submitted for informational purposes only. No approval needed since it is still in the 10% contingency fund.

Harn R/O payment application no. 5 in the amount of \$65,706.20 and partial release of lien was presented for informational purposes only. No Board Action.

Moved by Arentson, seconded by Jones, to approve the invoice from The Agency in the amount of \$7,196.00 for additional workman's compensation premiums. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Jones – Aye; and Wees – Aye. Motion carried unanimously.

There was discussion on Local Area Network IT proposals. The board did not take any action due several factors. Request for proposals were sent to Oxen and RDP with a due date of June 29, 2018. RFPs will now be sent to other providers with a different due date. The telecommunications committee will meet regarding the proposals and then take their recommendation to the board.

Following the Directors' reports and Chief Executive Officer'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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

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

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, July 12, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Board Meeting minutes dated June 28, 2018; Abstract of Claims No. 1122 in the amount of \$1,136,443.61 and payment of same; and next Board Meeting as follows: July 26, 2018 (regular). 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: Arentson – Aye; Seivert – Aye; Jones – Aye; Tyrrel – Aye; and Wees – 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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

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

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, July 26, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Terry Arentson, Nella Seivert, David Tyrrel, Michael P. Jones and Connie Wees. Absent: None. Staff Present: Kenneth Weber, Jennifer Kelly, Doug Hammer and Jim Gedwillo. Media: Steve Mores. City: Gene Gettys. Legal Counsel: None. Special Guests: Mike Lang and Joe Pille of Hallett Materials. Todd Valline of SCCCI and Jason Erickson of Think Space were also present.

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

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

Moved by Jones, seconded by Seivert, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of July 12, 2018; B) Approve Abstract of Claims No. 1123 in the amount of \$694,791.77 and payment of same; C) Next Board Meeting Dates of August 9, 2018 [Electronic] and August 23, 2018 [Regular]. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Jones – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Jones, to approve the request from Hallet Materials for relocation of a 40' easement by Highway 59. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Jones – Aye; and Wees – Aye. Motion carried unanimously.

Chairperson Tyrrel stated that this was the time and place for the Public Hearing for the Meter Conversion Contract, which is a portion of the 2017-2018 Conversion Project Contract for Harlan Municipal Utilities, Harlan, Shelby County, Iowa, and that the Board Secretary has published the Notice of Hearing in accordance with Iowa Code Section 26.3. Chairperson Tyrrel asked if there had been any written objections. There were none. He then asked if there had been any oral objections or any objections from those present. There were none. Tyrrel then stated that the public hearing was closed.

There were not any bids received for the Meter Conversion Contract, therefore, no action was taken. The Engineer on the project recommended to rebid.

Moved by Arentson, seconded by Seivert, to approve the Resolution for Notice of Public Hearing & Letting, Form of Contract for the Meter Conversion Contract, which is a portion of a project identified as 2017-2018 Distribution Construction Project. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Jones – Aye; and Wees – Aye. Motion carried unanimously.

It was announced that the IT/LAN proposals submitted were all different. Weber is in the process of putting together an analysis to do a cost per unit breakdown and recommends a three (3) year contract. Proposals will be voted on at the August 23, 2018 board meeting. No Board Action.

It was mentioned that the payment of \$35,000.00 to Shelby County Chamber of Commerce and Industry is the last one under the current agreement. No Board Action.

Moved by Arentson, seconded by Seivert, to approve the Water Resource Evaluation by the University of Iowa in the amount of \$84,587.00 pending final legal review. HMU legal counsel requested some changes be made and was to contact the legal counsel for University of Iowa. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Jones – Aye; and Wees – Aye. Motion carried unanimously.

Discussion was held on the GIS mapping fee. Weber notified the board that the fee could increase in future years and that HMU is having legal counsel review our current agreement with the Shelby County Auditor's office. No action required.

There were no bids received for the Gas Main Extension for Arkfeld in the Victoria Street area. HMU will be exploring other options.

Moved by Arentson, seconded by Seivert, to approve the \$2,500.00 contribution for a seminar presented by Jon Gordon. This is in partnership with the hospital, school and other businesses in the community. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; Jones – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve the Communication Tower Maintenance Inspection Contract with All -State Tower (\$10,170.00) pending contract changes recommended by HMU legal counsel. A roll call vote was taken on the motion as follows: Arentson - Aye; Seivert - Aye; Tyrrel - Aye; Jones - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Jones, to approve the Communications Tower Maintenance replacement lighting components with Hughey Phillips (\$15,663.00) pending changes recommended by HMU legal counsel. A roll call vote was taken on the motion as follows: Arentson - Aye; Seivert - Aye; Tyrrel - Aye; Jones - Aye; and Wees - Aye. Motion carried unanimously.

Weber stated that HMU is still reviewing the sewer fee transfer process to the City of Harlan.

Change Order No. 1 in the amount of \$0.00 for the East Substation Voltage Conversion Project was presented. No board action.

Moved by Arentson, seconded by Jones, to approve Change Order No 3 in the amount of \$47,484.05 for the 2018-2018 Distribution Contract. Tyrrel asked if this Change Order was because the previous contractors made errors and if there was any recourse. Weber stated that it was and he is reviewing options for possible recovery of these expenses. A roll call vote was taken on the motion as follows: Arentson - Aye; Seivert - Aye; Tyrrel - Aye; Jones - Aye; and Wees - Aye. Motion carried unanimously.

Discussion was held on the Harlan Comprehensive Plan in the amount of \$50,000.00 which was submitted by Todd Valline. This is an overall projected cost estimate by one vendor. He will be obtaining quotes from other vendors also. This is in the very preliminary stage of consideration. No board action.

Jones exited the meeting at 4:40 pm and returned at 4:55 pm.

Following the Chief Executive Officer'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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

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

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, August 9, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Board Meeting minutes dated July 26, 2018; Abstract of Claims No. 1124 in the amount of \$942,285.92 and payment of same; and next Board Meetings are as follows: August 23, 2018 (regular) and September 13, 2018 (electronic). 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: Arentson – Aye; Seivert – Aye; Jones – Aye; Tyrrel – Aye; and Wees – 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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

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

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, August 23, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Terry Arentson, Nella Seivert, David Tyrrel, and Michael P. Jones. Absent: Connie Wees. Staff Present: Kenneth Weber, Doug Hammer and Jim Gedwillo. Media: Steve Mores. City: Gene Gettys. Legal Counsel: None. Special Guests: Todd Valline of SCCCI and a representative of Think Space were also present.

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

Moved by Arentson, seconded by Jones, 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 August 9, 2018; B) Approve Abstract of Claims No. 1125 in the amount of \$515,797.41 and payment of same; C) Next Board Meeting Dates of September 13, 2018 [Electronic] and September 27, 2018 [Regular]. A roll call vote was taken on the motion as follows: Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Jones - Aye. Motion carried unanimously.

Chairperson Tyrrel stated that this was the time and place for the Public Hearing for the Meter Conversion Contract, which is a portion of the 2017-2018 Conversion Project Contract for Harlan Municipal Utilities, Harlan, Shelby County, Iowa, and that the Board Secretary has published the Notice of Hearing in accordance with Iowa Code Section 26.3. Chairperson Tyrrel asked if there had been any written objections. There were none. He then asked if there had been any oral objections or any objections from those present. There were none. Tyrrel then stated that the public hearing was closed.

There were not any timely bids received for the Meter Conversion Contract, therefore, no action was taken approving bids. In discussion with Engineers and Legal Counsel this portion of the 2017-2018 Conversion project will be completed with a Change Order for the project with a sub-contractor.

Moved by Arentson, to accept the proposal from Oxen Technology for the IT Services. Motion died for lack of second.

There was discussion on the bid results and comparing services that were bid. Three of the board members present felt they did not have enough time to review the results due to an email issue which prevented them from receiving the information until the morning of the meeting when hard copies were delivered. For full bid results please contact Harlan Municipal Utilities. There are no time constraints and the committee will re-convene and the proposals will be brought to the September 27 board meeting.

At the July 26 board meeting it was announced that there were no bids received for the Gas Main Extension for Arkfeld in the Victoria Street area and that HMU would be exploring other options. Gateway Signal Engineering submitted an estimate of \$65,320.00 for partial services and HMU employees will do the remaining installation. The original estimated cost was \$90,000.00 with Arkfeld paying \$15,000.00 of that cost plus the tapping fee. HMU's net cost was \$75,000.00. The current estimate is now \$102,000.00 before Arkfeld's share which brings HMU's cost down to \$83,000.00. Motioned by Seivert, seconded by Arentson to approve the revised option as stated. A roll call vote was taken on the motion as follows: Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Jones - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Jones, to approve the Communication Tower Maintenance Inspection Contract submitted by Murphy Tower Service (\$7,250.00). The proposal was received after the July 26 board meeting where All-State Tower (\$10,170.00) was granted the contract pending changes recommended by HMU Legal Counsel. All-State Tower had not been informed of the contract approval. This will be a savings of \$2,920.00. A roll call vote was taken on the motion as follows: Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Jones - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Jones, to approve Change Order No 4 in the amount of \$3,990.57 for the 2017-2018 Distribution Contract. A roll call vote was taken on the motion as follows: Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Jones - Aye. Motion carried unanimously.

Moved by Seivert, seconded by Jones, to approve adjusting the annual activities sponsorship on Channel 15 from a 10 month contract to a 12 month contract since the programming has expanded to include summer sports. The rates are effective September 1, 2018 and are as follows:

Activity Sponsorship is \$55/month for 12 months with a Channel 14 Annual contract

Activity Sponsorship is \$125/month for 12 months without a Channel 14 Annual contract

Commercials are \$90/month for 12 months with a Channel 14 Annual Contract;

Commercials are \$160/month for 12 months without a Channel 14 Annual Contract.

A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye; and Jones – Aye. Motion carried unanimously.

Discussion was held on the following items with no board action taken. 2017 Phase 2 Fiber to the Home (FTTH) System Change Order 14 and 15 in the amounts of \$3,201.00 and \$1,100.00, respectively. Harn R/O payment Application No. 6 in the amount of \$54,409.20 and Partial Release of Lien.

Following the Chief Executive Officer’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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

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

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, September 13, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Board Meeting minutes dated August 23, 2018; Abstract of Claims No. 1126 in the amount of \$1,172,444.25 and payment of same; and upcoming Board Meetings as follows: September 27, 2018 (regular) and October 11, 2018 (electronic). 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: Arentson – Aye; Seivert – Aye; Wees – 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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

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

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, September 27, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Connie Wees, Terry Arentson, Nella Seivert (via telephone), David Tyrrel, and Michael P. Jones. Absent: None. Seivert was out of town due to a death in her family. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, Doug Hammer and Jim Gedwillo. Media: Steve Mores. City: Gene Gettys. Legal Counsel: None. Special Guests: Mauser Delgadilo a representative of Thompson Innovations was also present.

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

Moved by Arentson, seconded by Jones, to approve the agenda. Wees stated that she had a conflict with the LAN IT proposals due to one of the businesses being a tenant.

Moved by Arentson, seconded by Jones, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of September 13, 2018; B) Approve Abstract of Claims No. 1127 in the amount of \$657,326.29 and payment of same; C) Next Board Meeting Dates of October 11, 2018 [Electronic] and October 25, 2018 [Regular]. A roll call vote was taken on the motion as follows: Wees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Jones - Aye. Motion carried unanimously.

Moved by Seivert, seconded by Arentson, to approve the LAN IT proposal with Oxen Technologies effective September 28, 2018. Proposals were also received from the current provider RDP Office, LLC, Lightbox Systems, THinkSpace IT and Thomson Innovations. Due to CyberSecurity threats in the industry it is recommended if you do not have dedicated IT staff to engage a third party managed network provider which Oxen met all the qualifications. HMU currently has an Internet Service Provider NOC support agreement that expires in June 2019 and will be extended to coincide with the IT agreement. Both agreements will expire June 2020. Staff was also instructed to review the alternative bid by Oxen regarding installing virtual servers as a cost savings. Legal counsel will review the IT service agreement and make recommendations as needed. A roll call vote was taken on the motion as follows: Wees - Abstain; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Jones - Nay. Motion carried. Seivert exited the meeting.

Moved by Arentson, seconded by Wees, to receive and file the 2017-2018 fiscal year audit. A roll call vote was taken on the motion as follows: Wees - Aye; Arentson - Aye; Tyrrel - Aye; and Jones - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve the Performance Grading invoice in the amount of \$3,350.00 for excavation at Bomgaars in the Harlan Plaza. A roll call vote was taken on the motion as follows: Wees - Aye; Arentson - Aye; Tyrrel - Aye; and Jones - Aye. Motion carried unanimously.

Discussion was held on the 2017 Phase 2 Fiber to the Home (FTTH) System Change Order 16 in the credit amount of \$17,351.55. No Board Action.

Moved by Arentson, seconded by Wees, to approve the Service Order and Agreement (3 year) with Zayo Group for the connection to WIN for upgrading from 1 Gig of service to 10 Gigs. The service order for installation is \$2,000.00 with a recurring monthly fee of \$500.00. Legal counsel has reviewed the service agreement and it has been recommended to change wording in the agreement and the master service agreement or eliminate reference to the master service agreement. The recurring monthly fee is a budget amendment. A roll call vote was taken on the motion as follows: Wees - Aye; Arentson - Aye; Tyrrel - Aye; and Jones - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Jones to approve the quote from Cahoy Group in the amount of \$19,910.00 (under budget) for the acidizing of wells. A quote was also received from Suez in the amount of \$70,000.00. It was mentioned that the companies use different processes which is why there is a drastic price differential.

Doug Hammer reviewed the results of the public gas awareness survey that was conducted.

Ken Weber mentioned that he has been contacted by the City of Harlan regarding a cost-share proposal for telecommunications installations in four downtown alleyways. He did respond stating that this could be possible with certain conditions including an engineering study on what an appropriate cost share would be and installation would be coordinated with HMU's schedule. He has not heard back yet.

Moved by Arentson, seconded by Wees to allow CEO to carryover 3 days of vacation per employment contract. A roll call vote was taken on the motion as follows: Wees – Aye; Arentson – Aye; Tyrrel – Aye; and Jones – Aye. Motion carried unanimously.

Arentsen stated that the Administrative Committee of himself and Tyrrel conducted a review of the performance plan for the past fiscal year and determined CEO’s performance to be satisfactory and to proceed with a pay increase as per employment contract.

Following the Chief Executive Officer’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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

TRUSTEE, Vacant (*term 2019*)

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, October 11, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Board Meeting minutes dated September 27, 2018; Abstract of Claims No. 1128 in the amount of \$1,528,304.70 and payment of same; and upcoming Board Meetings as follows: October 25, 2018 (regular) and November 8, 2018 (electronic). 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: Arentson – Aye; Seivert – Aye; Wees – Aye; and Tyrrel – 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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2024*)

TRUSTEE, (vacant)

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, October 25, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Nella Seivert, Terry Arentson, David Tyrrel and Connie Wees. Absent: Rees. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, Doug Hammer and Jim Gedwillo. Media: Bob Bjoin. City: Gene Gettys and Mike Kolbe. Legal Counsel: None. Special Guests: Matt Stoffel from PFM and Ryan Pieken from Oxen. Todd Valline was also present.

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

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

Moved by Seivert, seconded by Wees, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of October 11, 2018; B) Approve Abstract of Claims No. 1129 in the amount of \$697,404.28 and payment of same; C) Next Board Meeting Dates of November 8 [Electronic]. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to schedule Thursday, November 29, 2018, as the second board meeting in November. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

It was announced that at the October 2, 2018 City Council Meeting Nella Seivert was re-appointed to serve on the Harlan Municipal Utilities Board of Trustees for a second term expiring November 21, 2024.

Moved by Arentson, seconded by Seivert, to approve Resolution No. 12-12 Honoring the Service of Michael P. Jones to the Harlan Municipal Utilities. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to set the Employee Recognition Banquet for January 19, 2019. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve P&E Change Orders No. 4A & 4B in the amounts of \$4,816.72 and \$4,242.84, respectively. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to approve the MCR Performance Solutions invoice in the amount of \$10,717.88. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Arentson, to approve Change Order No. 18 in the amount of \$10,579.48 for the 2017 Phase 2 Fiber to the Home (FTTH) Project. Budget Amendment. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to approve the Bobcat lease equipment upgrade this Fall and for the annual renewal in November of 2019. This fall the net price increased \$5,131.82. In November of 2019 the price will increase to \$15,082.56 annually. Budget Amendment. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve the purchase of a furnace for the old light plant due to storing of equipment that needs a heated area. The estimated cost is \$3,099.79. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve the banking resolutions as follows: Resolution No. 43, Machine Signed Signatures; No. 44, Corporate Authorization; and No. 45, Wire transfer Authorization. All documents are adding the newest board member Randall Rees. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve the Insurance Committee's recommendation for the Flex and Dependent Care contribution amounts to match the IRS maximum amount each year if released by the IRS by November 1. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Wees, seconded by Seivert to approve Resolution No. 75-2018 Updating the Holiday Section of the Manual of Benefits and Personnel Policies and to allow Cashier to carryover the 2018 floating holidays to the calendar year 2019. This allows part-time employees to earn one floating holiday for Christmas Eve and New Year's Eve on an annual basis in lieu of a ½ day worked for each. All floating holidays must be used by December 31. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Discussion was held on the Post Employment Health Plan (PEHP). The PEHP is a plan that allows public employees (at time of separation of employment) to convert all sick leave tax-free to a plan that allows those monies to be spent on designated (health) insurance premiums included in the plan. The plan will be brought back to the Board for final approval at a later date.

Discussion was held on employee shared leave plans and employees needing a leave of absence when paid leave time has been exhausted. The Board directed a non-paid leave plan for family medical conditions be brought back to the next meeting and was not in favor of a shared leave program.

Moved by Arentson, seconded by Seivert, to approve the Contract for the 12th Street Water Tower Maintenance Project pending legal review. Weber stated the legal counsel has reviewed the contract and had minor changes for addresses only. The contract term is indefinite. The first ten (10) annual fees shall be \$33,948.00 per contract year and the annual fee for Contract year 11 shall be \$28,589.00. Each anniversary thereafter, the annual fee shall be adjusted to reflect the current cost of service limited to a maximum of 5% annually. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Wees, to approve the purchase of video editing equipment. The approximate cost of equipment is \$2,500.00 which shall be charged to the cable department. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Discussion was held on the budgeted item of an ISP Server Replacement/Upgrade in the amount of \$60,000. Ryan Pieken of Oxen gave a short presentation. Weber asked that the telecommunications committee be reconvened to discuss this in further detail.

Moved by Arentson, seconded by Seivert, to allow the Cashier a temporary increase in hours due to a leave of absence in the department. Tyrrel verified that the employee was okay with the temporary increase of hours. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Matt Stoffel of PFM Financial Services gave an update on the Cashflow Analyses on all departments.

Following the Chief Executive Officer'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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

TRUSTEE, Vacant (*term 2019*)

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, November 8, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Board Meeting minutes dated October 25, 2018; Abstract of Claims No. 1130 in the amount of \$713,218.16 and payment of same; and upcoming Board Meetings as follows: November 29, 2018 (regular) and December 13, 2018 (electronic). 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: Arentson – Aye; Seivert – Aye; Wees – Aye; Rees – Aye; and Tyrrel – 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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2024*)

TRUSTEE, Randall Rees (*term 2019*)

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, November 29, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees; Terry Arentson, Randall Rees, David Tyrrel and Connie Wees. Absent: Nella Seivert. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, Doug Hammer and Jim Gedwillo. Media: Steve Mores. City: Mike Kolbe. Legal Counsel: None. Special Guests: None. Todd Valline was also present.

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

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

Moved by Arentson, seconded by Wees, to approve the consent agenda which included: A) Approve revised Minutes of the Board Meeting of October 25, 2018; B) Approve Abstract of Claims No. 1131 in the amount of \$683,074.87 and payment of same. A roll call vote was taken on the motion as follows: Arentson – Aye; Rees – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

There was discussion on the dates for the December board meetings. The board meeting will stay as normally scheduled with an Electronic meeting on December 13, 2018, and a regular meeting on December 27, 2018.

Moved by Arentson, seconded by Wees, to approve P&E Change Order No. 4C in the amount of \$4,387.88. The change order is part of the 2017-2018 Conversion Project. A roll call vote was taken on the motion as follows: Arentson – Aye; Rees – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve the P&E invoice in the amount of \$43,906.09 for Substation and Distribution Engineering. A roll call vote was taken on the motion as follows: Arentson – Aye; Rees – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Terry requested to have the discussion on the MCR Assessment and Projection of SPP- Transmission Owner Revenues before taking action on paying the invoice. No Board Action.

Moved by Arentson, seconded by Wees, to approve the MCR Performance Solutions invoice in the amount of \$6,567.75. A roll call vote was taken on the motion as follows: Arentson – Aye; Rees – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve the Performance Grading Invoice in the amount of \$7,289.00 for work done for the Harlan Plaza Project. A roll call vote was taken on the motion as follows: Arentson – Aye; Rees – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Discussion was held on the 2017 Phase 2 FTTH System Change Orders 17, 19 & 21 in the amounts of \$9,760.00, \$0.00 and \$4,670.88, respectively. No Board Action within contingency.

Moved by Arentson, seconded by Wees, to approve Resolution 39-2018 to Approve Rates for Cable TV for Multiple Dwelling Units (Changes/Additions) and waive the requirement of the next two readings. The rate for Multiple Dwelling Units will be effective January 1, 2018. The rate for Basic Cable TV will be \$14.00/month/unit and the Digital Terminal Adapter (dta) will be \$2.00/month/dta. All other rates listed in Resolution 40-2018 will remain the same. A roll call vote was taken on the motion as follows: Arentson – Aye; Rees – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Rees, seconded by Wees, to approve the recommendation by the Telecommunications Committee for the budgeted ISP Server Replacement/Upgrade in the amount of \$60,000.00. A roll call vote was taken on the motion as follows: Arentson – Aye; Rees – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Discussion was held on the University of Iowa Invoice for the Hydrological Study in the amount of \$3,233.48. No Board Action.

Moved by Arentson, seconded by Wees, to approve the Proposal from ACCO for Media Retrofit in the amount of \$89,295.00. A roll call vote was taken on the motion as follows: Arentson – Aye; Rees – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Following the Chief Executive Officer'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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

TRUSTEE, Randall Rees (*term 2019*)

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, December 13, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Board Meeting minutes dated November 29, 2018; Abstract of Claims No. 1132 in the amount of \$907,237.26 and payment of same; and upcoming Board Meetings as follows: December 27, 2018 (regular) and January 10, 2019 (electronic). 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: Arentson - Aye; Seivert - Aye; Wees - Aye; Rees - Aye; and Tyrrel - 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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Nella Seivert (*term 2024*)

TRUSTEE, Randall Rees (*term 2019*)

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Connie Wees (*term 2022*)