

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*)