

The Harlan Municipal Utilities' Board of Trustees met in electronic session, January 10, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Board Meeting minutes dated December 27, 2018; Abstract of Claims No. 1134 in the amount of \$680,447.36 and payment of same; and upcoming Board Meetings as follows: January 24, 2019 (regular) and February 14, 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; and Tyrrel – Aye. Motion carried unanimously. Absent: Rees. Arentson abstained from approving the abstract.

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

CHAIRPERSON, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, David Tyrrel (*term 2023*)

TRUSTEE, Connie Wees (*term 2022*)

TRUSTEE, Randall Rees (*term 2019*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, January 24, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees:, Randall Rees, Terry Arentson, Nella Seivert, David Tyrrel and Connie Wees. Absent: None. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, Doug Hammer and Jim Gedwillo. Media: Steve Mores. City: Mike Kolbe. Legal Counsel: None. Special Guests: Monte Broeckelman. Todd Valline was present.

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

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

Moved by Arentson, seconded by Tyrrel, to approve the consent agenda which included: A) Approve Minutes of the Electronic Board Meeting of January 10, 2019; B) Approve Abstract of Claims No. 1135 in the amount of \$541,815.27 and payment of same; C) Upcoming Board Meetings of February 14, 2019 (Electronic) and February 28, 2019 (Regular); Publication of 2018 wages as follows: BARRETT, AMY L 49,696.62; BIELENBERG, RICHARD D 63,023.71; BISSEN, KEVIN J 59,785.62; BROWN, LELA L 44,912.58; BRUCK, JACOB R 5,554.59; BURROUGHS, PATRICIA K 39,593.19; CHADWICK-KELLY, JENNIFER L 62,054.71; COTE, DONALD R 63,522.81; DOONAN, TROY M. 55,290.74; EGGERS, RYAN P 50,960.12; GEDWILLO, JAMES R 80,361.27; GESSERT, DARWIN L 69,512.39; GESSERT, DEAN A 73,048.66; GESSERT, JESSICA L 4,970.76; GESSERT, STEPHEN J 70,289.24; HAGLE, ALEXIS A 44,497.69; HAMMER, DOUGLAS L 73,717.48; HOLLOWAY, KENNETH R 76,346.54; JOCHIMS, JACOB M 62,656.91; KEANE, SHELBY C 22,222.92; KIESEL, SCHUYLER D 39,668.26; LASHER, BRIAN L. 52,634.86; LEUSCHEN, MELISSA A 12,922.52; MCLAUGHLIN, DEBRA A 59,384.29; MUSICH, KEVIN M 62,357.71; NEWCOMB, JORDAN 36,564.51; PORTER, RAY L. 12,898.00; RANSOM, TROY E 53,559.72; RENDER, DANIEL 37,718.16; ROSE, ERIC D 53,170.91; SWANK, DAVID T 53,082.27; TAYLOR, BRIAN 36,077.50; TRAVIS, KYLE D 26,701.16; WARNER, COLBURN L. 56,346.12; WEBER, KENNETH C 130,343.46; WINGERT, PAUL A 47,756.31. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to receive and file the 2019-2020 budget. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the purchase of an electric meter test station in the amount of \$15,500.00 plus additional programming fees. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve Resolution 26-2019 to Modify the Water Rates for Harlan Municipal Utilities. The water rates are modified to reflect a 5% increase on the service charge for all classifications and 5% increase on the usage for all classifications effective with the billing date of April 1, 2019. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Wees, to approve the renewal for annual support for CISCO, CMTS and switch through CCI Systems in the amount of \$7697.10. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Discussion was held on the invoice presented for FTTP Splicing from SDB Companies in the amount of \$38,196.65. All areas are done now except for multi-dwelling units and downtown Harlan. No Board Action Required.

Discussion was held on the University of Iowa invoice in the amount of \$11,041.59. No Board Action Required.

Moved by Arentson, seconded by Tyrrel, to approve the University of Iowa Study Contract Extension through June 30, 2019. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Discussion was held on the P&E Recommendation for Payment No. 16 (2017-2018 Conversion Project) in the amount of \$9,034.68. No Board Action Required.

Moved by Tyrrel, seconded by Wees, to approve the P & E Change Orders No. 5 for the 2017-2018 Conversion Project in the credit amount of \$48,047.36. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel to approve the P & E Change Orders No. 9 & 10 for the 2017-2018 Conversion Project in the amount of \$2,187.39 and Recommendation for Payment No. 7 in the amount of \$2,087.02. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the Post Employment Health Plan Documents (PEHP) for both Collective Bargaining and Non-Collective Bargaining Employees, Appoint Kenneth Weber and Jennifer Kelly to the Advisory Committee and state that 100% of accrued sick leave will be rolled over to the respective PEHP upon bona-fide-retirement. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Following the Management Reports and 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, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, Randall Rees (*term 2019*)

TRUSTEE, Connie Wees (*term 2022*)

David Tyrrel (*term 2023*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, February 14, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Board Meeting minutes dated January 24, 2019; Abstract of Claims No. 1136 in the amount of \$1,238,294.52 and payment of same; and upcoming Board Meetings as follows: February 28, 2019 (regular) and March 14, 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; Rees – Aye; Tyrrel – Aye; Wees – Aye; and Seivert – 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, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, David Tyrrel (*term 2023*)

TRUSTEE, Connie Wees (*term 2022*)

TRUSTEE, Randall Rees (*term 2019*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, February 28, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Randall Rees, Terry Arentson, Nella Seivert, David Tyrrel and Connie Wees. Absent: None. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, Doug Hammer and Jim Gedwillo. Media: Steve Mores. City: Gene Gettys and Mike Kolbe. Legal Counsel: Matt Hudson. Special Guests: None. Todd Valline was present.

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

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

Moved by Arentson, seconded by Tyrrel, to approve the consent agenda which included: A) Approve Minutes of the Electronic Board Meeting of February 14, 2019; B) Approve Abstract of Claims No. 1137 in the amount of \$716,045.18 and payment of same; C) Upcoming Board Meetings of March 14, 2019 (Electronic) and March 28, 2019 (Regular). A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve the Insurance Committee Recommendations as follows: Move items with a value under \$100,000 from the 'inland marine' coverage to 'property'; Adding Drone Coverage privacy invasion coverage to the existing bodily injury coverage (City only); Renew Property/Casualty/Worker's Compensation policies with EMC insurance affective April 1, 2019. Each entity will also go through their vehicle lineup and see if any vehicles can be changed to liability coverage only; and Renew voluntary vision coverage through Delta Dental for 2 years extending through June 2021. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Wees, to approve the 2019 Annual Membership Assessment Invoice form SPP in the amount of \$6,000. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded Arentson, to approve the Agreement for MCR to assist with Attachment H which determines HMU's Annual Transmission Revenue Requirements in the Southwest Power Pool and Authorize the CEO to sign. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve Resolution No. 76-2019 – Updating the Payment of Sick Leave Section of the Manual of Benefits and Personnel Policies. The sick leave section is being updated to reflect the participation in the Post Retirement Health Plan (PEHP). A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Discussion was held on the P&E Recommendation for Payment No. 18 (2017-2018 Conversion Project) in the amount of \$31,283.78. No Board Action Required.

Moved by Tyrrel, seconded by Arentson, to approve the Updated 2019 Operator Qualification Plan (Gas Division) through IAMU. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Rees, seconded by Tyrrel, to approve the purchase of two (2) camcorders for the Marketing Department in the amount of \$10,364.16. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the Membership Invoice from IAMU in the amount of \$14,676.00 after verifying that the broadband fee is correct. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Rees, to approve the Innovative Systems Invoice in the amount of \$5,000 for the annual software subscription for the telephone switch. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Arentson, to approve the credit adjustment process for the Essentia bill. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

The following invoices were presented for review only: University of Iowa, \$11,062.35; ADB (FTTH Phase 2), \$3,662.35; and MP Nextlevel (Customer Conversion) \$20,280 & \$23,010.

There was discussion on the ACCO Media Agreement and Matt Hudson recommended amending the agenda to discuss the agreement after the closed session.

Moved by Tyrrel, seconded by Arentson, to amend the agenda moving the ACCO Media Agreement (Agenda Item #17) until after the possible closed session (Agenda Item #19). A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Following the CEO’s report closed session was entered.

Moved by Tyrrel, seconded by Arentson, 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: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously. Jennifer Kelly will take minutes of the closed session. Closed session was entered at 4:43 pm. Moved by Tyrrel, seconded by Arentson, to exit closed session at 5:17 pm. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

The ACCO agreement was discussed and Board Member Rees was not comfortable with the hold harmless clause. He asked that the Harn R/O contract be reviewed for contract language regarding liability. The Board of Trustees agreed.

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, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, Randall Rees (*term 2019*)

TRUSTEE, Connie Wees (*term 2022*)

David Tyrrel (*term 2023*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, March 14, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Board Meeting minutes dated February 28, 2019; Abstract of Claims No. 1138 in the amount of \$727,509.59 and payment of same; and upcoming Board Meetings as follows: March 28, 2019 (regular) and April 11, 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; Rees - Aye; Wees - Aye; and Seivert - 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, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, David Tyrrel (*term 2023*)

TRUSTEE, Connie Wees (*term 2022*)

TRUSTEE, Randall Rees (*term 2019*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, March 28, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Randall Rees, Terry Arentson, 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: Gene Gettys and Mike Kolbe. Legal Counsel: None. Special Guests: None. Todd Valline was present.

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

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

Moved by Tyrrel, seconded by Wees, to approve the consent agenda which included: A) Approve Minutes of the Electronic Board Meeting of March 14, 2019; B) Approve Abstract of Claims No. 1139 in the amount of \$1,041,593.18 and payment of same; C) Upcoming Board Meetings of April 11, 2019 (Electronic) and April 25, 2019 (Regular). A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Tyrrel - Aye and Wees - Aye. Motion carried unanimously.

Discussion was held on the P&E Recommendation for Payment No. 19 (2017-2018 Conversion Project) in the amount of \$18,962.07. No Board Action Required.

Moved by Tyrrel, seconded by Rees, to approve Resolution No. 40-2019 Rate Change for Cable TV/Internet Services (Changes and/or Additions) and waiving the future readings and new rates effective July 1, 2019. 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 discontinuance of Toshiba phone systems with CoreTech.

Moved by Tyrrel, seconded by Rees, to approve the Imagine Annual Support Contract in the amount of \$10,971.03 for core video processing equipment. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Tyrrel - Aye and Wees - Aye. Motion carried unanimously.

Discussion was held on reviewing the options for credit card processing. CDS Global (telecommunications payments) renewal showed a price increase. Staff is reviewing options to see if the process can be more streamlined with fewer vendors involved.

Discussion was held on cable TV programming and that FOX News and Fox Cable Network Services will be consolidating and all under Disney.

Moved by Tyrrel, seconded by Wees, 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: Rees - Aye; Arentson - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

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

Moved by Tyrrel, seconded by Rees, to approve the NIPCO invoice in the amount of \$5,489.98 for emergency repairs in compliance with General Policy No. 43. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Rees, seconded by Wees, to approve the purchase of HACH Sampling/Testing Equipment with an estimated amount of \$4,633.00 to be in compliance with RO Unit Waste Effluent Toxicity Sampling/Testing requirements. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Wees, to approve using McClure for Engineering services in support of the water utility. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Property insurance coverage for the buildings located at 405 Chatburn Ave, consisting of the office building, water plant, power plant, meter shop, peak shaving plant and south storage building was discussed. Brent Scheve from The Agency gave four (4) options. It was moved by Tyrrel, seconded by Wees, to have the insurance committee meet and bring back the best option to the next board meeting. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Tyrrel - Aye; and Wees - 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, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, Randall Rees (*term 2019*)

TRUSTEE, Connie Wees (*term 2022*)

David Tyrrel (*term 2023*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, April 11, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Board Meeting minutes dated March 28, 2019; Abstract of Claims No. 1140 in the amount of \$492,035.71 and payment of same; and upcoming Board Meetings as follows: April 25, 2019 (regular) and May 9, 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; Rees - Aye; Wees - Aye; Tyrrel - Aye; and Seivert - 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, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, David Tyrrel (*term 2023*)

TRUSTEE, Connie Wees (*term 2022*)

TRUSTEE, Randall Rees (*term 2019*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, April 25, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Randall Rees, David Tyrrel, Nella Seivert and Connie Wees. Absent: Terry Arentson. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, Doug Hammer and Jim Gedwillo. Media: Bob Bjoin. City: None. Legal Counsel: None. Special Guests: None.

The meeting was called to order at 4:01 p.m. in the HMU Boardroom by Chairperson Seivert.

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

Moved by Tyrrel, seconded by Wees, to approve the consent agenda which included: A) Approve Minutes of the Electronic Board Meeting of April 11, 2019; B) Approve Abstract of Claims No. 1141 in the amount of \$795,924.01 and payment of same; C) Upcoming Board Meetings of May 9, 2019 (Electronic) and May 23, 2019 (Regular). A roll call vote was taken on the motion as follows: Rees – Aye; Tyrrel – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Wees, seconded by Tyrrel, to approve the Health Insurance renewal at 4.62% and Dental renewal at 0% with pass through to employees. A roll call vote was taken on the motion as follows: Rees – Aye; Tyrrel – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Wees, seconded by Rees, to approve the change in valuation of property insurance to \$250,000 for each of the following buildings located at 405 Chatburn Ave.: Office building, water plant and power plant. A roll call vote was taken on the motion as follows: Rees – Aye; Tyrrel – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Wees, to approve the proposals submitted from Pizza Ranch and Fareway for the Municipal Celebration. There were no other proposals received.

	Pizza Ranch	Fareway
Chicken	\$ 1,320.00	NB
Individual Condiment Packages	\$ 128.09	\$ 82.00
Disposable Place Settings	\$ 190.77	\$ 198.50
2-3 People to cook chicken onsite	\$ 90.00	NB
Hot Dogs	\$.79/ea	\$.31/ea
Buns	NB	\$.12/ea
Potato Salad	\$ 396.76	\$ 328.53
Baked Beans	\$ 264.58	NB

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

Discussion was held on the P&E Recommendation for Payment No. 1 in the amount of \$78,137.50 for the East Substation Switchgear Project. No Board Action Required.

Moved by Tyrrel, seconded by Wees, to approve the Performance Grading invoice in the amount of \$6,250.00 for emergency services (flooding) in compliance with General Policy No. 43. A roll call vote was taken on the motion as follows: Rees – Aye; Tyrrel – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Rees, to approve the Calix Annual Support Contract in the amount of \$7,595.00 which is a budgeted item. A roll call vote was taken on the motion as follows: Rees – Aye; Tyrrel – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Discussion was held on CCI ISP Router Upgrade as part of the Customer Conversion Project in the amount of \$36,365.56. Jim stated that the router should ship out in 20 days.

P&E Recommendation for Payment No. 20 in the amount of \$16,507.79 for the 2017-2018 Conversion Project was presented.

Moved by Tyrrel, seconded by Wees, to approve the Annual Service and Maintenance Agreement for the Cyclone Water Tower in the amount of \$18,178.89 with Suez/Utility Service Co. This is a perpetual contract and budgeted item. A roll call vote was taken on the motion as follows: Rees – Aye; Tyrrel – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

2017 Phase 2 Fiber to the Home (FTTH) System Change Order 20 in the amount of \$11,105.90 was presented and is within the contingency fund. The change order is for work done in the Onyx Drive area.

An updated Travel/Reimbursement policy was presented and will be formally adopted at the next board meeting with an effective date of July 1, 2019.

Moved by Tyrrel, seconded by Wees to approve the 2019 Gas System Emergency Plan & Procedures and Operating Plan and Procedures. A roll call vote was taken on the motion as follows: Rees – Aye; Tyrrel – Aye; Seivert – Aye; and Wees – 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, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, Randall Rees (*term 2019*)

TRUSTEE, Connie Wees (*term 2022*)

David Tyrrel (*term 2023*)

The Harlan Municipal Utilities' Board of Trustees met in special session, May 1, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Terry Arentson, Randall Rees, Nella Seivert, Connie Wees, and David Tyrrel. Absent: None. Staff Present: Jennifer Kelly, Doug Hammer and Jim Gedwillo. Absent: Kenneth Weber and Darwin Gessert. Media: None. City: None. Legal Counsel: None. Special Guests: None.

The meeting was called to order at 12:01 p.m. in the HMU Boardroom by Chairperson Seivert.

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

Moved by Arentson, seconded by Tyrrel, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of April 25, 2019. A roll call vote was taken on the motion as follows: Arentson – Aye; Rees – Aye; Seivert – Aye; Wees – Aye; and Tyrrel – Aye. Motion carried unanimously.

Moved by Arentson to approve Change Order No. 1 in the amount of \$26,130.00 (net budget amendment of \$18,214.00) for the 2017-2018 FTTH Customer Conversion Project. Motion died for lack of second.

Further discussion was held on the change order and reason for contracting the remaining customer conversions rather than finishing in house.

Moved by Arentson, seconded by Tyrrel, to approve Change Order No. 1 in the amount not to exceed \$26,130.00 (net budget amendment of \$18,214.00) for the 2017-2018 FTTH Customer Conversion Project. A roll call vote was taken on the motion as follows: Arentson – Aye; Rees – Aye; Seivert – Aye; Wees – Aye; and Tyrrel – Aye. Motion carried unanimously.

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

CHAIRPERSON, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, Randall Rees (*term 2019*)

TRUSTEE, Connie Wees (*term 2022*)

David Tyrrel (*term 2023*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, May 9, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Special Board Meeting minutes dated May 1, 2019; Abstract of Claims No. 1142 in the amount of \$571,630.47 and payment of same; and upcoming Board Meetings as follows: May 23, 2019 (Annual TRF Update Meeting and Regular Meeting) and June 13, 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; Rees - Aye; Wees - Aye; Tyrrel - Aye; and Seivert - 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, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, David Tyrrel (*term 2023*)

TRUSTEE, Connie Wees (*term 2022*)

TRUSTEE, Randall Rees (*term 2019*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, May 23, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Randall Rees, Terry Arentson, Nella Seivert, David Tyrrel and Connie Wees. Absent: None. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, Doug Hammer and Jim Gedwillo. Media: Steve Mores. City: Gene Gettys. Todd Valline was present. Legal Counsel: None. Special Guests: Chris Nagle and Ron Kennedy of MCR Performance Solutions. HMU Employees: Rich Bielenberg, David Swank, Stephen Gessert, Donald Cote, Dan Render and Jordan Newcomb.

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

Moved by Tyrrel, seconded by Wees, to approve the amended agenda. The agenda was amended by changing the order of the meetings and having the regular meeting first followed by the Annual Update Meeting due to flight delays of guests.

Moved by Tyrrel, seconded by Wees, to approve the consent agenda which included: A) Approve Minutes of the Electronic Board Meeting of May 9, 2019; B) Approve Abstract of Claims No. 1143 in the amount of \$733,455.38 and payment of same; C) Upcoming Board Meetings of June 13, 2019 (Electronic) and June 27, 2019 (Regular). A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the invoice from MCR Performance Solutions in the amount of \$18,742.50 for the Attachment H Update. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Discussion was held on the P& E recommendation for Payment No. 21 in the amount of \$42,937.92 for the 2017-2018 Conversion Project. Information only.

Moved by Arentson, seconded by Tyrrel, to approve the MidAmerican Market Services Agreement JOU Confirmation Letter (Exhibit B) and Agent Services Confirmation Letter (Exhibit C). A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the Estimate by Utilicode not to Exceed \$12,712.00 for the Data Collection System Programming for the East Substation. This will be a budget amendment. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

An invoice was presented for MP Nextlevel for a progress payment in the amount of \$23,010 for FTTH Cutover Installs. Information only.

Moved by Arentson, seconded by Tyrrel, to approve the Phone Switch Support Contract with Ribbon Communications (previously GenBand) in the amount of \$20,245.00. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve the WIN Master Service Agreement for Network Management Services for Backup Security Monitoring for Internet to CISCO Routers (\$1800/year minimum). A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Rees, to approve the quote from Oxen in the amount of \$22,975.00 for Workstation and Dual Monitor Upgrades. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve Resolution No. 77-2019 Updating the Training and Travel section of the Manual of Benefits and Personnel Policies and rescinding Board General Policy No. 40 effective July 1, 2019.

Discussion was held regarding proposed Resolution No. 78-2019 Updating the Compensatory Time Section of the Manual of Benefits and Personnel Policies. Weber requested that the board table the approval of the resolution until the June 27, 2019, board meeting to hear employee concerns. Employees were present to request that compensatory time not be changed.

Moved by Wees, seconded by Arentson, to table the compensatory benefit change. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Arentson, to approve Resolution No. 79-2019 Updating the Uniform and Boot Allowance Section of the Manual of Benefits and Personnel Policies. Payment for uniform and boot allowance will be grossed up and paid once per year with a non-accountable plan. Monies should be used for appropriate clothing including, jeans, shirts, gloves, steel toe boots, parkas, rain gear, outerwear, etc. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Employees present stated that if the requirements change then the policy needs to be reviewed and possibly other systems previewed such as a quartermaster system put in place in lieu of monetary amounts.

Moved by Arentson, seconded by Tyrrel, to approve Transformer Maintenance proposal for the East Substation with the initial amount of \$8,995.00. Additional labor and material costs are dependent upon findings. This will be a budget amendment. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye; and Wees – 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, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, Randall Rees (*term 2019*)

TRUSTEE, Connie Wees (*term 2022*)

David Tyrrel (*term 2023*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, May 23, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Randall Rees, Terry Arentson, Nella Seivert, David Tyrrel and Connie Wees. Absent: None. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, Doug Hammer and Jim Gedwillo. Legal Counsel: None. Media: None. City: Gene Gettys. Guest: Chris Nagle and Ron Kennedy of MCR Performance Solutions (MCR).

The meeting was called to order at 4:40 p.m. in the HMU Boardroom by Chairperson Seivert. The meeting followed the regular board meeting.

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

Chairperson Seivert stated that this was the time and place for the annual public hearing on the Transmission Formula Rates. Seivert asked if we had anyone that had called in and Chris Nagle of MCR verified that there was no one on the conference call. Chris then gave an update on the Harlan Municipal Utilities, their formula rate and ATRR 2018-2019 Comparison. He also stated that HMU has abided by all the FERC-approved protocols by updating its ATRR by May 1, posting its 2019 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 gave instructions on where to send any further questions if they come up.

Moved by Tyrrel, seconded by Wees, to close the public hearing. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – 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, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, Randall Rees (*term 2019*)

TRUSTEE, Connie Wees (*term 2022*)

David Tyrrel (*term 2023*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, June 13, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Regular Board Meeting minutes dated May 23, 2019; Minutes of Annual TRF Meeting dated May 23, 2019; Abstract of Claims No. 1144 in the amount of \$884,942.51 and payment of same; and upcoming Board Meetings as follows: June 27, 2019 and July 11, 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; Rees - Aye; Tyrrel - Aye; and Seivert - Aye. Motion carried unanimously. Absent: Wees.

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

CHAIRPERSON, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, David Tyrrel (*term 2023*)

TRUSTEE, Connie Wees (*term 2022*)

TRUSTEE, Randall Rees (*term 2019*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, June 27, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Randall Rees, Terry Arentson, Nella Seivert, David Tyrrel and Connie Wees. Absent: None. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, Doug Hammer and Jim Gedwillo. Media: Steve Mores. City: Gene Gettys and Mike Kolbe. Todd Valline was present. Legal Counsel: None. Special Guests: Mike Gannon from the University of Iowa and Gary Brons from McClure Engineering.

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

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

Moved by Arentson, seconded by Tyrrel, to approve the consent agenda which included: A) Approve Minutes of the Electronic Board Meeting of June 13, 2019; B) Approve Abstract of Claims No. 1145 in the amount of \$762,628.28 and payment of same; C) Upcoming Board Meetings of July 11, 2019 (Electronic) and July 25, 2019 (Regular). A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Discussion was held on the P& E recommendation for Payment No. 22 in the amount of \$66,652.25 for the 2017-2018 Conversion Project. Information only.

Moved by Arentson, seconded by Tyrrel, to approve the Engagement Letter from Gronewold, Bell, Kyhnn & Co. PC for the 2018-2019 Fiscal Year Audit. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Wees, to approve the University of Iowa Contract Amendment #2 reducing the number of test wells and cost of project by \$7,411.83. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

The University of Iowa final invoice in the amount of \$57,148.70 was presented for discussion only.

Mike Gannon representing the University of Iowa gave a report on the Hydrological study.

There was discussion on the City of Harlan Dog Park plans and location. It was discussed that the City will be responsible for insurance costs, mowing, de-grubbing, maintenance and any costs associated with installation of services at the Dog Park location. It was also asked if the Board of Trustees needed to formally approve the Dog Park location. Gene Gettys was going to check with City of Harlan legal counsel and relay back to HMU Board of Trustees.

Moved by Arentson, seconded by Tyrrel, to table Resolution No. 80-2019 Updating the 'Handling of Errors in Customer Billing. The proposed resolution stated that any over-billing would be retroactive for an eighteen (18) month period and HMU would credit the customer for that time frame. It also stated that any under-billing would result in a retroactive charge to the customer for a twelve (12) month period. Tyrrel asked if there was any statute stating a time frame for overbilling and issuing customer credits. The resolution will be tabled until the July 25 board meeting. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve Resolution No. 81-2019 Updating the Compensatory Time Section of the Manual of Benefits and Personnel Policies. Employees will be able to accrue forty-five (45) hours of compensatory time per fiscal year rather than two-hundred and forty (240) hours currently allowed. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Wees, to approve the McClure Engineering Agreement. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously. [Non-Budgeted Item].

Reports were given by the Directors.

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, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, Randall Rees (*term 2019*)

TRUSTEE, Connie Wees (*term 2022*)

David Tyrrel (*term 2023*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, July 11, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Regular Board Meeting minutes dated June 27, 2019, Abstract of Claims No. 1146 in the amount of \$1,096,271.94 and payment of same; and upcoming Board Meetings as follows: July 25, 2019 and August 8, 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; Rees – Aye; Tyrrel – Aye; Wees – Aye; and Seivert – 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, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, David Tyrrel (*term 2023*)

TRUSTEE, Connie Wees (*term 2022*)

TRUSTEE, Randall Rees (*term 2019*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, July 25, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Randall Rees, Terry Arentson, Nella Seivert, David Tyrrel and Connie Wees. Absent: None. Staff Present: Kenneth Weber, Jennifer Kelly, Doug Hammer and Jim Gedwillo. Media: Steve Mores. City: Gene Gettys. Todd Valline was present. Legal Counsel: None. Special Guests: None.

The meeting was called to order at 4:03 p.m. in the HMU Boardroom by Chairperson Seivert.

Moved by Arentson, seconded by Tyrrel, to approve the agenda. Connie stated that she had a conflict of interest with Item No. 4 regarding the Shelby County Chamber of Commerce and Industry request for funding since she is now on the Chamber Board of Directors.

Moved by Tyrrel, seconded by Wees, to approve the consent agenda which included: A) Approve Minutes of the Electronic Board Meeting of July 11, 2019; B) Approve Abstract of Claims No. 1147 in the amount of \$661,427.53 and payment of same; C) Upcoming Board Meetings of August 8, 2019 (Electronic) and August 22, 2019 (Regular). A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the annual support payment in the amount of \$35,000/year for 2 years to Shelby County Chamber of Commerce and Industry. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Abstain. Motion carried.

Discussion was held on the P&E recommendation for Payment No. 23 in the amount of \$38,812.61 for the 2017-2018 Conversion Project. Information only.

Discussion on the Calix invoice in the amount of \$38,812.61 for the Customer Conversion Project. Information only.

Moved by Tyrrel, seconded by Wees, showing the support of the Dog Park and location as approved by City Council and discussed by Board of Trustees at the June 27th HMU Board Meeting. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Arentson, to rescind General Policy No. 23 Use of Utility Equipment that conflicted with personal use of HMU owned equipment and/or facilities per Manual of Benefits and Personnel Policies. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Discussion was held on how to handle errors in customer billing. No action was taken. Will be brought back to the August meeting.

Moved by Tyrrel, seconded by Wees, to move forward with sewer and landfill transfer proposal that has been worked through by HMU and City Clerk. The HMU and City of Harlan committees will meet to discuss the process, reporting and transfer then come back to the Board of Trustees for final approval and to amend General Policy No. 35. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the annual dues for membership in the West Central Iowa Safety Alliance (WCISA). The annual dues are \$4,107.74 paid quarterly. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve renewing the annual Emergency Management Alarm Billing and Call Answering Contract in the amount of \$4,900.00. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Reports were given by the Directors.

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, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, Randall Rees (*term 2019*)

TRUSTEE, Connie Wees (*term 2022*)

David Tyrrel (*term 2023*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, August 8, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Regular Board Meeting minutes dated July 25, 2019, Abstract of Claims No. 1148 in the amount of \$675,784.29 and payment of same; and upcoming Board Meetings as follows: August 8, 2019 (electronic) and August 21, 2019. 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; Tyrrel - Aye; Wees - Aye; and Seivert - Aye. Motion carried unanimously. Absent: Rees.

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

CHAIRPERSON, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, David Tyrrel (*term 2023*)

TRUSTEE, Connie Wees (*term 2022*)

TRUSTEE, Randall Rees (*term 2019*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, August 21, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Randall Rees, Terry Arentson and Connie Wees. Absent: Nella Seivert and David Tyrrel. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, Doug Hammer and Jim Gedwillo. Media: Steve Mores. City: Gene Gettys and Mike Kolbe. Legal Counsel: None. Special Guests: None.

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

Moved by Rees, seconded by Wees, to approve the agenda. Ken Weber stated that the contractor on the water leak was JP Boring and not McCarthy Construction.

Moved by Wees, seconded by Rees, to approve the consent agenda which included: A) Approve Minutes of the Electronic Board Meeting of August 8, 2019; B) Approve Abstract of Claims No. 1149 in the amount of \$655,404.40 and payment of same; C) Upcoming Board Meetings of September 12, 2019 (Electronic) and September 26, 2019 (Regular). A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Wees, seconded by Rees, to approve the use of General Policy #43 for Emergency Repairs to fix the water leak between 4th & 5th St.. The estimate for the repair is \$25,000.00. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Rees, seconded by Wees, to approve P&E Change Order No. 11 in the amount of \$1,107.15 for the 2017-2018 Conversion Project. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; and Wees – Aye. Motion carried unanimously.

Discussion was held on the P&E recommendation for Payment No. 24 in the amount of \$71,467.28 for the 2017-2018 Conversion Project. Information only.

Reports were given by the Directors.

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, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, Randall Rees (*term 2019*)

TRUSTEE, Connie Wees (*term 2022*)

David Tyrrel (*term 2023*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, September 12 2019, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Regular Board Meeting minutes dated August 21, 2019, Abstract of Claims No. 1150 in the amount of \$1,003,453.15 and payment of same; and upcoming Board Meetings as follows: September 26, 2019 and October 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; Tyrrel - Aye; Wees - Aye; Rees - Aye; and Seivert - 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, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, David Tyrrel (*term 2023*)

TRUSTEE, Connie Wees (*term 2022*)

TRUSTEE, Randall Rees (*term 2019*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, September 26, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Randall Rees, Terry Arentson, Nella Seivert, David Tyrrel and Connie Wees. Absent: None. Staff Present: Kenneth Weber, Darwin Gessert, Doug Hammer and Jim Gedwillo. Media: Steve Mores. 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 Chairperson Seivert.

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

Moved by Tyrrel, seconded by Wees, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of September 12, 2019; B) Approve Abstract of Claims No. 1151 in the amount of \$660,304.95 and payment of same; C) Upcoming Board Meetings of October 10, 2019 (Electronic) and October 24, 2019 (Regular). A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Discussion was held on the following items: P&E Recommendations for Payment No. 25 & 26 in the amounts of \$1,107.15 and \$66,340.28 respectively; Calix Invoice for the Customer Conversion in the amount of \$7,723.49; McClure Water System Service Agreement Payment in the amount of \$2,635.00; and JP Boring invoice in the amount of \$25,206.84. Discussion items only.

Moved by Arentson, seconded by Tyrrel, to approve the Northern Municipal Distributors Group (NMDG) invoice in the amount of \$5,328.36. The amount is for legal and regulatory fees and is more than previous years due the rate case that has been filed by Northern Natural Gas. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Rees, to approve the Electric Policy No. 9 Fourth Amendment to Lease and Agreement for Joint Use of Communications Facilities. The new monthly rate will increase from \$5,000.00 to \$5,405.98 starting in October 2019. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Arentson stated that the Administrative Committee of himself and Connie Wees 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. Moved by Arentson, seconded by Wees, to approve the pay increase. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

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

Moved by Arentson, seconded by Rees, to approve the APGA Mutual Aid Contract with the addition of Venue of Law to Shelby County, Iowa as requested by legal counsel. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Wees, to approve to approve the closeout on the Customer Connections Service Contract. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve Resolution No. 82-2019 Regarding Procurement, Fraud and Conflicts of Interest for Compliance with any Federal Funded or Reimbursed Projects. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Arentson, to receive and file the 2018-2019 Fiscal Year audit. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Arentson, to approve the Certificate of Substantial Completion for the 2017-2018 Conversion Project. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; Tyrrel - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the GoSecure Email Security Contract in the amount of \$17,640.00 for a 3-year term. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Reports were given by the Directors.

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, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, David Tyrrel (*term 2023*)

TRUSTEE, Connie Wees (*term 2022*)

TRUSTEE, Randall Rees (*term 2025*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, October 10, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Abstract of Claims No. 1152 in the amount of \$1,546,789.31 and payment of same; and upcoming Board Meeting as follows: October 24, 2019. 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; Tyrrel - Aye; Wees - Aye; Rees - Aye; and Seivert - 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, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, David Tyrrel (*term 2023*)

TRUSTEE, Connie Wees (*term 2022*)

TRUSTEE, Randall Rees (*term 2025*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, October 24, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Randall Rees, Terry Arentson, Nella Seivert, and Connie Wees. Absent: David Tyrrel. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, and Jim Gedwillo. Media: Steve Mores. City: Gene Gettys. 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 Seivert.

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

Moved by Arentson, seconded by Rees, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of September 26, 2019; B) Minutes of Board Meeting of October 10, 2019; C) Approve Abstract of Claims No. 1153 in the amount of \$916,261.84 and payment of same; D) Upcoming Board Meetings of October 25, 2019 (Strategic Planning), November 14, 2019 (Electronic), December 5, 2019 (Regular) and December 19, 2019 (Regular). A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve the Calix Customer Conversion Invoice in the amount of \$7,723.49 for New Customer Connection Equipment. This is a budget amendment. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve the Quotations totaling \$19,043.94 for the New Customer Connection Equipment (\$15,354.50) and Battery Backup (\$3,689.44). This is a budget amendment. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Wees, seconded by Arentson, to approve the leases with Counsel as recommended. The leases are for 1 printer (HP E60155dn \$45/month for 48 months) and 1 copier/printer (Lanier IMC3500 \$161.47/month for 63 months) for annual savings of approximately \$2800.00. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Discussion was held on the following items with no board action required: Contract with PAR Electrical Contractors and Electric 69kV Pole Replacement in the amount of \$29,500.00 as an emergency repair.

Moved by Arentson, seconded by Rees, to Purchase Well Pumps and Motors in the amount of \$6,083.34 which exceeded the budgeted amount by \$4,971.68. This will be a budget amendment. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve the Well Maintenance in the amount of \$25,545.00 which exceeded the budgeted amount by \$545.00. This will be a budget amendment. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

At the October 1, 2019, City Council Meeting, Randy Rees was re-appointed to serve on the HMU Board of Trustees for his first 6-year term expiring November 20, 2025.

Discussion was held on the following items with no board action required: P&E Recommendation for Payment No. 27 for the 2017-2018 Conversion Project in the amount of \$78,006.53; P&E Invoice for Substation Contract Engineering in the amount of \$18,987.89; P&E Recommendation for Payment No. 1 for the East Substation Voltage Conversion Project in the amount of \$286,900.00; and McClure Service Agreement payment in the amount of \$10,985.50.

Moved by Arentson, seconded by Rees, to approve the Surge Relief Valves from Mellen & Associates in the amount of \$6,768.00 (before freight). A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

The Bobcat lease in the net amount of \$13,163.80 annually was previously approved but presented to show that it came in lower. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to authorize the CEO to proceed with the Regional Safety Coordinator Position paperwork. The CEO is authorized to sign any agreements needed to proceed. However, the final documents and pricing need to be brought back to the board for final approval. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve regular part-time employees be eligible for the AFLAC employee paid benefit and to do more research on the AFLAC short-term disability policy and on the job accident rider. There will be a follow up meeting with AFLAC representatives discussing the short-term disability policies before the 2020 open enrollment period and then brought back to the board for approval. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; and Wees – Aye. Motion carried unanimously.

Reports were given by the Directors.

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, Nella Seivert *(term 2024)*

VICE-CHAIRPERSON, Terry Arentson *(term 2021)*

TRUSTEE, David Tyrrel *(term 2023)*

TRUSTEE, Connie Wees *(term 2022)*

TRUSTEE, Randall Rees *(term 2025)*

The Harlan Municipal Utilities' Board of Trustees met in special session, October 25, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Terry Arentson, David Tyrrel, Nella Seivert, Randy Rees and Connie Wees. Absent: None. Staff Present: Kenneth C. Weber, Jennifer Kelly, Darwin Gessert and Jim Gedwillo. Todd Valline was also present.

The meeting was called to order at 12:44 p.m. in the in the ICN room at the Harlan Community Library.

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

The following items were discussed without any board action:

- Customer Conversion Project and & Updates
- Communication Line Removal by others and Pole Removals
- Natural Gas Rates
- Water Plant RO Unit Assessment & Media Re-stratification and McClure meeting update
- Prairie Fire Service Extensions and Multiple New Services
- Broadband Marketing (door to door sales to get customers back)
- Inter-Utility Loans
- Review of General Ledger & Financial Accounting
- Economic Development and sharing planning with other government entities instead of each on their own.
- Succession Planning & Staffing Requirements
- ISP & IT Managed Network Service and Support
- Decommission of old headend and facilities, invest in telephone switch software upgrade to cloud services
- Decommission or upgrade standby generators, wholesale electric marketing services, phase 4 of electric underground conversion (cleanup), gas distribution assessment, renewable gas supply (biogas)
- There is interest in community solar
- Reviewing the purchase of an electric vehicle for the next in town vehicle
- PILOT Fees & Sewer billing and fees
- Budgeted Capital Expenditures (Potholer & Vehicles)
- 2020-2021 Budget Year -Billing and Financial Software Upgrade or Conversion
- Non-Budgeted 2019-2020 Items: Essentia Meter Rebuild, Water RO Unit Remediation, Media re-stratification, new well (possibly 2) and Broadband Cost of Rate Study and Tower Maintenance.

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

CHAIRPERSON, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, David Tyrrel (*term 2023*)

TRUSTEE, Connie Wees (*term 2022*)

TRUSTEE, Randall Rees (*term 2025*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, November 14, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes of the October 24, 2019, Board Meeting; Minutes of the October 25, 2019, Strategic Planning Meeting; Abstract of Claims No. 1154 in the amount of \$1,011,888.30; and Upcoming Board Meetings as follows: December 5 and 19 (regular meetings). 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; Tyrrel – Aye; Wees – Aye; Rees – Aye; and Seivert – 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, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, David Tyrrel (*term 2023*)

TRUSTEE, Connie Wees (*term 2022*)

TRUSTEE, Randall Rees (*term 2025*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, December 5, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Randall Rees, Terry Arentson and Nella Seivert. Absent: David Tyrrel and Connie Wees. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, Doug Hammer and Jim Gedwillo. Media: Steve Mores. City: None. Legal Counsel: Matt Hudson. Special Guests: None. Todd Valline was also present.

The meeting was called to order at 4:10 p.m. in the HMU Boardroom by Chairperson Seivert.

Moved by Arentson, seconded by Rees, to approve the agenda removing items 10 & 11 to the December 19th board meeting.

Moved by Arentson, seconded by Rees, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of November 14, 2019; B) Approve Abstract of Claims No. 1155 in the amount of \$635,548.42 and payment of same; C) Upcoming Board Meetings of December 19, 2019 (Regular) and January 9, 2019 (Electronic). A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; and Seivert - Aye. Motion carried unanimously.

P&E Recommendation for payment in the amount of \$9,693.15 for the 2017-2018 Conversion Project was presented for information only.

Moved by Arentson, seconded by Rees, to approve P&E Change Order No. 12 (hiring Applegate Electric) in the amount of \$2,750.00 for the 2017-2018 Conversion Project. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; and Seivert - Aye. Motion carried unanimously.

An invoice from McClure in the amount of \$11,807.00 was presented for information only. This is a progress payment for previously approved engineering services for the water department.

Moved by Arentson, seconded by Rees, to approve the West Central Community Action General Vendor Agreement. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; and Seivert - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Rees, to approve V&K Change Order No. 1 for the Harlan Plaza Water Main Extension Project with a decrease in contract amount of \$5,571.89. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; and Seivert - Aye. Motion carried unanimously.

Bids were received for a Vacuum Excavating Machine (Potholer) as follows: Ditch Witch, \$71,908.95; Vermeer, \$71,512.00 and Midwest UG, \$64,900.00. Moved by Arentson, seconded by Rees to accept the low bid by Midwest Underground. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; and Seivert - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Rees to proceed with the upgrade for the billing and financial software from Clarity to Connect in the adjusted amount not to exceed \$15,955.00. Budget amendment. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; and Seivert - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Rees, to approve the mandatory software upgrade, from Windows 7 to Windows 10, in the amount of \$9,595.00. The upgrade is due to support for Windows 7 ending. Budget amendment. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; and Seivert - Aye. Motion carried unanimously.

Reports were given by the Directors and CEO.

Moved by Arentson, seconded by Rees, to enter closed session pursuant to Iowa Code Section 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: Rees - Aye; Arentson - Aye; and Seivert - Aye. Motion carried unanimously. Closed session was entered at 4:33 pm. Moved by Arentson, seconded by Rees, to exit closed session at 4:45 pm. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; and Seivert - 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, Nella Seivert (*term 2024*)

VICE-CHAIRPERSON, Terry Arentson (*term 2021*)

TRUSTEE, David Tyrrel (*term 2023*)

TRUSTEE, Connie Wees (*term 2022*)

TRUSTEE, Randall Rees (*term 2025*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, December 19, 2019, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Randall Rees, Terry Arentson, Nella Seivert and Connie Wees. Absent: David Tyrrel. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, Doug Hammer and Jim Gedwillo. Media: Steve Mores. 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 Seivert.

Moved by Wees, seconded by Arentson, 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 5, 2019; B) Approve Abstract of Claims No. 1156 in the amount of \$700,751.99 and payment of same; C) Upcoming Board Meetings of January 9, 2020 (Electronic) and January 23, 2020 (Regular). A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve the Resolution Amending and Authorizing Additional Temporary Transfer of Funds from the Harlan Municipal Electric Utility to the Harlan Municipal Communications Utility. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; and Wees - Aye. Motion carried unanimously.

Discussion was held on the Transfer of Ownership of Retired Substation Transformer to Paulina in lieu of Salvage and Transport Expense (Subject to receipt of signed release of liability agreement). No board action still waiting on release of liability agreement.

Moved by Arentson, seconded by Wees, to Approve Resolution No. 2387 Sewer and Landfill Services Billing & Collection Agreement which was passed by City Council on December 17, 2019. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; and Wees - Aye. Motion carried unanimously.

An update on the Northern Natural Gas Rate Case was given. No Board Action.

An invoice from Quality Communications in the amount of \$3,000.00 for boring in a new service at Jacobs Corporation on Industrial Ave was presented for information only.

McClure Progress Payment for the water plant project in the amount of \$13,965.00 was presented for information only.

Moved by Arentson, seconded by Rees, to approve the Lineman Apprentice Agreement for apprentices hired after December 19, 2019. Previously signed agreements are grandfathered in. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve the Committee Assignments for the Board of Trustees for the 2020 calendar year. There is no change to the committees. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; and Wees - Aye. Motion carried unanimously.

Moved by Rees, seconded by Wees, to elect Terry Arentson and Connie Wees, as Chairperson and Vice-Chairperson, respectively. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; and Wees - Aye. Motion carried unanimously.

Reports were given by the Directors and CEO.

Moved by Arentson, seconded by Wees, to enter closed session pursuant to Iowa Code section 21.5(1)(i) - 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. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; and Wees - Aye. Motion carried unanimously. Closed session was entered at 4:36 PM.

Moved by Arentson, seconded by Wees, to exit closed session. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; and Wees - Aye. Motion carried unanimously. Closed session was exited at 5:44 PM.

Human resources matter was upheld.

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, Connie Wees (*term 2022*)

TRUSTEE, David Tyrrel (*term 2023*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Randall Rees (*term 2025*)