

The Harlan Municipal Utilities' Board of Trustees met in electronic session, January 9, 2020 pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes of the December 19, 2019, Board Meeting; Abstract of Claims No. 1157 in the amount of \$945,032.82; and Upcoming Board Meetings as follows: January 23 (Regular) and February 13 (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 2025*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, January 23, 2020, 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: Bob Bjoin. City: Gene Gettys, Mike Kolbe and Troy Schaben. 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 Arentson.

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

Moved by Wees, seconded by Seivert, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of January 9, 2020; B) Approve Abstract of Claims No. 1158 in the amount of \$532,656.89 and payment of same; C) Upcoming Board Meetings of February 13, 2020 (Electronic) and February 27, 2020 (Regular); Publication of wages for 2019 are as follows: BARRETT, AMY L 51,484.37; BIELENBERG, RICHARD D 64,953.16; BISSEN, KEVIN J 61,979.56; BROWN, LELA L 46,570.35; BURROUGHS, PATRICIA K 42,077.29; CHADWICK-KELLY, JENNIFER L 60,785.25; COTE, DONALD R 65,519.62; DOONAN, TROY M. 60,853.70; EGGERS, RYAN P. 54,490.42; GEDWILLO, JAMES R 80,807.52; GESSERT, DARWIN L 76,196.01; GESSERT, DEAN A 81,283.17; GESSERT, JESSICA L 18,859.63; GESSERT, STEPHEN J 74,682.21; HAGLE, ALEXIS A 46,039.97; HAMMER, DOUGLAS L 76,174.29; HOLLOWAY, KENNETH R 75,910.09; JOCHIMS, JACOB M 53,889.67; KEANE, SHELBY C 38,065.28; KIESEL, SCHUYLER D 43,302.37; LASHER, BRIAN L 54,440.71; MCLAUGHLIN, DEBRA A. 58,921.44; MUSICH, KEVIN M. 63,831.79; NEWCOMB, JORDAN 62,351.84; RANSOM, TROY E 53,577.91; RENDER, DANIEL 43,443.91; ROSE, ERIC D. 55,783.56; SWANK, DAVID T 55,225.95; TAYLOR, BRIAN 37,870.64; TRAVIS, KYLE D 50,754.86; WARNER, COLBURN L. 58,382.57; WEBER, KENNETH C 134,121.09; WINGERT, PAUL A 49,237.24. 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 Seivert, seconded by Wees, to approve the annual support contract for CISCO, CMTS, and Switches through CCI Systems in the amount of \$2,618.26. 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 Seivert, to approve the Calix (ISP Annual Support Agreement) in the amount of \$4,740.00. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; and Wees - Aye. Motion carried unanimously.

HunTel Engineering invoice 13631 in the amount of \$3,522.00 was presented for information only.

Moved by Seivert, seconded by Rees, to approve the ADB Final Retainage Invoices for the FTTH Phase 2 Project in the amount of \$124,485.86. 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 Seivert, seconded by Wees, to approve Resolution No. 40-2020 to Approve Rates for Cable TV/Internet Services (changes and/or additions). 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 Rees, Resolution No. 67-2020 to Approve Telephone Service Rates (Changes and/or Additions). 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 approve the non-budgeted Northern Municipal Distributor Group Invoice in the amount of \$5,328.36. This is for additional legal fees for the rate case filed by Northern Natural Gas. A roll call vote was taken on the motion as follows: Rees - Aye; Arentson - Aye; Seivert - Aye; and Wees - Aye. Motion carried unanimously.

McClure Invoice Progress Payment in the amount of \$10,975.00 was presented for information only.

Meurer Quote in the amount of \$3,400.00 (plus shipping) replacement of a stainless steel rotary shaft used in Water Treatment Plant was presented for information only.

Moved by Rees, seconded by Wees, to approve the Suez (Utility Service Co Inc) 12th St. Water Tank Maintenance Contract in the amount of \$368,069.00 over the first 11 years with no end date. 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 Seivert, seconded by Rees, to approve the non-budgeted Proposal for an Arc Flash Study by P& E Engineering not to Exceed \$3,000.00. 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 Seivert, seconded by Wees, to approve the P&E 2017-2018 Conversion Change Order No. 13 in the credit amount of \$936.25. A roll call vote was taken on the motion as follows: Rees – Aye; Arentson – Aye; Seivert – Aye; and Wees - Aye. Motion carried unanimously.

P& E Recommendation for Payment No. 29 for 2017-2018 Conversion Project in the amount of \$2,612.50 was presented for information only.

Moved by Seivert, seconded by Wees, to approve P&E Change Order No. 1 East Substation Conversion Project in the credit amount of \$1,875.93. 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 Seivert, to table rescinding General Policy No. 85A Drug Testing Policy until a later date. Staff is to research other non-regulated policies and determine if a policy is needed. This should be discussed with the administrative committee before bringing back to the board. 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 receive and file the 2020-2021 budget.

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, 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*)

The Harlan Municipal Utilities' Board of Trustees met in special session, January 30, 2020 pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Randall Rees, Nella Seivert, Terry Arentson, and David Tyrrel. Staff present: Ken Weber, Darwin Gessert and Jennifer Kelly. Media: None: City: None. Legal Counsel: Matt Hudson.

The meeting was called to order at 3:30 p.m. by Chairperson, Arentson.

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

Moved by Seivert, seconded by Tyrrel, 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; Seivert - Aye; Arentson - Aye and Tyrrel - Aye. Motion carried unanimously. Closed session was entered at 3:32 pm. Moved by Tyrrel, seconded by Seivert, to exit closed session at 4:20 pm. A roll call vote was taken on the motion as follows: Rees - Aye; Seivert - Aye; Arentson - Aye; and Tyrrel - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Seivert, to approve the legal contract. A roll call vote was taken on the motion as follows: Rees - Aye; Seivert - Aye; Arentson - 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, 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*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, February 13, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes of the January 23 and January 30, 2020, Board Meetings; Abstract of Claims No. 1159 in the amount of \$964,498.26; and Upcoming Board Meetings as follows: February 27 (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; Wees – Aye; Rees – 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, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Connie Wees (*term 2022*)

TRUSTEE, David Tyrrel (*term 2023*)

Nella Seivert (*term 2024*)

TRUSTEE, Randall Rees (*term 2025*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, February 27, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Randall Rees, Nella Seivert, Terry Arentson, 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: 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 Arentson.

Moved by Tyrrel, 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 February 13, 2020; B) Approve Abstract of Claims No. 1160 in the amount of \$922,816.46 and payment of same; and C) Upcoming Board Meetings of March 12, 2020 (Electronic) and March 26, 2020 (Regular). A roll call vote was taken on the motion as follows: Rees – Aye; Seivert – Aye; Arentson – Aye; Tyrrel – Aye; and Wees - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Wees, to approve Colburn Warner being re-elected to serve on the Gas Safety Committee through 2022. A roll call vote was taken on the motion as follows: Rees – Aye; Seivert – Aye; Arentson – Aye; Tyrrel – Aye; and Wees - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Seivert, to approve the P&E Certificate of Final Completion for the East Substation Switchgear Procurement Project. A roll call vote was taken on the motion as follows: Rees – Aye; Seivert – Aye; Arentson – Aye; Tyrrel – Aye; and Wees - Aye. Motion carried unanimously.

Moved by Seivert, seconded by Wees, to approve the P&E Certificate of Final Completion for East Substation Voltage Conversion Project. A roll call vote was taken on the motion as follows: Rees – Aye; Seivert – Aye; Arentson – Aye; Tyrrel – Aye; and Wees - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Wees, to approve the Annual Membership assessment invoice in the amount of \$6,000 from SPP for 2020. A roll call vote was taken on the motion as follows: Rees – Aye; Seivert – Aye; Arentson – Aye; Tyrrel – Aye; and Wees - Aye. Motion carried unanimously.

Moved by Seivert, seconded by Tyrrel, 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 Ken Weber to sign. A roll call vote was taken on the motion as follows: Rees – Aye; Seivert – Aye; Arentson – Aye; Tyrrel – Aye; and Wees - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Wees, to approve the IAMU annual member dues in the amount of \$14,591. A roll call vote was taken on the motion as follows: Rees – Aye; Seivert – Aye; Arentson – Aye; Tyrrel – Aye; and Wees - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Seivert, to approve the non-budgeted purchase of Additional Software Purchase through Civic Systems to add the LIHEAP Module to the Connect Conversion Project for \$3,300 with Annual Support in the amount of \$675. A roll call vote was taken on the motion as follows: Rees – Aye; Seivert – Aye; Arentson – Aye; Tyrrel – Aye; and Wees - Aye. Motion carried unanimously.

Moved by Seivert, seconded by Wees, to approve the Innovative Systems Invoice Software Subscription for Telephone Switch in the amount of \$5,000 (Budgeted with Telephone Switch). A roll call vote was taken on the motion as follows: Rees – Aye; Seivert – Aye; Arentson – Aye; Tyrrel – Aye; and Wees - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Rees, to approve the non-budgeted purchase of Additional Broadband Customer Connection Equipment (ONT, Battery, etc.) in the amount of \$6,141.80. A roll call vote was taken on the motion as follows: Rees – Aye; Seivert – Aye; Arentson – Aye; Tyrrel – Aye; and Wees - Aye. Motion carried unanimously.

Moved by Wees, seconded by Seivert, to approve the Closeout Documents for the FTTH Project with HunTel. A roll call vote was taken on the motion as follows: Rees – Aye; Seivert – Aye; Arentson – Aye; Tyrrel – Aye; and Wees - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Seivert, to approve Resolution No. 40-2020(2) to Rates for Cable TV/Internet Services (changes and/or additions). The only addition is the rate for the Marquee channel. A roll call vote was taken on the motion as follows: Rees – Aye; Seivert – Aye; Arentson – Aye; Tyrrel – Aye; and Wees - Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Seivert, to approve Resolution No. 62-2020 to change the Gas Rates for Harlan Municipal Utilities as follows:

Class	Service Charge Per Meter	All CCF
Residential	\$ 12.00	\$ 0.6856
Commercial Small	\$ 26.00	\$ 0.6537
Commercial Large	\$100.00	\$ 0.6310
Interruptible	\$225.00	\$0.5821
**Interruptible Customers who do not (or cannot) curtail when requested will be liable for Imbalance Charges incurred as a result		

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

Moved by Rees, seconded by Seivert, to approve Resolution No. 82-2020 to Become a Member of the Safety Group West Central and IAMU Agreement. A roll call vote was taken on the motion as follows: Rees – Aye; Seivert – Aye; Arentson – Aye; Tyrrel – Aye; and Wees - Aye. Motion carried unanimously.

Moved by Seivert, seconded by Tyrrel, to approve the Estimate from Petsche Mechanical Services in the amount of \$1,216.36 replacing nine (9) inoperable light fixtures in Truck Bay, upgrading to LED (non-budgeted). A roll call vote was taken on the motion as follows: Rees – Aye; Seivert – Aye; Arentson – Aye; Tyrrel – Aye; and Wees - Aye. Motion carried unanimously.

The following items were presented for information only purposes: HMU donated \$6,286.54 worth of Services to City of Harlan in Calendar Year 2019; Utilicode East Substation Data System Upgrade invoice came in \$7,415.10 below estimate; OXEN Technologies – \$4,033.90 Progress Payment for Windows 10 Upgrade; Iowa Department of Homeland Security and Emergency Services check in the amount of \$3,227.78 was received from FEMA March 2019 Flooding; GIS Bill in the amount of \$15,000.00 was received late (due July 1). This will appear again in July 2020; Overhead Door Company Invoice in the amount of \$2087 for replacement fobs (not door repair in truck bay as stated); Recommendation for payment for East Substation Voltage Conversion Project in the amounts of \$13,224.07 and \$ 13,112.50; Recommendation for payment of the 2017-2018 Conversion Project with Primoris Aeevnia in the amount of \$41,124.83; McCarthy Trenching Invoice in the amount of \$1,815.00 for water main leak repairs; and McClure Invoice in the amount of \$8,482.50 for progress payment.

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, 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*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, March 12, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes of the February 27, 2020, Board Meeting; Abstract of Claims No. 1161 in the amount of \$551,672.18; and Upcoming Board Meetings as follows: March 26 (Regular) and April 9 (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; Wees – Aye; Rees – 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, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Connie Wees (*term 2022*)

TRUSTEE, David Tyrrel (*term 2023*)

Nella Seivert (*term 2024*)

TRUSTEE, Randall Rees (*term 2025*)

The Harlan Municipal Utilities' Board of Trustees met in regular (electronic) session, March 26, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary. Due to the COVID-19 crisis and social distancing recommendations the meeting was held electronically. Present via phone were Trustees: Randall Rees, Nella Seivert, Terry Arentson, and Connie Wees. Absent: David Tyrrel. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, Doug Hammer and Jim Gedwillo. The Board of Trustees meeting was aired live, as usual, but only HMU employees were allowed in person due to the Covid 19 epidemic.

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

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

Moved by Wees, seconded by Seivert, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of March 12, 2020; B) Approve Abstract of Claims No. 1162 in the amount of \$1,075,386.32 and payment of same; and C) Upcoming Board Meetings of April 9, 2020, (Electronic) and April 23, 2020 (Regular). A roll call vote was taken as follows: Rees – Aye; Wees – Aye; Seivert – Aye; and Arentson – Aye. Motion carried unanimously.

Moved by Wees, seconded by Seivert, to approve the Janitorial Bid submitted by H & M Janitorial in the amount of \$11,138.80 annually for 4 years. This was the only bid received. A roll call vote was taken as follows: Rees – Aye; Wees – Aye; Seivert – Aye; and Arentson – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Wees, to approve the lawncare bid submitted by Western Iowa Landscapes. Bids were received as followed:

	Main Area/time	Lot at 2400 SW Ave	Length of Contract
Western Iowa Landscapes	\$374.50	\$107.00/mo	4 years
MJs Home Repair & Lawncare	\$475.00	\$ 75.00/mo	4 years
Classic Touch Turf - bid was not submitted properly	\$45,000/year bid was not submitted properly		4 years

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

Moved by Seivert, seconded by Wees, to approve the purchase of a locating machine for the water department from Vermeer in the amount of \$7,760.00. A roll call vote was taken as follows: Rees – Aye; Wees – Aye; Seivert – Aye; and Arentson – Aye. Motion carried unanimously.

Moved by Rees, seconded by Wees, to approve the fire panel monitoring agreement with Viking pending legal counsel review. There is a one-time fee of \$400.00 and a \$20.00 monthly fee. There were two other bids received from Protec Central (\$300.00/month) and Midwest Alarm (contract not acceptable). A roll call vote was taken as follows: Rees – Aye; Wees – Aye; Seivert – Aye; and Arentson – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Rees, to approve the renewal of the Property/Casualty and Workman's Compensation policies through EMC Insurance with The Agency as the broker. The dividends received will be split in the same manner as they have been in the past. The insurance committee recommended renewal as presented. A roll call vote was taken as follows: Rees – Aye; Wees – Aye; Seivert – Aye; and Arentson – Aye. Motion carried unanimously.

Moved by Seivert, seconded Wees, to approve the Certificate of Completion for the Harlan Plaza Water Main Extension project with V & K. The total cost of the project was \$81,650.60. A roll call vote was taken as follows: Rees – Aye; Wees – Aye; Seivert – Aye; and Arentson – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Rees, to approve the Ribbon Communications phone switch annual support contract through June 2021 in the amount of \$20,245.00. A roll call vote was taken as follows: Rees – Aye; Wees – Aye; Seivert – Aye; and Arentson – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Rees, to approve the Iowa Geological Survey done by University of Iowa in the amount of \$5,352.00. Non-Budgeted. A roll call vote was taken as follows: Rees – Aye; Wees – Aye; Seivert – Aye; and Arentson – Aye. Motion carried unanimously.

Moved by Wees, seconded by Seivert, to approve the SPP Network Service Request (Aggregate Study and Registration for Transmission Congestion Rights) with a deposit of \$5,000.00 and authorize Ken to sign agreement. Non-Budgeted. A roll call vote was taken as follows: Rees – Aye; Wees – Aye; Seivert – Aye; and Arentson – Aye. Motion carried unanimously.

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

Moved by Wees, seconded by Rees, to approve the MISO Minimum Participation Criteria Attachment L (Credit Policy) which includes Exhibit IV Annual Certification, Exhibit VIII Annual Disclosure and Attachment L Credit Policy and authorize Ken to sign. A roll call vote was taken as follows: Rees – Aye; Wees – Aye; Seivert – Aye; and Arentson – Aye. Motion carried unanimously.

Moved by Rees, seconded by Seivert, to approve the Sonic Wall Gateway Security Suite through Oxen in the amount of \$3,344.00 for a three-year period. A roll call vote was taken as follows: Rees – Aye; Wees – Aye; Seivert – Aye; and Arentson – Aye. Motion carried unanimously.

Moved by Wees, seconded by Seivert, to authorize CEO, Ken Weber, temporary authority to implement, change or create policies and/or procedures including but not limited to: leave time, customer disconnects, payments, office closings, and telecommuting during the Covid-19 Pandemic. CEO will take into consideration the guidance given by state and federal authorities and any temporary or permanent laws that are enacted. The Board recommended that items be brought to the administration committee when time allows. It was also mentioned that emergency meetings can be scheduled if CEO and/or the committee feel necessary. All items changed or approved by the committee or CEO will be brought to the next available Board of Trustees meeting to be put on record. If any employee was absent from March 16 – March 31 for leave that would qualify under the FFCRA guidelines the employee will be paid without using leave time. Employees are also temporarily granted the ability to use sick leave for any coverage under FFCRA regulations and any employee may go negative 40 hours in their paid time off banks (sick or vacation or combination of both) back dated through March 16, 2020. This will be reviewed again at the April 23, 2020, Board of Trustees meeting. HMU will also follow IUB guidelines for shut off notices and payment arrangements. A roll call vote was taken as follows: Rees – Aye; Wees – Aye; Seivert – Aye; and Arentson – 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, 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*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, April 9, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Abstract of Claims No. 1163 in the amount of \$505,162.52; and Upcoming Board Meetings as follows: April 23, 2020 (Electronic via Conference Call/Live Feed) and May 14, 2020 (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; Wees - Aye; Rees - 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, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Connie Wees (*term 2022*)

TRUSTEE, David Tyrrel (*term 2023*)

Nella Seivert (*term 2024*)

TRUSTEE, Randall Rees (*term 2025*)

The Harlan Municipal Utilities' Board of Trustees met in regular (electronic) session, April 23, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary. Due to the Covid-19 crisis and social distancing recommendations the meeting was held electronically. Present via phone were Trustees: Terry Arentson, Connie Wees, Randall Rees, David Tyrrel and Nella Seivert. Absent: None. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, Doug Hammer and Jim Gedwillo. City Present via phone: Gene Gettys, Mike Kolbe and Troy Schaben. Steve Mores was present via live feed but did not call in. The Board of Trustees meeting was aired live, as usual, but only HMU employees were allowed on site due to the Covid-19 epidemic.

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

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

Moved by Seivert, seconded by Tyrrel, to approve the consent agenda which included: ~~A) Approve Minutes of the Board Meeting of March 12, 2020;~~ B) Approve Minutes of the March 26, 2020, Board Meeting; C) Minutes of the April 9, 2020, Board Meeting; D) Abstract of Claims No. 1164 in the amount of \$517,177.64 and payment of same; and E) Upcoming Board Meetings of May 14, 2020, (Electronic) and May 28 (Electronic via webinar). A roll call vote was taken as follows: Arentson– Aye; Wees – Aye; Rees – Aye; Tyrrel – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Wees, seconded by Seivert, to approve the health and dental plan renewals through the Iowa Governmental Health Care Plan (IGHCP). The health insurance renewal was a 5.85% increase (includes a 1% buydown) and the dental renewal was 0%. A roll call vote was taken as follows: Arentson– Aye; Wees – Aye; Rees – Aye; Tyrrel – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Seivert, to approve payment of the NMDG invoice in the amount of \$8,020.67. The invoice is for legal and regulatory fees for the rate case involving Northern Natural Gas. A roll call vote was taken as follows: Arentson– Aye; Wees – Aye; Rees – Aye; Tyrrel – Aye; and Seivert – Aye. Motion carried unanimously.

Covid-19 updates. CEO, Ken Weber put in place temporary leave and telecommuting policies along with supplemental pay per authority granted at the March 26 Board Meeting. The Covid-19 leave policy is effective through December 31, 2020. The telecommuting policy is effective per CEO's discretion and HMU currently has two (2) employees that are teleworking. Supplemental pay a/k/a "hero pay" was also put into effect to run through April 30, 2020. HMU employees that are reporting to work during the pandemic will receive supplemental pay on all regular hours worked with a maximum of forty (40) hours per week. All items were discussed with the HMU Administrative Committee.

Covid-19 updates with Board action. Moved by Rees, seconded by Wees, to continue to allow sick/vacation leave balances to go negative (forty) 40 hours combined, if needed, and to offer the supplemental pay through May 31, 2020. Both items will be reviewed at the May 28, 2020, board meeting. Rees mentioned that some situations may need to be handled on an individual basis and that they didn't want any "hard set" dates due to the volatility of the pandemic. Arentson also asked if an employee would have to pay back any funds if they went negative in their leave banks. This will be reviewed. A roll call vote was taken as follows: Arentson– Aye; Wees – Aye; Rees – Aye; Tyrrel – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Tyrrel, to approve the one (1) year extension for fuel prices with Agriland FS. The current pricing will continue through June 30, 2021. At that time bids will go out to all interested parties. A roll call vote was taken as follows: Arentson– Aye; Wees – Aye; Rees – Aye; Tyrrel – Aye; and Seivert – Aye. Motion carried unanimously.

Information only items were: APPA Certificate of Excellence in Reliability; Pierce Pump, Emergency Water Main Leak Repair at River Crossing to City Waste Treatment Plant in the amount of \$10,368.30; CALIX Support Services Invoice, Annual Renewal (\$7,595.00) Budgeted; and McClure Invoice in the amount of \$8,270 – Progress Payment.

Following the Directors' reports and Chief Executive Officer's report the meeting was adjourned.

Chairperson Arentson thanked the HMU employees for their continued dedication to the Harlan Community.

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*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, May 13, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Abstract of Claims No. 1165 dated May 14, 2020, in the amount of \$1,058,988.60; and Upcoming Board Meetings as follows: May 28, 2020 (Electronic Webinar) and June 11, 2020 (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; Wees - Aye; Rees - 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, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Connie Wees (*term 2022*)

TRUSTEE, David Tyrrel (*term 2023*)

Nella Seivert (*term 2024*)

TRUSTEE, Randall Rees (*term 2025*)

The Harlan Municipal Utilities' Board of Trustees met in regular (electronic) session, May 28, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary. Due to the Covid-19 pandemic and social distancing recommendations the meeting was held electronically via Zoom. Present via phone were Trustees: Terry Arentson, Connie Wees (at 4:05 pm), Randall Rees, David Tyrrel and Nella Seivert. Absent: None. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, Doug Hammer and Jim Gedwillo. City Present via phone: Gene Gettys, Mike Kolbe and Troy Schaben. Steve Mores was present via live feed but did not call in. Guests: Chris Nagle and Ron Kennedy of MCR Performance Solutions (MCR) and Gary Brons of McClure Engineering. The Board of Trustees meeting was aired live, as usual, but only HMU employees were allowed on site due to the Covid-19 Pandemic.

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

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

Chairperson Arentson stated that this was the time and place for the Annual Public Hearing on the Transmission Formula Rates. Terry 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 2019-2020 Comparison. He also stated that HMU has abided by all the FERC-approved protocols by updating its ATRR by May 1, posting its 2020 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, and seconded by Wees, to close the public hearing. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Rees – 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, 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*)

The Harlan Municipal Utilities' Board of Trustees met in regular (electronic) session, May 28, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary. Due to the Covid-19 pandemic and social distancing recommendations the meeting was held electronically via Zoom. Present via phone were Trustees: Terry Arentson, Connie Wees (at 4:05 pm), Randall Rees, David Tyrrel and Nella Seivert. Absent: None. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, Doug Hammer and Jim Gedwillo. City Present via phone: Gene Gettys, Mike Kolbe and Troy Schaben. Steve Mores was present via live feed but did not call in. Guests: Chris Nagle and Ron Kennedy of MCR Performance Solutions (MCR) and Gary Brons of McClure Engineering. The Board of Trustees meeting was aired live, as usual, but only HMU employees were allowed on site due to the Covid-19 Pandemic.

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

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

Moved by Seivert, seconded by Wees, to approve the consent agenda which included: A) Approve Minutes of the Electronic Board Meeting of May 13, 2020; B) Abstract of Claims No. 1166 in the amount of \$682,695.05 and payment of same; and C) Upcoming Board Meetings of June 11, 2020, (Electronic) and June 25, 2020 (Electronic via webinar- tentatively). A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Rees, to approve the contract with the University of Iowa for the Well Study and Authorize Kenneth Weber to sign (pending legal counsel approval). A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Tyrrel, to approve the Agreement for Engineering Services with McClure for the Pressure Filter No. 2 Improvements (Repairs) Project and authorize Kenneth Weber to sign (Non-Budgeted). Engineering Services for the RAW Water Improvements Project was tabled until a future date not yet specified. A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

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

Moved by Seivert, seconded by Tyrrel, to approve the Customer Connection Equipment Purchase from Calix in the amount of \$6,141.80 (Non-Budgeted). A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Rees, to approve the certificate of final completion for the 2017-2018 Conversion Project. A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

It was discussed that the general ledger account of fiber optics project has been closed.

The annual support contract with Ribbon Communications for the telephone switch was presented in the amount of \$21,662.15 including tax. This was previously approved pre-tax.

Moved by Tyrrel, seconded by Wees, to approve the Chapter 28E Joint Intergovernmental Action Agreement Providing for a Safety Group West Central Amendment. The agreement was to amend the insurance portion to state: Each Party shall name the IAMU as an additional insured on each party's liability policy. A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Covid-19 updates. No changes. The Covid-19 leave policy is effective through December 31, 2020.

Covid-19 updates with Board Action.

- A. Moved by Tyrrel, seconded by Wees, to continue to allow sick/vacation leave balances to go negative (forty) 40 hours combined, if needed, through June 30, 2020, for Covid-19 related purposes. A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

- B. Moved by Seivert, seconded by Tyrrel, to approve the Pandemic Negative Leave Balance Agreement. This agreement is in effect for the duration of the negative leave balance policy due to Covid-19 related purposes. This agreement states that if the need arises for an employee to take advantage of the negative leave balance and then voluntarily separates employment with HMU they will pay back the negative balance. A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.
- C. Moved by Wees, seconded by Tyrrel, to approve extending the Telecommuting policy through June 30, 2020. A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.
- D. Moved by Seivert, seconded by Wees, to approve following the Iowa Utility Board’s decision to implement shut-offs as normal effective today, May 28, 2020. A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.
- E. Moved by Seivert, seconded by Tyrrel, to approve opening the lobby area and conference rooms effective June 1 through June 30, 2020, by appointment, if necessary, during the hours of 8:00 am and 4:30 pm. This will allow proper cleaning daily. F. Customer premises will also be entered within guidelines presented by CEO (health screening over the phone, wearing PPE, customers in separate rooms, etc). A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.
- G. Moved by Wees, seconded by Seivert, to offer supplemental pay through May 31, 2020, and not extend through June. A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Information only items were: MCR Invoice for Attachment H in the amount of \$25,053.00; Financial Update Memo, Oxen Windows Server 2019 Standard Server in the amount of \$2,064.00; McClure Engineering Invoice in the amount of \$2,067.50 for the Water Systems Service Agreement; Amendment to NCTC Affiliation Agreement with Stingray June 30, 2020 through June 30, 2023; Second Amendment to NCTC Affiliate Agreement with Warner Media May 1, 2020 through June 2023 (CNN, HLN, TNT, TBS, TOONS, CLASSICS, BOOMERANG, CNNI, CNNe, truTV); Inspiration Network April 1, 2020 through March 31, 2024.

CEO’s report.

Moved by Tyrrel, seconded by Seivert, 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 as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously. Closed session was entered at 5:06 pm.

Moved by Tyrrel, seconded by Seivert, to exit closed session at 5:29 pm. A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Seivert, to proceed with litigation regarding the water plant repairs. A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

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*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, June 11, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes of the Annual TRF and Regular Board Meetings held on May 28, 2020; Abstract of Claims No. 1167 dated June 11, 2020, in the amount of \$386,846.04; and Upcoming Board Meetings as follows: June 25, 2020 (Partial in Person/Public Electronic Webinar) and July 9, 2020 (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; Wees - Aye; Rees - 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, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Connie Wees (*term 2022*)

TRUSTEE, David Tyrrel (*term 2023*)

Nella Seivert (*term 2024*)

TRUSTEE, Randall Rees (*term 2025*)

The Harlan Municipal Utilities' Board of Trustees met in regular (electronic) session, June 25, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary. Due to the Covid-19 pandemic and social distancing recommendations the meeting was held electronically via Zoom for the public. Board members and staff were present on site in the HMU Boardroom. Present were Trustees: Terry Arentson, Connie Wees, Randall Rees, David Tyrrel and Nella Seivert. Absent: None. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, Doug Hammer (via zoom), and Jim Gedwillo. Present via Zoom: Gene Gettys, Mike Kolbe, Troy Schaben, Bob Bjoin, Todd Valline.

The meeting was called to order at 4:05 p.m. in the HMU Boardroom by Chairperson Arentson. Meeting was late due to technical difficulties.

Moved by Seivert, seconded by Tyrrel, 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 June 11, 2020; B) Abstract of Claims No. 1168 in the amount of \$572,969.53 and payment of same; and C) Upcoming Board Meetings of July 9, 2020, (Electronic) and July 23, 2020 (Electronic via zoom for public). A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Seivert, to table the Engineering Services Contract for the RAW Water Improvements Project with McClure until a future date not yet specified. A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Rees, to approve The Cahoy Group Estimate to test, pull, televise, airburst and reinstall well # 14 and Oxyblast wells 19, 24 and 26 and reinstall. (Budget Amendment of \$3,951.00 for FY 20-21). A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Wees, to approve the Resolution to Provide for a Notice of Hearing, Notice to Bidders, and Form of Contract and Specifications for Harlan Municipal Utilities Pressure Filter No. 2 Repairs and direct CEO to publish as required. A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Discussion was held regarding the Water Trail Access and the Harlan Municipal Utilities Public Water Supply Wells. Ken Weber addressed some concerns HMU has with the access point involving the valves being below ground and access to those if a cement circle driveway is installed. The well would have to be reached with a digger derrick and would crush the cement. The Board directed Weber to work through the concerns with The City and engage a design that would work with HMU.

Moved by Tyrrel, seconded by Seivert, to hire PAR Electric to replace a 69kV pole on Chatburn Avenue that had been struck by lightning. The cost of replacement is \$30,385. It was also recommended to check with The Agency to see if that would be covered under insurance. A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Tyrrel, to approve the 3 year audit bid extension with Gronewald, Bell, Kyhnn & Co. The quote for the FY 20-21 was \$12,700 with a 3% increase each year thereafter through FY 21-22. The Auditor of State quote was estimated at \$25,000-\$30,000 for one year. A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

The Board of Trustees received and filed a financial update for the 19-20 fiscal year from Ken Weber.

Moved by Seivert, seconded by Tyrrel, to approve the Emergency Management Alarm Billing and Call Answering Contract in the amount of \$4,300 annually. Seivert stipulated that an updated contract should be drawn up naming the current Emergency Management Chairman. A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.

Covid-19 updates. No changes.

- A. The Covid-19 leave policy is effective through December 31, 2020
- B. Following IUB's decision to implement shut-offs as normal.
- C. Customer Premises will be entered with current guidelines.
- D. Covid 19 decisions by CEO prior to board approval as stated at the March 26, 2020 board meeting.

Covid-19 updates with Board Action.

- A. Moved by Seivert, seconded by Tyrrel, to continue to allow sick/vacation leave balances to go negative (forty) 40 hours combined, if needed, through July 30, 2020, for Covid-19 related purposes. A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.
- B. Moved by Tyrrel, seconded by Wees, to approve extending the Telecommuting policy through July 30, 2020. A roll call vote was taken as follows: Arentson– Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Wees – Aye. Motion carried unanimously.
- C. Moved by Seivert, seconded by Tyrrel, to open during the hours of 8:00 am and 4:00 pm, by appointment only, if necessary, through July 30, 2020.

Information only items were as follows: McClure invoice in the amount of \$2,067.50 for work in progress and MCR invoice in the amount of \$8,820.00 for Attachment H Update fees.

Following the CEO’s report the meeting was adjourned.

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

CHAIRPERSON, Terry Arentson *(term 2021)*

VICE-CHAIRPERSON, Connie Wees *(term 2022)*

TRUSTEE, David Tyrrel *(term 2023)*

TRUSTEE, Nella Seivert *(term 2024)*

TRUSTEE, Randall Rees *(term 2025)*

The Harlan Municipal Utilities' Board of Trustees met in electronic session, July 9, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes of the Board Meeting held on June 25, 2020; Abstract of Claims No. 1169 dated July 9, 2020, in the amount of \$1,029,078.64; and Upcoming Board Meetings as follows: July 23, 2020 (Partial in Person/Public Electronic via Zoom) and August 13, 2020 (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; Wees - Aye; Rees - 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, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Connie Wees (*term 2022*)

TRUSTEE, David Tyrrel (*term 2023*)

Nella Seivert (*term 2024*)

TRUSTEE, Randall Rees (*term 2025*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, July 23, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary. Due to the Covid-19 pandemic and social distancing recommendations the meeting was held electronically via Zoom for the public. Board members and staff were present on site in the HMU Boardroom. Present were Trustees: Terry Arentson, Connie Wees, Randall Rees, and David Tyrrel. Absent: Nella Seivert. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, and Jim Gedwillo. Present via Zoom: Gene Gettys, Troy Schaben and Bob Bjoin.

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

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

Moved by Wees, seconded by Tyrrel, to approve the consent agenda which included: A) Approve Minutes of the Electronic Board Meeting of July 9, 2020; B) Abstract of Claims No. 1170 in the amount of \$652,793.10 and payment of same; and C) Upcoming Board Meetings of August 13, 2020, (Electronic) and August 27, 2020 (Via zoom for public). A roll call vote was taken as follows: Tyrrel – Aye; Wees – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Wees, to approve the Engineering Agreement with McClure for the Raw Water Improvements Project. A roll call vote was taken as follows: Tyrrel – Aye; Wees – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Wees, seconded by Rees, to approve the Water Leak Survey 5 year Contract (2021-2025) with Municipal Management (Steve Hively) with a minimum of \$4,000/year. A roll call vote was taken as follows: Tyrrel – Aye; Wees – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Covid-19 updates. No changes.

- A. The Covid-19 leave policy is effective through December 31, 2020
- B. Following IUB's decision to implement shut-offs as normal.
- C. Customer Premises will be entered with current guidelines.
- D. Covid 19 decisions by CEO prior to board approval as stated at the March 26, 2020 board meeting.

Covid-19 updates with Board Action.

- A. Moved by Tyrrel, seconded by Wees, to continue to allow sick/vacation leave balances to go negative (forty) 40 hours combined, if needed, through August 31, 2020, for Covid-19 related purposes. A roll call vote was taken as follows: Tyrrel – Aye; Wees – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.
- B. Moved by Tyrrel, seconded by Wees, to approve extending the Telecommuting policy through August 31, 2020. A roll call vote was taken as follows: Tyrrel – Aye; Wees – Aye; Arentson – Aye; and Rees – Aye. Motion carried unanimously.
- C. Moved by Tyrrel, seconded by Wees, to continue being open by appointment, only if necessary, and during the hours of 8:00 am and 4:00 pm, through August 31, 2020. There have been zero appointments made to date. All customers have been assisted with alternative methods. A roll call vote was taken as follows: Tyrrel – Aye; Wees – Aye; Arentson – Aye; and Rees – Aye. Motion carried unanimously.

Information only items were as follows: Arris Agreement, McClure Progress payment (Water System Services) in the amount of \$710.00; McClure Progress payment in the amount of \$13,750.00; Suez Invoice in the amount of \$33,948.00 and GIS Funding annual payment in the amount of \$15,000.00.

Following the CEO's report the meeting was adjourned.

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

CHAIRPERSON, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Connie Wees (*term 2022*)

TRUSTEE, David Tyrrel (*term 2023*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Randall Rees (*term 2025*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, August 13, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes of the Board Meeting held on July 23, 2020; Abstract of Claims No. 1171 dated August 13, 2020, in the amount of \$805,594.48; and Upcoming Board Meetings as follows: August 27, 2020 (Board in Person/Public Electronic via Zoom) and September 10, 2020 (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; Wees - Aye; Rees - 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, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Connie Wees (*term 2022*)

TRUSTEE, David Tyrrel (*term 2023*)

Nella Seivert (*term 2024*)

TRUSTEE, Randall Rees (*term 2025*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, July 23, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary. Due to the Covid-19 pandemic and social distancing recommendations the meeting was held electronically via Zoom for the public. Board members and staff were present on site in the HMU Boardroom. Present were Trustees: Terry Arentson, Connie Wees, Randall Rees, and Nella Seivert (entered at 4:04 pm). Absent: David Tyrrel. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert and Jim Gedwillo. Present via Zoom: Troy Schaben, Todd Valline, Mike Kolbe and Bob Bjoin.

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

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

Moved by Wees, seconded by Rees, to approve the consent agenda which included: A) Approve Minutes of the Electronic Board Meeting of August 13, 2020; B) Abstract of Claims No. 1172 in the amount of \$483,606.16 and payment of same; and C) Upcoming Board Meetings of September 10, 2020, (Electronic) and September 24, 2020 (Via zoom for public). A roll call vote was taken as follows: Wees – Aye; Arentson– Aye; and Rees – Aye. Seivert not yet present. Motion carried unanimously.

Chairperson Arentson announced that this was the time and place for the public hearing on the Harlan Municipal Utilities Pressure Filter No. 2 Repairs project. Chair also stated that there were no written objections or oral objections. Chairperson stated that the time for receiving written and oral objections was closed.

Moved by Seivert, seconded by Wees, to accept the only bid in the amount of \$132,000.00 from All Service Contracting Corporation and approve the Notice of Award. A roll call vote was taken as follows: Wees – Aye; Arentson– Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Wees, to approve the annual Itron maintenance renewal agreement in the amount of \$4,044.50. A roll call vote was taken as follows: Wees – Aye; Arentson– Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Wees, seconded by Rees, to approve the quote for the Substation Transformer Maintenance Agreement in the amount of \$3,696.00. A roll call vote was taken as follows: Wees – Aye; Arentson– Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Wees, seconded by Seivert, to approve the Multi-dwelling Customer equipment purchase in the amount of \$30,580.24. It was stated that this should be the final piece to the conversion. A roll call vote was taken as follows: Wees – Aye; Arentson– Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Wees, to approve the West Central Community Action Agreement for accepting LIHEAP and ICIP funding. Changes to the contract were di minimis, such as adding a new fund and putting procedures in writing that were already in place. A roll call vote was taken as follows: Wees – Aye; Arentson– Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Covid 19 Updates. No changes.

- A. Covid 19 Leave Policy (through December 31, 2020)
- B. Follow IUB's decision to implement shut-offs as normal
- C. Customer Premises will be entered with guidelines presented by CEO
- D. Covid 19 Decisions by CEO prior to Board Approval as stated at the March 26, 2020 board meeting.

Covid-19 updates with Board Action. Moved by Wees, seconded by Rees to approve items A-C as listed:

- A. Continue to allow sick/vacation leave balances going negative forty (40) hours combined through September 30, 2020, for Covid-19 related purposes.
- B. Extending the Telecommuting Policy through September 30, 2020.
- C. Continue to be open by appointment only from 8:00 am – 4:00 pm.

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

Information only items were as follows: McClure Progress payment in the amount of \$3,000.00 and update on the added value the marketing department is offering to the sponsorship/advertising customers during the Covid-19 epidemic.

Following the CEO's report the meeting was adjourned.

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

CHAIRPERSON, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Connie Wees (*term 2022*)

TRUSTEE, David Tyrrel (*term 2023*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Randall Rees (*term 2025*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, September 10, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes of the Board Meeting held on August 27, 2020; Abstract of Claims No. 1173 dated September 10, 2020, in the amount of \$508,941.94; and Upcoming Board Meetings as follows: September 24, 2020 (Board in Person/Public Electronic via Zoom) and October 8, 2020 (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; Wees - Aye; Rees - 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, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Connie Wees (*term 2022*)

TRUSTEE, David Tyrrel (*term 2023*)

Nella Seivert (*term 2024*)

TRUSTEE, Randall Rees (*term 2025*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, September 24, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary. Due to the Covid-19 pandemic and social distancing recommendations the meeting was held electronically via Zoom for the public. Board members and staff were present on site in the HMU Boardroom. Present were Trustees: Terry Arentson, Connie Wees, Randall Rees, and David Tyrrel. Absent: Nella Seivert. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert and Jim Gedwillo. Matt Hudson was also present due to closed session. Present via Zoom: Todd Valline.

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

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

Moved by Wees, seconded by Tyrrel, to approve the consent agenda which included: A) Approve Minutes of the Electronic Board Meeting of September 10, 2020; B) Abstract of Claims No. 1174 in the amount of \$609,451.19 and payment of same; and C) Upcoming Board Meetings of October 8, 2020, (Electronic) and October 22, 2020 (Via zoom for public). A roll call vote was taken as follows: Wees – Aye; Arentson– Aye; Tyrrel – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Rees, to sign the Contract Agreement, Performance Bond, Payment Bond and Maintenance Bond for the Pressure Filter No. 2 Repairs Project (McClure & All Service Contracting). A roll call vote was taken as follows: Wees – Aye; Arentson– Aye; Tyrrel – Aye; and Rees – Aye. Motion carried unanimously.

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

Covid 19 Updates. No changes.

- A. Covid 19 Leave Policy (through December 31, 2020)
- B. Follow IUB's decision to implement shut-offs as normal
- C. Customer Premises will be entered with guidelines presented by CEO
- D. Covid 19 Decisions by CEO prior to Board Approval as stated at the March 26, 2020 board meeting.

Covid-19 updates with Board Action. Moved by Wees, seconded by Tyrrel to approve items A-E as listed:

- A. Continue to allow sick/vacation leave balances going negative forty (40) hours combined through October 31, 2020, for Covid-19 related purposes.
- B. Extending the Telecommuting Policy through October 31, 2020. Also removing the "No Overtime" clause in the telecommuting Covid Policy. (Ken did authorize this through a committee meeting prior to the board meeting).
- C. Continue to be open by appointment only from 8:00 am – 4:00 pm.
- D. Allow intermittent leave rather than one time use of 2 weeks through December 31, 2020. (Ken did authorize this through a committee meeting prior to the board meeting, effective August 24, 2020).
- E. Allow part-time office employee to work over 25 hours in a week if needed due to Covid Leave used by others through December 31, 2020.

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

Information only items were as follows: McClure Invoice in the amounts of \$2,750.00; \$2,650.00; and \$2,067.50; Purchase of a Broadcast Remote Mixer in the amount of \$1,429.06 to assist with the live broadcasts(current one is over 14 years old); Shelby County Communications Center Commission has given notice to end the 'After Hours Call Answering Contract effective December 31, 2020; IAMU Quarterly Invoice for Safety Services \$3,172.50; and DitchWitch Hammerhead Equipment for the Electric, Gas and Water Departments in the amount of \$4,804.19 (Budgeted).

Following the CEO's report the board entered 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. Moved by Res, seconded by Wees, to enter closed session at 4:26 pm. A roll call vote was taken as follows: Wees – Aye; Arentson– Aye; Tyrrel – Aye; and Rees – Aye. Motion carried unanimously. Moved by Tyrrel, seconded by Wees, to exit closed session at 4:35 pm.

Moved by Wees, seconded by Rees, to approve the employment contract of, CEO, Ken Weber, through September 30, 2023. A roll call vote was taken as follows: Wees – Aye; Arentson– Aye; Tyrrel – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Wees, to approve going into 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 as follows: Wees – Aye; Arentson– Aye; Tyrrel – Aye; and Rees – Aye. Motion carried unanimously. Closed session was entered at 4:38 pm. Moved by Tyrrel, seconded by Wees, to exit closed session at 5:16 pm.

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*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, October 8, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes of the Board Meeting held on September 24, 2020; Abstract of Claims No. 1175 dated October 8, 2020, in the amount of \$1,534,767.03; and Upcoming Board Meetings as follows: October 22, 2020 (Board in Person/Public Electronic via Zoom) and November 12, 2020 (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; Borkowski – Aye; Rees – 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, Terry Arentson (*term 2021*)

VICE-CHAIRPERSON, Connie Borkowski (*term 2022*)

TRUSTEE, David Tyrrel (*term 2023*)

Nella Seivert (*term 2024*)

TRUSTEE, Randall Rees (*term 2025*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, October 22, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary. Due to the Covid-19 pandemic and social distancing recommendations the meeting was held electronically via Zoom for the public. Board members and staff were present on site in the HMU Boardroom. Present were Trustees: David Tyrrel, Connie Borkowski, Terry Arentson, Nella Seivert, and Randall Rees. Absent: None. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert and Jim Gedwillo. Matt Hudson was also present due to closed session. Present via Zoom: Todd Valline, Gene Gettys, Troy Schaben, Mike Anliker and Byron Tuley (NeoNova).

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

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

Moved by Tyrrel, seconded by Seivert, to approve the consent agenda which included: A) Approve Minutes of the Electronic Board Meeting of October 8, 2020; B) Abstract of Claims No. 1176 in the amount of \$518,693.67 and payment of same; and C) Upcoming Board Meetings of November 12, 2020, (Electronic), December 3, 2020 (Electronic) and December 17, 2020 (Via zoom for public). A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Rees, to approve the Bobcat upgrade for the annual amount of \$8,888.60. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Borkowski to approve the telecommunications Rate Study through Consortia with an estimated cost of \$8,750.00. Non- budgeted. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Borkowski, to approve the Espial Whole Home Solution Contract in the annual amount of approximately \$1,771.20 per year. Non-budgeted. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Borkowski, to approve the after-hours answering service contract with NeoNova Network Services, LLC for answering telecommunications calls. The contract is a three contract in the amount of \$1,715.20 per month. Non-budgeted but is expected to be partially offset by reduced callout wages. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Covid 19 Updates. No changes.

- A. Covid 19 Leave Policy (through December 31, 2020)
- B. Follow IUB's decision to implement shut-offs as normal
- C. Customer Premises will be entered with guidelines presented by CEO
- D. Allow Intermittent Leave
- E. Allow part-time office employee to work over 25 hours if needed due to Covid Leave used by others (through December 31, 2020)
- F. Covid 19 Decisions by CEO prior to Board Approval as stated at the March 26, 2020 board meeting

Covid-19 updates with Board Action. Moved by Wees, seconded by Tyrrel to approve items A-E as listed:

- A. Continue to allow sick/vacation leave balances going negative forty (40) hours combined through December 31, 2020, for Covid-19 related purposes.
- B. Extending the Telecommuting Policy through December 31, 2020.
- C. Continue to be open by appointment only from 8:00 am – 4:00 pm through December 31, 2020.

A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Information only items were as follows: McClure invoices in the amounts of \$1,300.00 and \$5,175.00; Dave Berg Dave Berg Consulting invoice in the amount of \$600.00 for the Electric, Gas and Water Rate Study; University of Iowa invoice in the amount of \$5,352.00.

Following the CEO's report the board entered 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. Moved by Tyrrel, seconded by Seivert, to approve going into closed session. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; Seivert – Aye; and Rees – Aye. Motion

carried unanimously. Closed session was entered at 4:37 pm. Moved by Tyrrel, seconded by Borkowski, to exit closed session at 5:02 pm.

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 Borkowski (*term 2022*)

TRUSTEE, David Tyrrel (*term 2023*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Randall Rees (*term 2025*)

The Harlan Municipal Utilities' Board of Trustees met in special session, November 9, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary. Due to the Covid-19 pandemic and social distancing recommendations the meeting was held electronically via Zoom for the public. Board members and staff were present on site in the HMU Boardroom. Present were Trustees: David Tyrrel, Connie Borkowski, Terry Arentson, and Randall Rees. Absent: Nella Seivert. Staff Present: Kenneth Weber, Jennifer Kelly, and Darwin Gessert. Present via Zoom: Mike Kolbe, Mayor, and Mike and Aaron Anliker.

The meeting was called to order at 12:30 p.m. in the HMU Boardroom by Chairperson Arentson.

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

Moved by Rees, seconded by Tyrrel, to approve the Engineering Recommendation to proceed with a Mixing Zone Study related to Iowa DNR Water Treatment Plant Effluent Toxicity Permit No: 8335000. Study requires "low flow" condition in the West Branch of the Nishnabotna River (the urgency is due to the fact that the study is weather dependent). The estimated cost of the study is \$18,0000-\$22,000 and will be a budget amendment. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

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 Borkowski (*term 2022*)

TRUSTEE, David Tyrrel (*term 2023*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Randall Rees (*term 2025*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, November 12, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes of the Board Meeting held on October 22, 2020; Minutes of the Special Board Meeting on November 9, 2020; Abstract of Claims No. 1177 dated November 12, 2020, in the amount of \$1,011,288.88; and Upcoming Board Meetings as follows: December 3, 2020 (Electronic) and December 17, 2020 (Board in Person/Public Electronic via Zoom). 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; Borkowski - Aye; Rees - Aye; and Tyrrel - Aye. Motion carried unanimously. Absent: Seivert.

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 Borkowski (*term 2022*)

TRUSTEE, David Tyrrel (*term 2023*)

Nella Seivert (*term 2024*)

TRUSTEE, Randall Rees (*term 2025*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, December 3, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Minutes of the Board Meeting held on November 12, 2020; Abstract of Claims No. 1178 dated December 3, 2020, in the amount of \$609,071.77; and Upcoming Board Meetings as follows: December 17, 2020 (Board in Person/Public Electronic via Zoom) and January 14, 2020 (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; Borkowski – Aye; Rees – Aye; and Tyrrel – Aye. Motion carried unanimously. Absent: Seivert.

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 Borkowski (*term 2022*)

TRUSTEE, David Tyrrel (*term 2023*)

Nella Seivert (*term 2024*)

TRUSTEE, Randall Rees (*term 2025*)

The Harlan Municipal Utilities’ Board of Trustees met in regular session, December 17, 2020, pursuant to the rules and regulations as set forth in the office of the Secretary. Due to the Covid-19 pandemic and social distancing recommendations the meeting was held electronically via Zoom for the public. Board members and staff were present on site in the HMU Boardroom. Present were Trustees: David Tyrrel, Connie Borkowski, Terry Arentson, and Randall Rees. Absent: Nella Seivert. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert and Jim Gedwillo. Matt Hudson was also present via zoom due to possible closed session. Present via Zoom: Gene Gettys, Troy Schaben, Mike Anliker and Mike Kolbe.

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

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

Moved by Borkowski, seconded by Rees, to approve the consent agenda which included: A) Approve Minutes of the Electronic Board Meeting of November 12, 2020; B) Approve Minutes of the Electronic Board Meeting of December 3, 2020; C) Abstract of Claims No. 1179 in the amount of \$636,981.50 and payment of same; and D) Upcoming Board Meetings of January 14, 2021, (Electronic), and January 28, 2021 (Via zoom for public). A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Rees, to approve the committee assignments for the Board of Trustees, effective January 1, 2021. Committees are as follows (no change from 2020).

	David Tyrrel	Nella Seivert	Randy Rees	Terry Arentson	Connie Borkowski
Electric, Gas, Water	X		X		ALT
Telecommunications/ Customer Service/Marketing	ALT	X	X		
Administration/Ins/Ad Hoc	ALT			X	X
Budget/Financial		X		X	ALT

A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Rees, seconded by Tyrrel, to elect Connie Borkowski and David Tyrrel as Chairperson and Vice-Chairperson, respectively. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Rees, seconded by Tyrrel, to purchase the TelVue Media Player and Software for local channel broadcast upgrade to digital technology in the amount of \$4,010.00 and \$12,275.00 as a budget amendment. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Rees, to accept the low bid (Elevate Roofing) for the East Substation Roof. The bid was in the amount of \$10,793.00 with an insulation add-on in the amount of \$2,679.00. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Rees, to approve the SPP Wholesale Electric Agreements including the Service Agreement for Network Integration Transmission Service and Network Operating Agreement through 2030. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Borkowski, seconded by Tyrrel, to approve the Change Order No. 1 for the horizontal pressure filter in the credit amount of \$7,080.00 and Application for Payment No. 1. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Borkowski to table the Water Treatment Plant SCADA Computer Upgrade and Remote Access in the amount of \$33,880.00. This will be a budget amendment and brought back to the February board meeting after the quarterly financials are completed. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Borkowski to table the Oxen Quote for the Water Treatment Plant SCADA Upgrade Maintenance contract in the amount of \$2,106.00 with a monthly service fee of \$314.00. This will be a budget amendment and brought back to the February board meeting after the quarterly financials are completed. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Borkowski , seconded by Tyrrel to update the Manual of Benefits and Personnel Policies to reflect that leave time will not accrue while on an unpaid leave of absence unless legally required. Full resolution will be brought back at the January meeting. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Borkowski, seconded by Tyrrel, to approve the Covid 19 Policy Updates and Extend all through January 31, 2021.

- A. Leave Balances going negative 40 hours
- B. Telecommuting Policy
- C. Continue to be open by appointment only
- D. Follow IUB’s decision to implement shut-offs as normal
- E. Customer Premises will be entered with guidelines presented by CEO
- G. Allow part-time office employee to work over 25 hours if needed due to Covid Leave used by others
- H. Covid 19 Decisions by CEO prior to Board Approval

A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Rees to approve extending the Covid 19 paid leave through January 31, 2021, for quarantine or isolation orders and will be available for those employees who have not used it. If the government sets a new mandate that will take precedence. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Information/Discussion Only Items are as follows: McClure Invoices totaling \$37,014.15; Water Rate and Telecom Rate Increases; C-Band Satellite Transmission Payment and Funding; Marketing Associate reporting to Director of Telecom January 4, 2021; After Hours Call Center Switchover and Union Negotiations have started.

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, Connie Borkowski (*term 2022*)

VICE-CHAIRPERSON, David Tyrrel (*term 2023*)

TRUSTEE, Randall Rees (*term 2025*)

Nella Seivert (*term 2024*)

TRUSTEE, Terry Arentson (*term 2021*)