

The Harlan Municipal Utilities' Board of Trustees met in electronic session, January 14, 2021, 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 December 17, 2020; Abstract of Claims No. 1180 dated January 14, 2021, in the amount of \$1,079,718.83 and Upcoming Board Meetings as follows: January 28, 2021 (Board in Person/Public Electronic via Zoom) and February 11, 2021 (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; Seivert - Aye; and Tyrrel - Aye. Motion carried unanimously. Absent: None.

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

CHAIRPERSON, Connie Borkowski (*term 2022*)

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

TRUSTEE, Randall Rees (*term 2025*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Terry Arentson (*term 2021*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, January 28, 2021, 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. Present via Zoom: Gene Gettys, Troy Schaben, Mike Anliker, Mike Kolbe, Todd Valline and Gary Brons of McClure Engineering.

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

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

Moved by Tyrrel, seconded by Rees, to approve the consent agenda which included: A) Approve Minutes of the Electronic Board Meeting of January 14, 2021; B) Abstract of Claims No. 1181 in the amount of \$969,754.02 and payment of same; and C) Upcoming Board Meetings of February 11, 2021, (Electronic), and February 25, 2021 (Via zoom for public); D) Publication of 2020 wages as follows: Barrett, Amy L, 51,685.29; Bates, Shawn K, 1,330.35; Bielenberg, Richard D, 66,665.14; Bissen, Kevin J, 63,287.64; Brown, Lela L, 48,373.68; Burroughs, Patricia K, 44,601.49; Chadwick-Kelly, Jennifer L, 70,509.00; Cote, Donald R, 60,374.09; Doonan, Troy M., 61,657.38; Eggerss, Ryan P., 55,180.23; Gedwillo, James R, 82,753.25; Gessert, Darwin I, 83,643.72; Gessert, Dean A, 83,383.36; Gessert, Jessica L, 19,691.45; Gessert, Stephen J, 75,633.28; Hagle, Alexis a, 47,304.68; Hammer, Douglas L, 43,134.63; Harrison, Trevor J, 11,688.92; Holloway, Kenneth R, 77,257.19; Keane, Shelby C, 40,920.36; Kiesel, Schuyler D, 26,507.89; Lasher, Brian L., 54,571.10; Mclaughlin, Debra A., 60,215.37; Musich, Kevin M., 65,267.81; Newcomb, Jordan, 17,523.42; Ransom, Troy E, 58,172.29; Rose, Eric D., 58,439.98; Swank, David T, 55,301.68; Taylor, Brian, 39,729.38; Travis, Kyle D, 51,984.53; Warner, Colburn L., 65,988.26; Weber, Kenneth C, 137,844.29; Wingert, Paul A, 51,798.97. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the banking resolutions changing last name of Connie Wees to Borkowski. The following resolutions were approved: Resolution No. 43 - Machine Signed Signatures; Resolution No. 44 – Corporate Authorization; Resolution No. 45 – Wire Transfer Authorization; and General Policy 50 – Bank Signature Authorization. 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 receipt and filing notice of acceptability of work and pay application no. 2 for the retainage in the amount of \$6,245.96 for the Pressure Filter No. 2 Repair project. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the P & E Engineering closeout invoice for the underground conversion and east substation voltage conversion project in the amount of \$28,822.41. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded Tyrrel, to approve Resolution No. 26-2021 to Modify the Water Rates for Harlan Municipal Utilities. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded Arentson, to approve the funding request from the Shelby County Chamber of Commerce and Industry in the amount of \$35,000.00 for the fiscal year 2021-2022, payable in July 2021. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve two engagement proposals in response to the petition filed with and accepted by the City of Harlan. The proposals are as follows: LWBJ Capital Advisors, LLC (approximately \$15,000.00 - \$17,000.00) and Clifton Larson Allen LLP (CLA) (approximately \$21,000.00- \$23,000.00). The CLA proposal is subject to Iowa Utility Board recognition of CLA as an approved appraiser. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrell, seconded by Rees, to approve final form of Resolution No. 83-2021 Update to Manual of Benefits and Personnel Policies regarding accrual of leave time while on an unpaid leave of absence. Leave time will not accrue for any employee on an unpaid leave of absence which extends over two pay periods (unless legally mandated). 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 Innovative Systems Annual Support Contract Invoice in the amount of \$5,000.00 (Voice Mailbox, Telemarketer Block and Terminating Call Management). A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Rees, to approve the Viking Contract Renewal for the Annual Sprinkler Backflow Inspection (5 year contract in the amount of \$3425.00). 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 3-year contracts with Protex Central (pending legal counsel recommendations on language revisions) as follows: Clean Agent Suppression Inspection (\$950.00 per year = \$3,022.20) and Fire Alarm Inspection (\$704.00 per year = \$2,232.54). A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, and seconded by Tyrrel to receive and file the 2021-2022 fiscal year budget. 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 Covid 19 Policy Updates and Extend all through March 31, 2021.

- A. Continue offering Covid-19 Pay for employees that haven't used it if they are under quarantine recommendations due to signs, exposure or positive test result;
- B. Leave Balances going negative 40 hours (extend timeframe through
- C. Telecommuting Policy
- D. Continue to be open by appointment only
- E. Follow IUB's decision to implement shut-offs as normal
- F. 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.

Information/Discussion Only Items are as follows: McClure Invoices totaling \$11,827.50.

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*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, February 11, 2021, 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 January 28, 2021; Abstract of Claims No. 1182 dated February 11, 2021, in the amount of \$519,377.02 and Upcoming Board Meetings as follows: February 25, 2021 (Board in Person/Public Electronic via Zoom) and March 11, 2021 (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; Seivert - Aye; and Tyrrel - Aye. Motion carried unanimously. Absent: None.

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

CHAIRPERSON, Connie Borkowski (*term 2022*)

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

TRUSTEE, Randall Rees (*term 2025*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Terry Arentson (*term 2021*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, February 25, 2021, 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. Present via Zoom: Gene Gettys, Todd Valline and multiple citizens.

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

Moved by Tyrrel, seconded by Rees, 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 11, 2021; B) Abstract of Claims No. 1183 in the amount of \$761,738.27 and payment of same; and C) Upcoming Board Meetings of March 11, 2021, (Electronic), and March 25, 2021, (via Zoom for public) roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Rees, to approve the Agreement for Engineering Services for a Risk and Resilience Assessment and Emergency Response Plan, due June 30 and December, 2021, respectively. The plan was presented by McClure in the amount of \$12,000.00. Budget Amendment. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the Consortia Proposal for an updated cash flow analysis in the approximate amount of \$2,625-\$3,150. A 5-year analysis is needed instead of a 3 year analysis for the Petition that was filed. Budget Amendment. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Seivert, to approve the Televue Support & Maintenance contracts for 3 years in the amounts of \$1,368.75 and \$618.75. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Rees, seconded by Tyrrel, to accept the estimate from MidAmerican to replace the failed 69kV instrument at the Avoca Substation in the amount of \$56,932.00. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Arentson, to approve the annual SPP membership assessment invoice for 2021 in the amount of \$6,000.00. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the agreement with 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 as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Arentson, to transfer funds from CD'S to the operating gas fund (if needed) to pay for the gas commodity due in March. Weber also explained the impact that the gas/electric grid in Texas had on the utility companies in the Midwest. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

There were no Covid 19 Policy updates. All items are currently in effect until March 31, 2021.

Information/Discussion Only Items are as follows: McClure invoices totaling 6,260.50; McClure raw water report and declining water production; Reviewing proposals for power management services from Tenaksa & Next Era; truck bids; fires extinguisher inspections in the amount of \$1,320.00; PFM Cash flow update; SCADA computer upgrade and remote access, along with Oxen quotes for maintenance upgrade and service fee will be reviewed at the July board meeting; call-outs while using paid time off and receiving overtime instead of regular pay.

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*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, March 11, 2021, 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 February 25, 2021; Abstract of Claims No. 1184 dated February 25, 2021, in the amount of \$811,749.58 and Upcoming Board Meetings as follows: March 11, 2021 (Board in Person/Public Electronic via Zoom) and March 25, 2021 (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; Seivert - Aye; and Tyrrel - Aye. Motion carried unanimously. Absent: None.

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

CHAIRPERSON, Connie Borkowski (*term 2022*)

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

TRUSTEE, Randall Rees (*term 2025*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Terry Arentson (*term 2021*)

The Harlan Municipal Utilities' Board of Trustees met in special session, March 18, 2021, 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. Alex Cutchey from the Iowa Association of Municipal Utilities was also present. Present via Zoom: Matt Hudson, Gene Gettys, Mike Kolbe, Troy Schaben, Mike Anliker, and others named: Julie, JJ, Scott and Stephen.

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

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

Moved by Arentson, seconded by Tyrrel, to approve a \$0.00 Gas Purchase Adjustment for the next three billing cycles effective March 19, 2021, and review at that time. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Rees, to use reserves out of the gas fund to make the gas payment to BP Canada. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; and Rees – Aye. Motion carried unanimously.

Budget Billing was discussed and there will be no changes made. The previous 12 months bills will be used to calculate the new amounts. No action was taken.

Moved by Arentson, seconded by Tyrrel, to continue to waive any penalties and disconnects for customers due to the Polar Vortex gas amounts through June 30, 2021, and re-evaluate (as previously approved by the administrative committee). A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; and Rees – Aye. Motion carried unanimously.

Alex Cutchey spoke regarding the Polar Vortex and 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*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, March 25, 2021, 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. Present via Zoom: Gene Gettys, Mike Kolbe, Todd Valline, KSOM, Richard Ranney and JaBell. Present via zoom presentation were: Mike Trotter, Joseph Kellinger, Gary Brons all of McClure and Thad Nanfito of the Iowa Department of Natural Resources.

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

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

Moved by Seivert, seconded by Rees, to approve the consent agenda which included: A) Approve Minutes of the Electronic Board Meeting of March 11, 2021, and the Special Board Meeting of March 18, 2021; B) Abstract of Claims No. 1185 in the amount of \$2,177,736.15 and payment of same; and C) Upcoming Board Meetings of April 8, 2021, (Electronic), and April 22, 2021, (via Zoom for public). A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Presentation and discussion on Raw Water Improvements. McClure representatives and an IDNR representative gave input. There was also discussion on water supply and conservation measures that might need to go into place. No action was taken.

Moved by Arentson, seconded by Tyrrel, to adjust \$170,400 decrease in transfer out of the water fund to the water bond reserve fund (4 monthly transfers at \$42,600). Budget Amendment. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Arentson, to delist the Water Reserve Funds at Shelby County State Bank CD #1600029154 "Restricted" (in the amount \$277,000 – subject to legal counsel review). A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Arentson, to approve and authorize Ken Weber to sign the following agreements in connection with the SPP Attachment X (credit policy) of the Open Access Transmission Tariff: A) Appendix A Credit Application Form; and B) Appendix E Annual Minimum Market Participation Criteria – Risk Management Certification Form. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Seivert, to approve and authorize Ken Weber to sign the following agreements in connection with the MISO Minimum Participation Criteria Attachment L - Credit Policy: A) Exhibit IV Annual Certification; and B) Exhibit VIII Annual Disclosure. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Rees, to approve the Power Management Services Contract with Tenaska replacing current PS Analytics due to retirement. The Electric Committee reviewed the Request for Proposals (RFP) that were sent to Next Era and Tenaska and the bids received. Bids were received as follows: Next Era in the amount of \$18,500 monthly and Tenaska in the amount of \$12,300 monthly (current price is \$14,010). A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Discussion was held on the Green City Energy Fund in the amount of \$14,427. Board instructed Ken to look at different projects and get input from those contributing and bring it back to the Board.

Moved by Arentson, seconded by Tyrrel, to approve the CCI Systems Annual Support Digital Content Manager invoice in the amount of \$3,655.28 (Budgeted). A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Tyrrel, to approve Resolution No. 40-2021 – to Approve Rates for Cable/TV Internet Services (Changes or Additions). A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Seivert, to approve Resolution No. 67-2021 – Approving Telephone Service Rates (Changes and/or Additions). A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Arentson, to rescind Resolution No. 38 Low-Income Connection Assistance (link-up) and Low-Income Lifeline Assistance. These services and discounts are now in the rate resolutions for each service. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the IAMU Annual dues invoice in the amount of \$15,040, pending a satisfactory response on the telecommunications dues portion which was questioned by Seivert. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the Covid 19 Policy Updates which are currently in effect until March 31, 2021.

- A. Continue offering Covid-19 Pay for employees that haven't used it if they are under quarantine recommendations due to signs, exposure or positive test result (extend through April 30, 2021);
- B. Leave Balances going negative 40 hours (extend timeframe through April 30, 2021);
- C. Telecommuting Policy (extend timeframe through April 30, 2021);
- D. Follow IUB's decision to implement shut-offs as normal;
- E. Customer Premises will be entered with guidelines presented by CEO
- F. Allow part-time office employee to work over 25 hours if needed due to Covid Leave used by others (through April 30, 2021).

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

Moved by Tyrrel, seconded by Arentson, the Covid-19 Policy Updates currently in effect until March 31, 2021.

- A. Continue to be open by appointment only through April 30, 2021.
- B. Open to public (normal business hours) with restrictions set by CEO effective May 1, 2021. (Example: 2 customers in lobby at a time to ensure social distancing recommendations in place by CDC, encourage payments in drop box, mandatory to wear a mask upon entry).

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

Information/Discussion only items are as follows: McClure invoices in the amounts of \$1,219.28 for Expert Witness and \$1,700.00 for the Raw Water System Evaluation.

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*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, April 8, 2021, 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 March 25, 2021; Abstract of Claims No. 1186 dated April 8, 2021, in the amount of \$516,837.03 and Upcoming Board Meetings as follows: April 22, 2021 (Board in Person/Public Electronic via Zoom) and May 13, 2021 (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; Seivert – Aye; and Tyrrel – Aye. Motion carried unanimously. Absent: None.

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

CHAIRPERSON, Connie Borkowski (*term 2022*)

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

TRUSTEE, Randall Rees (*term 2025*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Terry Arentson (*term 2021*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, April 22, 2021, 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. Present via Zoom: Gene Gettys, Mike Kolbe, Todd Valline, John Abel, Donald Cote, Troy Schaben, and Matt Hudson (legal counsel).

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

Moved by Arentson, seconded by Tyrrel, 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 April 8, 2021, B) Abstract of Claims No. 1187 in the amount of \$722,063.19 and payment of same; and C) Upcoming Board Meetings of May 13, 2021, (Via Zoom for Public), and May 27, 2021, (via Zoom for public). A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Seivert, to approve Amendment No. 1 to the Agreement for Engineering Services for Harlan Municipal Utilities Raw Water Improvements Project, Harlan, Iowa, in the amount of \$361,500.00. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Arentson, to approve moving forward with the State Revolving Fund Loan Application process; approval of US Environmental Protection Agency Assurance with Respect to Real Property Acquisition of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as Amended; and the ACH Disbursement Form for receiving funds. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Seivert, to approve the quote by Cahoy Pump Services for the rehabilitation of three (3) wells in the amount of \$49,800.00. Budget Amendment. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Arentson, to approve Water Policy No. 6, a Conservation Use Policy. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the MidAmerican Confidentiality Agreement regarding the Louisa Generation Station. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Move by Seivert, seconded by Tyrrel, to approve the insurance renewals as recommended by the Insurance Committee. The following policies were approved: Property & Casualty (including the increase of coverage for the 69kv poles from \$50,000.00 to \$500,000.00); Cyber Policies and Workman's Compensation. The health, dental, short-term disability, long term disability, life insurance and voluntary vision were approved with a zero (0) % increase. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the Elevate Roofing Change Order to add gutters to the substation roof in the amount of \$4,275.00. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Seivert, to approve the Ribbon Network Annual Support Renewal in the amount of \$20,495.00 pending legal counsel review. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the fuel bid submitted by Agriland FS for two years. Three bids were received as follows with a discount off of the daily pump price: Agriland FS \$0.141, Farm Service Coop \$0.12; and Taylor Quik Pik \$0.08. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, to approve Outsourcing of the Utility Billing. Lack of second. Motion failed.

Telecom petition items including the asset appraisal agreement from Equipment Marketers & Appraisers in the amount of \$15,000.00 were tabled until the May meeting due to legal counsel further review and removing confidentiality clauses. This will be a budget amendment.

Moved by Tyrrel, seconded by Arentson, to approve allowing the part-time employee to work over 25 hours a week until the Customer Service Representative – Telecommunications position is filled. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Arentson, to keep the following Covid 19 Policy Updates through April 30, 2021, without any extensions: A) Covid-19 Pay for employees that haven't used it if they are under quarantine recommendations due to signs, exposure or positive test result; B) Leave balances going negative 40 hours; C) Telecommuting Policy; D) Follow IUB's decision to implement shut-offs as normal; E) Customer premises will be entered with guidelines presented by CEO; F) Allow part-time office employee to work over 25 hours if needed due to Covid Leave used by others. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Tyrrel, to rescind the travel restriction put in place with the Covid-19 Policy. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Information/Discussion only items are as follows: McClure invoices in the amounts of \$3,839.28 for Water System Expert Witness and NPDES Draft Permit is out for public notice posted for comment until April 26, 2021.

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*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, May 13, 2021, 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 Jim Gedwillo. Present via Zoom: Mike Kolbe, Matt Hudson and Josh Byers.

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

Moved by Tyrrel, seconded by Arentson, 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 22, 2021, B) Abstract of Claims No. 1188 in the amount of \$1,058,420.39 and payment of same; and C) Upcoming Board Meetings of May 27, 2021, (Via Zoom for Public), and June 10, 2021, (electronic). A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; and Rees – Aye. Motion carried unanimously.

Chairperson Borkowski announced that this was the time and place for the public hearing regarding the application with the United States Department of Agriculture Rural Development for financial assistance for water system repairs and rehabilitation. Borkowski asked if there had been any written objections. Weber stated there were none. Borkowski ask if there were any oral objections from anyone present or via zoom. There were none. Time for objections was closed.

Moved by Arentson, seconded by Rees, to approve Resolution 85-2021 of the Board of Trustees of Harlan Municipal Utilities agreeing to apply for financial assistance with the United States Department of Agriculture, Rural Development to finance Water System rehabilitation and repair costs. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Rees, to approve the PFM Engagement Letter in connection with the issuance of Water Revenue Capital Loan Notes (Drinking Water Facilities Financing Program), Series 2021 in the amount of \$10,000.00 & SRF Disclosure of Conflicts. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the Resolution fixing date for a meeting on the proposition to authorize a Loan and Disbursement Agreement and the issuance of Notes to evidence the obligations of the City thereunder - Not to exceed \$430,000 Water Revenue Capital Loan Notes. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the following regarding the Telecom Petition that was filed: A) The engagement letter with Equipment Marketers & Appraisers (EMA) and execution and delivery thereof; B) Approve the \$15,000 fee and payment thereof as provided in the engagement letter, including paying \$7,500 up front and paying the other \$7,500 when the report is ready. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; and Rees – Aye. Motion carried unanimously.

Informational items only are as follows: Murphy Tower Invoice for Labor for lights on the Telecommunications Tower in the amount of \$1,140.00.

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, Connie Borkowski (*term 2022*)

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

TRUSTEE, Randall Rees (*term 2025*)

Nella Seivert (*term 2024*)

TRUSTEE, Terry Arentson (*term 2021*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, May 27, 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. Present were Trustees: Terry Arentson, Connie Borkowski, Randall Rees, David Tyrrel and Nella Seivert. Absent: None. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, and Jim Gedwillo. City Present via phone: Gene Gettys, Mike Kolbe and Troy Schaben. Others present via Zoom: Ron Kennedy of MCR Performance Solutions (MCR), Todd Valline, Mike Anliker and Matt Hudson (legal counsel).

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

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

Chairperson Borkowski stated that this was the time and place for the Annual Public Hearing on the Transmission Formula Rates. Ron Kennedy of MCR verified that there was no one on the conference call. Ron Kennedy then gave an update on the Harlan Municipal Utilities, their formula rate and ATRR 2020-2021 Comparison. He also stated that HMU has abided by all the FERC-approved protocols by updating its ATRR by May 1, posting its 2021 ATRR to the SPP Member Related Postings website and hosting their annual update meeting. This meeting is to review and provide interested parties an opportunity to ask questions.

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

Moved by Seivert, and seconded by Rees, to close the public hearing/annual update meeting. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Rees – Aye; Tyrrel – Aye; and Borkowski – Aye. Motion carried unanimously.

The public hearing was closed and the meeting was adjourned.

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

CHAIRPERSON, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Randall Rees (*term 2025*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Michelle Erickson appt 06/01/2021
(*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, May 27, 2021, 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. Present via Zoom: Gene Gettys, Mike Kolbe, Troy Schaben, Todd Valline, Josh Byers, Mike Anliker and Matt Hudson (legal counsel).

The meeting was called to order at 4:15 p.m. in the HMU Boardroom by Chairperson Borkowski.

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

Moved by Tyrrel, seconded by Arentson, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of May 13, 2021; B) Abstract of Claims No. 1189 in the amount of \$649,140.91 and payment of same; and C) Upcoming Board Meetings of June 10, 2021, (Electronic), and June 24, 2021. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Arentson, to approve public attendance at board meetings going forward. In addition to attending in person, the Zoom option will still be available for convenience of the community members. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Tyrrel, to remove the mandatory wearing of masks (current Covid 19 guidelines) on HMU premises. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to rescind the Temporary Covid 19 Pandemic Leave Policy. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the Bond Counsel Engagement Agreement regarding the \$430,000 Water Revenue Capital Loan Notes with Ahlers & Cooney (Steve Nadel). A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Borkowski announced that this was the time and place of the Public Hearing on the Authorization of a Loan and Disbursement Agreement and the issuance of Notes to evidence the obligation of the City thereunder – Not to Exceed \$430,000 Water Revenue Capital Loan Notes. Borkowski asked if there had been any written objections. Weber stated that there had been none. Borkowski asked if there were any oral objections from anyone present or via Zoom. There were none. Borkowski stated that the time for receiving objections is closed.

Moved by Tyrrel, seconded by Arentson, to approve the Resolution Instituting Proceedings to take additional action for the Authorization of a Loan and Disbursement Agreement and the issuance of Not to Exceed \$430,000 Water Revenue Capital Loan Notes. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Arentson, to approve Resolution 86-2021 Approving and Authorizing a form of Interim Loan and Disbursement Agreement by and between the City of Harlan, Iowa, and the Iowa Finance Authority, and authorizing and providing for the issuance and securing the payment of \$430,000 Water Revenue Capital Loan Notes Anticipation Project Note, Series 2021, of the City of Harlan, Iowa, under the provisions of the Code of Iowa, and providing for a method of payment of said Notes. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Arentson, to approve the Agreement for Engineering Services with McClure for Harlan Municipal Utilities Pressure Filter No.1 Repairs Harlan, Iowa. Tyrrell asked if engineering services needed to be done since Filter No. 2 was just repaired. Weber, stated that HMU was still required to have engineering and specifications completed. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Annual Review of Electric Policy #9 - The Lease and Agreement for Joint Use of Communications Facilities. Moved by Arentson, seconded by Tyrrel, to leave the policy as is. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Rees, 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 as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Seivert, to rescind General Policy 109 -Commission for Marketing Associate. In accordance with the Manual of Benefits and Personnel Policies it will be effective July 1, 2021, to give employees a 30-day notice. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the Calix Annual Support Agreement for a 3-year term in the amount of \$10,495.00 per year. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to approve the budget amendments for the 2020-2021 fiscal year as follows: A) Gas fund (adjustments due to February 2021 Polar Vortex), increase operating revenues by \$1,025,000 and increase operating expenses by \$1,400,000; and B) Water Fund (adjustment due to Water Treatment Plant remediation and Litigation), Increase Operating Expenses by \$200,000. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Discussion was held on the Lease Agreement for Single Mode Dark Fiber Leased Telecommunications Service between Iowa Communications Network, Harlan Municipal Utilities and Harlan Community Library which expired June 30, 2020. The agreement was tabled until the June 24, 2021, meeting.

Moved by Arentson, seconded by Seivert, to approve the Collective Bargaining Agreement. The agreement is a 2 year contract effective July 1, 2021. All employees will receive a 2.25% cost of living increase July 1, 2021, and July 1, 2022. The electric foreman and journeyman lineman will also receive a market adjustment increase of \$4.50 per hour and \$3.00 per hour, respectively, each year. There was no change to longevity pay. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Borkowski – Aye; Seivert – Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Arentson, to approve Resolution No. 12-13 Honoring the Service of Connie Borkowski to the Harlan Municipal Utilities. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Seivert – Aye; and Rees – Aye. Borkowski abstained. Motion carried.

Moved by Arentson, seconded by Seivert, to elect Tyrrel and Rees as Chairperson, and Vice-Chairperson, respectively, of the Board of Trustees, effective June 1, 2021. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Seivert – Aye; and Rees – Aye. Borkowski abstained. Motion carried.

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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Randall Rees (*term 2025*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Michelle Erickson appt 06/01/2021
(*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, June 10, 2021, 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 May 27, 2021; TRF Annual Board Meeting on May 27, 2021; Abstract of Claims No. 1190 dated June 10, 2021, in the amount of \$402,169.21 and Upcoming Board Meetings as follows: June 24, 2021 (Regular), and July 8, 2021 (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; Erickson – Aye; Rees – Aye; Seivert – Aye; and Tyrrel – Aye. Motion carried unanimously. Absent: None.

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

CHAIRPERSON, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Randall Rees (*term 2025*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Michelle Erickson appt 06/01/2021
(term 2022)

The Harlan Municipal Utilities' Board of Trustees met in regular session, June 24, 2021, pursuant to the rules and regulations as set forth in the office of the Secretary. The zoom option was available as a convenience to citizens. All attendance is on-site unless noted. Present were Trustees: David Tyrrel, Michelle Erickson, Terry Arentson, and Nella Seivert (via zoom). Absent: Randall Rees. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert and Jim Gedwillo. Guests: Gene Gettys and Aaron Anliker. Present via Zoom: Mike Anliker, Matt Hudson (legal counsel), Todd Valline, Josh Byers, Troy Schaben.

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

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

Moved by Arentson, seconded by Erickson, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of June 10, 2021; B) Abstract of Claims No. 1191 in the amount of \$497,351.72 and payment of same; and C) Upcoming Board Meetings of July 8, 2021, (Electronic), and July 22, 2021. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Erickson – Aye; and Seivert – Aye. Motion carried unanimously. (Weber did make the statement that there could be some special meetings called due to the Petition that was filed and timelines that need met).

Moved by Arentson, seconded by Seivert to approve, the following resolutions: Resolution No. 43-2021 – Machine Signed Signatures; Resolution No. 44 -2021 – Corporate Authorization; Resolution No. 45 - 2021 – Wire Transfer Authorization; and General Policy 50 – Bank Signature Authorization. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Erickson – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Erickson, to approve the Amended and Restated Energy Scheduling and Settlement Services Agreement with Tenaska. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Erickson – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Erickson, to approve the FCC Mandated Robocall Mitigation Program with Aureon in the amount of \$9,000.00 for three years plus \$1,000.00 installation fee. Non-Budgeted. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Erickson – Aye; and Seivert – Aye. Motion carried unanimously.

The Lease Agreement for Single Mode Dark Fiber Leased Telecommunications Service between Iowa Communications Network, Harlan Municipal Utilities and Harlan Community Library is being held over until the July meeting.

Moved by Arentson, seconded by Erickson, to Receive and File Telecommunications Asset Appraisal, response to Telecom Petition. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Erickson – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Erickson, to approve the Bond Reserve Transfers to Operating Funds – Annual Debt Service Payment Coverage as presented. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Erickson – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Erickson, to approve the Audit Engagement Letter with Gronewold, Bell, Kynn & Co PC. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Erickson – Aye; and Seivert – Aye.

Moved by Arentson, seconded by Erickson, to approve that Penalties and Disconnects for Electric, Gas and Water Utilities resume to the normal process July 1, 2021. A roll call vote was taken as follows: Arentson– Aye; Tyrrel – Aye; Erickson – Aye; and Seivert – Aye.

Moved by Arentson, seconded by Erickson, to approve a Request from Electric Department to lengthen response time from 30 minutes to 1 hour when out of town until staffed with 3 journeyman lineman with the understanding that they should still respond within 30 minutes when in town. This will be effective August 1, 2021.

Overtime pay while using vacation/sick/compensatory time when called out for an emergency was tabled until the July meeting. The Board would like to define what an emergency is.

The Water Conservation Policy #6 was discussed. There was an update on penalties and usage allocation and how this would affect the billing software and costs. Staff will explore other options for penalty charges.

Informational items only were as follows: Electric Generator URGE Test Results - Submitted to IDNR for Air Quality Permitting; WAPA (Western Area Power Administration) - Drought Adder component of rates (No Change); IUB Docket No: RG-0606, Natural Gas Utility Inspection (field and records inspections); Water Conservation-City is scrolling our message at three (3) locations (City Hall, Therkildsen Center and Vets Auditorium); Worked effectively with City Staff on providing RO Discharge for Swimming Pool, Street Cleaning and Street Maintenance Projects; Public Access to RO Discharge, Non-Potable, Not for Human Consumption, high in sodium, by appointment only; Water Treatment Plant - Risk Assessment completed and submitted to EPA; Raw Water Development Project; Final Raw Water Development Report; June 8th Kick-Off Meeting, starting survey work, preparing RFP for Environmental and GeoTech Studies; Project Funding USDA-RD Application; Tenaska Billing in the amount of \$7,810.31; McClure Bills in the amount of \$35,019.50; Shelby County Fair Discussion; and Office Closed July 5th in Observance of July 4th.

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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Randall Rees (*term 2025*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Michelle Erickson appt 06/01/2021
(*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, July 8, 2021, pursuant to the rules and regulations as set forth in the office of the Secretary to approve the Abstract of Claims No. 1192 dated July 8, 2021, in the amount of \$1,043,647.20 and Upcoming Board Meetings as follows: July 22, 2021 (Regular), and August 12, 2021 (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; Erickson – Aye; Rees – Aye; Seivert – Aye; and Tyrrel – Aye. Motion carried unanimously. Absent: None.

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

CHAIRPERSON, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Randall Rees (*term 2025*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Michelle Erickson appt 06/01/2021
(*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, July 22, 2021, pursuant to the rules and regulations as set forth in the office of the Secretary. The zoom option was available as a convenience to citizens. All attendance is on-site unless noted. Present were Trustees: Terry Arentson, Randall, Rees, David Tyrrel, Nella Seivert and Michelle Erickson. Absent: None. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert and Jim Gedwillo. Guests: Bob Bjoin & Vaughn Perry. Present via Zoom at 4:13 pm (technical issue): Mike Anliker, Todd Valline, Gene Gettys, Troy Schaben and Joseph Kellinger of McClure.

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

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

Moved by Arentson, seconded by Rees, to approve the consent agenda which included: A) Approve Minutes of the Board Meetings of June 24 and July 8, 2021; B) Abstract of Claims No. 1193 in the amount of \$851,342.15 and payment of same; and C) Upcoming Board Meetings of August 12 and August 26, 2021 (both Regular). A roll call vote was taken as follows: Arentson– Aye; Rees – Aye; Tyrrel – Aye; Seivert – Aye; and Erickson – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, 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. 1 Repairs (Non-budgeted). A roll call vote was taken as follows: Arentson– Aye; Rees – Aye; Tyrrel – Aye; Seivert – Aye; and Erickson – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to approve the proposal from Braun Intertec (as recommended by McClure) for the Environmental and Geotechnical work for the Raw Water Project in the amount of \$36,811.00. Proposals were also received from Chosen Valley Testing, Inc (\$28,285.00) and Terracon (\$45,300.00 - \$49,700.00). A roll call vote was taken as follows: Arentson– Aye; Rees – Aye; Tyrrel – Aye; Seivert – Aye; and Erickson – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Arentson, to receive and file the Business Appraisal on the Telecommunications Utility System submitted by LWBJ. (Petition – Budget Amendment). A roll call vote was taken as follows: Arentson– Aye; Rees – Aye; Tyrrel – Aye; Seivert – Aye; and Erickson – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Rees, to approve the annual maintenance agreement with ITRON in the amount of \$2,618.97. A roll call vote was taken as follows: Arentson– Aye; Rees – Aye; Tyrrel – Aye; Seivert – Aye; and Erickson – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Arentson, to approve the quote by Oxen for the IMAIL and DNS Server Migration in the amount of \$6,090.00. (Budgeted). A roll call vote was taken as follows: Arentson– Aye; Rees – Aye; Tyrrel – Aye; Seivert – Aye; and Erickson – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Erickson, to approve the Nas-Rac Hardware Upgrade in the amount of \$10,000.00. (Budget Amendment). A roll call vote was taken as follows: Arentson– Aye; Rees – Aye; Tyrrel – Aye; Seivert – Aye; and Erickson – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Rees, to revise the Water Conservation Policy No. 6. During a water emergency the usage allocation (non-interruptible customers) for penalties has been changed from a March baseline to a June baseline of when the Water Emergency was put into effect. A roll call vote was taken as follows: Arentson– Aye; Rees – Aye; Tyrrel – Aye; Seivert – Aye; and Erickson – Aye. Motion carried unanimously.

Informational items only were as follows: Rebate Revisions Effective 8/01/2021; WAPA Implementing Drought Conservation Measures; Invoice for LWBJ Appraisal in the amount of \$9,425.00 (petition); CLA Invoice in the amount of \$18,680.00 (petition); and McClure Bills in the amount of \$32,924.10.

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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Randall Rees (*term 2025*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Michelle Erickson (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, August 12, 2021, pursuant to the rules and regulations as set forth in the office of the Secretary. The zoom option was available as a convenience to citizens. All attendance is on-site unless noted. Present were Trustees: Terry Arentson, Randall, Rees, Nella Seivert and Michelle Erickson. Absent: David Tyrrel. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert and Jim Gedwillo. Guests: Bob Bjoin, Gene Gettys & Aaron Anliker. Present via Zoom: Steve Nadel (legal counsel – Petition), Matt Hudson (local legal counsel), & Troy Schaben. Mike Anliker stated he was not able to dial in via Zoom but there were no others that stated the same.

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

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

Moved by Seivert, seconded by Arentson, to approve the consent agenda which included: A) Approve Minutes of the Board Meetings of July 22, 2021; B) Abstract of Claims No. 1194 in the amount of \$864,951.51 and payment of same; and C) Upcoming Board Meetings of August 26, 2021 (Regular) and September 9, 2021 (Electronic). A roll call vote was taken as follows: Erickson – Aye; Arentson– Aye; Rees – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Erickson, to receive and file the Clifton, Allen, Larson Appraisal as part of the Petition process. A roll call vote was taken as follows: Erickson – Aye; Arentson– Aye; Rees – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to approve the Resolution taking initial action regarding the potential discontinuance and disposal by sale of the Harlan Municipal Communications Utility; consider appraisals; determine fair market value; consideration of alternatives; approve information regarding the Municipal Communications Utility; order posting of information and mailing notice of proposed sale; council to call special election with the stipulation of adding the following verbiage at the end of the "Summary of Proposal": Although the Board of Trustees is currently not proposing to sell the municipal communications utility, for purposes of transparency the Board of Trustees wants it known that on August 10, 2021, an unsolicited letter containing an indication of interest in purchasing the communications utility was received by the utility. A roll call vote was taken as follows: Erickson – Aye; Arentson– Aye; Rees – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Erickson, to approve Resolution No. 37-2021 - Resolution to Approve International Long Distance Telephone Rates. A roll call vote was taken as follows: Erickson – Aye; Arentson– Aye; Rees – Aye; and Seivert – Aye. Motion carried unanimously.

Steve Nadel and Terry Arentson both exited the meeting at 5:06 pm.

Moved by Seivert, seconded by Erickson, to approve the Agreement for GIS Services which is an Annual Renewal in the amount of \$15,000 for mapping of Electric, Gas and Water distribution lines. A roll call vote was taken as follows: Erickson – Aye; Rees – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Erickson, to approve the Electric/Natural Gas Vendor Agreement FY22 Low-Income Home Energy Assistance Program with West Central Community Action. A roll call vote was taken as follows: Erickson – Aye; Rees – Aye; and Seivert – 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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Randall Rees (*term 2025*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Michelle Erickson (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, August 26, 2021, pursuant to the rules and regulations as set forth in the office of the Secretary. The zoom option was available as a convenience to citizens. All attendance is on-site unless noted. Present were Trustees: Terry Arentson, Randall Rees, David Tyrrel, Nella Seivert and Michelle Erickson. Absent: None. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert and Jim Gedwillo. Guests: Bob Bjoin & Gene Gettys. Present via Zoom: Mike Anliker, Todd Valline, Troy Schaben and Mike Kolbe.

The meeting was called to order at 4:06 p.m. in the HMU Boardroom by Chairperson Tyrrel.

Moved by Seivert, seconded by Rees, to approve the agenda. A conflict of interest exists on the Petersen Family Wellness Center Donation. Since Erickson is an employee of the hospital she will not vote.

Moved by Arentson, seconded by Erickson, to approve the consent agenda which included: A) Approve Minutes of the Board Meetings of August 12, 2021; B) Abstract of Claims No. 1195 in the amount of \$779,066.78 and payment of same; and C) Upcoming Board Meetings of September 9 (electronic) and September 23, 2021 (Regular). A roll call vote was taken as follows: Erickson – Aye; Arentson– Aye; Rees – Aye; Tyrrel – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to approve the Letter of Recommendation and Notice of Award for the Pressure Filter No. 1 Repairs for the bid received from All Service Contracting in the amount of \$148,375.00. A roll call vote was taken as follows: Erickson – Aye; Arentson– Aye; Rees – Aye; Tyrrel – Aye; and Seivert – Aye. Motion carried unanimously.

Discussion was held on the Request for Donation to the Petersen Family Wellness Center but lacked a motion. Tyrrel opposed the donation stating that this should be funded by private donations rather than ratepayer funds. Rees opposed the donation due to other non-budgeted expenses that have been incurred this year. Seivert, Arentson and Erickson were in favor of the donation. However, Erickson had a conflict of interest and was unable to vote if a motion had been made.

Moved by Arentson, seconded by Seivert, to lift the Tier 1 Water Warning effective September 1. Weber stated that the community has done a great job conserving and water production is being maintained at manageable levels. A roll call vote was taken as follows: Erickson – Aye; Arentson– Aye; Rees – Aye; Tyrrel – Aye; and Seivert – Aye. Motion carried unanimously.

Informational items only were as follows: Cahoy Pump Service Invoice in the amount of \$49,800.00 (Wells 4, 5 & 20); and McClure invoices totaling \$54,780.00 for Risk Assessment, Pressure Filter No. 1 repairs, Water System Expert Witness, and Raw Water System Evaluation.

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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Randall Rees (*term 2025*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Michelle Erickson (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, September 9, 2021, 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 26, 2021; Abstract of Claims No. 1196 dated September 9, 2021, in the amount of \$539,965.62 and Upcoming Board Meetings as follows: September 23, 2021 (Regular), and October 14, 2021 (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; Erickson – Aye; Rees – Aye; Seivert – Aye; and Tyrrel – Aye. Motion carried unanimously. Absent: None.

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

CHAIRPERSON, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Randall Rees (*term 2025*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Michelle Erickson appt 06/01/2021
(term 2022)

The Harlan Municipal Utilities' Board of Trustees met in regular session, September 23, 2021, pursuant to the rules and regulations as set forth in the office of the Secretary. The zoom option was available as a convenience to citizens. All attendance is on-site unless noted. Present were Trustees: Michelle Erickson Randall Rees, David Tyrrel and Nella Seivert. Absent: Terry Arentson. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert and Jim Gedwillo. Guests: Josh Buyers, Todd Valline and Gene Gettys. Present via Zoom: Mike Anliker, Troy Schaben and Matt Hudson (Legal Counsel).

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

Moved by Seivert, seconded by Rees, to approve the agenda

Moved by Rees, seconded by Seivert, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of September 9, 2021; B) Abstract of Claims No. 1197 in the amount of \$669,325.95 and payment of same; and C) Upcoming Board Meetings of October 14 (electronic) and October 28, 2021 (Regular). A roll call vote was taken as follows: Erickson – Aye; Rees – Aye; Tyrrel – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Erickson, seconded by Seivert, to receive and file the 2020-2021 Fiscal Year Audit. A roll call vote was taken as follows: Erickson – Aye; Rees – Aye; Tyrrel – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Erickson, to allow a carryover of 3 days of vacation for CEO per employment contract. A roll call vote was taken as follows: Erickson – Aye; Rees – Aye; Tyrrel – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Rees, to approve the Water Utility Vendor Agreement Low-Income Household Water Assistance Program (LIWAP) with West Central Community Action Agency expiring September 30, 2023. A roll call vote was taken as follows: Erickson – Aye; Rees – Aye; Tyrrel – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Rees, seconded by Erickson, to approve the Bobcat lease in the net amount of \$5450.00 annually. A roll call vote was taken as follows: Erickson – Aye; Rees – Aye; Tyrrel – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Rees, to approve Resolution No. 90-2021 Resolution Updating Work Week Section of the Manual of Benefits and Personnel Policies. A roll call vote was taken as follows: Erickson – Aye; Rees – Aye; Tyrrel – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Rees, seconded by Erickson, to approve Proposed Resolution No. 91-2021 Resolution Updating Overtime Section and Relief Period Section of the Manual of Benefits and Personnel Policies. A roll call vote was taken as follows: Erickson – Aye; Rees – Aye; Tyrrel – Aye; and Seivert – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Rees, to approve the Pressure Filter No. 1 Repairs Contract Documents and Notice to Proceed. A roll call vote was taken as follows: Erickson – Aye; Rees – Aye; Tyrrel – Aye; and Seivert – Aye. Motion carried unanimously.

Informational items only were as follows: Braun Inttettec invoice in the amount of \$23,666.00 and Prairie Fire Construction Group LLC unpaid bill in the amount of \$41,284.99 and possible litigation.

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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Randall Rees (*term 2025*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Michelle Erickson (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, October 14, 2021, 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 23, 2021; Abstract of Claims No. 1198 dated October 14, 2021, in the amount of \$1,831,945.61 and Upcoming Board Meetings as follows: October 28, 2021 (Regular). The November meetings will be discussed. 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; Erickson - Aye; Rees - Aye; Seivert - Aye; and Tyrrel - Aye. Motion carried unanimously. Absent: None.

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

CHAIRPERSON, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Randall Rees (*term 2025*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Michelle Erickson (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, October 28, 2021, pursuant to the rules and regulations as set forth in the office of the Secretary. The zoom option was available as a convenience to citizens. All attendance is on-site unless noted. Present were Trustees: Michelle Erickson David Tyrrel, Randall Rees, Nella Seivert and Terry Arentson. Absent: None. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert and Jim Gedwillo. Guests: Todd Valline, Gene Gettys and Mike Kolbe. Legal Counsel: Matt Hudson. Present via Zoom: Bob Bjoin and Troy Schaben.

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

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

Moved by Seivert, seconded by Erickson, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of October 14, 2021; B) Abstract of Claims No. 1199 in the amount of \$752,301.14 and payment of same; and C) Upcoming Board Meetings of November 10 (electronic) and November 24, 2021 (Regular). A roll call vote was taken as follows: Erickson – Aye; Tyrrel – Aye; Rees – Aye; Seivert – Aye; and Arentson - Aye. Motion carried unanimously.

Arentson stated that the Administrative Committee of himself and Michelle Erickson 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 salary increase of 1.875% as per employment contract. Moved by Arentson, seconded by Erickson, to approve the pay increase. A roll call vote was taken as follows: Erickson – Aye; Tyrrel – Aye; Rees – Aye; Seivert – Aye; and Arentson - Aye. Motion carried unanimously.

Moved by Seivert, seconded by Rees, to approve General Policy No. 1 – Due Date, Delinquent Notice, Penalty, and Reconnection Fee for Non-Payment Re: Gas, Water & Electric Utilities. The revised policy allows for penalties to be applied in accordance with any law that overrules board policy as the laws change. A roll call vote was taken as follows: Erickson – Aye; Tyrrel – Aye; Rees – Aye; Seivert – Aye; and Arentson - Aye. Motion carried unanimously.

Moved by Erickson, seconded by Rees, to approve Resolution No. 12-14 - Resolution Honoring the Service of Terry Arentson to the Harlan Municipal Utilities. Arentson served as a Trustee for eight and one-half years. A roll call vote was taken as follows: Erickson – Aye; Tyrrel – Aye; Rees – Aye; Seivert – Aye; and Arentson - Abstain. Motion carried.

Moved by Arentson, seconded by Seivert, to approve the Agreement for Engineering Services, Harlan Municipal Utilities Anti-Degradation Alternatives Analysis, Harlan, Iowa (estimate for study related to change in chemicals at the water treatment plant -NPDES Permit) in the amount of \$19,300.00). [Non-Budgeted]. A roll call vote was taken as follows: Erickson – Aye; Tyrrel – Aye; Rees – Aye; Seivert – Aye; and Arentson - Aye. Motion carried unanimously.

Moved by Seivert, seconded by Erickson, to proceed with litigation for the unpaid bills that Prairie Fire Construction Group has accumulated in the total amount of \$44,064.79. A roll call vote was taken as follows: Erickson – Aye; Tyrrel – Aye; Rees – Aye; Seivert – Aye; and Arentson - Aye. Motion carried unanimously.

Informational items only are as follows: McClure Bills; PSN Rate Increase .05 per transaction; Itron Maintenance Contract Invoice (\$2,293.41); Western Area Power Administration Correspondence; APPA Membership Invoice (\$4,006.56); FEMA payment awarded (not received) for Covid-19 related expenses (\$11,793.59); Additional costs related to emergency electric repairs in the area of 12th & Hawkeye; replacing old concentric cable; and received from McClure Raw Water System Improvements Section 1 –Raw Water Mains - 90% Drawings, Bid Documents & Permit.

Following the CEO's report, closed session was entered.

Moved by Arentson, seconded by Erickson, to enter closed session to discuss marketing and pricing strategies and proprietary information of the telecommunications division whose competitive position will be harmed by public disclosure that is not required of potential or actual competitors and no public purpose is served by such disclosure, pursuant to Section 388.9(1) Code of Iowa. A roll call vote was taken on the motion as follows: Erickson – Aye; Tyrrel – Aye; Rees – Aye; Seivert – Aye; and Arentson – Aye. Motion carried unanimously. Closed session was entered at 5:31 pm. Jennifer Kelly will take notes during the closed session. Moved by Arentson, seconded by Erickson, to exit closed session at 5:45 pm. A roll call vote was taken on the motion as follows: Erickson – Aye; Tyrrel – Aye; Rees – Aye; Seivert – Aye; and Arentson – Aye. Motion carried unanimously.

Moved by Rees, seconded by Seivert, to approve the NCTC Master Agreement with Zayo for Wholesale Direct Internet Access per terms of the Master Agreement. A roll call vote was taken on the motion as follows: Erickson – Aye; Tyrrel – Aye; Rees – Aye; Seivert – Aye; and Arentson – Aye. Motion carried unanimously.

The meeting was adjourned.

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

CHAIRPERSON, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Randall Rees (*term 2025*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Terry Arentson (*term 2021*)

TRUSTEE, Michelle Erickson (*term 2022*)

The Harlan Municipal Utilities' Board of Trustees met in electronic session, November 10, 2021, 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 28, 2021; Abstract of Claims No. 1200 dated November 10, 2021, in the amount of \$401,985.13 and Upcoming Board Meetings as follows: November 24, 2021 (Regular) and December 9, 2021 (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: Erickson – Aye; Rees – Aye; Seivert – Aye; and Tyrrel – Aye. Motion carried unanimously. Absent: Arentson.

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

CHAIRPERSON, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Randall Rees (*term 2025*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Michelle Erickson (*fill-in term 2022*)

TRUSTEE, James Shelton (*term 2027*)

The Harlan Municipal Utilities' Board of Trustees met in regular session, November 24, 2021, pursuant to the rules and regulations as set forth in the office of the Secretary. The zoom option was available as a convenience to citizens. All attendance is on-site unless noted. Present were Trustees: Michelle Erickson, Randall Rees and James Shelton. Absent: David Tyrrel and Nella Seivert. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert and Jim Gedwillo. Guests: Mike Kolbe and Bob Bjoin. Legal Counsel: Absent. Present via Zoom: Troy Schaben.

Vice-Chairperson Rees called the meeting to order at 4:03 p.m. in the HMU Boardroom.

Moved by Erickson, seconded by Shelton, to approve the agenda.

Moved by Erickson, seconded by Rees, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of November 10, 2021; B) Abstract of Claims No. 1201 in the amount of \$733,787.59 and payment of same; and C) Upcoming Board Meetings of December 9 (electronic) and December 23, 2021 (Regular). A roll call vote was taken as follows: Erickson – Aye; and Rees – Aye. Seivert voted electronically via text. Shelton – Abstain due to not being on financial paperwork yet. Motion carried unanimously.

Moved by Erickson, seconded by Shelton, to approve ordering transformers as part of the electrical improvements for the Raw Water Project. The timeline for delivery is currently 50-60 weeks. Non Budgeted. A roll call vote was taken as follows: Erickson – Aye; Rees – Aye; and Shelton - Aye. Motion carried unanimously.

Moved by Erickson, seconded by Shelton, to continue offering the Zoom option for meetings as a convenience for citizens. A roll call vote was taken as follows: Erickson – Aye; Rees – Aye; and Shelton - Aye. Motion carried unanimously.

Informational items only are as follows: MCClure Bills; Gas Service Truck Unit #2 Invoice in the amount of \$40,478.01; IDNR revised permit decreasing bacteria testing requirements. In Progress: Lease Agreement for Single Mode Dark Fiber Leased Telecommunications Service between Iowa Comunciations Network, Harlan Municipal Utilities and Harlan Community Library.

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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Randall Rees (*term 2025*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Michelle Erickson (*fill-in term 2022*)

TRUSTEE, James Shelton

The Harlan Municipal Utilities' Board of Trustees met in electronic session, December 9, 2021, 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 24, 2021; Abstract of Claims No. 1202 dated December 9, 2021, in the amount of \$609,546.71 and Upcoming Board Meetings as follows: December 23, 2021 (Regular) and January 13, 2022, (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: Erickson - Aye; Rees - Aye; Seivert - Aye; and Tyrrel - Aye. Motion carried unanimously. Absent: None. Shelton reviewed the documents but abstained from voting until on the banking authorizations.

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

CHAIRPERSON, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Randall Rees (*term 2025*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Michelle Erickson (*fill-in term 2022*)

TRUSTEE, James Shelton (*term 2027*)

The Harlan Municipal Utilities’ Board of Trustees met in regular session, December 23, 2021, pursuant to the rules and regulations as set forth in the office of the Secretary. The zoom option was available as a convenience to citizens. All attendance is on-site unless noted. Present were Trustees: Michelle Erickson, David Tyrrel, Randall Rees, Nella Seivert and James Shelton. Absent: None. Staff Present: Kenneth Weber, Jennifer Kelly, and Jim Gedwillo. Guests: Bob Bjoin. Legal Counsel: Absent. Present via Zoom: Al Powers of P&E Engineering, Troy Schaben, Mike Kolbe and Mike Anliker.

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

Moved by Sievert, seconded by Erickson, to approve the agenda.

Moved by Erickson, seconded by Rees, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of December 9, 2021; B) Abstract of Claims No. 1202 in the amount of \$543,240.02 and payment of same; and C) Upcoming Board Meetings of January 13 (electronic) and January 27, 2021 (Regular). A roll call vote was taken as follows: Erickson – Aye; Rees – Aye, Tyrrel – Aye, and Seivert – Aye. Shelton – Abstain due to not being on financial paperwork yet. Motion carried unanimously.

Moved by Seivert, seconded by Rees, to approve the banking resolutions adding Trustee Shelton. A roll call vote was taken as follows: Erickson – Aye; Rees – Aye; Tyrrel – Aye; and Seivert – Aye. Motion carried.

Moved by Rees, seconded by Erickson, to approve the Committee Assignments for the Board of Trustees effective January 1,2022. Committees are as follows:

	David Tyrrel	Nella Seivert	Randy Rees	Jim Shelton	Michelle Erickson
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: Erickson – Aye; Rees – Aye; Tyrrel – Aye; Seivert – Aye; and Shelton – Aye. Motion carried unanimously.

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

Moved by Reese, seconded by Seivert, to approve the Harlan – Avoca 69kV Line Inspection plan prepared by Al Powers of P&E Engineering. A roll call vote was taken as follows: Erickson – Aye; Rees – Aye; Tyrrel – Aye; Seivert – Aye; and Shelton - Aye. Motion carried unanimously.

Moved by Rees, seconded by Erickson, to gross up the eye glass and eye exam benefit so employee get full reimbursement amount. A roll call vote was taken as follows: Erickson – Aye; Rees – Aye; Tyrrel – Aye; Seivert – Aye; and Shelton - Aye. Motion carried unanimously.

Moved by Erickson, seconded by Rees, to approve the Notice to Bidders and Notice of Public Hearing on Proposed Plans, Specifications, Form of Contract, and Estimate of Cost for Furnishing Materials for the “Well Field Electrical System Upgrade”, for the Harlan Municipal Utilities, and the taking of bids for said improvements. A roll call vote was taken as follows: Erickson – Aye; Rees – Aye; Tyrrel – Aye; Seivert – Aye; and Shelton - Aye. Motion carried unanimously.

Moved by Rees, seconded by Erickson, to approve Addendum No. A-2 to the Iowa Association of Municipal Utilities Operations & Maintenance Plan – Regarding Advisory Bulletin (ADB-2021-001). A roll call vote was taken as follows: Erickson – Aye; Rees – Aye; Tyrrel – Aye; Seivert – Aye; and Shelton - Aye. Motion carried unanimously.

Informational items only are as follows: MCClure Bill in the amount of \$965.00; Gas Service Truck & Box Unit #7 Invoice and Purchase Agreement in the amount of \$54,992.73; and the interim structure due to the retirement of Darwin Gessert.

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, David Tyrrel (*term 2023*)

VICE-CHAIRPERSON, Randall Rees (*term 2025*)

TRUSTEE, Nella Seivert (*term 2024*)

TRUSTEE, Michelle Erickson (*fill-in term 2022*)

TRUSTEE, James Shelton (*term 2027*)