

MINUTES OF MEETING OF BOARD OF TRUSTEES OF THE  
MUNICIPAL ELECTRIC UTILITY, CITY OF CEDAR FALLS, IOWA

**December 13, 2023**

The Board of Trustees of the Municipal Electric Utility of the City of Cedar Falls, Iowa, met on the above date in regular session, pursuant to law and the rules of said Board.

The meeting was called to order at 2:00 p.m. by Chair Richard L. McAlister. Upon call of the roll, present were: Trustees: Richard L. McAlister, Jeffrey J. Engel, MaraBeth K. Soneson, Nick A. Evens and Debra S. Iehl. Absent: None. Others present: Steven E. Bernard, General Manager/CEO; Bradley M. Strouse, Board Counsel; Sue Green, customer; Chelsea Morrison and Christy Ryken, University of Northern Iowa's Strategic Marketing Services staff; and Andy Milone (electronically), Waterloo Courier reporter.

Moved by Trustee Evens, seconded by Trustee Engel to approve the agenda as printed and distributed. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

New employees David Ames and Andrew Lee were introduced.

Customer Sue Green provided the Board a news article on climate change and the effects of increasing temperatures on the earth.

Moved by Trustee Soneson, seconded by Trustee Evens to approve the minutes of the November 8, 2023, regular meeting, and the minutes of the December 5, 2023, special meeting, as printed and distributed; and to approve the Schedule of Bills for the month of November that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of November 1, 2023, through November 30, 2023; check numbers: 155529-155552; 155577-155579; 155584-155585; 155636-155660; 155701-155709; 155735-155760; 155794-155807; 155837-155864; 155914-155920; 155935-155950; 155974-155981; 156018-156020; 230717-230980; 202229209639; 202337502589; a detailed itemized copy of which has been submitted to the Board of Trustees. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Evens to receive and file personnel action reports and a report of contracts executed by the General Manager. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Engel, seconded by Trustee Soneson to adopt the following Resolutions by one motion:

**No. 6569** Resolution approving and authorizing execution of Change Order No. 2 to the original contracted dated October 12, 2022; and accepting as final the contract for the purchase and installation of security system upgrades for remote facilities and authorizing the release of retainage funds in the amount of \$9,153.96 to be paid 30 days after the date of this resolution. Said Change Order provides for a net increase of \$2,000.00 due to the need to furnish and install switches required for remote site access protocol, making the total contract price \$183,079.28.

**No. 6570** Resolution approving and authorizing execution of Change Order No. 1 to the original contract dated January 12, 2022, with Hoffman & Hoffman Trenching, Inc. for the Installation of Electrical/Communications Conduits and Associated Equipment for the years 2022 and 2023. Said Change Order provides an extension of the substantial completion date from December 1, 2023 to January 12, 2024 and an extension of the final completion date from December 23, 2023 to February 2, 2024, due to warmer weather providing an opportunity to continue work on the project.

Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Evens, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Engel to adopt **Resolution No. 6568** revising interest paid on customer deposits to 5.27% effective January 1, 2024. Said revision is based on the One-Year U.S. Treasury's constant maturities rate as listed in the U.S. Treasury website, Federal Reserve Statistical Release for November 15, 2023. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Evens, and Iehl. Nay: None. Absent: None. Motion carried.

Chelsea Morrison, Program Manager for Strategic Marketing Services presented the results of the 2023 Customer Satisfaction Survey. Providing reliable service was once again ranked as the most important attribute of a utility provider, followed by keeping prices low. Overall satisfaction with the Utility's office staff remains at a very high level of 9.27 (on a 10-point scale). Service provided by field personnel also ranked very high at 9.55. Moved by Trustee Evens,

seconded by Trustee Engel to receive and file the report. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Engel to receive and file the annual corporate membership dues report. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Evens to receive and file Employee Handbook Policy revisions. Revisions included a revision to the definition of “retirement” and revisions to residency requirements for personnel subject to Emergency Service Call Outs. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

The following items were presented for information purposes only: an overview of Directors and Officers Liability Insurance, history on Residential Report Card reporting, and the status of Iowa’s Transmission Right-of-First-Refusal (ROFR).

Board requests to staff included a report on interest rates related to customer deposits and a report on initiatives as a result of the Customer Satisfaction Survey results.

Moved by Trustee Soneson, seconded by Trustee Evens to adjourn to closed session in accordance with Code of Iowa, Chapter 21.5(1)(a), Chapter 21.5(1)(i) and Chapter 21.9. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Evens, and Iehl. Nay: None. Absent: None. Motion carried. The meeting adjourned to closed session at 3:40 p.m.

The meeting returned to open session at 4:54 p.m.

Moved by Trustee Evens, seconded by Trustee Soneson to adopt **Resolution No. 6571** approving and authorizing employment agreement with the General Manger of the Utility for 2024. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Evens, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Evens to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 4:56 p.m.

MINUTES OF MEETING OF BOARD OF TRUSTEES OF THE  
MUNICIPAL GAS UTILITY, CITY OF CEDAR FALLS, IOWA

**December 13, 2023**

The Board of Trustees of the Municipal Gas Utility of the City of Cedar Falls, Iowa, met on the above date in regular session, pursuant to law and the rules of said Board.

The meeting was called to order at 2:00 p.m. by Chair Richard L. McAlister. Upon call of the roll, present were: Trustees: Richard L. McAlister, Jeffrey J. Engel, MaraBeth K. Soneson, Nick A. Evens and Debra S. Iehl. Absent: None. Others present: Steven E. Bernard, General Manager/CEO; Bradley M. Strouse, Board Counsel; Sue Green, customer; Chelsea Morrison and Christy Ryken, University of Northern Iowa's Strategic Marketing Services staff; and Andy Milone (electronically), Waterloo Courier reporter.

Moved by Trustee Evens, seconded by Trustee Engel to approve the agenda as printed and distributed. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

New employees David Ames and Andrew Lee were introduced.

Customer Sue Green provided the Board a news article on climate change and the effects of increasing temperatures on the earth.

Moved by Trustee Soneson, seconded by Trustee Evens to approve the minutes of the November 8, 2023, regular meeting, and the minutes of the December 5, 2023, special meeting, as printed and distributed; and to approve the Schedule of Bills for the month of November that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of November 1, 2023, through November 30, 2023; check numbers: 155529-155552; 155577-155579; 155584-155585; 155636-155660; 155701-155709; 155735-155760; 155794-155807; 155837-155864; 155914-155920; 155935-155950; 155974-155981; 156018-156020; 230717-230980; 202229209639; 202337502589; a detailed itemized copy of which has been submitted to the Board of Trustees. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Evens to receive and file personnel action reports and a report of contracts executed by the General Manager. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Engel to adopt **Resolution No. 6568** revising interest paid on customer deposits to 5.27% effective January 1, 2024. Said revision is based on the One-Year U.S. Treasury's constant maturities rate as listed in the U.S. Treasury website, Federal Reserve Statistical Release for November 15, 2023. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Evens, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Engel, seconded by Trustee Soneson to adopt **Resolution No. 6569** approving and authorizing execution of Change Order No. 2 to the original contracted dated October 12, 2022; and accepting as final the contract for the purchase and installation of security system upgrades for remote facilities and authorizing the release of retainage funds in the amount of \$9,153.96 to be paid 30 days after the date of this resolution. Said Change Order provides for a net increase of \$2,000.00 due to the need to furnish and install switches required for remote site access protocol, making the total contract price \$183,079.28. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Evens, and Iehl. Nay: None. Absent: None. Motion carried.

Chelsea Morrison, Program Manager for Strategic Marketing Services, presented the results of the 2023 Customer Satisfaction Survey. Providing reliable service was once again ranked as the most important attribute of a utility provider, followed by keeping prices low. Overall satisfaction with the Utility's office staff remains at a very high level of 9.27 (on a 10-point scale). Service provided by field personnel also ranked very high at 9.55. Moved by Trustee Evens, seconded by Trustee Engel to receive and file the report. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Engel to receive and file the annual corporate membership dues report. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Evens to receive and file Employee Handbook Policy revisions. Revisions included a revision to the definition of “retirement” and revisions to residency requirements for personnel subject to Emergency Service Call Outs. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

The following items were presented for information purposes only: an overview of Directors and Officers Liability Insurance, history on Residential Report Card reporting, and a gas purchasing update.

Board requests to staff included a report on interest rates related to customer deposits; a report on initiatives as a result of the Customer Satisfaction Survey results; and an annual update on gas purchasing.

Moved by Trustee Soneson, seconded by Trustee Evens to adjourn to closed session in accordance with Code of Iowa, Chapter 21.5(1)(a), Chapter 21.5(1)(i) and Chapter 21.9. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Evens, and Iehl. Nay: None. Absent: None. Motion carried. The meeting adjourned to closed session at 3:40 p.m.

The meeting returned to open session at 4:54 p.m.

Moved by Trustee Evens, seconded by Trustee Soneson to adopt **Resolution No. 6571** approving and authorizing employment agreement with the General Manger of the Utility for 2024. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Evens, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Evens to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 4:56 p.m.

MINUTES OF MEETING OF BOARD OF TRUSTEES OF THE  
MUNICIPAL WATER UTILITY, CITY OF CEDAR FALLS, IOWA

**December 13, 2023**

The Board of Trustees of the Municipal Water Utility of the City of Cedar Falls, Iowa, met on the above date in regular session, pursuant to law and the rules of said Board.

The meeting was called to order at 2:00 p.m. by Chair Richard L. McAlister. Upon call of the roll, present were: Trustees: Richard L. McAlister, Jeffrey J. Engel, MaraBeth K. Soneson, Nick A. Evens and Debra S. Iehl. Absent: None. Others present: Steven E. Bernard, General Manager/CEO; Bradley M. Strouse, Board Counsel; Sue Green, customer; Chelsea Morrison and Christy Ryken, University of Northern Iowa's Strategic Marketing Services staff; and Andy Milone (electronically), Waterloo Courier reporter.

Moved by Trustee Evens, seconded by Trustee Engel to approve the agenda as printed and distributed. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

New employees David Ames and Andrew Lee were introduced.

Moved by Trustee Soneson, seconded by Trustee Evens to approve the minutes of the November 8, 2023, regular meeting, and the minutes of the December 5, 2023, special meeting, as printed and distributed; and to approve the Schedule of Bills for the month of November that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of November 1, 2023, through November 30, 2023; check numbers: 155529-155552; 155577-155579; 155584-155585; 155636-155660; 155701-155709; 155735-155760; 155794-155807; 155837-155864; 155914-155920; 155935-155950; 155974-155981; 156018-156020; 230717-230980; 202229209639; 202337502589; a detailed itemized copy of which has been submitted to the Board of Trustees. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Evens to receive and file personnel action reports and a report of contracts executed by the General Manager. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Engel to adopt **Resolution No. 6568** revising interest paid on customer deposits to 5.27% effective January 1, 2024. Said revision is based on the One-Year U.S. Treasury's constant maturities rate as listed in the U.S. Treasury website, Federal Reserve Statistical Release for November 15, 2023. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Evens, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Engel, seconded by Trustee Soneson to adopt **Resolution No. 6569** approving and authorizing execution of Change Order No. 2 to the original contracted dated October 12, 2022; and accepting as final the contract for the purchase and installation of security system upgrades for remote facilities and authorizing the release of retainage funds in the amount of \$9,153.96 to be paid 30 days after the date of this resolution. Said Change Order provides for a net increase of \$2,000.00 due to the need to furnish and install switches required for remote site access protocol, making the total contract price \$183,079.28. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Evens, and Iehl. Nay: None. Absent: None. Motion carried.

Chelsea Morrison, Program Manager for Strategic Marketing Services, presented the results of the 2023 Customer Satisfaction Survey. Providing reliable service was once again ranked as the most important attribute of a utility provider, followed by keeping prices low. Overall satisfaction with the Utility's office staff remains at a very high level of 9.27 (on a 10-point scale). Service provided by field personnel also ranked very high at 9.55. Moved by Trustee Evens, seconded by Trustee Engel to receive and file the report. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Engel to receive and file the annual corporate membership dues report. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Evens to receive and file Employee Handbook Policy revisions. Revisions included a revision to the definition of "retirement" and



revisions to residency requirements for personnel subject to Emergency Service Call Outs. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

The following items were presented for information purposes only: an overview of Directors and Officers Liability Insurance and history on Residential Report Card reporting.

Board requests to staff included a report on interest rates related to customer deposits and a report on initiatives as a result of the Customer Satisfaction Survey results.

Moved by Trustee Soneson, seconded by Trustee Evens to adjourn to closed session in accordance with Code of Iowa, Chapter 21.5(1)(a), Chapter 21.5(1)(i) and Chapter 21.9. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Evens, and Iehl. Nay: None. Absent: None. Motion carried. The meeting adjourned to closed session at 3:40 p.m.

The meeting returned to open session at 4:54 p.m.

Moved by Trustee Evens, seconded by Trustee Soneson to adopt **Resolution No. 6571** approving and authorizing employment agreement with the General Manger of the Utility for 2024. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Evens, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Evens to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 4:56 p.m.

MINUTES OF MEETING OF BOARD OF TRUSTEES OF THE  
MUNICIPAL COMMUNICATIONS UTILITY, CITY OF CEDAR FALLS, IOWA

**December 13, 2023**

The Board of Trustees of the Municipal Communications Utility of the City of Cedar Falls, Iowa, met on the above date in regular session, pursuant to law and the rules of said Board.

The meeting was called to order at 2:00 p.m. by Chair Richard L. McAlister. Upon call of the roll, present were: Trustees: Richard L. McAlister, Jeffrey J. Engel, MaraBeth K. Soneson, Nick A. Evens and Debra S. Iehl. Absent: None. Others present: Steven E. Bernard, General Manager/CEO; Bradley M. Strouse, Board Counsel; Sue Green, customer; Chelsea Morrison and Christy Ryken, University of Northern Iowa's Strategic Marketing Services staff; and Andy Milone (electronically), Waterloo Courier reporter.

Moved by Trustee Evens, seconded by Trustee Engel to approve the agenda as printed and distributed. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

New employees David Ames and Andrew Lee were introduced.

Moved by Trustee Soneson, seconded by Trustee Evens to approve the minutes of the November 8, 2023, regular meeting, and the minutes of the December 5, 2023, special meeting, as printed and distributed; and to approve the Schedule of Bills for the month of November that by reference is made a part hereof and placed in permanent files of said Board of Trustees. Said schedule covers the dates of November 1, 2023, through November 30, 2023; check numbers: 155529-155552; 155577-155579; 155584-155585; 155636-155660; 155701-155709; 155735-155760; 155794-155807; 155837-155864; 155914-155920; 155935-155950; 155974-155981; 156018-156020; 230717-230980; 202229209639; 202337502589; a detailed itemized copy of which has been submitted to the Board of Trustees. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Evens to receive and file personnel action reports and a report of contracts executed by the General Manager. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Engel, seconded by Trustee Soneson to adopt the following

Resolutions by one motion:

**No. 6566** Resolution approving and authorizing execution of a Memorandum of Understanding to provide communications headend access services to the Waterloo Telecommunications Utility of Waterloo, Iowa.

**No. 6567** Resolution approving and authorizing execution of a multi-dwelling communications services agreement with Eagle View partners, LC to provide bulk internet services.

**No. 6569** Resolution approving and authorizing execution of Change Order No. 2 to the original contracted dated October 12, 2022; and accepting as final the contract for the purchase and installation of security system upgrades for remote facilities and authorizing the release of retainage funds in the amount of \$9,153.96 to be paid 30 days after the date of this resolution. Said Change Order provides for a net increase of \$2,000.00 due to the need to furnish and install switches required for remote site access protocol, making the total contract price \$183,079.28.

**No. 6570** Resolution approving and authorizing execution of Change Order No. 1 to the original contract dated January 12, 2022, with Hoffman & Hoffman Trenching, Inc. for the Installation of Electrical/Communications Conduits and Associated Equipment for the years 2022 and 2023. Said Change Order provides an extension of the substantial completion date from December 1, 2023, to January 12, 2024, and an extension of the final completion date from December 23, 2023 to February 2, 2024, due to warmer weather providing an opportunity to continue work on the project.

Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Evens, and Iehl.

Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Engel to adopt **Resolution No. 6568** revising interest paid on customer deposits to 5.27% effective January 1, 2024. Said revision is based on the One-Year U.S. Treasury's constant maturities rate as listed in the U.S. Treasury website, Federal Reserve Statistical Release for November 15, 2023. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Evens, and Iehl. Nay: None. Absent: None. Motion carried.

Chelsea Morrison, Program Manager for Strategic Marketing Services, presented the results of the 2023 Customer Satisfaction Survey. Providing reliable service was once again ranked as the most important attribute of a utility provider, followed by keeping prices low. Overall satisfaction with the Utility's office staff remains at a very high level of 9.27 (on a 10-point scale). Service provided by field personnel also ranked very high at 9.55. Moved by Trustee Evens,

seconded by Trustee Engel to receive and file the report. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Engel to receive and file the annual corporate membership dues report. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Evens to receive and file Employee Handbook Policy revisions. Revisions included a revision to the definition of “retirement” and revisions to residency requirements for personnel subject to Emergency Service Call Outs. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried.

The following items were presented for information purposes only: an overview of Directors and Officers Liability Insurance and history on Residential Report Card reporting.

Board requests to staff included a report on interest rates related to customer deposits and a report on initiatives as a result of the Customer Satisfaction Survey results.

Moved by Trustee Soneson, seconded by Trustee Evens to adjourn to closed session in accordance with Code of Iowa, Chapter 21.5(1)(a), Chapter 21.5(1)(i) and Chapter 21.9. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Evens, and Iehl. Nay: None. Absent: None. Motion carried. The meeting adjourned to closed session at 3:40 p.m.

The meeting returned to open session at 4:54 p.m.

Moved by Trustee Evens, seconded by Trustee Soneson to adopt **Resolution No. 6571** approving and authorizing employment agreement with the General Manger of the Utility for 2024. Upon call of the roll, the following Trustees voted aye: McAlister, Engel, Soneson, Evens, and Iehl. Nay: None. Absent: None. Motion carried.

Moved by Trustee Soneson, seconded by Trustee Evens to adjourn the meeting. Upon call for the vote, all Trustees voted aye. Nay: None. Absent: None. Motion carried. The meeting adjourned at 4:56 p.m.