

Minutes of Proceedings  
Of the  
Algona Municipal Utilities' Board of Trustees

A meeting of the Board of Trustees of the Algona Municipal Utilities was held in the office of the Algona Municipal Utilities at 104 W. Call Street, Algona, Iowa on June 7, 2018 at 11:00 A.M.

Present: Jay Geving, Chairperson; Trustees – Don Heupel, Karen Schaaf, Dave Golwitzer and Julie Murphy.

Absent: None.

Also Present: John Bilsten, General Manager, Sandra Batt, Secretary – Chief Financial Officer, Scott Buchanan, General Counsel and via telephone, Krista Wenzel, Consortia Consulting.

Chairperson Geving called the meeting to order at 11:00 A.M.

The consent agenda included roll call, adoption of the agenda, approval of the May 9, 2018 regular meeting minutes, and approval of the monthly vouchers. Trustee Schaaf moved to approve the consent agenda, seconded by Trustee Heupel. Motion carried unanimously.

Chairperson Geving called the Public Hearing for the Purchase of Property to order. General Counsel noted that due to unforeseen circumstances closing documents were not available at this time. Trustee Golwitzer moved to adjourn and reopen the Public Hearing June 27, 2018, seconded by Trustee Heupel. Roll Call votes were as follows: Heupel, yes; Geving, yes; Schaaf, yes; Golwitzer, yes; Murphy yes. Motion carried.

The Public Hearing on Communications Rates was tabled until the next regular Board Meeting, June 27, 2018.

Financial Statements for April 2018 were presented by the Chief Financial Officer. Trustee Heupel moved to approve the Financial Statements and place them on file, seconded by Trustee Schaaf. Motion carried unanimously.

Krista Wenzel from Consortia Consulting presented to the Board, different scenarios of Five-Year Cash Flow and Cost Analyses for the Electric Fund. The report was derived from 2013 – 2017 audited financial information, 2018 year-to-date financial information. Assumptions were made for future years.

The General Manager updated the Board on several topics including as follows:

- Power Plant Generation, planning meetings for additional housing, property damage settlement and the 2018 APPA National Conference.
- Engagement Letter from T.P. Anderson & Company to reissue the audited financial statements to include a single audit of the revolving loan fund was presented. Trustee Schaaf moved to approve the engagement, seconded by Trustee Murphy. Motion carried unanimously.
- Engagement Letter from Baker, Tilly, Virchow, Krause, LLP to review Internal Controls and make recommendations for process improvements was presented. Trustee Golwitzer moved to approve the engagement, seconded by Trustee Murphy. Motion carried unanimously.
- Resolution 2018-09, Resolution Approving the Transfer of Assets from the Communications Utility to the Electric Utility. Assets were erroneously recorded in the Communications Fund and are a component of the lease agreement between the Electric Utility and the Communications Utility. Trustee Schaaf moved to approve the resolution, seconded by Trustee Heupel. Motion carried unanimously.
- The General Manager reported that that the Compensation Study and Appeals process has been completed and asked that the Board approve the AMU Wage Structure and Step Plan. Trustee Murphy moved to approve the plan, seconded by Trustee Golwitzer. Motion carried unanimously.

- Resolution 2018-10, Resolution Authorizing Wage Adjustments Resulting from the Wage Structure and Step Plan. Trustee Schaaf moved to approve the resolution, seconded by Trustee Heupel. Motion carried unanimously.
- The General Manager discussed personnel changes for the Electric Line Worker position. Trustee Heupel moved to approve the hiring of Brian Hatten effective June 18, 2018, seconded by Trustee Murphy. Motion carried unanimously.
- Amendment #1 – Agreement for Professional Services – DGR Engineering – 69kV Breaker Replacement - West Substation. Costs associated with the addition of two 69 kV SF6 Circuit Breakers are estimated at \$178,000 which includes material and construction, breaker testing, engineering and contingencies. The total project cost is estimated to be \$439,000. Trustee Murphy moved to approve the amendment, seconded by Trustee Schaaf. Motion carried unanimously.
- Change Order #1 – Furnishing 69kV SF6 Circuit Breakers – West Substation. ABB, Inc. has agreed to provide two additional circuit breakers at the same cost of \$71,850 for the West Substation. Trustee Golwitzer moved to approve the amendment, seconded by Trustee Heupel. Motion carried unanimously.
- Distributed Generation Agreement for 100 kw or less – The General Manager provided information regarding an Agreement for Electric Service and Interconnection of Distributed Generation Facility and Distributed Generation Interconnection Standards and recommended approval. Trustee Heupel moved to approve the Agreement and Standards, seconded by Trustee Golwitzer. Motion carried unanimously.

The Board set the date and time for a Public Hearing on Avoided Cost Rate for Distributed Generation. Trustee Schaaf moved to set the date and time as June 27, 2018 at 11:00 A.M., seconded by Trustee Murphy. Motion carried unanimously.

The Board set the date and time for a Public Hearing on Security Light Rates. Trustee Golwitzer moved to set the date and time as June 27, 2018 at 11:00 A.M., seconded by Trustee Schaaf. Motion carried unanimously.

The General Manager presented a donation request from Leadership Algona.

The next meeting is scheduled for June 27, 2018 at 11:00 A.M.

Upon motion and vote, the meeting adjourned at 12:55 P.M.

/s/ Jay B. Geving  
Jay B. Geving, Chairperson

Attest:

/s/ Sandra M. Batt  
Sandra M. Batt, Secretary

The following vouchers were approved:

Chk #	Vendor	Description	Amount
	PAYROLL		\$111,072.37
51688	KOSSUTH COUNTY RECORDER	MORTGAGE RECORDING FEE	52.00
51689	A & M LAUNDRY	SUPPLIES	77.46
51690	AHLERS & COONEY, P.C.	LEGAL SERVICES	910.00
51691	ALGONA MUNICIPAL UTILITIE	PROJECT SHARE	1,300.00
51692	AL'S REPAIR	SHARPENING SERVICES	59.92
51693	ARNOLD MOTOR SUPPLY	PARTS	27.37
51694	BIERSTEDT, MARK	WINDOW REBATE	443.29
51695	BORDER STATES ELECTRIC	INVENTORY	731.88
51696	BUSCHER BROS. CORPORATION	PARTS/SUPPLIES	401.65
51697	BUSCHER'S SERVICE CENTER	FUEL	290.27
51698	CDW GOVERNMENT, INC	LAPTOPS	1,156.47
51699	CHROME TRUCK STOP	FUEL	76.60
51700	DEAN MEYER ELECTRIC	PHOTO CELL FOR BULK WATER	83.27
51701	EISCHEN SALES INC	SEED	120.00
51702	FASTENAL COMPANY	SUPPLIES	28.09

51703	JAY GEVING	ERGOTRON DESK	389.04
51704	ALONA GRONBACH	WINDOW REBATE	520.80
51705	HYGIENIC LABORATORY - AR	TESTING SERVICES	913.00
51706	K & H COOP OIL CO.	FUEL	952.17
51707	KOSSUTH ANIMAL RESCUE	DONATION	100.00
51708	KOSSUTH COUNTY ADVANCE	NEWSPAPER DONATION	225.00
51709	MIDAMERICAN ENERGY	SERVICE	134.31
51710	N IOWA COMMUNICATIONS	BANDWIDTH	3,830.35
51711	ROETHLER ELECTRIC	OFFICE FLOOR OUTLET	74.37
51712	SECURITY COVERAGE	SECURE IT	41.03
51713	SHAMROCK RECYCLING, INC	TREE GRINDING - TRANS LINES	1,265.00
51714	SIGN WORKS	BULK WATER RATE SIGN	67.41
51715	T.P. ANDERSON COMPANY	AUDIT	6,225.69
51716	TANGLES	LIGHTING REBATE	460.75
51717	THREADS	EMPLOYEE CLOTHING	636.65
51718	TRINITY WIND, LLC	POWER PURCHASED	13,456.06
51719	UNITED RENTALS	INSPECTION	454.75
51720	UNITYPOINT CLINIC-OCCU MED	TESTING SERVICES	84.00
51721	VILETA, HEATH	GIS TRAINING REIMBURSEMENT	623.36
51722	WALLACE WATER COND.	RENTAL SERVICES	24.61
51723	ADVANCED CROP MANAGEMENT	CENTRAL AIR REBATE	300.00
51724	ALGONA PUBLISHING CO.	ADVERTISING	1,433.41
51725	AUREON NETWORK SERVICES	DID SERVICE	11,592.88
51726	BIG 10	SUBS	2,579.36
51727	BORDER STATES ELECTRIC	SUPPLIES	6,504.14
51728	COOK'S SCRAP IRON & METAL	SUPPLIES	360.20
51729	DEGEN EXSTINGUISHER	ANNUAL FIRE EXT INSPECTION	476.15
51730	DITCH WITCH OF MN & IOWA	PARTS	91.11
51731	DIVERSIFIED ADJ SERVICE	COLLECTION	5.07
51732	DUMP IT INC.	WASTE REMOVAL	327.96
51733	ELECTRONIC ENGINEERING	PAGER SERVICE	29.85
51734	FAREWAY STORES	SUPPLIES	162.00
51735	FASTENAL COMPANY	SUPPLIES	32.93
51736	FOX SPORTS NET NORTH	SUBS	7,001.12
51737	GRACENOTE MEDIA SERVICES	ZAP2IT	88.25
51738	HAWKINS INC.	CHEMICALS	4,229.84
51739	HEARST TELEVISION	SUBS	5,486.34
51740	IGLASS NETWORKS	NETWORK MONITORING	500.00
51741	IRBY	PARTS	9,582.42
51742	JENNINGS, ROBERT M.	KIWANIS DUES/MEALS	62.00
51743	JOHNSTON AUTOSTORES	PARTS	54.80
51744	KOSSUTH REG. HEALTH CENTER	TESTING	80.00
51745	MIDAMERICAN ENERGY	HOMECHECK AUDIT	81.86
51746	MIDAMERICAN ENERGY CO.	GENERATOR POWER SUPPLY	393.73
51747	NALCO COMPANY	CHEMICAL	593.78
51748	NEXSTAR	SUBS	6,270.85
51749	NG-911, INC	DATABASE MANAGEMENT	150.00
51750	NORTH IA LUMBER	SUPPLIES	86.22
51751	OAK HILL CONSULTING	CONSULTING	780.00
51752	POWER & TELEPHONE SUPPLY	PROCLOUD	1,387.29
51753	PROF COMPUTER SYSTEMS	UTILISMART MAY	3,062.41
51754	ROVI	SUBS	1,272.09
51755	SHOWTIME NETWORKS INC	SUBS	325.78
51756	SINCLAIR BROADCAST GROUP	SUBS	3,835.20

51757	SKARSHAUG TESTING LABS	TESTING SERVICE	498.34
51758	STUNDAHL CLEANING	CLEANING FLOORS	160.50
51759	TANGLES	LIGHTING REBATES	312.00
51760	THREADS	EMPLOYEE CLOTHING	340.26
51761	TOWER DISTRIBUTION CO	SUBS	4,750.60
51763	AVESIS THIRD PARTY ADMIN	PREMIUMS	1,278.96
51764	JESTER INSURANCE SERVICES	CYBER POLICY	3,000.00
51765	LINCOLN LIFE	DEFERRED COMP	3,943.28
51766	METLIFE SMALL BUS CENTER	PREMIUMS	2,886.47
51767	PMC ADVANTAGE SERVICES	BOILER & MACHINE INSURANCE	178,262.00
51768	WELLMARK HEALTH PLAN	PREMIUMS	29,042.20
51769	ACCESS SYSTEMS	MICROSOFT EXCHANGE	342.00
51770	ALGONA MACHINE & SUPPLY	PIPE/REPAIR PIVOT POINT	373.48
51771	NENA BARGMAN	CUSTOMER REFUND	38.62
51772	BISSO TECHNOLOGIES	GIS CONSULTING	55.00
51773	JAMES BLUMER	CUSTOMER REFUND	83.25
51774	LARRY/GEN BLUMER	CUSTOMER REFUND	164.02
51775	BUILDERS FIRST SOURCE	MATERIALS	98.85
51776	CAPESIUS J FARMS	DISTRIBUTION LINE CLEARING	3,750.00
51777	CARD CENTER	EXPENSES	2,086.05
51778	CENTURYLINK	LD SERVICE	129.95
51779	CONCEPTS IN DESIGN	OFFICE BUILDING	2,918.65
51780	CORE & MAIN	MAG LOCATOR	1,545.20
51781	DEX YP	ADVERTISING	79.00
51782	NEAL ELBERT	CUSTOMER REFUND	33.30
51783	ERPELDING EXCAVATING ENT	BULK WATER	10,816.47
51784	HARMONY STUDIOS	CUSTOMER REFUND	6.66
51785	KENT/DONNA HOOVER	CUSTOMER REFUND	175.16
51786	I&S GROUP, INC	WATER MAIN REPLACE ON MAIN	2,281.66
51787	IOWA ONE CALL	EMAIL	307.60
51788	JOHN DEERE FINANCIAL	SNOWBLOWER PARTS	209.11
51789	JOHNSTON AUTOSTORES	NODE 2 GENSET	29.63
51790	VIRGINIA LOOFT	CUSTOMER REFUND	37.29
51791	RYAN LYNCH	AIR CONDITIONER REBATE	300.00
51792	TYLER MAWDSLEY	CUSOTMER REFUND	39.95
51793	MIDAMERICAN COMP CORP	STATEMENT PROCESSING	4,457.86
51794	BRENT OWEN	AIR CONDITIONER REBATE	1,000.00
51795	PATRICIA PENNING	CUSTOMER REFUND	53.11
51796	HECTOR PROENZA	CUSTOMER REFUND	45.01
51797	PROF COMPUTER SYSTEMS	STATEMENT PROCESS - APRIL	3,201.96
51798	CARLOS REYES	CUSTOMER REFUND	17.64
51799	CHRIS SANTILLAN	CUSTOMER REFUND	37.29
51800	ESTHER SCHRADER	CUSTOMER REFUND	11.47
51801	SCHUMACHER WELL DRILLING	SCRAP STEEL	154.00
51802	STT	PHONE PAGING SYSTEM-SHOP	2,568.75
51803	TEREX SERVICES	UNIT 4 REPAIRS	19,776.42
51804	THREADS	EMPLOYEE CLOTHING	187.25
51805	VANTAGE POINT	CONSULTING	1,117.50
51806	TRACY VOIGT	CUSTOMER REFUND	54.13
51807	GARY WALKER	CUSTOMER REFUND	59.59
51808	TIMOTHY/LIESL WELLS	CUSTOMER REFUND	99.26
51809	STACIE/NATHAN WISEHART	CUSTOMER REFUND	28.31
51810	MARY JO ZUMACH	CUSTOMER REFUND	21.60
51811	ALGONA APPLIANCE	SERVICE AND PARTS	169.34

51812	ALGONA MUNICIPAL UTILITIES	AMU PAPERLESS BILLS	17,954.67
51813	ALGONA PLG. & HTG.	SUPPLIES	5.30
51814	AUDITOR-STATE OF IOWA	FILING FEE	625.00
51815	BGHS BOOSTER CLUB	VOID CHECK	0.00
51816	BILSTEN, JOHN	EMPLOYEE REIMBURSEMENT	137.50
51817	BOMGAARS	SUPPLIES	671.97
51818	BROWN SUPPLY COMPANY	SUPPLIES	970.66
51819	CARLSON DETTMANN	CONSULTING	922.13
51820	CENTURYLINK	ACCESS CHARGE	305.43
51821	CENTURYLINK	LOCAL MSG COMPENSATION	0.86
51822	COLORS BY DESIGN	SUPPLIES	45.67
51823	COMSONICS INC	CONTINUUM MODULATOR	1,716.41
51824	CONFLUENT	FIBER OPTIC	2,200.00
51825	CONSORTIA CONSULT BY TELECOM	CONSULTING	1,650.00
51826	CORN BELT POWER COOP	COIL, TRIP MA-24-639310311	335.04
51827	DAN-D LASER CARTRIDGES	TONER	79.58
51828	DGR ENGINEERING	69 KV BREAKER REPLACEMENT	8,200.00
51829	ELECTRICAL MATERIALS CO.	MATERIALS	93.54
51830	ELECTRONIC ENGINEERING	PAGER SERVICE	29.85
51831	ELECTRONIC SPECIALITIES, INC	GAIN ROOF MOUNT ANTENNA	66.88
51832	FASTENAL COMPANY	SUPPLIES	345.51
51833	JAY GEVING	TRUSTEE FEE	75.00
51834	GISCH, GARRY D.	AIR CONDITION REBATE	300.00
51835	DAVID GOLWITZER	TRUSTEE FEE	75.00
51836	HAWKINS INC.	CHEMICALS	4,294.40
51837	DON HEUPEL	TRUSTEE FEE	75.00
51838	IOWA ASSN OF MUNI UTILITIES	LOAN	6,000.00
51839	IRBY	SECURITY LIGHTS	1,350.00
51840	JCL SOLUTIONS	SUPPLIES	101.98
51841	LOUSCHER DENTAL CLINIC	LIGHTING REBATE	1,412.50
51842	MCPEAK TRENCHING	RIVER ROAD FIBER PROJECT	2,902.30
51843	MIDAMERICAN ENERGY	GAS SERVICE	124.34
51844	JULIE MURPHY	TRUSTEE FEE	75.00
51845	NALCO COMPANY	CHEMICALS	205.91
51846	NEU STAR	LNP	75.00
51847	NIMECA	MCR BILLING	4,562.25
51848	NORTHWEST COMM NETWORK	BANDWIDTH	663.17
51849	REED ELECTRIC	POWER TO WELL #8	104.33
51850	SAFETEY-KLEEN	PRODUCT/SERVICE	196.57
51851	SCHUMACHER WELL DRILLING	BULK TANK WATER PROJECT	137.75
51852	SNAP-ON TOOLS	TRANSFORMER REIMBURSEMENT	4,000.00
51853	STUNDAHL CLEANING	CLEANING	1,000.00
51854	WESCO DISTRIBUTION INC.	MATERIAL	8,823.43
51855	WHEELER WORLD INC	SERVICE WORK ON ENGINE 1 & 6	7,252.50
51856	WISCONSIN ENERGY CON CORP	LED	848.00
51857	WSI CORPORATION	SUPPORT TELEPHONE/LIVE DATA	296.84
51858	BGHS BOOSTER CLUB	ATHLETIC ADVERTISING	320.00
51859	KEMNA AUTO CENTERS	2018 CHEVY SILVERADO	28,995.00
51860	KAREN SCHAAF	TRUSTEE FEES	75.00
8802364	EFTPS TRANSFER	PAYROLL TAXES	19,564.68
8802365	EFT - FEDERAL EXCISE TAX	EXCISE TAX	1,139.67
8802366	EFT - SALES TAX TRANSFER	SALES TAX	24,156.00

8802367	CITY OF ALGONA	SEWER FEES - WATER PLANT	2,860.00
8802368	UPS	SHIPPING	108.42
8802369	NATIONAL CABLE TELEVISION COOP	SUBS	70,008.18
8802370	USAC	MECHANISM CHARGES	1,567.89
8802371	AFLAC	PREMIUMS	764.38
8802372	UPS	SHIPPING	34.88
8802373	EFT - SALES TAX TRANSFER	SALES TAX	12,378.00
8802374	US CELLULAR	SERVICE	73.25
8802375	EFTPS TRANSFER	PAYROLL TAXES	20,567.66
8802376	NIMECA	POWER	230,755.22
8802377	UPS	BILLING SERVICES	23.45
8802378	USAC	SUPPORT MECHANISM CHARGES	1,567.89
8802379	NATL CABLE TELEVISION COOP	SUPPLIES	23.24
8802380	INTERSTATE TRS FUND	MONTHLY ASSESSMENT	248.87
8802381	IOWA STATE BANK	COMM LOAN PAYMENT	3,971.58
8802382	IOWA STATE BANK	COMM LOAN PAYMENT	18,723.17
8802383	TREASURER STATE OF IOWA	STATE WITHHOLDING	8,253.00
8802384	IPERS	IPERS WITHHOLDING	25,224.28