

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 at the Algona Municipal Utilities office, 104 W. Call Street, Algona, Iowa on April 6, 2022, at 11:00 A.M.

Board members present: Julie Murphy, Chairperson; Trustees – Jay Geving, Don Heupel, Mike Sabin, and Karen Schaaf.

Others present: John Bilsten, General Manager, Sandra Batt, Retiring Chief Financial Officer, Robert Harrington, Secretary and Incoming Chief Financial Officer, Aaron Olson, T.P. Anderson & Co., Ryan Norman, DGR Engineering, Bjorn Sellner, DGR Engineering, Jarrod Sturtz AMU Water Operations Manager, Abby Wolf, AMU Senior Accountant and Steve Grandgenett, AMU AMI, Safety & Energy Efficiency Coordinator.

Chairperson Murphy called the meeting to order at 11:00 AM

The consent agenda included roll call, adoption of the agenda, approval of the February 23, 2022, regular minutes, approval of the monthly vouchers and uncollectable accounts. Trustee Geving moved to approve the consent agenda, seconded by Trustee Heupel. Motion carried unanimously.

Citizen's opportunity to address the Board of Trustees – There were no citizens in attendance or on the phone.

Aaron Olson, Partner with T.P. Anderson & Company presented the Board with the 2021 Algona Municipal Utilities Financial Audit. Discussion followed. Trustee Schaaf moved to Place on File the AMU 2021 Financial Audit, seconded by Trustee Heupel. Motion carried unanimously.

Ryan Norman P.E. & Bjorn Sellner P.E., DGR Engineering presented a Water System Study. The study performed by DGR analyzed the wells, water treatment plant, storage facilities and distribution system. The study outlines an analysis of Algona Municipal Utilities system capacity and presents recommended capital improvements to enhance the system.

Financial Statements for January and February 2022 were presented by Chief Financial Officer Robert Harrington. Trustee Geving moved to approve the statements and place them on file, seconded by Trustee Heupel. Motion carried unanimously.

The General Manager provided a brief update on the American Public Power Association (APPA) perspective on build out of infrastructure for electric vehicles and the upcoming construction season. The General Manager also stated that the APPA recognized AMU for being in the top quartile of public utilities for power reliability.

Trustee Sabin moved to approve Resolution 2022-07 Authorizing the Redemption and Early Principal Payment of Outstanding Series 2011 Electric Utility Revenue Bond, seconded by Trustee Schaaf. Motion carried unanimously. This action will allow AMU to reduce the amount of interest paid on these bonds.

Trustee Geving moved to approve the Algona Municipal Utilities Public Purpose Policy, seconded by Trustee Sabin. Motion carried unanimously.

Trustee Heupel moved to approve Resolution 2022-03 – Resolution Authorizing Permanent Transfer of Surplus Funds from the Algona Municipal Electric Utility to the City of Algona, seconded by Trustee Schaaf. The Resolution calls for the transfer of \$410,000 of surplus funds to the city. Motion carried unanimously.

Trustee Geving moved to approve Resolution 2022-04 – Resolution Authorizing Permanent Transfer of Surplus Funds from the Algona Municipal Water Utility to the City of Algona, seconded by Trustee Sabin. The Resolution calls for the transfer of \$45,000 of surplus funds to the city. Motion carried unanimously.

Trustee Schaaf moved to approve General Manager John Bilsten as the Authorized Representative to NIMECA with Steve Grandgenett as the alternative, seconded by Trustee Heupel. Motion carried unanimously.

Trustee Sabin moved to approve Agreement for City Utility and Transfer of Funds, seconded by Trustee Heupel. Motion carried unanimously. The Agreement will allow for the City EMS to receive the same services from AMU as the Police and Fire Department.

Trustee Geving moved to approve Resolution 2022-05 Approving the AMU Electric Reliability Plan, seconded by Trustee Schaaf. The Electric Reliability Plan is required by the Iowa Utilities Board to be approved by the Board of Trustees each calendar year. Motion carried unanimously.

Trustee Schaaf moved to approve Resolution #2022-06 Approving the AMU Electric Transmission and Distribution Inspection Program, seconded by Trustee Sabin. AMU follows an Electric Inspection and Maintenance Program. The current plan was updated and approved by the Board 2013. This document is referenced in the reliability plan and needs to be updated to reflect IUB's recent chapter 27 changes. This plan must also be approved by the Board and filed with the IUB when changes are made to what IUB already has on file, or every ten years. Motion carried unanimously.

The General Manager provided the Board of Trustees with a brief update on the NISC Communications software conversion.

The next Board of Trustees Regular meeting is scheduled for April 27, 2022, at 11:00 AM.

Trustee Sabin moved to adjourn the meeting, seconded by Trustee Heupel. Motion carried unanimously. The meeting adjourned at 1:10 PM.

/s/ Julie Murphy
Julie Murphy, Chairperson

Attest:

/s/ Robert Harrington
Robert Harrington, Secretary

The following vouchers were approved:

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
EFTPS TRANSFER	PAYROLL TAXES	\$ 26,070.68
INTERSTATE TRS FUND	TRS FUND CONTRIBUTION	538.96
USAC	SUPPORT MECHANISM	2,188.38
EFT - SALES TAX TRANSFER	SALES TAX REMITTANCE	14,000.00
EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE TAX	3,000.00
SISCO	FLEX	7,026.77
SISCO	HEALTH INSURANCE	39,672.55
NIMECA	NEAL 4	457,072.46
ALGONA MUNICIPAL UTILITIES	PAPERLESS UTILITY BILLS	15,350.88
UPS	SHIPPING	53.55
NATIONAL CABLE TELEVISION COOP	HARDWARE	216.61
MIDAMERICAN ENERGY	NEAL 4	124,000.00
SISCO	FLEX	5,516.73
AMU PAYROLL	PAYROLL EXPENSE	74,723.76
CARD CENTER	SUPPLIES-BUSINESS 3	211.29
CARD CENTER	SUPPLIES-BUSINESS 2	370.00
CARD CENTER	SUPPLIES-BUSINESS 1	2,691.99
CARD CENTER	SUPPLIES-CC-JB	4,525.98
TRINITY DECOMMISSIONING	DECOMMISSIONING	5,236.00
UPS	SHIPPING	47.64
TRINITY WIND, LLC	POWER-FEBRUARY	12,490.00
EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE	3,251.26
EFT - SALES TAX TRANSFER	SALES TAX REMITTANCE	23,765.69
EFT - FEDERAL EXCISE TAX	FEDERAL EXCISE TAX	1,014.27
EFTPS TRANSFER	PAYROLL TAXES	25,760.42
UPS	SHIPPING	119.69
SISCO	FLEX	6,519.20
CITY OF ALGONA	CITY SEWER USAGE	8,366.36
AFLAC	PREMIUMS	844.24
CITY OF ALGONA	FRANCHISE FEE-FEB	5,212.12
TREASURER STATE OF IOWA	TREASURER-STATE	9,224.00
IPERS	EMPLOYEES RETIREMENT SYSTEM	33,634.32
SISCO	FLEX	5,830.33
NATIONAL CABLE TELEVISION COOP	SUBS	1,630.23
ONLINE SERVICES	ACTION LETTERS/UTILITY EXCHANGE	111.57
AMU PAYROLL	PAYROLL EXPENSE	73,744.02
UPS	SHIPPING CHARGE	15.50
ALGONA MUNICIPAL UTILITIES	COMM PAPERLESS BILLS	3,873.38
ALGONA MUNICIPAL UTILITIES	PAPERLESS UTILITY BILLS	15,831.82
US CELLULAR	SERVICE	469.39
INTERSTATE TRS FUND	TRS FUND CONTRIBUTION	538.96
EFTPS TRANSFER	PAYROLL TAXES	26,641.08
EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE TAX	3,000.00
EFT - SALES TAX TRANSFER	SALES TAX REMITTANCE	14,000.00
UPS	SHIPPING	62.55
SISCO	FLEX	2,144.92
SISCO	HEALTH INSURANCE	35,849.88
NIMECA	NEAL 4	421,788.15
CARD CENTER	EXPENSES-BUSINESS 1	5,917.39
CARD CENTER	EXPENSES-BUSINESS 2	612.49
CARD CENTER	EXPENSES-BUSINESS 3	109.27
NIMECA	NEAL 4-FEB-REVISED	7,532.71
NATIONWIDE RETIREMENT SOLUTIONS	DEFERRED COMPENSATION-457	3,724.28
USAC	SUPPORT MECHANISM	2,188.38
SISCO	FLEX	2,217.97
CITY OF ALGONA	FRANCHISE FEE-MARCH	5,103.21
AMU PAYROLL	PAYROLL EXPENSE	71,894.12
ALGONA CHAM. OF COMMERCE	WOMEN NETWORKING SPONSOR	100.00
BOMGAARS	SUPPLIES-WATER	166.32
BORDER STATES INDUSTRIES, INC	PRIMARY WIRE	34,983.41
BROWN SHOE FIT CO	SUPPLIES	302.22
CENTURYLINK	SERVICE	80.56
CENTURYLINK	SERVICE	330.02
CENTURYLINK	REVENUE/COMPENSATION	0.11
DAN-D LASER CARTRIDGES	SUPPLIES	460.10
DGR ENGINEERING	CONSULTATION FOR WATER	3,761.00
ELECTRONIC SPECIALITIES, INC	PORTABLE RADIO-UNIT 6	399.30
HAWKINS INC.	CHEMICAL	3,929.88
IWLA CLAY TARGET ACCOUNT	ALGONA/BGHS TRAPSHOOTING	100.00
JETCO INC	WELL PUMPS	1,125.00
KOSSUTH COUNTY SPEEDWAY	2022 PROGRAM SPONSOR	200.00

KOSSUTH REG. HEALTH CENTER	TESTING	225.00
MIDAMERICA COMP CORP	STATMENT PROCESSING	3,017.02
NORTH CENTRAL RENTALS	WINDOW REPLACEMENT	195.25
PITNEY-BOWES INC.	INK CARTRIDGE-POSTAGE MACHINE	104.97
PLYMOUTH COUNTY TREASURER	COUNTY TAX	218.00
LISA RONGVED	EXPENSE REIMBURSEMENT	42.69
SCHUMACHER WELL DRILLING	WELL #6	13,844.40
SPENCER MUNICIPAL UTILITIES	TELEPHONE SWITCH/SIP SESSIONS	2,502.25
THREADS	EMPLOYEE CLOTHING	138.03
UNITYPOINT CLINIC-OCCUP MED	TESTING	84.00
US POSTAL SERVICE (POSTAGE)	POSTAGE	2,000.00
VANTAGE POINT	GENERAL CONSULTING	3,867.50
WESCO DISTRIBUTION INC.	PART	362.84
ACCESS SYSTEMS	VEEAM RENEWAL	4,821.80
ALTEC INDUSTRIES INC.	PM INSPECTION UNIT 4	2,316.28
BOMGAARS	SUPPLIES	1,812.43
BOOT BARN, INC	EMPLOYEE CLOTHING	1,368.51
BROWN SUPPLY COMPANY	MATERIAL	1,017.63
C & D USED OIL SERVICES LLC	RECYCLING OF BARREL	60.00
CASA SYSTEMS, INC	ANNUAL SUPPORT	14,988.57
CENTRAL IOWA DISTRIBUTING	SUPPLIES	184.41
CENTURYLINK	SERVICE	74.42
CONFLUENT	AMPLIFIER	120.00
CONSORTIA CONSULTING BY TELEC	CONSULTING SUPPORT	975.00
DISPLAY SYSTEMS INTERNATIONAL	WEATHER GRAPHICS	550.00
FASTENAL COMPANY	SUPPLIES	102.41
KOSSUTH COUNTY ADVANCE	NEWSPAPER	100.00
METLIFE SMALL BUSINESS CENTER	PREMIUMS	6,135.23
MIDAMERICAN ENERGY	GAS USAGE	115.59
NEONOVA NETWORK SERVICES	SECURE IT PLUS	33.60
NORTHWEST COMM NETWORK	BAND WIDTH	616.50
KELLIE SIEFKEN	EXPENSE REIMBURSEMENT	26.74
SOROPTIMIST INTL/ALGONA	SOROPTIMIST SPONSOR	300.00
JARROD STURTZ	EXPENSE REIMBURSEMENT	80.86
TERRY-DURIN CO	3 BOLT COMPRESSION	1,085.69
WESCO DISTRIBUTION INC.	SUPPLIES	3,038.80
WHEELER WORLD INC	FUEL PRIME PUMP	4,745.26
JEFF/KAREN KNAPP	INSULATION/WINDOWS REBATE	1,650.00
NATIONAL FINANCIAL SERVICES	ROLLOVER DISTRIBUTION	16,002.87
A & M LAUNDRY	LAUNDRY SERVICE	43.32
ADVANCED MEDIA TECHNOLOGIES	SPLITTERS	224.82
AHLERS & COONEY, P.C.	PROFESSIONAL SERVICES	860.00
AK'S CHROME KITCHEN	MEALS	313.10
ALGONA MACHINE & SUPPLY	MATERIAL	545.27
ALGONA PLG. & HTG.	SUPPLIES	119.95
ALGONA PUBLISHING CO.	ADVERTISING	745.25
ALTEC INDUSTRIES INC.	PM INSPECTION UNIT 4	2,391.51
ARNOLD MOTOR SUPPLY	PARTS AND SUPPLIES	417.43
AUREON NETWORK SERVICES	DID'S	1,003.38
BOLTON & MENK, INC.	HWY 18 WATERMAIN	7,980.00
BUSCHERS SERVICE CENTER	FUEL	1,113.11
CENTRAL IOWA DISTRIBUTING	SUPPLIES	134.12
CERTIFIED LABORATORIES	AQUA-SOL 20/20	240.75
CHROME TRUCK STOP	FUEL	444.77
CINTAS CORPORATION #754	MEDICAL SUPPLIES	353.10
CONSORTIA CONSULTING BY TELEC	CONSULTING SUPPORT	975.00
CULLIGAN	FILTER CHANGE	150.89
CULVER - HAHN ELECTRIC SUPPLY	MATERIAL	844.65
DAN-D LASER CARTRIDGES	SUPPLIES	69.55
GRACENOTE MEDIA SERVICES, LLC	MEDIA SERVICES	88.25
IGLASS NETWORKS	NETWORK MONITORING	500.00
JCL SOLUTIONS	MERCURY STORM WET/DRY	781.29
JOHNSTON AUTOSTORES	PART	12.11
KEMCO TIRES, INC.	MOUNT & DISMOUNT	26.70
KLGA & KLGZ	ADVERTISING	1,059.50
METERING & TECHNOLOGY SOLUTIONS	WELL METER	3,687.83
MIDAMERICA COMP CORP	STATMENT PROCESSING	5,411.72
MIDAMERICAN ENERGY	GAS SERVICE	616.13
NATIONAL INFO SOLUTIONS COOP	FEBRUARY 2022 RECURRNG	7,754.56
NIMECA	PROPERTY INSURANCE	731.38
NORTH CENTRAL RENTALS	WINDOW REPLACEMENT	223.39
NORTH IA LUMBER	SUPPLIES	324.46
NORTHERN IOWA COMMUNICATIONS	PROGRAMMING	110,228.17
PITNEY-BOWES INC.	LEASE	946.44
POWER & TELEPHONE SUPPLY	BREAKER CIRCUIT	10,221.86
SPENCER MUNICIPAL UTILITIES	TELEPHONE SWITCH	2,496.25
JARROD STURTZ	EXPENSE REIMBURSEMENT	163.80
T.P. ANDERSON COMPANY	AUDIT	13,000.00
VERMEER	PRODYNE/PRODRILL	3,390.00

ALGONA CHIROPRACTIC CLINIC	LIGHTING REBATE	486.00
IVAN ESPINO GARZA	CREDIT BALANCE REFUND	68.07
ALEXANDER FUENTES DURAN	CREDIT BALANCE REFUND	253.14
RICHARD L HAAG	CREDIT BALANCE REFUND	321.96
JANET LILLY	CREDIT BALANCE REFUND	357.38
MURPHY REALTY & MANAGEMENT	LIGHTING REBATE	280.00
CAYLA WHITE	CREDIT BALANCE REFUND	276.99
PATRICIA HUDSPETH	VACATION PAYOUT	3,522.69
ALGONA CHAM. OF COMMERCE	WOMEN NETWORKING	225.00
AUREON NETWORK SERVICES	NETWORK SERVICES	6,786.87
BALLY SPORTS NORTH	SUBS 2/1-2/11/22	123.35
BOOT BARN, INC	EMPLOYEE CLOTHING	329.79
BORDER STATES INDUSTRIES, INC	METERING 2/4-2/17/22	6,880.10
BRIANS WELDING	MATERIAL	50.48
BROWN SHOE FIT CO	SUPPLIES	1,402.56
BROWN SUPPLY COMPANY	MATERIAL	708.00
CENTRAL IOWA DISTRIBUTING	SUPPLIES	144.45
CONSORTIA CONSULTING BY TELEC	CONSORTIA CONSULTING	975.00
DAN-D LASER CARTRIDGES	MAINTENENCE	803.29
DGR ENGINEERING	RATE STUDY UPDATE	2,248.00
DUMP IT INC.	SANITATION	381.19
ERPELDING EXCAVATING ENT	LEAK @ 400 N WILLIAMS ST	6,984.60
FAREWAY STORES	SUPPLIES	42.75
FASTENAL COMPANY	SUPPLIES	341.78
FIVE STAR TOOL & SUPPLY	TOOL	37.95
HAWKINS INC.	CHEMICALS	3,428.04
HTV RETRANSMISSION	SUBS 2/1-2/11/22	110.51
HY-VEE	SUPPLIES	39.70
HYGIENIC LABORATORY - AR	TESTING	101.00
IA DEPT OF REVENUE	PROPERTY TAX	363.39
JOHN DEERE FINANCIAL	PART	43.74
K & H COOP OIL CO.	FUEL	68.64
KOSSUTH COUNTY TREASURER	KOSSUTH COUNTY EXCISE TAX	29,019.50
MIDAMERICAN ENERGY CO.	GENERATOR POWER SUPPLY	398.16
NATIONAL INFO SOLUTIONS COOP	FEB PRINT SERVICES	2,578.37
NEXSTAR	SUBS	48.74
NORTH IOWA COMM. ACTION	CREDIT BALANCE REFUND	192.00
PHILS AUTO & TRUCK REPAIR II	UNIT #4	477.55
POWER & TELEPHONE SUPPLY	SPLITTER	401.92
LISA RONGVED	EXPENSE REIMBURSEMENT	66.70
SECURE SHRED SOLUTIONS, LLC	SHREDDING SERVICE	89.00
SIGN WORKS	REFLECTIVE MAGNETICS	116.63
TELEDYNAMICS	ETHERNET MEDIA/WALL PLATE	96.70
UNITYPOINT CLINIC-OCCUP MED	TESTING	84.00
WEBSTER COUNTY TREASURER	WEBSTER COUNTY TAX	1,194.00
WESCO DISTRIBUTION INC.	ETCO COUPLING	522.70
WHEELER WORLD INC	HEAD GASKET KIT-UNIT 7	421.08
WOODBURY COUNTY TREASURER	WOODBURY COUNTY TAX	6,987.50
CAPITAL BANK & TRUST	ROLLOVER DISTRIBUTION	35,996.39
MADISON PARSONS	CUSTOMER REFUND	504.90
ACCESS SYSTEMS	NETWORK SUPPORT SERVICES	4,414.76
ALGONA PLG. & HTG.	PART	401.07
ASCAP	ANNUAL LICENSE FEE	131.10
BMI CABLE & NEW MEDIA	ANNUAL LICENSE FEE	131.10
BOLTON & MENK, INC.	WATERMAIN HWY 18 LOOP	11,400.00
BORDER STATES INDUSTRIES, INC	METERING 2/18-3/3/22	20,367.45
CENTURYLINK	SERVICE	82.66
CENTURYLINK	REVENUE/COMPENSATION	0.01
CONFLUENT	REPAIR ENCODER	120.00
CULVER - HAHN ELECTRIC SUPPLY	FUSE	62.26
FASTENAL COMPANY	SOLUTION	82.18
JAY GEVING	TRUSTEE FEE	75.00
DON HEUPEL	TRUSTEE FEE	75.00
ICONECTIV, LLC	LNP	65.50
IOWA ASSN OF MUNI UTILITIES	E-PAYS LOAN	6,000.00
METLIFE SMALL BUSINESS CENTER	PREMIUMS	5,663.48
MIDWEST WAREHOUSE SOLUTIONS	MATERIAL	2,160.12
JULIE MURPHY	TRUSTEE FEE	75.00
MIKE SABIN	TRUSTEE FEE	75.00
KAREN SCHAAF	TRUSTEE FEE	75.00
STUNDAHL CLEANING	CLEANING SERVICE	1,000.00
USABUEBOOK	PART	149.52
VANTAGE POINT	CONSULTING	2,787.50
WESCO DISTRIBUTION INC.	ELEC-MRK	343.04
ALGONA PUBLISHING CO.	RENEW SUBSCRIPTION	63.00
ALTEC INDUSTRIES INC.	PM INSPECTION	3,031.46
BGHS BOOSTER CLUB	ADVERTISING	100.00
BOMGAARS	SUPPLIES	716.04
CENTURYLINK	SERVICE	76.62

CINTAS CORPORATION #754	SUPPLIES	96.23
CULVER - HAHN ELECTRIC SUPPLY	CONDUIT 1/2" EMT	262.26
EISCHEN SALES INC	PARTS AND LABOR	72.62
GRAYBAR ELECTRIC CO INC	FHD-XJ1B DROP 500 FT	1,648.38
IRBY	MATERIAL	13.48
KOSSUTH CTY CANCER FOUNDATION	SPONSORSHIP	150.00
MIDAMERICAN ENERGY	GAS USAGE	92.35
NORTHWEST COMM NETWORK	BAND WIDTH	616.50
BRIEN RINDONE	457 DISTRIBUTION	16,500.00
HEATH VILETA	EXPENSE REIMBURSEMENT	481.67
WESCO DISTRIBUTION INC.	OKON 15KV	60,748.11
YOXANDER R ACOSTA	CREDIT BALANCE REFUND	23.00
SANDRA AVILA	CREDIT BALANCE REFUND	47.93
BARB BERNHARD	CREDIT BALANCE REFUND	70.25
JOE BUSCHER	CA REBATE	500.00
KIM LAPPIN	CREDIT BALANCE REFUND	23.20
MARCUS M MARINE	CREDIT BALANCE REFUND	80.00
DYLAN J NICHOLSON	CREDIT BALANCE REFUND	41.00
PAULO PETERS	CREDIT BALANCE REFUND	444.33
RIVERFRONT BROADCAST OF IA LLC	CREDIT BALANCE REFUND	29.25
DOUGLAS D SCHILTZ	CREDIT BALANCE REFUND	10.81
ROMEO TAGLE JR	CREDIT BALANCE REFUND	31.20
ROBBIN M WILLIAMS	CREDIT BALANCE REFUND	123.76
DACODA ZIPSE	CREDIT BALANCE REFUND	19.33
NEXSTAR	SUBSCRIPTION COUNTS	4,196.50