

July 21, 2020

The Utility Board of Trustees of Laurens, Iowa met in regular session at the Municipal Building, 272 N. Third Street, Laurens, Iowa, at 11:30 a.m. on the above date. Present were Trustees Richard Main, Jerry Runneberg and Ben Storms. Also present were General Manager Chad Cleveland and Aaron Olson of T.P. Anderson & Company.

Motion by Trustee Storms and seconded by Trustee Runneberg to approve the agenda for the July 21, 2020 regular meeting. Ayes: All. Nays: None. Motion carried.

Aaron Olson of T.P. Anderson & Company went over the audit report for calendar year 2019. The Board reviewed the financial statements, budgetary comparisons, schedules of operating revenues and expenses and the schedule of findings provided in the audit report. Motion by Trustee Runneberg and seconded by Trustee Storms to accept the audit report for calendar year 2019. Ayes: All. Nays: None. Motion carried.

Aaron Olson left the meeting at 1:00 p.m.

Motion by Trustee Storms and seconded by Trustee Runneberg to approve the minutes of the June 25, 2020 Regular Board meeting. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Runneberg and seconded by Trustee Storms to approve the summary of receipts for June 2020 in the amount of \$383,626.17 and the list of expenses for June 2020 in the amount of \$337,402.31. Ayes: All. Nays: None. Motion carried.

Summary of Receipts

A/R – Electric	\$ 247,678.28
A/R – Communications	\$ 64,408.24
Merchandise/Services – Electric	\$ 287.50
Carrier Access Fees – Communications	\$ 5,131.12
Write-Off Recovery – Electric	\$ 1,022.00
Interest Earned – Electric	\$ 9,233.56
Hail Damage (Depreciation Payment) – Electric	\$ 10,195.17
Energy Assistance – Electric	\$ 440.00
Deposits – Electric	\$ 2,280.00
Deposits – Internet	\$ 488.00
Deposits – Cable TV	\$ 30.00
Marathon Loan – Principal Payment – Electric	\$ 1,319.32
Marathon Loan – Interest Payment – Electric	\$ 264.20
Marathon Energy Sales – Electric	\$ 8,994.09
Tower Lease – Communications	\$ 4,200.00
Attachment H Revenues – Electric	\$ 27,606.77
Miscellaneous – Telephone	\$ 36.00
Miscellaneous – Cable TV	\$ 11.92
Total Cash Receipts	\$ 383,626.17

Electric Receipts	\$ 309,320.89
Communications Receipts	\$ 74,305.28
Total Cash Receipts	\$ 383,626.17

List of Expenses

A & M Laundry	Dust Mops & Mats	\$ 85.28
Advanced Control Systems	SCADA System Support	\$ 1,237.02
Advanced Media Technologies	CMTS Support	\$ 2,140.00
AFLAC	Employee Contributions	\$ 368.70

Alliant Energy	Natural Gas	\$	326.71
Associate Partners	Pre-Equalization Annual Fee	\$	295.00
August Enterprises LLC	Asbestos Report	\$	600.00
Aureon	CALEA/SS7/Switching/Transport	\$	571.58
Avesis	Group Vision Insurance	\$	116.53
Big 10 Network	Programming Fees	\$	529.74
Border States Electric	Supplies	\$	70.25
Casey's General Store	Board Meeting Meal	\$	34.22
Century Link Access	Access/Transport Fees	\$	558.64
Century Link Lexcis	Directory Listings	\$	25.84
Cleveland, Chad	Web Hosting/Supplies	\$	738.24
Consortia Consulting	Consulting Contract	\$	900.00
Counsel	Lanier Copier Support	\$	51.03
Customers	Deposit/Credit Refunds	\$	548.49
Department of Energy	WAPA Power Bill	\$	25,145.92
Employee Benefit Systems	Self-Funding – Administration	\$	120.00
Employee Benefit Systems	Self-Funding – Claims	\$	2,659.35
Fransyl Equipment	Truck Inspection/Maintenance	\$	1,460.92
Grainger	Pressure Washer	\$	291.90
Gray Television Group	Programming Fees	\$	131.00
Hearst Television	Programming Fees	\$	1,222.86
ICMA RC	Employee Contributions	\$	1,200.00
Iconnectiv	Local Number Portability	\$	19.01
Internal Revenue Service	Payroll Taxes	\$	11,078.98
Iowa Department of Revenue	Sales Tax	\$	6,464.00
Iowa Department of Revenue	State Withholding	\$	1,889.00
Iowa One Call	Locates	\$	31.50
Iowa Public Employees Retirement System	IPERS Contributions	\$	7,265.57
Laurens, City of	Utility Billing	\$	92,908.34
Laurens, City of	Cash Donation	\$	30,000.00
Laurens House of Print	Paper/Printing Services	\$	99.51
Laurens Municipal Power & Communications	Communications Bill	\$	171.92
Laurens Municipal Utilities	Utility Bill	\$	224.47
Laurens Plumbing	Supplies	\$	297.86
Laurens State Bank	Service Charges	\$	29.82
Laurens Sun	Publications/Advertising	\$	304.21
Long Lines	Communication Services	\$	9,367.62
Merchant Bankcard	Credit Card Processing Fees	\$	755.79
Mid-American Energy	NEAL 4 Operations	\$	28,000.00
National Cable Television Cooperative	Programming Fees	\$	13,692.56
National Cable Television Cooperative	Cable Modems	\$	3,035.02
National Child Safety Council	L-M School Drug Safety Program	\$	242.00
National Emergency Numbering Association	Annual 911 Subscription	\$	255.00
Nexstar Broadcasting	Programming Fees	\$	1,181.82
NIMECA	Power Bill/MCR Bill	\$	38,941.13
Norsolv	Norsolv Service	\$	191.48
Oakhill Consulting	Fiber-To-The-Home Project	\$	66.00
Office Elements	Office Supplies	\$	322.69
Payroll	Salaried, Hourly & Overtime	\$	31,572.01
PLIC-SBD Grand Island	Life/Disability Insurance	\$	497.84
Pop Media	Programming Fees	\$	45.39
Pro Cooperative	Fuel	\$	159.74
R&D Industries	Network Support	\$	653.87
Spencer Municipal Utilities	Transport Fees	\$	660.75
Spencer Office Supplies	Desktop Guards	\$	330.00

Tegna	Programming Fees	\$	1,388.40
TP Anderson & Company	Audit Fees	\$	4,500.00
UMB Bank	Bond Payment Service Charge	\$	250.00
US Bank	Network Cable	\$	19.98
Verizon	Wireless Phone Service	\$	218.20
Wellmark Blue Cross Blue Shield	Group Health Insurance	\$	8,048.09
Zcorum	Cable Modem Provisioning	\$	793.52
	Total Expenses	\$	337,402.31

Electric Expenses	\$	273,100.53
Communications Expenses	\$	64,301.78
Total Expenses	\$	337,402.31

The Trustees reviewed the Utility Funds Report, Balance Sheet, and Income Statement for June 2020. No specific action was taken.

Board Trustee Storms introduced the following resolution entitled “**RESOLUTION AMENDING THE ELECTRICITY RATES OF THE LAURENS MUNICIPAL LIGHT AND POWER PLANT**” and moved that the same be adopted. Board Trustee Runneberg seconded the motion to adopt. The roll was called, and the vote was:

AYES: Main, Runneberg and Storms

NAYS: None.

Board Chairman Main declared the resolution duly adopted as follows:

**A RESOLUTION AMENDING THE ELECTRICITY RATES
OF THE LAURENS MUNICIPAL LIGHT AND POWER PLANT**

WHEREAS, pursuant to an election held in the year 1947, the Municipal Electric System in and for the City of Laurens, Pocahontas County, Iowa was established; and

WHEREAS, pursuant to an election held in the year 1949, the management and control of the Laurens Municipal Light and Power Plant was put in the hands of the Board of Trustees; and

WHEREAS, the Board of Trustees may, by resolution, establish, impose, adjust and provide for the collection of rates to be charged for the electricity and use of the services provided by the Laurens Municipal Light and Power Plant.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the City of Laurens, Pocahontas County, Iowa that the new electric rates shall be as follows:

Section 1. The Electric Utility shall revise the electric rates as recommended in the rate study prepared by DGR Engineering, which was authorized back in December 2017. The electric rates below shall go into effect on September 15, 2020. The new electric rates shall be as follows:

RESIDENTIAL RATE: Applicable to residential customers for all domestic uses in single-family dwellings and individually metered apartments, including the use of motors, not more than 5 HP individual capacity. Space heating and air conditioning shall be served under this rate schedule.

CHARACTER OF SERVICE: Single-phase, 60 Hertz, 120/240 Volt, 400 Amp maximum, 3-wire, single meter.

MONTHLY CHARGES: Customer Charge \$ 25.00 per month
 Plus
 Energy Charge \$ 0.0740 per kWh

SMALL COMMERCIAL RATE: Applicable to all commercial customers for lighting, heating, cooking, refrigeration, power to motors and other approved uses where the monthly metered demand does not exceed 20 kW in a 12-month period.

CHARACTER OF SERVICE: Single-phase or Three-phase, 60 Hertz, at available secondary voltages. Utility furnishes one transformer and one meter.

MONTHLY CHARGES: Customer Charge \$ 34.75 per month (Single-phase)
 Plus \$ 71.45 per month (Three-phase)
 Energy Charge \$ 0.083 per kWh

LARGE COMMERCIAL RATE: Applicable to all commercial customers for lighting, heating, cooking, refrigeration, power to motors and other approved uses where the monthly metered demand exceeds 20 kW but does not exceed 100 kW in a 12-month period.

CHARACTER OF SERVICE: Single-phase or Three-phase, 60 Hertz, at available secondary voltages. Utility furnishes one transformer and one meter.

MONTHLY CHARGES: Customer Charge \$ 80.00 per month
 Plus
 Energy Charge \$ 0.030 per kWh
 Plus
 Demand Charge \$ 11.00 per kW

INDUSTRIAL RATE: Applicable to all commercial or industrial customers for three-phase service for lighting, heating, cooking, refrigeration, power to motors and other approved uses where the monthly metered demand for Three-phase exceeds 100 kW.

CHARACTER OF SERVICE: Three-phase, 60 Hertz, at available secondary voltages. Utility furnishes one transformer and one meter.

MONTHLY CHARGES: Customer Charge \$ 80.00 per month
 Plus
 Energy Charge \$ 0.030 per kWh
 Plus
 Demand Charge \$ 15.00 per kW

OTHER PROVISIONS:

MINIMUM BILL: Monthly customer charge plus demand charges if applicable.

PENALTY: The electric bill shall be due and payable upon receipt. If the electric bill is not paid by the 20th day after billing, a late payment fee of 1.5% of the balance due will apply. If said 20th day after billing falls on a Saturday, Sunday or holiday, the deadline for payment without penalty will be extended to the next working day.

DELINQUENT NOTICE: A \$5.00 charge will be incurred on all delinquent accounts that require the preparation and delivery of a delinquent notice.

24 or 48 HOUR DISCONNECT NOTICE: A \$15.00 charge will be incurred on all delinquent accounts that require the preparation and delivery of a 24 or 48 hour disconnect notice.

SALES TAX: Sales tax will be added to all electric bills in order to be in compliance with the provisions of the laws of Iowa.

METERED DEMAND: The metered demand shall be the maximum kilowatt demand established by the consumer for any period of 15 consecutive minutes during the month as indicated or recorded by a demand meter.

BILLING DEMAND (Industrial Class Only): The demand to be billed shall be the adjusted metered demand for the month but not less than 40% of the highest demand during the preceding eleven (11) months.

RECONNECTION FEES: The minimum reconnection charge shall be equal to the sum of three months minimum charges. The minimum reconnection fees are as follows:

Residential	\$ 75.00
Small Commercial (Single-Phase)	\$104.25
Small Commercial (Three-Phase)	\$214.35
Large Commercial	\$240.00
Industrial	\$240.00

This resolution shall be effective upon approval and publication as provided by law.

Approved and adopted by the Board of Trustees of the City of Laurens, Iowa on the 21st day of July 2020.

Chairman, Board of Trustees

ATTEST: _____
Secretary, Board of Trustees

Board Trustee Runneberg introduced the following resolution entitled “**RESOLUTION ESTABLISHING A CREDIT CARD POLICY**” and moved that the same be adopted. Board Trustee Storms seconded the motion to adopt. The roll was called, and the vote was:

AYES: Main, Runneberg and Storms

NAYS: None.

Board Chairman Main declared the resolution duly adopted as follows:

RESOLUTION ESTABLISHING A CREDIT CARD POLICY

BE IT RESOLVED that the Utility Board of Trustees of the City of Laurens, Iowa approves the following LMPC Credit Card Policy:

LMPC Credit Card Policy

LMPC may maintain a Utility credit card for actual and necessary expenses incurred by employees of Laurens Municipal Power & Communications (LMPC) in the performance of their duties. The General Manager and/or Accounting/Billing Clerk will maintain the LMPC Credit Card.

Conditions of Use

- The LMPC Credit Card is to be used only for official LMPC business, not personal expenses. Charging personal transactions to the LMPC Credit Card is not acceptable under any circumstance.
- All transactions will be scrutinized to ensure compliance with this policy.
- Violations of this policy may lead to disciplinary action against the employee involved. In all cases of misuse, LMPC reserves the right to recover the amount incorrectly claimed from the employee.
- Improper or unauthorized use of the LMPC Credit Card may result in the employee being held liable for expenditures, legal/disciplinary action being brought against the employee, termination of LMPC Credit Card use and/or termination from LMPC.
- The LMPC Credit Card shall not be used to obtain cash advances from banks, credit unions, nor automatic teller machines. This prohibition similarly extends to cash equivalents such as bank checks, traveler's cheques, and electronic cash transfers.
- All LMPC Credit Card transactions must be preapproved by the General Manager and/or Accounting/Billing Clerk. This preapproval must be documented with an expense report indicating the date, purpose, and nature of the expense.
- Any rewards accumulated from purchases made are to be used for LMPC business related purposes only and only redeemed by the General Manager and/or Accounting/Billing Clerk.

Monthly Credit Card Statements

- All LMPC Credit Card transactions will be reconciled to the monthly statement.
- All LMPC Credit Card transactions must have an original receipt and documentation showing preapproval.
- Reimbursement for the return of goods and/or services must be credited directly to the LMPC Credit Card account.

Records Management

- All documentation associated with the payment of the LMPC Credit Card will be maintained within the Accounts Payable files.
- Original receipts for all LMPC Credit Card transactions will be retained in the Accounts Payable files.

BE IT FURTHER RESOLVED that the Utility Board of Trustees of the City of Laurens, Iowa approves the following Organization Certificate:

Organization Certificate

TO: Bankers' Bank, 7700 Mineral Point Road, Madison, WI 53717

I, Richard Main, certify that I am Chairman of the Laurens Municipal Power & Communications Board of Trustees organized under the laws of Iowa, Federal Employer I.D. Number 42-6005962, engaged in business under the trade name of Laurens Municipal Power & Communications, and that the attached Policy is a correct copy of the Policy adopted at a meeting of the Board of Trustees of the City of Laurens, Iowa duly and properly called and held on Tuesday, July 21, 2020. This Policy appears in the minutes of this meeting and have not been rescinded or modified.

Agents: Any agent listed below is authorized by the LMPC Credit Card Policy approved by the Board of Trustees on July 21, 2020, filed with Bankers' Bank to act on behalf of Laurens Municipal Power & Communications, that these person(s) have been duly appointed to the offices indicated and hold the offices at present and that I am the person authorized by Laurens Municipal Power & Communications to so certify:

Name of Office

Signature

General Manager:

Chad Cleveland

Accounting/Billing Clerk:

Karla Sonksen

Certifying Officer:

Richard Main

Approved and adopted by the Board of Trustees of the City of Laurens, Iowa on the 21st day of July 2020.

Chairman, Board of Trustees

Attest:

Secretary, Board of Trustees

Discussion was held on the baseload generation we currently own and how the operations of these plants have changed. A big concern is that Neal 4 is not online very often due to market prices. No specific action was taken.

The General Manager gave a short update on operations dealing with COVID-19. No specific action was taken.

Motion by Trustee Storms and seconded by Trustee Runneberg to adjourn the meeting at 2:45 p.m. Ayes: All. Nays: None. Motion carried.

Chairman, Board of Trustees

ATTEST:

Secretary, Board of Trustees