

December 20, 2021

The Utility Board of Trustees of Laurens, Iowa met in regular session at the Municipal Building, 272 N. Third Street, Laurens, Iowa, at 3:30 p.m. on the above date. Present were Trustees Richard Main, Jerry Runneberg, and Ben Storms. Also present was General Manager Chad Cleveland.

Motion by Trustee Storms and seconded by Trustee Runneberg to approve the agenda for December 20, 2021 regular meeting. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Runneberg and seconded by Trustee Storms to approve the minutes of the November 22, 2021 Board meeting. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Storms and seconded by Trustee Runneberg to approve the summary of receipts for November 2021 in the amount of \$385,109.06 and the list of expenses for November 2021 in the amount of \$852,811.07. Ayes: All. Nays: None. Motion carried.

Summary of Receipts

A/R – Electric	\$ 242,755.64
A/R – Communications	\$ 66,761.03
Merchandise/Services – Electric	\$ 19,690.00
Merchandise/Services – Communications	\$ 114.00
Carrier Access Fees – Communications	\$ 3,102.39
Write-Off Recovery – Electric	\$ 1.05
Investment Interest – Electric	\$ 1,771.03
Deposits – Electric	\$ 650.00
Deposits – Internet	\$ 177.00
Deposits – Cable TV	\$ 106.00
LIHEAP Energy Assistance – Electric	\$ 5,520.00
Marathon Energy Sales – Electric	\$ 18,085.43
E911 Fees	\$ 643.26
Tower Lease – Communications	\$ 2,100.00
Attachment H Revenues – Electric	\$ 23,489.81
Miscellaneous – Telephone	\$ 11.00
Miscellaneous – Cable TV	\$ 101.42
Office Phones – Electric	\$ 30.00
Total Cash Receipts	\$ 385,109.06

Electric Receipts	\$ 311,992.96
Communications Receipts	\$ 73,116.10
Total Cash Receipts	\$ 385,109.06

List of Expenses

A & M Laundry	Dust Mops & Mats	\$ 85.28
AFLAC	Employee Contributions	\$ 245.80
Ahlers & Cooney	Legal Fees	\$ 1,500.00
Alliant Energy	Natural Gas	\$ 363.58
Aureon	CALEA/SS7/Switching/Transport	\$ 578.31
B&K Embroidery	Embroidery	\$ 42.80
Bailey, David	Company Clothing	\$ 85.58
Bally Sports North	Programming Fees	\$ 2,759.48
Big 10 Network	Programming Fees	\$ 524.25
Border States Electric	Splice Kits/Supplies	\$ 784.07
Community First Broadcast	Radio Advertising	\$ 52.50
Community State Bank	Service Charges	\$ 117.71

Consortia Consulting	Consulting Contract	\$	975.00
Counsel	Lanier Copier Support	\$	66.72
Customers	Deposit/Credit Refunds	\$	119.59
Department of Energy	WAPA Power Bill	\$	25,467.59
Echo Group	Supplies	\$	250.32
Employee Benefit Systems	Self-Funding Administration	\$	120.00
Employee Benefit Systems	Self-Funding Claims	\$	118.28
Goldfield Telecom	FTTP Project Materials	\$	11,435.61
Grainger	Tools	\$	325.88
Gray Television Group	Programming Fees	\$	917.00
Graybar Electric	FTTP Project Materials	\$	598.42
Gworks	License/Support Renewal	\$	3,710.14
Hearst Television	Programming Fees	\$	1,650.60
ICMA RC	Employee Contributions	\$	1,500.00
Internal Revenue Service	Payroll Taxes	\$	12,467.54
Interstate TRS Fund	TRS Fund Assessment	\$	178.62
Iowa Department of Revenue	Sales Tax	\$	6,322.00
Iowa Department of Revenue	State Withholding	\$	2,053.00
Iowa Public Employees Retirement System	IPERS Contributions	\$	8,120.11
Iowa Utilities Board	IUB/OCA Assessment	\$	1,932.00
John Deere Financial	JD Gator Service/Parts	\$	498.55
Laurens Chamber	Chamber Bucks	\$	2,125.00
Laurens, City of	Utility Billing	\$	86,537.07
Laurens Food Pride	Cleaning Supplies	\$	18.24
Laurens House of Print	Envelopes/Billing Statements	\$	1,379.19
Laurens Municipal Power & Communications	Communications Bill	\$	152.20
Laurens Municipal Utilities	Utility Bill	\$	96.14
Laurens Plumbing	Miscellaneous Supplies	\$	219.81
Laurens Sun	Publications/Advertising	\$	118.44
Long Lines	Communication Services	\$	9,278.68
Lumen Lexcis	Directory Listings	\$	36.45
Merchant Bankcard	Credit Card Processing Fees	\$	676.80
Mid America Communications	FTTP Project Materials	\$	280.01
Mid-American Energy	NEAL 4 Operations	\$	12,000.00
Mid-American Energy	Capacity Assignment	\$	18,161.72
MP Nexlevel LLC	FTTP Project Pay Request #7	\$	67,647.54
National Cable Television Cooperative	Programming Fees/TiVo Fees	\$	21,015.63
Nexstar Broadcasting	Programming Fees	\$	1,570.30
NIMECA	Power Bill	\$	40,095.03
Oakhill Consulting	FTTP Project Engineering	\$	1,407.00
Office Elements	Office Supplies	\$	369.11
Payroll	Salaried, Hourly & Overtime	\$	34,669.87
PLIC-SBD Grand Island	Life/Disability Group Insurance	\$	559.28
Pop Media	Programming Fees	\$	39.61
Postmaster	Postage	\$	327.57
Pro Cooperative	Fuel/Diesel	\$	483.22
R&D Industries	Network Support	\$	697.00
RB Lumber Company	Supplies	\$	5.89
Secure Shred Solutions	Paper Shredding	\$	26.00
Sonksen, Karla	Company Clothing	\$	292.62
Spencer Municipal Utilities	Fiber Lease	\$	450.00
Stuart C. Irby	Supplies	\$	227.46
The Paper Inc	Publication/Advertising	\$	25.00
UMB Bank	Bond Payment/Principal/Interest	\$	453,131.31

US Card Systems	Credit Card Terminal Lease	\$	29.95
Verizon	Wireless Phone Service	\$	207.36
Wellmark Blue Cross Blue Shield	Group Health Insurance	\$	11,686.06
Zcorum	Cable Modem Provisioning	\$	802.18
	Total Expenses	\$	852,811.07

Electric Expenses	\$	781,281.02
<u>Communications Expenses</u>	\$	<u>71,530.05</u>
Total Expenses	\$	852,811.07

Trustees reviewed the Utility Funds Report, Income Statement, and Balance Sheet for November 2021. The Board reviewed interest rate quotes for purchasing a CD. Motion by Trustee Storms and seconded by Trustee Runneberg to purchase a \$500,000 CD from Community State Bank. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Storms and seconded by Trustee Runneberg to designate the following funds as restricted assets: FTTP Project Bond Proceeds, Bond Reserve Fund, Bond Retirement Sinking Fund, CTS Improvement Fund, Whelan 2 Reserve Fund, and the Revolving Loan Fund. Ayes: All. Nays: None. Motion carried.

At 5:00 o'clock p.m. the Board of Trustees took a break to meet with the City Council.

At 5:50 o'clock p.m. the Board of Trustees resumed their regular board meeting.

Motion by Trustee Runneberg and seconded by Trustee Storms to increase the LMPC Wage Scales by 4.0 percent and require all LMPC employees who have family health insurance coverage to contribute 8 percent of the difference between the family and single coverage premium. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Storms and seconded by Trustee Runneberg to set the General Manager's wage for calendar year 2022 at Grade 5, Step 32 of the General Manager's wage scale. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Runneberg and seconded by Trustee Storms to approve the proposed list of bad accounts to be written off. The Electric Utility amount to be written off is \$3,984.65. The Communications Utility amount to be written off is \$1,429.62. Ayes: All. Nays: None. Motion carried. The write-off recoveries for 2021 were \$1,288.09 for the Electric Utility and \$1,085.21 for the Communications Utility.

Motion by Trustee Runneberg and seconded by Trustee Storms to approve the Letter of Engagement from T.P. Anderson & Company to audit our financials for the calendar year ended December 31, 2021. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Storms and seconded by Trustee Runneberg to approve the proposed Service Agreement with the Howard E. Nyhart Company for actuarial services to develop a GASB 75 report for the year ended December 31, 2021 and December 31, 2022. The cost of these services are \$2,500 for the 2021 report and \$1,300 for the 2022 report. Ayes: All. Nays: None. Motion carried.

The Board of Trustees did not receive a pay request from MP Nexlevel, LLC. No action was taken.

Motion by Trustee Runneberg and seconded by Trustee Storms to approve the revision to the Public Records Request Policy. Ayes: All. Nays: None. Motion carried.

Discussion was held on the Employee Policy Handbook. The General Manager went over a few areas in the Handbook that he would like to make some changes. The Board made some comments and suggestions for the General Manager. No specific action was taken.

Discussion was held on rates for Communication services. No specific action was taken.

There being no further business, the Chairman declared the meeting adjourned at 7:15 p.m.

Richard Main
Chairman, Board of Trustees

ATTEST: Chad Cleveland
Secretary, Board of Trustees