

# Utility Board Meeting Minutes

*For December 21, 2015*

The Atlantic Municipal Utilities' Board of Trustees met in regular session on December 21, 2015, at 5:30 P.M. in the Municipal Utilities' offices.

Present: Vice - Chairman –Joyce Jensen; Trustees –Joanne C. Lorence, Dave Sturm, Ted Robinson and Lawrence Turner (arrived after the Resolution vote on the IPPA).

Absent: None.

Also Present: Steve J. Tjepkes, General Manager; Jennifer M. Saathoff, Board Secretary; Greg Smith, Director of Electric Operations; and Jon Martens, Director of Water Operations.

Vice-Chairman Jensen called the meeting to order.

General Manager Tjepkes informed the board that an item needed to be added to the agenda to approve an electrical easement. Trustee Robinson moved to add item 5A. for the Approval of an Electric Line Easement. The motion was seconded by Trustee Sturm. All ayes.

Trustee Lorence moved, seconded by Trustee Sturm, to adopt the amended meeting agenda. All ayes.

Trustee Lorence moved, seconded by Trustee Robinson, to approve the monthly consent agenda. All ayes. The consent agenda included approval of prior meeting minutes, filing of monthly reports, and approval of bills.

Motion by Trustee Sturm, seconded by Lorence, to approve the annual consent agenda. Motion carried with Trustee Robinson abstaining due to a conflict of interest with the First Whitney Bank. The annual consent agenda includes approval of the 2016 legal retainer agreement with Cambridge Law Firm, adoption of official depositories and publications without change, approval of participation by AMU employees in various industry organizations and authorizing travel related thereto, review of terms of Water Improvement Note Payable to Electric Department, re-appointment of Jennifer M. Saathoff as Secretary of the Board, approval of \$30,000 annual funding for CADCO, \$2,500 annual contribution to Atlantic Trees Forever and approving Chamber Dues of \$1,000.

An audit engagement letter from Gronewold, Bell, Kyhnn & Co. P.C. for the audit of the 2015 financial statements was reviewed. Motion by Trustee Lorence, seconded by Trustee Robinson, to authorize signing of the engagement letter. All ayes.

General Manager Tjepkes informed the board that the Easement Form that AMU has been using was revised and he will now be bringing easements before the board to approve. Trustee Lorence moved to approve an Underground Electric Line Easement with Sonntag Development, LLC. The motion was seconded by Trustee Robinson. All Ayes.

The nomination of Board officers for 2016 was held. Trustee Lorence nominated Joyce Jensen to serve as Chairperson and Lawrence E. Turner to serve as Vice-Chairperson and moved that nominations cease and a unanimous ballot be cast, seconded by Trustee Robinson. All ayes.

The board held a discussion on the meeting time for regular Board meeting beginning in 2016. Trustee Sturm moved to change the meeting time to 4:00 p.m. on the third Monday of the month. Trustee Robinson seconded the motion. All ayes.

General Manager reviewed the Call Forwarding Agreement with the Cass County Public Safety Commission. Trustee Lorence moved to approve the agreement with an automatic renewal clause. The motion was seconded by Trustee Sturm. All ayes.

Trustee Robinson introduced **Resolution No. 15-20** entitled “Resolution Approving an Amended and Restated Agreement to Establish the Iowa Public Power Agency”, and moved the Resolution be adopted, seconded by Trustee Lorence. The roll being called the following named Trustees voted: Aye: Jensen, Sturm, Robinson, and Lorence; Nay: None; whereupon the Vice-Chairman declared said resolution duly adopted and signed her approval thereto.

General Manager Tjepkes updated the Board on a number of topics including solar panel contractors, and an upcoming electric rate study. Director Smith went over what the electric department is working on & Director Martens discussed what has been going on in the water department.

Vice- Chairman Jensen asked if there was any old or new business to discuss. There was not.

The non-bargaining unit employee wages for 2016 were discussed. Trustee Lorence introduced **Resolution No. 15-21** entitled “Resolution Establishing Wages for Non-Bargaining Unit Employees”, and moved the Resolution be adopted, seconded by Trustee Sturm. The roll being called the following named Trustees voted: Aye: Sturm, Robinson, Lorence, Turner, and Jensen; Nay: None; whereupon the Vice-Chairman declared said resolution duly adopted and signed her approval thereto.

There being no further business, Trustee Sturm moved to adjourn, seconded by Trustee Lorence. The meeting was adjourned at 6:37 P.M.

Joyce Jensen, Vice-Chairman

Attest:

Jennifer M. Saathoff, Secretary