

# **Utility Board Meeting Minutes**

*For December 19, 2016*

The Atlantic Municipal Utilities' Board of Trustees met in regular session on December 19, 2016, at 4:00 P.M. in the Municipal Utilities' offices.

Present: Chairperson –Joyce Jensen; Trustees –Joanne C. Lorence, Dave Sturm, Ted Robinson and Judd Meneely.

Absent: None.

Also Present: Steve J. Tjepkes, General Manager; Jennifer M. Saathoff, Board Secretary; Jon Martens, Director of Water Operations; and Gerald Brink, City Council Representative

Chairperson Jensen called the meeting to order.

General Manager Tjepkes informed the board that items regarding the Missouri River Energy Services' (MRES) MOU, Elite Octane's MOU, and the NewGen Professional Service Agreement needed to be moved up on the agenda to be before the Monthly Consent Agenda in order to have Steve Nadel, Bond Counsel, available for discussion. Trustee Sturm moved to have items 6, 7, & 8 to be before the month consent agenda. The motion was seconded by Trustee Lorence. All ayes.

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

Steve Nadel joined the meeting via telephone conference and updated the board on the developments with the MRES and Elite Octane. He notified the board that MRES had just contacted him with material changes to the original MOU that was agreed upon during Friday, December 16<sup>th</sup> negotiations. Due to the material changes, the board did not take action on the Memorandum of Understanding with MRES for an Amendment for the Power Supply Agreement and the Memorandum of Understanding with Elite Octane, LLC.

The telephone conference with Steve Nadel was terminated.

General Manager Tjepkes discussed with the board the proposed Professional Service Agreement with NewGen Strategies and Solutions, LLC. Trustee Sturm moved to approve the service agreement. The motion was seconded by Trustee Lorence. 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. All ayes.

Motion by Trustee Lorence, seconded by Meneely, to approve the annual consent agenda. Motion carried with Trustee Robinson abstaining due to a conflict of interest with First Whitney Bank. The annual consent agenda includes approval of the 2017 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 2016 financial statements was reviewed. Motion by Trustee Sturm, seconded by Trustee Lorence, to authorize signing of the engagement letter. All ayes.

The nomination of Board officers for 2017 was held. Trustee Robinson nominated Joyce Jensen to serve as Chairperson and Joanne C. Lorence to serve as Vice-Chairperson and moved that nominations cease and a unanimous ballot be cast, seconded by Trustee Meneely. All ayes.

General Manager Tjepkes updated the Board on what the electric department is working on & Director Martens discussed what has been going on in the water department.

Chairperson Jensen asked if there was any old or new business to discuss. There was not.

The non-bargaining unit employee wages for 2017 were discussed. Trustee Robinson introduced **Resolution No. 16-04** entitled "Resolution Establishing Wages for Non-Bargaining Unit Employees", and moved the Resolution be adopted, seconded by Trustee Lorence. The roll being called the following named Trustees voted: Aye: Jensen, Meneely, Sturm, Robinson, and Lorence; Nay: None; whereupon the Vice-Chairman declared said resolution duly adopted and signed her approval thereto.

There being no further business, Trustee Meneely moved to adjourn, seconded by Trustee Sturm. The meeting was adjourned at 5:38 P.M.

Joyce Jensen, Chairperson

Attest:

Jennifer M. Saathoff, Secretary