

# Utility Board Meeting Minutes

*For December 15, 2014*

The Atlantic Municipal Utilities' Board of Trustees met in regular session on December 15, 2014, at 5:30 P.M. in the Municipal Utilities' offices.

Present: Chairman - Lawrence E. Turner; Trustees –Joanne C. Lorence, Joyce Jensen, and Frank W. Greiner.

Absent: Trustees – Keith C. Stork.

Also Present: Steve J. Tjepkes, General Manager; Jennifer M. Saathoff, Board Secretary; Greg Smith, Director of Electric Operations; Jon Martens, Director of Water Operations; Michael Hart, Representative of Northland Securities; and Ted Robinson.

Chairman Turner called the meeting to order.

Trustee Greiner moved, seconded by Trustee Jensen, to adopt the meeting agenda. All ayes.

General Manger introduced Michael Hart of Northland Securities. Mr. Hart discussed some options with the board on AMU's options for meeting the funding needs for capital expenditures in 2015-2016.

Trustee Greiner moved, seconded by Trustee Jensen, 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 Jensen, seconded by Lorence, to approve the annual consent agenda. Motion carried. The annual consent agenda includes approval of the 2015 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 2014 financial statements was reviewed. Motion by Trustee Greiner, seconded by Trustee Jensen, to authorize signing of the engagement letter. All ayes.

The nomination of Board officers for 2015 was held. Trustee Lorence nominated Lawrence E. Turner to serve as Chairperson and Joyce Jensen to serve as Vice-Chairperson and moved that nominations cease and a unanimous ballot be cast, seconded by Greiner. All ayes.

General Manger Tjepkes discussed with the board the need to have a resolution to reimburse the general fund by using short term financing options to bridge the time gap between now and when the existing bond become callable in April 2016. Trustee Lorence introduced **Resolution No.14-02**

entitled “Resolution Declaring an Official Intent Under Treasury Regulations 1.150-2 to Issue Debt to Reimburse the Utility for Certain Original Expenditures Paid in Connection with Specified Projects.”, and moved the Resolution be adopted, seconded by Greiner. The roll being called the following named Trustees voted: Aye: Lorence, Turner, Jensen, and Greiner; Nay: None; whereupon the Chairman declared the said resolution duly adopted and signed his approval thereto.

Issues with landlord requested disconnections was discussed. Trustee Jensen introduced **Resolution No.14-03** entitled “Resolution Establishing Fee for Landlord Requested Disconnections Requiring a Posting”, and moved the Resolution be adopted, seconded by Lorence. The roll being called the following named Trustees voted: Aye: Turner, Jensen, Greiner, and Lorence; Nay: None; whereupon the Chairman declared said resolution duly adopted and signed his approval thereto.

General Manager Tjepkes updated the Board on a number of topics including the possibility of looking into security cameras. Director Smith went over what the electric department is working on & Director Martens discussed what has been going on in the water department.

Chairman Turner asked if there was any old or new business to discuss. There was not.

The non-bargaining unit employee wages for 2015 were discussed. Trustee Lorence introduced **Resolution No.14-04** entitled “Resolution Establishing Wages for Non-Bargaining Unit Employees”, and moved the Resolution be adopted, seconded by Jensen. The roll being called the following named Trustees voted: Aye: Jensen, Greiner, Lorence, and Turner; Nay: None; whereupon the Chairman declared said resolution duly adopted and signed his approval thereto.

There being no further business, Trustee Greiner moved to adjourn, seconded by Trustee Jensen. The meeting was adjourned at 8:10 P.M.

Lawrence E. Turner, Chairman

Attest:

Jennifer M. Saathoff, Secretary