

June 25, 2024

The Utility Board of Trustees of Laurens, Iowa met in regular session at the Municipal Building, 272 N. Third Street, Laurens, Iowa, at 3:00 p.m. on the above date. Present were Trustees Kelly Horsman, Jerry Runneberg, and Ben Storms. Also present were General Manager Chad Cleveland, City Administrator Hilary Reed, Councilman John Jamison, and Sally Peterson of CMBA Architects. Jocelyn Lange of CMBA Architects joined the meeting via conference call.

Motion by Trustee Horsman and seconded by Trustee Runneberg to approve the agenda for the June 25, 2024 regular meeting. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Runneberg and seconded by Trustee Horsman to approve the minutes of the May 23, 2024 regular meeting. Ayes: All. Nays: None. Motion carried.

Jocelyn Lange and Sally Peterson of CMBA Architects went over two different pre-designed plans that will renovate City Hall improving security, efficiency, and functionality. A very conservative budget was provided for each of the different plans with some options to consider.

Sally Peterson left the meeting and Jocely Lange got off the conference call at 3:45 p.m.

The Board of Trustees suggested that this same information be presented to the City Council at their next scheduled meeting. The Board of Trustees also suggested that LMPC and City staff work with CMBA Architects to develop a project charter or executive summary to help each of the governing boards understand what this project will accomplish and how it will be paid for. No specific action was taken.

Guests Hilary Reed and John Jamison left the meeting at 3:55 p.m.

Motion by Trustee Runneberg and seconded by Trustee Horsman to approve the summary of receipts for May 2024 in the amount of \$374,703.44 and the list of expenses for May 2024 in the amount of \$445,265.07. Ayes: All. Nays: None. Motion carried.

Summary of Receipts

A/R- Electric	\$ 253,745.21
A/R- Communications	\$ 66,710.23
Merchandise/Services- Electric	\$ 1,156.00
Merchandise/Services- Communications	\$ 18.00
Carrier Access Fees- Communications	\$ 2,225.02
Write Off Recoveries- Electric	\$ 1,375.10
Write Off Recoveries- Communications	\$ 161.82
Erate Reimbursements- Communications	\$ 271.20
Deposits- Electric	\$ 1,625.00
Marathon Energy Sales- Electric	\$ 7,842.69
Tower Leases- Communications	\$ 2,172.36
Attachment H Revenues- Electric	\$ 33,930.86
Miscellaneous- Communications	\$ 68.90
Office Phones- Electric	\$ 60.00
Work Comp Insurance Dividend- Electric	\$ 2,004.63
<u>Work Comp Insurance Dividend- Communications</u>	<u>\$ 1,336.42</u>
Total Cash Receipts	\$ 374,703.44

List of Expenses

A & M Laundry	Dust Mops & Mats	\$ 89.28
AFLAC	Employee Contributions	\$ 469.23
Alta Municipal Utilities	Cable TV Filters	\$ 10.55
Associate Partners	Annual DADNS Provisioning Fee	\$ 250.00

Aureon	CALEA/SS7/Transport/Switching	\$	890.49
Avesis- Fidelity Security Life	Group Vision Insurance	\$	87.84
Bally Sports North	Programming Fees	\$	1,031.80
Big 10 Network	Programming Fees	\$	380.38
Calix, Inc.	Operations Cloud/Cloud Foundation	\$	4,254.41
City of Laurens	Utility Billing	\$	91,260.29
Cleveland, Chad	Meeting Expenses	\$	247.90
Community First Broadcasting	Radio- LM School Sponsor	\$	52.50
Consortia Consulting	Consulting Contract	\$	1,125.00
Department of Energy	WAPA Power Bill	\$	31,455.75
DGR Engineering	Cash Flow/Fuel Storage	\$	2,523.00
Display Systems International	Scrolling Channel Guide	\$	165.76
Echo Group	Conduit/Storage Building Project	\$	370.18
Employee Benefit Systems	Self-Funding- Administration	\$	120.00
Employee Benefit Systems	Self-Funding- Claims	\$	796.10
GFC Leasing – WI	Copier Leases	\$	80.57
Gordon Flesch Company	Copier- True up on copies	\$	91.52
Grainger	Line Maintenance Supplies	\$	143.98
Graves Construction Company	Storage Building Project	\$	94,620.00
Gray Media Group	Programming Fees	\$	823.50
Graybar Electric	Fiber Jumpers	\$	666.34
Hearst Television	Programming Fees	\$	1,573.80
ICMA RC	Employee Contributions	\$	1,000.00
Internal Revenue Service	Payroll Taxes	\$	10,953.89
Interstate TRS Fund	TRS Fund Assessment	\$	228.48
Iowa Department of Revenue	Sales Tax	\$	5,697.23
Iowa Department of Revenue	State Withholding	\$	1,597.19
Iowa One Call	Locates	\$	28.90
Iowa Public Employees Retirement System	IPERS Contributions	\$	6,638.53
Laurens Food Pride	Supplies	\$	26.82
Laurens House of Print	Paper/Envelopes	\$	117.70
Laurens Municipal Power & Communications	Communications Bill	\$	102.94
Laurens Municipal Utilities	Utility Bill	\$	106.11
Laurens Plumbing	Supplies	\$	363.87
Laurens Sun	Publications	\$	236.25
Long Lines	Communication Services	\$	10,039.41
Lumen Access Billing	Access/Transport Fees	\$	95.23
Lumen Lexcis	Directory Listings	\$	36.45
Merchant Bankcard	Credit Card Processing Fees	\$	584.65
Mid-American Energy	Neal 4 Operations	\$	36,000.00
Midwest Spray Team	Vegetation Control	\$	2,391.29
National Content & Technology Cooperative	Programming/TiVo/ACA	\$	12,826.94
Nexstar Broadcasting	Programming Fees	\$	1,698.27
NIMECA	Power Bill	\$	12,683.89
NIMECA	APPA Dues/Fused Elbows	\$	2,507.04
Office Elements	Office Supplies	\$	277.07
Paymentus Corporation	Credit Card Processing Fees	\$	293.74
Payroll	Salaried, Hourly & Overtime	\$	28,182.06
PLIC-SBD Grand Island	Life/Disability Insurance	\$	726.19
Plumbing & Heating Wholesale	Storage Building Project	\$	4,119.62
Pocahontas Community Hospital	Testing Services	\$	34.75
Pop Media	Programming Fees	\$	35.20
Postmaster	Postage	\$	680.00
Pro Cooperative	Vehicle Fuel	\$	501.59
R&D Industries	Network Support	\$	564.75

Record Democrat	Advertising	\$	35.00
RSM US LLP	Network Support/Monitors	\$	3,010.19
Schoon Constructions	Duct Boring	\$	6,360.00
Secure Shred	Paper Shredding	\$	26.00
Spangler, Shane	Deposit Refund	\$	51.00
Spencer Municipal Utilities	Transport Fees	\$	450.00
UMB Bank NA	Bond Interest Payment	\$	49,887.50
Unity Point Health	Vaccinations	\$	293.00
US Card Systems	Credit Card Terminal Lease	\$	29.95
US Card Systems	Credit Card Processing Fees	\$	219.95
Verizon	Wireless Phone Service	\$	207.16
Wellmark Blue Cross Blue Shield	Group Health Insurance	\$	8,111.02
Woodley Insurance	Work Comp Audit Premium	\$	1,367.00
Zcorum	TruVision Fees	\$	261.08
	<u>Total Expenses</u>	\$	445,265.07

Trustees reviewed the Utility Funds Report as of May 31, 2024, current bank account balances, and the current investment schedule. Motion by Trustee Horsman and seconded by Trustee Runneberg to authorize the Investment Committee to reinvest CD # 600249 upon maturity. Ayes: All. Nays: None. Motion carried. The Balance Sheet and Income Statement for May 2024 was not available.

Motion by Trustee Runneberg and seconded by Trustee Horsman to approve the Application for Payment from Graves Construction Company in the amount of \$195,152.71 for the Storage Building Project. CMBA Architects have certified the work covered by this application for payment has been completed. Ayes: All. Nays: None. Motion carried.

The City of Laurens received a revised change request for the exterior lighting of the New Pool Project. Motion by Trustee Horsman and seconded by Trustee Runneberg to approve donating \$33,649.20 towards the exterior lighting for the new Laurens Swimming Pool Project. This will cover the cost of the light poles and fixtures. Ayes: All. Nays: None. Motion carried.

Board Trustee Runneberg introduced the following Resolution entitled "RESOLUTION AUTHORIZING TRANSFER OF SURPLUS FUNDS FROM THE LAURENS MUNICIPAL ELECTRIC UTILITY TO THE CITY OF LAURENS, IOWA" and moved that the same be adopted. Board Trustee Horsman seconded the motion to adopt. The roll was called, and the vote was:

Ayes: Horsman, Runneberg, and Storms

Nays: None

Whereupon the Chairman declared the resolution duly adopted as follows:

**RESOLUTION AUTHORIZING TRANSFER OF SURPLUS FUNDS FROM THE LAURENS
MUNICIPAL ELECTRIC UTILITY TO THE CITY OF LAURENS, IOWA**

WHEREAS, Section 384.89 City Code of Iowa provides that the governing body of a City Utility may under certain circumstances transfer surplus funds on hand to any other fund of the City in accordance with any rules promulgated by the City Finance Committee if the transfer is also approved by the City Council; and

WHEREAS, this Board of Trustees hereby determines, based on Rule 2.5(5) of the rules promulgated by the City Finance Committee in accordance with Section 384.89, Code of Iowa, that the Electric Utility currently has a balance of \$4,068,245, and has on hand available surplus funds of \$1,991,499, after making all deposits into all funds required by the terms, covenants, conditions, and provisions of outstanding revenue bonds, pledge orders, and other obligations which are payable from the revenues of the Electric Utility in accordance with Section 384.89, as shown on the Electric Fund surplus calculation attached hereto as Exhibit 1 and by this reference incorporated herein; and

WHEREAS, all the requirements, terms, covenants, conditions, and provisions of the proceedings and resolutions authorizing the issuance of outstanding electric revenue bonds and pledge orders have been complied with; and

WHEREAS, this Board finds that a transfer of surplus funds does not and will not conflict with any of the requirements, terms, covenants, conditions, or provisions of any resolution authorizing the issuance of revenue bonds, pledge orders, or other obligations which are payable from the revenues of the Electric Utility.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MUNICIPAL ELECTRIC UTILITY OF THE CITY OF LAURENS, IOWA:

Section 1. Pursuant to and in accordance with Section 384.89, Code of Iowa, and Rule 2.5(5) of the rules promulgated by the City Finance Committee, the Electric Utility has surplus funds available for transfer.

Section 2. After investigation not more than \$1,991,499 now on hand is declared to be surplus funds of the electric utility and are not required for current utility operations.

Section 3. Upon investigation, it is found to be necessary, advisable, and in the best interest of the Electric utility and its customers that \$30,000.00 be transferred to the City of Laurens, Iowa for its use as the City Council shall deem appropriate.

Section 4. Upon investigation, it is found to be necessary, advisable, and in the best interest of the Electric utility and its customers that \$8,000.00 be transferred to the City of Laurens, Iowa for its use to go towards the asphalt paving just South of the Municipal Building.

Section 5. Upon investigation, it is found to be necessary, advisable, and in the best interest of the Electric utility and its customers that \$33,649.20 be transferred to the City of Laurens, Iowa for its use to go towards the exterior lighting at the new pool project.

Section 6. In accordance with Section 384.89, Code of Iowa, this transfer is subject to approval by the City Council.

EXHIBIT 1
Electric Surplus Calculation

Cash balance in the operating account or the unrestricted net position calculated in accordance with GAAP = \$4,068,245

less, all required transfers to any restricted accounts in accordance with the terms and provisions of any revenue bonds or loan agreements relating to the Utility: \$0.00
plus, net pension liabilities: \$149,470
plus, post-employment benefits liabilities: \$25,965
plus, pension related deferred inflows of resources: \$24,355
less, pension related deferred outflows of resources: \$69,866
less, the amount of the expenses of disbursements for operating and maintaining the Utility or Enterprise for the preceding six (6) months: \$1,912,013
less, the amount necessary to make all required transfers to restricted accounts for the succeeding six (6) months: \$294,658
equals = Available Surplus Funds: \$1,991,499

PASSED AND APPROVED this 25th day of June 2024.

Ben Storms
Chairman, Board of Trustees

ATTEST: Chad Cleveland
Secretary, Board of Trustees

Motion by Trustee Horsman and seconded by Trustee Runneberg to approve the VTSCADA software proposal for the Relay Upgrades and SCADA System Project. The license fees are \$20,195.00 and the multi-year support is \$10,974.72 for a total cost of \$31,169.72. Ayes: All. Nays: None. Motion carried.

Discussion was held on the LMPC Employee Handbook, in particular, Section 13.5 Sick Leave Benefits Upon Termination of Employment and Section 15.1 Insurance coverage eligibility. No specific action was taken.

There being no further business, the Chairman declared the meeting adjourned at 6:45 p.m.

Ben Storms
Chairman, Board of Trustees

ATTEST: Chad Cleveland
Secretary, Board of Trustees