

**OFFICIAL PROCEEDINGS OF THE
BOARD OF WATER, ELECTRIC,
AND COMMUNICATIONS TRUSTEES
OF THE CITY OF MUSCATINE, IOWA
MAY 26, 2020– 5:30 P.M.**

The Board of Trustees met in regular session by Cisco WebEx online conferencing on Tuesday, May 26, 2020, at 5:30 p.m. The meeting was not held in person due to the ongoing coronavirus pandemic, with the orders to maintain social distancing and avoid group gatherings. The Utility is following the guidance provided by the Iowa Public Information Board and the Governor's Orders on how to conduct electronic public meetings. MP&W has made the meeting via WebEx available for members of the public who are interested.

Chairperson Tracy McGinnis called the meeting to order. Members of the Board were present as follows: Trustees Steven Bradford, Susan Eversmeyer, Kevin Fields, Keith Porter, and Tracy McGinnis.

Also present were Gage Huston, General Manager of Muscatine Power and Water; Brenda Christensen, Board Secretary; Charles Potter, Muscatine Journal; Erika Cox, Brandy Olson, Brad Spratt, Ryan Streck, and Doug White of Muscatine Power and Water.

Chairperson McGinnis asked if there was anyone in attendance who wished to make any public comments. There were no comments.

The minutes of the April 28, 2020 Audit/Finance Committee meeting, public hearing and regular meeting were presented as previously submitted to all Board members. Trustee Bradford moved, seconded by Trustee Fields, that the minutes from the April 28, 2020 Audit/Finance Committee meeting, public hearing and regular meeting be approved as submitted. All Trustees voted aye. Motion carried.

The list of expenditures and transactions for April 2020 was presented, after review by Mr. Huston and discussion of the expenditures, Trustee Eversmeyer moved, seconded by Trustee Porter, to ratify payment of \$9,012,264.02 for the Electric Utility, \$468,288.07 for the Water Utility, and \$1,266,693.43 for the Communications Utility, for a cumulative total of \$10,747,245.52. All Trustees voted aye. Motion carried.

Mr. Huston introduced the next agenda item to approve a revised Project Summary Form (PSF) for the Help Desk/Mail Room Conversion Project, which includes increased costs for design, scope changes, and construction costs. This project is to swap locations of the Help Desk and the Mail Room to accommodate changing operational needs. This project was initially approved as part of the 2020 budget at a total cost of \$132,034. Mr. Huston continued the original project was estimated on a very high-level basis, with input from our third-party architect. New iterations of the design identified additional costs associated with moving windows and doors, additional electrical and data cabling work, and unanticipated HVAC ductwork causing estimates to change. The architect's revised construction estimate

came in at \$78,500. Two bids were received with the low bid of \$98,500, which was \$20,000 above the architect's revised estimate. Management considered the option of postponing this project to 2021 but after review, recommend proceeding this year. The current convenience of minimal staffing in the building and the planned use of meeting rooms for other projects in 2021 provide benefits for moving forward in 2020. After additional discussion, Trustee Porter moved, seconded by Trustee Eversmeyer, to approve the revised PSF for the Help Desk/Mail Room Conversion Project with a total cost of \$171,934. All Trustees voted aye. Motion carried.

The next agenda item was a recommendation to ratify a Contract Change Order for the 69kV Duct Bank and Conduit Installation for HNI Property as Part of the Mississippi Drive Corridor Underground Phase 1 Project. This portion of the project will cover the labor, materials, tools, equipment, and supervision necessary for the construction of a 69kV Duct Bank through HNI property from near the intersection of 2nd Street and Oak Street to near the intersection of 4th Street and Poplar Street. At the September 2019 Board Meeting, a contract was awarded to Triple B Construction for the 69kV Duct Bank and Conduit Installation on HNI Property. Mr Huston reviewed the changes to the contract and explained the largest dollar amount change for \$62,250, includes the installation of a concrete vault which was included in the project budget but was not initially included in the scope of this contract. In discussions with the project team and the contractor, it was determined it would be most economical to pull this work into this contract. The total expense for the entire project remains under budget and management expects to finish the project under budget. After discussion and review, the following resolution was submitted:

RESOLUTION 20-17

WHEREAS, Contract Change Order No. 1 has been prepared to the contract with Triple B Construction for the 69kV Duct Bank and Conduit Installation for HNI Property in the increased total amount of \$87,192.25. The Contract Change Order has been reviewed by the Board, and Muscatine Power and Water Management recommends ratification of the Contract Change Order; now therefore,

BE IT RESOLVED, by the Board of Water, Electric, and Communications Trustees that Contract Change Order No. 1, in the increased total net amount of \$87,192.25, be ratified for an amended contract price of \$307,234.25 for the 69kV Duct Bank and Conduit Installation for HNI Property.

Trustee Eversmeyer moved, seconded by Trustee Bradford, that said resolution be passed, approved, and adopted this 26th day of May 2020. On roll call, Trustees Bradford, Fields, Porter, Eversmeyer and McGinnis voted aye. Voting nay, none. Resolution carried.

Mr. Huston next introduced a recommendation to award the contract for the Mississippi Drive Corridor Underground Cable Pull Contract. At the April 2020 Board meeting the Board of Trustees voted to delay the award of this work due to the variance between the Engineer's estimate and bid received, allowing staff to further evaluate the bid and provide a recommendation. Staff has evaluated the variance between our engineer's estimate and the

bid received. The original project estimate was prepared in 2016 by another engineer and approved with the 2017 budget and the estimate was updated and approved with the 2019 budget. Staff review identified the engineer's estimate prepared for the bidding process modified or omitted items that were included in the project budget for this proposed work, making the resulting published estimate significantly lower than it should have been. Mr. Huston reviewed the estimate issues and items added to the scope of the project. Management recommends the award of the contract be made to low bidder, Marmon Utility LLC – Kerite Cable Services, of Seymour, CT for a total price of \$1,131,944.20. the following resolution was submitted:

RESOLUTION 20-18

WHEREAS, it appears in a written report from Muscatine Power and Water Management that the bid for the for the Mississippi Drive Corridor Underground Cable Pull Contract as submitted by Marmon Utility LLC – Kerite Cable Services, of Seymour, CT, for a total of \$1,131,944.20 was the best and lowest bid received; now therefore,

BE IT RESOLVED by the Board of Water, Electric, and Communications Trustees of the City of Muscatine, Iowa, that the proposal from Marmon Utility LLC – Kerite Cable Services, of Seymour, CT, for a total price of \$1,131,944.20 for the Mississippi Drive Corridor Underground Cable Pull Contract was hereby accepted as submitted; and,

BE IT FURTHER RESOLVED, that the General Manager and Secretary of the Board were hereby authorized, empowered, and directed to execute a contract in the sum approved by the Board of Water, Electric, and Communications Trustees.

Trustee Porter moved, seconded by Trustee Eversmeyer, that said resolution be passed, approved, and adopted this 26th day of May 2020. On roll call, Trustees Bradford, Fields, Porter, Eversmeyer and McGinnis voted aye. Voting nay, none. Resolution carried.

In the General Manager's report, Mr. Huston reviewed his previously submitted memorandum. The first topic was a discussion on recognition received from APPA for exceptional electric reliability for the second year in a row. He continued the Outage data from 2019 exemplifies the hard-work from MP&W staff in multiple areas, including the line crews out in the field, system operators in the Control Center, planning & design staff, and customer service representatives. Achieving great system reliability requires excellence in many areas – from designing a reliable system to responding quickly to unplanned outages. These results also reflect the benefits from reliability investments made by MP&W in recent years. Mr. Huston continued with the MP&W's Coronavirus updates; he gave an update on the MP&W employee return to worksite plan and the lobby was tentatively scheduled to open on Wednesday, June 17, 2020. He also gave an update on electric load impacts, water usage impacts and delinquent customer accounts.

The April 2020 Financial Operating Statements and Balance Sheets were presented as previously submitted to all Board members. After review and discussion, Trustee Fields moved, seconded by Trustee Porter, to receive and place on file the April 2020 Financial Operating Statements and Balance Sheets for the Water, Electric, and Communications Utilities. All Trustees voted aye. Motion carried.

The Competitive Quotes for Public Improvements Report was presented as previously submitted to all Board members in written form. There were no items for approval.

The April 2020 Departmental Reports were presented as previously submitted to all Board members. Ms. Cox shared a detailed report about FTTH Project activity. After discussion, Trustee Bradford moved, seconded by Trustee Eversmeyer, to receive and place on file the April 2020 Departmental Reports. All Trustees present voted aye. Motion carried.

The meeting of the Board of Trustees was adjourned at 6:30 p.m.

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THE CITY OF MUSCATINE, IOWA



Brenda Christensen
Board Secretary