



**IMU BOARD OF TRUSTEES OF THE ELECTRIC,
WATER AND COMMUNICATIONS UTILITIES**
110 N 1st St. Indianola, IA
March 13, 2023
5:30 PM
City Hall Council Chambers
Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comment**
- 4. Consent Agenda:**
 - A. Approval of Claims
 - B. Approval of January 2023 Financial Report
 - C. Approval of Minutes of the prior board meeting
 - D. Resolution setting a public hearing for April 10, 2023, regarding an amendment to the Fiscal Year 23 budget.
 - E. Resolution setting a public hearing for March 27, 2023, regarding proposed water utility rate increases.
 - F. Resolution setting a public hearing for March 27, 2023, regarding proposed telecommunication rate increases.
- 5. Electric Utility Action Items**
 - A. Approval of IMU's Reliability Plan.
- 6. Electric Utility Informational Items**
- 7. Water Utility Informational Items**
- 8. Communications Utility Informational Items**
- 9. Combined Electric, Water and Communications Action Items**
 - A. Consider approval of utility accounts to be written off and to use any customary collection method, including submission to the state offset program, and to charge any applicable collection fees.
- 10. Combined Electric, Water and Communications Informational Items**
 - A. Presentation from the Indianola Chamber of Commerce.
- 11. Other Business**
 - A. Enter into closed session in accordance with Iowa Code Section 388.9(1) to discuss marketing and pricing strategies and proprietary information of the

telecommunications division whose competitive position will be harmed by public disclosure that is not required of potential or actual competitors, and no public purpose is served by such disclosure.

12. Adjourn

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities

From:

Date: March 13, 2023

Subject: Approval of Claims

Recommendation: Simple motion is in order.

Attachments: 1. 031423 AP Check Preivew

AP Check Preview

Date Range: All Dates

Indianola Municipal Utilities

Wednesday, March 8, 2023

11:37:35 AM

Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
Account To Be Paid From 0000-10120-999										
ABM EQUIPMENT & SUPPLY INC - VEND-2788										
	2/17/2023	Hydraulic Hoses For Bucket Trucks	Open Terms	352.73	0.00	0.00	352.73	352.73	0173345-IN	BL-10495
							352.73	352.73		
AGRILAND FS INC - VEND-48228										
	2/24/2023	Bulk Oil for Servicing Trucks	Open Terms	946.30	0.00	0.00	946.30	946.30	02141237	BL-10493
							946.30	946.30		
Ahlers & Cooney P.C. - VEND-1002										
	3/30/2023	Legal services - EL	Net 30	615.00	0.00	15.00	615.00	615.00	039953	BL-10422
							615.00	615.00		
Bally Sports Midwest - VEND-1222										
	3/24/2023	EXP Basic	Net 30	4,807.44	0.00	15.00	4,807.44	4,807.44	087723	BL-10472
	4/1/2023	EXP Basic	Net 30	4,355.50	0.00	15.00	4,355.50	4,355.50	146518	BL-10467
							9,162.94	9,162.94		
Bendon Plumbing And Heating - VEND-1357										
	3/24/2023	Rebuild 3/4 inch RPZ	Net 30	404.31	0.00	15.00	404.31	404.31	0198	BL-10425
							404.31	404.31		
Big Ten Network - VEND-1096										
	3/30/2023	BTN	Net 30	1,916.64	0.00	15.00	1,916.64	1,916.64	203437	BL-10470
							1,916.64	1,916.64		
Border States Industries Inc - VEND-1070										
	3/26/2023	PVC Sweeps	Net 30	714.19	0.00	15.00	714.19	714.19	025852938	BL-10485
	3/31/2023	CT/PT Wiring Harness	Net 30	94.86	0.00	15.00	94.86	94.86	025875460	BL-10491
	4/5/2023	PVC Sweeps	Net 30	714.19	0.00	15.00	714.19	714.19	025900140	BL-10486
							1,523.24	1,523.24		
Calix Inc - VEND-1028										
	4/2/2023	Calix cloud foundation	Net 30	561.75	0.00	15.00	561.75	561.75	7003537	BL-10463
							561.75	561.75		
Cappel's Ace Hardware - VEND-1204										
	4/2/2023	Cartridge	Net 30	49.99	0.00	15.00	49.99	49.99	003785	BL-10412

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							49.99	49.99		
Cedar Falls Utilities - VEND-1045										
	3/31/2023	Labor and rack space	Net 30	5,045.40	0.00	15.00	5,045.40	5,045.40	92721	BL-10507
							5,045.40	5,045.40		
Cintas Corporation - VEND-1007										
	3/23/2023	First aid supplies	Net 30	89.90	0.00	15.00	89.90	89.90	5146343608	BL-10449
							89.90	89.90		
City Of Indianola - VEND-1008 - BL-10404										
	4/2/2023	Gold Sponsorship - Sustainability Fair	Net 30	200.00	0.00	15.00	200.00	200.00	3020	BL-10404
							200.00	200.00		
City Of Indianola - VEND-1008 - BL-10446										
	3/31/2023	0323 Professional Services	Net 30	12,122.34	0.00	15.00	12,122.34	12,122.34	3018	BL-10446
							12,122.34	12,122.34		
City Of Indianola - VEND-1008 - BL-10459										
	3/16/2023	Full Page Ad Indianola Magazine	Net 30	750.00	0.00	15.00	750.00	750.00		BL-10459
							750.00	750.00		
Consortia Consulting - VEND-1009										
	3/24/2023	Consulting	Net 30	1,125.00	0.00	15.00	1,125.00	1,125.00	24595	BL-10462
							1,125.00	1,125.00		
DES PLANQUES, CHRIS - VEND-101766										
	3/2/2023	0323 Cellular Phone	Open Terms	75.00	0.00	0.00	75.00	75.00	0323 Cellular Phone	BL-10436
							75.00	75.00		
DICKINSON LAW - VEND-101709										
	3/8/2023	Legal Services	Open Terms	1,188.00	0.00	0.00	1,188.00	1,188.00	1144085	BL-10476
							1,188.00	1,188.00		
Doug Pagel - VEND-1283										
	3/31/2023	0323 Cellular Phone	Net 30	75.00	0.00	15.00	75.00	75.00	0323 Cellular Phone	BL-10437
							75.00	75.00		

Doug Shull - VEND-1105

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	3/31/2023	0323 Treasury Contract	Net 30	83.34	0.00	15.00	83.34	83.34	0323 Treasury Contract	BL-10428
							83.34	83.34		
Dust Pros Janitorial - VEND-1011										
	3/17/2023	Cleaning supplies - Fiber	Net 30	40.12	0.00	15.00	40.12	40.12	2709	BL-10457
	3/17/2023	0223 Cleaning - Fiber	Net 30	856.00	0.00	15.00	856.00	856.00	2708	BL-10458
							896.12	896.12		
Dwala Lehman - VEND-1141 - BL-10389										
	3/6/2023	Credit Refund	Net 30	76.05	0.00	0.00	76.05	76.05	00001296-8	BL-10389
							76.05	76.05		
Dylan Michelsen - VEND-1180										
	3/31/2023	0323 Cellular Phone	Net 30	75.00	0.00	15.00	75.00	75.00	0323 Cellular Phone	BL-10431
							75.00	75.00		
Elisha Brown - VEND-1209										
	3/31/2023	0323 Cellular Phone	Net 30	50.00	0.00	15.00	50.00	50.00	0323 Cellular Phone	BL-10435
							50.00	50.00		
Fuse Technic LLC - VEND-1012										
	3/31/2023	IRR Record Updated & Config Review	Net 30	525.00	0.00	15.00	525.00	525.00	FT20230301003	BL-10466
							525.00	525.00		
GRAYMONT WESTERN LIME INC - VEND-101387										
	2/24/2023	High calcium quicklime	Open Terms	5,529.90	0.00	0.00	5,529.90	5,529.90	178429	BL-10427
							5,529.90	5,529.90		
Hy Vee Food Store - VEND-1099										
	2/9/2023	2022 Health Screenings -1	Net 30	45.00	0.00	15.00	45.00	45.00	2022 Health Screenings -1	BL-10441
	3/3/2023	2022 Health Screenings -2	Net 30	49.98	0.00	15.00	49.98	49.98	2022 Health Screenings -2	BL-10442
	3/31/2023	2022 Health Screenings -3	Net 30	1,538.57	0.00	15.00	1,538.57	1,538.57	2022 Health Screenings -3	BL-10443
							1,633.55	1,633.55		
ImOn Communications LLC - VEND-1072										

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	3/30/2023	Regulatory and billing	Net 30	7,069.54	0.00	15.00	7,069.54	7,069.54	INV0033674	BL-10503
							7,069.54	7,069.54		
IMU - VEND-8629										
	3/2/2023	Utilities - EL	Open Terms	2,445.43	0.00	0.00	2,445.43	2,445.43	10272960	BL-10487
	3/2/2023	Utilities - Fiber	Open Terms	1,114.07	0.00	0.00	1,114.07	1,114.07	10270931	BL-10465
	3/2/2023	Utilities - water	Open Terms	13,813.11	0.00	0.00	13,813.11	13,813.11	10268740	BL-10393
	3/2/2023	Utilities - IMU Admin	Open Terms	187.53	0.00	0.00	187.53	187.53	10272825	BL-10411
							17,560.14	17,560.14		
Independent Advocate - VEND-1136										
	3/17/2023	Official notification - Notice of Public Hearing	Net 30	37.48	0.00	15.00	37.48	37.48	3064	BL-10439
	3/24/2023	BOT minutes and publication report	Net 30	199.91	0.00	15.00	199.91	199.91	3068	BL-10440
	3/30/2023	Digital advertising	Net 30	450.00	0.00	15.00	450.00	450.00	3081	BL-10502
							687.39	687.39		
Infomax Office Systems Inc - VEND-1013										
	3/12/2023	Copier Contract	Net 30	753.36	0.00	15.00	753.36	753.36	33433596	BL-10477
							753.36	753.36		
Innovative Systems - VEND-1048										
	3/29/2023	GAAP Analysis	Net 30	3,000.00	0.00	15.00	3,000.00	3,000.00	INV-08952	BL-10456
	3/31/2023	0323 Maint/Software Fees	Net 30	27,264.77	0.00	15.00	27,264.77	27,264.77	INV - 09084	BL-10417
	4/5/2023	0323 Printing, Postage & Flyer	Net 30	6,948.06	0.00	15.00	6,948.06	6,948.06	INV-09220	BL-10403
							37,212.83	37,212.83		
Internal Revenue Service - VEND-1307										
	4/2/2023	941 Income Tax Payable	Net 30	24,817.50	0.00	15.00	24,817.50	24,817.50	030323 Payroll	BL-10405
							24,817.50	24,817.50		
Iowa Association Of Municipal Utilities - VEND-1014										
	4/5/2023	Dahl Apprenticeship Fees	Net 30	1,280.00	0.00	15.00	1,280.00	1,280.00	25807	BL-10490
							1,280.00	1,280.00		
Iowa Department Of Human Services - VEND-1310										
	4/2/2023	Garnishment Payable	Net 30	1,040.99	0.00	15.00	1,040.99	1,040.99	030323 Payroll	BL-10406
							1,040.99	1,040.99		
Iowa Department Of Revenue - VEND-1117										

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	3/31/2023	Sales Tax Billed 3-01-23	Net 30	45,238.99	0.00	15.00	45,238.99	45,238.99	Sales Tax Billed 3-01-23	BL-10416
	4/2/2023	IA Income Tax Payable	Net 30	3,863.97	0.00	15.00	3,863.97	3,863.97	030323 Payroll	BL-10407
							49,102.96	49,102.96		
Iowa One Call - VEND-1015										
	3/26/2023	Locates	Net 30	106.20	0.00	15.00	106.20	106.20	249391	BL-10426
	3/26/2023	Locates	Net 30	58.50	0.00	15.00	58.50	58.50	249390	BL-10450
	3/26/2023	Locates	Net 30	100.80	0.00	15.00	100.80	100.80	249192	BL-10494
							265.50	265.50		
Iowa Radio Plus - VEND-1223										
	3/28/2023	:30 Web ad's	Net 30	28.56	0.00	15.00	28.56	28.56	23020504	BL-10461
							28.56	28.56		
ISolved - VEND-1363										
	4/2/2023	FSA Payable	Net 30	61.16	0.00	15.00	61.16	61.16	030323 Payroll	BL-10409
							61.16	61.16		
Kendra Boger - VEND-1141 - BL-10418										
	3/7/2023	Credit Refund	Net 30	8.07	0.00	0.00	8.07	8.07	00045138-9	BL-10418
							8.07	8.07		
KNIA/KRLS - VEND-1090										
	3/28/2023	:30 Spot	Net 30	634.32	0.00	15.00	634.32	634.32	23020591	BL-10460
							634.32	634.32		
Kurt Gocken - VEND-1023										
	3/31/2023	0323 Cellular Phone	Net 30	75.00	0.00	15.00	75.00	75.00	0323 Cellular Phone	BL-10429
							75.00	75.00		
Kurt Ripperger - VEND-1025										
	3/31/2023	0323 Cellular Phone	Net 30	75.00	0.00	15.00	75.00	75.00	0323 Cellular Phone	BL-10430
							75.00	75.00		
LINDE INC - VEND-6415										
	3/5/2023	Carbon dioxide	Open Terms	2,963.24	0.00	0.00	2,963.24	2,963.24	34602108	BL-10402
							2,963.24	2,963.24		

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LONGER, CHRIS - VEND-34025										
	3/2/2023	0323 Cellular Phone	Open Terms	75.00	0.00	0.00	75.00	75.00	0323 Cellular Phone	BL-10433
							<u>75.00</u>	<u>75.00</u>		
Marquee Sports Network - VEND-1165										
	3/3/2023	0223 Expanded Basic	Net 30	3,015.89	0.00	15.00	3,015.89	3,015.89	0223 Expanded Basic	BL-10471
							<u>3,015.89</u>	<u>3,015.89</u>		
METCALF, MIKE - VEND-34230										
	3/2/2023	0323 Cellular Phone	Open Terms	75.00	0.00	0.00	75.00	75.00	0323 Cellular Phone	BL-10434
							<u>75.00</u>	<u>75.00</u>		
Mid American Energy Co - VEND-1018										
	3/22/2023	Gas - 110 S B	Net 30	584.21	0.00	15.00	584.21	584.21	536350197	BL-10454
	3/22/2023	Gas - 210 W 2nd	Net 30	97.62	0.00	15.00	97.62	97.62	536375598	BL-10438
	3/22/2023	Gas - 1300 E Iowa Ave Bldg A	Net 30	475.45	0.00	15.00	475.45	475.45	536327622	BL-10488
	3/22/2023	Gas - 909 E Hillcrest	Net 30	12.46	0.00	15.00	12.46	12.46	536344954	BL-10481
	3/23/2023	Gas - 111 S Buxton	Net 30	1,457.84	0.00	15.00	1,457.84	1,457.84	536430215	BL-10478
							<u>2,627.58</u>	<u>2,627.58</u>		
Mission Square - VEND-1303										
	4/2/2023	457 Payable	Net 30	5,781.41	0.00	15.00	5,781.41	5,781.41	030323 Payroll	BL-10408
							<u>5,781.41</u>	<u>5,781.41</u>		
MSC - VEND-1250										
	3/29/2023	Gloves - Large	Net 30	117.79	0.00	15.00	117.79	117.79	91838976	BL-10489
							<u>117.79</u>	<u>117.79</u>		
Mutual Of Omaha - VEND-1107										
	3/3/2023	0223 Premiums	Net 30	5,052.46	0.00	15.00	5,052.46	5,052.46	1479804811	BL-10444
							<u>5,052.46</u>	<u>5,052.46</u>		
National Cable Television Cooperative, Inc. - VEND-1095										
	3/3/2023	0223 Cable	Net 30	54,074.36	0.00	15.00	54,074.36	54,074.36	23020664	BL-10473
							<u>54,074.36</u>	<u>54,074.36</u>		
NewCom Technologies, Inc - VEND-1091										

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	4/5/2023	Project Management/PE Services	Net 30	495.00	0.00	15.00	495.00	495.00	49806	BL-10475
							495.00	495.00		
Nexstar Broadcasting, Inc - VEND-1092										
	3/3/2023	NewsNation	Net 30	372.24	0.00	15.00	372.24	372.24	495355	BL-10468
	3/3/2023	WHO	Net 30	7,609.73	0.00	15.00	7,609.73	7,609.73	495354	BL-10469
							7,981.97	7,981.97		
Norwalk Ready Mix Concrete, Inc. - VEND-1119										
	3/15/2023	M-4 Limestone	Net 30	400.00	0.00	15.00	400.00	400.00	320898	BL-10424
							400.00	400.00		
PIERCE BROTHERS REPAIR - VEND-42410										
	3/1/2023	Welding Gas	Open Terms	90.34	0.00	0.00	90.34	90.34	143850	BL-10506
							90.34	90.34		
Power & Tel - VEND-1037										
	3/16/2023	Hook 3 3/4" P Type House	Net 30	44.37	0.00	15.00	44.37	44.37	7631502-01	BL-10474
	3/25/2023	DMARC	Net 30	7,148.75	0.00	15.00	7,148.75	7,148.75	7643571-00	BL-10394
	3/26/2023	10" GREY OUTDOOR NID	Net 30	595.93	0.00	15.00	595.93	595.93	7669283-00	BL-10480
							7,789.05	7,789.05		
Premier Parts - VEND-1141 - BL-10387										
	3/6/2023	Credit Refund	Net 30	488.77	0.00	0.00	488.77	488.77	00044865-7	BL-10387
							488.77	488.77		
RESCO - VEND-47234										
	3/3/2023	Transformer Basements	Open Terms	16,195.73	0.00	0.00	16,195.73	16,195.73	888272-00	BL-10500
							16,195.73	16,195.73		
Rubber Roofing Systems Inc - VEND-1368										
	3/30/2023	Roof Repair at Plant	Net 30	2,086.50	0.00	15.00	2,086.50	2,086.50	97_517	BL-10497
							2,086.50	2,086.50		
Secure Shred - VEND-1063										
	4/1/2023	Shred Service	Net 30	280.00	0.00	15.00	280.00	280.00	74310	BL-10410
							280.00	280.00		
SHRED IT USA - VEND-103010										
	3/4/2023	Shred service	Open Terms	110.50	0.00	0.00	110.50	110.50	8003510342	BL-10501

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							110.50	110.50		
Skye McBroom - VEND-1026										
3/31/2023	0323 Cellular Phone	Net 30	75.00	0.00	15.00	75.00	75.00	0323 Cellular Phone	BL-10432	
							75.00	75.00		
STATE HYGIENIC LABORATORY - VEND-23245										
3/1/2023	Testing	Open Terms	202.50	0.00	0.00	202.50	202.50	251508	BL-10484	
							202.50	202.50		
Sunbelt Solomon - VEND-1367										
3/9/2023	Transformer Repairs	Net 30	3,793.15	0.00	15.00	3,793.15	3,793.15	369519	BL-10508	
							3,793.15	3,793.15		
T & R ELEC SUPPLY CO - VEND-52010										
3/7/2023	Transformer Repair	Open Terms	501.29	0.00	0.00	501.29	501.29	170928	BL-10498	
							501.29	501.29		
T3 Wireless, Inc - VEND-1346										
3/29/2023	Coriant High Density & Support Package	Net 30	24,833.62	0.00	15.00	24,833.62	24,833.62	10351	BL-10455	
							24,833.62	24,833.62		
Terry-Durin Co - VEND-1038										
3/11/2023	Morris Clamps	Net 30	1,296.84	0.00	15.00	1,296.84	1,296.84	127650-00	BL-10401	
3/22/2023	Conduit Duct Plugs	Net 30	989.75	0.00	15.00	989.75	989.75	127993-00	BL-10499	
							2,286.59	2,286.59		
TRM DISPOSAL LLC - VEND-101016										
2/25/2023	0323 Trash	Open Terms	46.00	0.00	0.00	46.00	46.00	26580	BL-10423	
							46.00	46.00		
TrueNorth Companies LC - VEND-1100										
3/29/2023	February Safety Meeting	Net 30	150.00	0.00	15.00	150.00	150.00	142042	BL-10445	
							150.00	150.00		
ULINE - VEND-1251										
3/3/2023	Clear bins	Net 30	87.33	0.00	15.00	87.33	87.33	159432053	BL-10452	
							87.33	87.33		
UMB BANK N.A. - VEND-103242										

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	3/3/2023	Series 2017C Interest	Open Terms	135,275.00	0.00	0.00	135,275.00	135,275.00		BL-10414
							135,275.00	135,275.00		
UPHDM Occupational Medicine - VEND-1101										
	3/30/2023	Employee testing	Net 30	236.25	0.00	15.00	236.25	236.25	168981	BL-10415
							236.25	236.25		
USA Blue Book - VEND-1366										
	3/18/2023	Hach Ascorbic Acid Powder & Total Chlorine	Net 30	284.93	0.00	15.00	284.93	284.93	271343	BL-10482
	3/18/2023	UniVer 3 Hardness Reagent	Net 30	92.89	0.00	15.00	92.89	92.89	271556	BL-10483
							377.82	377.82		
VEENSTRA & KIMM - VEND-57600										
	2/25/2023	Engineer X	Open Terms	360.00	0.00	0.00	360.00	360.00	285108-12	BL-10413
							360.00	360.00		
VERIZON WIRELESS - VEND-3535										
	3/1/2023	0223 Hot spots	Open Terms	440.11	0.00	0.00	440.11	440.11	9928947860	BL-10505
							440.11	440.11		
Warren County Engineer - VEND-1102										
	3/30/2023	0223 Fuel Distribution	Net 30	2,779.25	0.00	15.00	2,779.25	2,779.25	0223 Fuel Distribution	BL-10504
							2,779.25	2,779.25		
Waste Management - VEND-1086										
	3/5/2023	4 Yard dumpster	Net 30	187.34	0.00	15.00	187.34	187.34	6973237-0516-3	BL-10453
							187.34	187.34		
Waverly Utilities - VEND-1142										
	3/16/2023	STB - 651 WIFI	Net 30	1,315.44	0.00	15.00	1,315.44	1,315.44	13985	BL-10448
							1,315.44	1,315.44		
WESCO - VEND-60220										
	2/28/2023	Primary 4 Point Junctions	Open Terms	4,079.48	0.00	0.00	4,079.48	4,079.48	537820	BL-10496
	3/1/2023	Junction Cabinet Basements	Open Terms	3,375.99	0.00	0.00	3,375.99	3,375.99	540125	BL-10492
							7,455.47	7,455.47		
Wiegert Disposal Inc - VEND-1081										

AP Check Preview

Date Range: All Dates

Indianola Municipal Utilities

Wednesday, March 8, 2023

11:37:35 AM

Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
	3/3/2023	0223 Dumpster Service	Net 30	110.00	0.00	15.00	110.00	110.00	0223 Dumpster Service	BL-10464
							110.00	110.00		
YMCA Of Greater Des Moines - VEND-1169										
	3/31/2023	0323 Employee Wellness	Net 30	416.40	0.00	15.00	416.40	416.40	0323 Employee Wellness	BL-10447
							416.40	416.40		
Check Count: 81				Totals:			\$476,373.97	\$476,373.97		

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities
From:
Date: March 13, 2023
Subject: Approval of January 2023 Financial Report

Recommendation: Simple motion is in order.

Attachments: 1. 0123 Financial Report

Water Utility Financial Summary
January 31, 2023

600 WATER OPERATING FUND

	FY22		
	Budget	YTD Actual	% of Budget
Water Service Sales	2,537,500	1,483,269	58.45%
Other Water Revenue	289,100	147,923	51.17%
Total Revenue:	2,826,600	1,631,192	57.71%
Water O&M Expense	2,381,557	1,629,925	
Water O&M Transfers Out			
Total Expense and Transfers:	2,381,557	1,629,925	68.44%
Beginning Net Position		13,348,270	
Net Surplus (Deficit)		1,267	
Ending Net Position		13,349,537	

700 WATER CAPITAL FUND

From Water Operations	424,900	439,900	
Total Transfers In:	424,900	439,900	103.53%
Water Capital Expense	849,800	297,634	
Total Expense:	849,800	297,634	35.02%
Beginning Net Position		2,611,158	
Net Surplus (Deficit)		142,266	
Ending Net Position		2,753,424	

780 WATER IMPROVE FUND

Beginning Net Position	75,000	
Net Surplus (Deficit)	0	
Ending Net Position	75,000	

WATER CASH ON HAND
(110 days or greater)

O&M	\$	193,674
Capital	\$	2,909,305
Debt Service	\$	75,000
331 days	\$	3,177,979

FY23		
Budget	YTD Actual	% of Budget
2,823,500	1,640,993	58.12%
360,300	187,597	52.07%
3,183,800	1,828,590	57.43%
2,222,404	1,275,756	
1,000,000	684,833	
3,222,404	1,960,589	60.84%
	13,956,134	
	(132,000)	
	13,824,135	

1,000,000	684,833	
1,000,000	684,833	68.48%
1,200,000	130,150	
1,200,000	130,150	10.85%
	2,470,342	
	554,683	
	3,025,025	

	75,000	
	0	
	75,000	

Gallons Billed

	FY22-23	FY21-22	YOY Increase %
July	31,583,030	35,679,910	-11%
August	37,092,320	33,673,809	10%
September	43,870,320	34,099,809	29%
October	36,165,050	37,829,440	-4%
November	30,973,650	31,689,630	-2%
December	29,089,970	31,140,650	-7%
January	26,690,650	26,024,990	3%
February	26,910,460	25,264,180	7%
March			
April			
May			
June			
YTD TOTAL	262,375,450	255,402,418	2.7%

Inventory on Hand

	FY22-23	FY21-22	YOY Increase %
July	\$ 112,249	\$ 70,025	60%
August	\$ 110,331	\$ 86,918	27%
September	\$ 104,559	\$ 86,965	20%
October	\$ 108,675	\$ 81,330	34%
November	\$ 109,309	\$ 114,388	-4%
December	\$ 108,859	\$ 114,500	-5%
January	\$ 115,720	\$ 109,986	5%
February	\$ 109,499	\$ 106,121	3%
March			
April			
May			
June			
YTD AVG	\$ 109,900	\$ 96,279	14.1%

IMU Admin/US Financial Summary
January 31, 2023

620 ADMIN & UTILITY SERVICES

FY22		
Budget	YTD Actual	% of Budget
Admin/US Revenue	1,251,911	816,191
Total Revenue:	1,251,911	816,191 65.20%
Admin/US O&M Expense	1,283,000	732,289
Total Expense:	1,283,000	732,289 57.08%
Beginning Net Position	304,684	
Net Surplus (Deficit)	83,902	
Ending Net Position	388,586	

FY23		
Budget	YTD Actual	% of Budget
1,406,867	780,016	55.44%
1,406,867	780,016	55.44%
1,406,867	846,178	
1,406,867	846,178	60.15%
	35,687	
	(66,161)	
	(30,475)	

855 LIABILITY INS FUND

Beginning Net Position	14,099
Net Surplus (Deficit)	0
Ending Net Position	14,099

9,099
0
9,099

US/ADMIN CASH ON HAND O&M \$ 289,207

Electric Utility Financial Summary
January 31, 2023

630 ELECTRIC OPERATING FUND

	FY22			FY23		
	Budget	YTD Actual	% of Budget	Budget	YTD Actual	% of Budget
Electric Service Sales	15,439,900	10,126,295	65.59%	16,189,977	10,436,955	64.47%
Other Electric Revenue	1,147,978	640,671	55.81%	1,657,700	913,195	55.09%
Total Revenue:	16,587,878	10,766,966	64.91%	17,847,677	11,350,151	63.59%
Electric O&M Expense	15,564,255	8,847,878		15,287,869	8,359,788	
Electric O&M Transfer Out				1,171,153	677,978	
Total Expense and Transfers:	15,564,255	8,847,878	56.85%	16,459,022	9,037,766	54.91%
Beginning Net Position		31,495,131			33,191,504	
Net Surplus (Deficit)		1,919,087			2,312,385	
Ending Net Position		33,414,218			35,503,889	

730

ELECTRIC CAPITAL FUND

Electric Capital Revenue	1,173,600	822,359		1,397,300	879,962	
Total Revenue:	1,173,600	822,359	70.07%	1,397,300	879,962	62.98%
Electric Capital Expense	2,348,000	282,103		2,477,500	470,115	
Total Expense:	2,348,000	282,103	12.01%	2,477,500	470,115	18.98%
Beginning Net Position		5,801,373			6,564,867	
Net Surplus (Deficit)		540,256			409,846	
Ending Net Position		6,341,629			6,974,713	

793

ELECTRIC DEBT SERVICE

From Electric Operations	1,133,450	661,179		1,171,153	677,978	
Total Transfers In:	1,133,450	661,179	58.33%	1,171,153	677,978	57.89%
Electric Debt Service	1,133,450	168,250		1,171,153	176,961	
Total Expense:	1,133,450	168,250	14.84%	1,171,153	176,961	15.11%
Beginning Net Position		1,368,248			1,368,750	
Net Surplus (Deficit)		492,930			501,016	
Ending Net Position		1,861,177			1,869,766	

ELECTRIC CASH ON HAND
(110 days or greater)

O&M	\$	9,854,743
Capital	\$	5,513,784
Debt Service	\$	1,869,766
332 days	\$	17,238,293

Kwhs Billed			
	FY22-23	FY21-22	YOY Increase %
July	10,121,595	11,445,992	-12%
August	12,793,186	12,112,667	6%
September	14,210,937	13,038,750	9%
October	11,648,038	13,556,254	-14%
November	8,657,190	9,944,562	-13%
December	8,920,703	8,421,475	6%
January	9,723,737	8,746,443	11%
February	10,580,780	9,557,105	11%
March			
April			
May			
June			
YTD TOTAL	86,656,166	86,823,248	-0.2%

Inventory on Hand			
	FY22-23	FY21-22	YOY Increase %
July	\$ 1,165,007	\$ 989,343	18%
August	\$ 1,208,115	\$ 992,348	22%
September	\$ 1,251,752	\$ 997,025	26%
October	\$ 1,211,972	\$ 1,020,121	19%
November	\$ 1,164,591	\$ 1,057,167	10%
December	\$ 1,170,525	\$ 1,020,372	15%
January	\$ 1,175,413	\$ 1,019,488	15%
February	\$ 1,271,637	\$ 1,046,682	21%
March			
April			
May			
June			
YTD AVG	\$ 1,202,377	\$ 1,017,818	18.1%

Fiber Utility Financial Summary
January 31, 2023

640 FIBER OPERATING FUND

	FY22			FY23		
	Budget	YTD Actual	% of Budget	Budget	YTD Actual	% of Budget
Fiber Service Sales	3,915,000	2,267,727	57.92%	4,310,000	2,553,920	59.26%
Other Fiber Revenue	517,300	253,507	49.01%	953,950	251,676	26.38%
Total Revenue:	4,432,300	2,521,234	56.88%	5,263,950	2,805,597	53.30%
Fiber O&M Expense	4,510,689	2,161,674		3,435,424	2,133,032	
Fiber O&M Transfer Out				1,906,879	828,902	
Total Expense and Transfers:	4,510,689	2,161,674	47.92%	5,342,303	2,961,934	55.44%
Beginning Net Position		(4,472,660)			(4,908,922)	
Net Surplus (Deficit)		359,560			(156,337)	
Ending Net Position		(4,113,100)			(5,065,260)	

740 FIBER CAPITAL FUND

Fiber Capital Revenue	0	0		0	2,036	
From Fiber Operations	450,000	164,740		801,000	337,400	
Total Revenue and Transfers In:	450,000	164,740	36.61%	801,000	339,436	42.38%
Fiber Capital Expense	450,000	73,142		2,318,000	467,472	
Total Expense:	450,000	73,142	16.25%	2,318,000	467,472	20.17%
Beginning Net Position		667,071			1,566,044	
Net Surplus (Deficit)		91,598			(128,036)	
Ending Net Position		758,669			1,438,008	

FIBER DEBT SERVICE

From Fiber Operations				1,105,879	491,502	
Total Transfers In:				1,105,879	491,502	44.44%
Fiber Debt Service				1,105,879	0	
Total Expense:				1,105,879	0	0.00%
Beginning Net Position					0	
Net Surplus (Deficit)					491,502	
Ending Net Position					491,502	

*Fund 640 Ending Fund Balance	(4,113,100)	(4,573,758)
*Fund 740 Ending Fund Balance	758,669	1,438,008
	(3,354,430)	(3,135,750)

FIBER CASH ON HAND	O&M	\$	(167,880)
(110 days or greater)	Capital	\$	1,511,561
	Debt Service	\$	491,502
98 days		\$	1,835,183

The Fiber Utility fund has a deficit fund balance of (\$3,135,750).
The deficit fund balance is the result of start-up costs incurred to initiate the utility service.
The deficit will be eliminated in future periods through net customer charges.

Subscriptions			
	FY22-23	FY21-22	YOY Increase %
July	3,513	2,995	17%
August	3,560	3,039	17%
September	3,581	3,087	16%
October	3,624	3,136	16%
November	3,648	3,173	15%
December	3,668	3,214	14%
January	3,688	3,249	14%
February	3,734	3,294	13%
March			
April			
May			
June			
YTD TOTAL	29,016	25,187	
	15.2%		

Inventory on Hand			
	FY22-23	FY21-22	YOY Increase %
July	\$ 1,523,440	\$ 1,379,250	10%
August	\$ 1,596,300	\$ 1,381,182	16%
September	\$ 1,624,706	\$ 1,391,655	17%
October	\$ 1,693,450	\$ 1,403,383	21%
November	\$ 1,706,328	\$ 1,395,733	22%
December	\$ 1,742,135	\$ 1,513,915	15%
January	\$ 1,772,400	\$ 1,566,346	13%
February	\$ 1,818,883	\$ 1,586,673	15%
March			
April			
May			
June			
YTD AVG	\$ 1,684,705	\$ 1,452,267	
	16.0%		

January 2023

The January financial report has been updated to reflect the adopted budget.

You should expect to see YTD revenue and expenses for January to be 7/12 (or 58%) of Budget.

Water and Electric service revenue may fall ahead or behind budget due to seasonal fluctuations.

We are now reporting each departments net position, which is cash and all other assets
(such as billing receivables and capital assets) less accumulated depreciation and liabilities.

Cash on Hand - 110 days or more of cash on hand based on the recommended 90-120 days to maintain our bond rating (A-).

Water Notes: Capital expenses below budget due to timing of project completion and payments.

US/Admin Notes: The 620 fund is intended to be a zero balance fund and doesn't have any significant stand alone obligations. Any balance or deficit here is timing related or is city services collected from the current month to be transferred in the following month.

Electric Notes: Capital expenses below budget due to timing of project completion and payments.
Debt service payments below budget due to timing of principal and interest payments.

Fiber Notes: The 640 other revenue at 26.38% is the result of "negative" revenue from write offs. That account goes negative to reflect written off revenues that get submitted to the state. Write offs are done quarterly causing "spikes" in that balance.

Capital revenue is interest accrued on the 2022A Construction account held at TruBank
Capital expenses below budget due to timing of project completion and payments.
Debt Service transfers are based on a 9 month (4/9) catch-up calculation.

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities

From:

Date: March 13, 2023

Subject: Approval of Minutes of the prior board meeting

Recommendation: Simple motion is in order.

Attachments: 1. 02272023 BOT Minutes



**IMU BOARD OF TRUSTEES
OF THE ELECTRIC, WATER AND COMMUNICATIONS UTILITIES**

February 27, 2023

5:30 PM

City Hall Council Chambers

110 N 1st St, Indianola, IA

Minutes

Call to Order

The Indianola Board of Trustees met in regular session at 5:30 PM on February 27, 2023, in the City Hall Council Chambers. Vice-Chairperson Deb White called the meeting to order and on roll call the following members were present: Dom Selgrade, Deb White, Mike Rozga, Adam Voigts. Absent: Lori Smith.

Public Comment

There were no public comments offered.

Consent Agenda:

Rozga moved to approve the Consent Agenda and Selgrade seconded it. Question was called for and on voice vote the Vice Chair declared the motion carried unanimously. The consent agenda was as follows:

- Approval of Claims
- Approval of Minutes of the prior board meeting

Electric Utility Action Items

Voigts moved to approve Resolution 2023-007 approving a purchase for a fiberglass service body for the Electric Department and Selgrade seconded it. In discussion, Electric Superintendent Mike Metcalf reviewed the bid request and the bids received. On roll call, the vote was AYES: Selgrade, White, Rozga, Voigts. NAYS: None. Whereas the Vice Chair declared the motion carried unanimously.

Electric Utility Informational Items

Mike Maloney, DA Davidson, reviewed the results of the electric utility's S&P rating of A-, noting that the rating shows the Board is being proactive in setting rates and managing the utility. The Trustees discussed electric rates data and comparisons. Staff is working on an educational tool for the public that shows how local rates compare to other communities.

Metcalf provided an update on the Square Reconstruction Project and repairs completed at the 111 S Buxton building.

Water Utility Informational Items

Interim Water Superintendent Justin Brand reported staff has worked on tank cleaning and repairs and replacing water meters. He stated Well 11 has failed but is under warranty for repairs.

Communications Utility Informational Items

General Manager Chris Des Planques reported installations have continued throughout the winter.

Combined Electric, Water and Communications Action Items

The Vice-Chair opened the public hearing regarding the Fiscal Year 24 budget. There were no public comments offered. The Vice-Chair closed the public hearing.

Rozga moved to approve Resolution 2023-008 approving the Fiscal Year 24 budget and Voigts seconded it. On roll call, the vote was AYES: Selgrade, White, Rozga, Voigts. NAYS: None. Whereas the Vice Chair declared the motion carried unanimously.

Rozga moved to approve Resolution 2023-009 approving a services proposal from Crystal Clear Communications and Selgrade seconded it. In discussion, Des Planques recommended moving forward with Crystal Clear Communications, as no local vendor has been secured. The Board discussed approving a six month contract and directing staff to reach out to other vendors. Rozga amended his motion to have a contract end date of June 30, 2023, and Selgrade seconded it. On roll call, the vote was AYES: Selgrade, White, Rozga, Voigts. NAYS: None. Whereas the Vice Chair declared the motion carried unanimously.

Combined Electric, Water and Communications Informational Items

Des Planques reported staff has been preparing information to share with the community about utility rates in Indianola. He stated that he has been invited as a panelist to discuss Green Energy at a conference in West Des Moines.

Des Planques confirmed Sandhills Energy will be presenting information about the solar project during the 2023 Sustainability Fair.

Adjourn

The meeting was adjourned at 6:05 PM on a motion by Rozga and seconded by Selgrade. Question was called for and on voice vote the Vice-Chair declared the motion carried unanimously.

ATTEST:

Lori Smith, Chairperson

Jackie Raffety, City Clerk

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities

From:

Date: March 13, 2023

Subject: Resolution setting a public hearing for April 10, 2023, regarding an amendment to the Fiscal Year 23 budget.

Recommendation: Roll call is in order.

Attachments:

1. FY23 Budget Amendment Memo
2. Resolution 2023 - setting public hearing - budget
3. FY23 Budget Amendment PH Notice



March 13, 2023

To: IMU Board of Trustees
 From: Chris Longer
 RE: FY23 Budget Amendment

IMU Board of Trustees,

Below are comments regarding the FY23 budget amendment:

- Amended revenue is a result of higher interest earned on IMU funds held at TruBank, collections for IMU utility services, and borrowings for the Pella Transport line. An amendment is not required for changes in revenue, but they are included along with the amended expenditures.
- Amended expenditures are due to:
 - Water
 - Streetscape (unexpended FY22 budget carried over to FY23)
 - Operator certifications
 - Chemicals used in treatment processes
 - Electric
 - Fuel for turbines (unexpended FY22 budget carried over to FY23) and approved purchases from January 2023 special meeting
 - Fiber
 - Pella, North and South transport routes; North and South routes partially offset by grant funding
 - Increased IPTV costs, offset by increase in video service charges
 - Increased customer premise equipment costs (due to demand in service)
 - All
 - Increased material and construction costs
 - Higher risk insurance renewal for FY23
 - Additional 3% across the board adjustment and payroll taxes
 - Audio/video equipment for the IMU meeting room

Overall, the increased expenditures are mainly due to unexpended budget in FY22 carried over to FY23, the additional across the board wage adjustment and inflationary pressures resulting in higher material and construction costs.

Indianola Municipal Utilities
RESOLUTION NO. 2023-

**RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING TO AMEND
THE FISCAL YEAR 2023 BUDGET**

WHEREAS, the Indianola Municipal Utilities Board of Trustees is required to hold a public hearing concerning the amendment of the Indianola Municipal Utility budget for Fiscal Year 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE INDIANOLA MUNICIPAL UTILITIES BOARD OF TRUSTEES OF INDIANOLA, IOWA, that a public hearing will be held on April 10, 2023, beginning at 5:30 PM in City Hall Council Chambers, 110 N 1st Street, concerning amending the Indianola Municipal Utilities budget for Fiscal Year 2023, and the City Clerk is directed to publish notice of said meeting in the Indianola Record Herald and Tribune.

PASSED AND APPROVED THIS 13TH DAY OF MARCH 2023.

Lori Smith, Chair

ATTEST:

Jackie Raffety, City Clerk

NOTICE OF PUBLIC HEARING Budget Amendment

Indianola Municipal Utilities

The _____ IMU Board of Trustees _____ will conduct a public hearing to amend the Fiscal _____ year 2023 budget at Indianola City Hall, Council Chambers on 4/10/2023, beginning at 5:30 o'clock. PM The Budget Estimate Summary of proposed revenues and expenditures is shown below. Copies of the **detailed** proposed budget may be obtained or viewed at the office of the City Clerk and Utility Finance Officer and at the city library. At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

3/13/23 \s\ Jackie Raffety Secretary



	Budget as certified or last amended	Current Amendment	Budget after Current Amended
	FY2023	FY2023	FY2023
	(xxxx)	(xxxx)	(xxxx)
Revenues & Other Financing Sources			
Use of money and property	0	500,000	500,000
Charges for services	26,834,726	453,300	27,288,026
Miscellaneous	0	0	0
Other Financing Sources	5,942,861	249,705	6,192,566
Total Revenues & Financing Sources	32,777,587	1,203,005	33,980,592
Expenditures & Transfers Out			
Expenditures	28,484,657	828,872	29,313,529
Transfers Out	4,342,861	0	4,342,861
Total Expenditures & Transfers Out	32,827,518	828,872	33,656,390
Excess of Revenues & Other Sources (+) (-) Expenditures & Transfers Out	-49,931		324,202
Beginning Fund Balance July 1	15,826,065		18,448,182
Ending Fund Balance June 30	15,776,134		18,772,384

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities

From:

Date: March 13, 2023

Subject: Resolution setting a public hearing for March 27, 2023, regarding proposed water utility rate increases.

Recommendation: Roll call is in order.

Attachments:

1. Resolution 2023 - setting public hearing - water rate increases
2. NOTICE OF PUBLIC HEARING - WA Rate Increase

Indianola Municipal Utilities
RESOLUTION NO. 2023-

**RESOLUTION SETTING DATE OF PUBLIC HEARING ON PROPOSED WATER RATE
INCREASE**

WHEREAS, the Indianola Municipal Utilities Board of Trustees deems it necessary to increase the water utility rates; and

WHEREAS, a public hearing upon the proposed rate increases should be held and a time and place for hearing thereon should be fixed.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE
INDIANOLA MUNICIPAL UTILITIES THAT:**

1. The public hearing be held by the Indianola Municipal Utilities Board of Trustees on the proposed water utility rate increases at the City Hall Council Chambers, 110 N 1st Street, Indianola, Iowa, at 5:30 PM on March 27, 2023, at which time the Board of Trustees will consider any objections to the proposed amendment and will hear all interested persons.
2. The Chairperson and Trustee Secretary be and hereby are authorized and instructed to give Notice of said Public Hearing, as required by law.

PASSED AND APPROVED THIS 13 DAY OF MARCH 2023.

Lori Smith, Chairperson

ATTEST:

Jackie Raffety, City Clerk

NOTICE OF PUBLIC HEARING

TO THE PUBLIC:

YOU ARE HEREBY NOTIFIED that the Indianola Municipal Utilities Board of Trustees has under consideration a resolution which would increase the rates for water service for all water customers. The proposed increases would be reflected on the May 1, 2023 utility bills.

The actual proposed resolution is now on file and open to public inspection in the office of the City Clerk, 110 N 1st Street, Indianola, Iowa, (515-961-9410), The recommended May 1, 2023 increase is \$1.25 in the base rate (including the first 1,000) and \$0.75 per 1,000 gallons thereafter. For exact details, you should carefully review the resolutions now on file in the City Clerk's office or the IMU Director of Finance's office (210 W 2nd Avenue, Indianola, IA).

YOU ARE FURTHER NOTIFIED that this matter has been set down for hearing and consideration at a public hearing before the Board of Trustees of the Indianola Municipal Utilities on March 27, 2023 at 5:30 P.M., at 110 N 1st Street, in the Council Chambers of the Municipal Building in Indianola, Iowa. This Notice is published by order of the Board of Trustees of the Indianola Municipal Utilities, Indianola, Iowa.

\s\Jackie Raffety, Trustee Clerk

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities

From:

Date: March 13, 2023

Subject: Resolution setting a public hearing for March 27, 2023, regarding proposed telecommunication rate increases.

Recommendation: Roll call is in order.

Attachments:

1. Res 2023 - set PH for Telecom Rate Increases
2. PHN Communication Rates

Indianola Municipal Utilities
RESOLUTION NO. 2023-

**RESOLUTION SETTING DATE OF PUBLIC HEARING
ON PROPOSED TELECOMMUNICATION RATE INCREASE**

WHEREAS, the Indianola Municipal Utilities Board of Trustees deems it necessary to increase the telecommunication utility rates; and

WHEREAS, a public hearing upon the proposed rate increases should be held and a time and place for hearing thereon should be fixed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE INDIANOLA MUNICIPAL UTILITIES:

1. That a public hearing be held by the Indianola Municipal Utilities Board of Trustees on the proposed telecommunication utility rate increases at the Indianola City Hall, 110 N 1st Street, Indianola, Iowa, at 5:30 p.m. on March 27, 2023, at which time the Board of Trustees will consider any objections to the proposed amendment and will hear all interested persons.
2. That the Chairperson and Trustee Secretary be and hereby are authorized and instructed to give Notice of said public hearing, as required by law.

PASSED AND APPROVED THIS 13th day of March 2023.

Lori Smith, Chairperson

ATTEST:

Jackie Raffety, City Clerk

NOTICE OF PUBLIC HEARING

TO THE PUBLIC:

YOU ARE HEREBY NOTIFIED that the Indianola Municipal Utilities Board of Trustees has under consideration a resolution setting the communications rates. The proposed increases would be in effect May 1, 2023.

The actual proposed resolution is now on file and open to public inspection in the office of the General Manager, 210 W 2nd Avenue and Trustee Clerk, 110 N. First Street, Indianola, Iowa, (961-9410). For exact details you should carefully review the resolutions now on file in the General Manager's office or the Trustee Clerk's office.

YOU ARE FURTHER NOTIFIED that this matter has been set down for hearing and consideration at a public hearing before the Board of Trustees of the Indianola Municipal Utilities on March 27, 2023, at 5:30 P.M., in the Council Chambers of the Municipal Building in Indianola, Iowa. This Notice is published by order of the Board of Trustees of the Indianola Municipal Utilities, Indianola, Iowa.
\s\Jackie Raffety, Trustee Clerk

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities
From:
Date: March 13, 2023
Subject: Approval of IMU's Reliability Plan.

Recommendation: Simple motion is in order.

Attachments:

1. 5540114770825382432-2023-Forward-Reliability-Plan
2. Indianola-Municipal-Utilities-Indianola-Municipal-Utilities
3. Model Inspection and Maintenance Program (002)

March 7, 2023

Records and Information Center
Iowa Utilities Board
1375 E. Court Ave.
Des Moines, Iowa 50319-0069

Filing Title: Indianola Municipal Utilities Reliability Plan

Dear Chief Operating Officer:

Pursuant to Iowa Administrative Code 199-27.10(3)(g), Indianola Municipal Utilities is filing its annual Reliability Plan. This plan is updated no less than annually, approved by utilities governing body, and filed with the Iowa Utilities Board by April 1, of each year for the purposes of complying with the informational reporting requirement of Iowa Administrative Code 199-27.10(3)(g).

Indianola Municipal Utilities takes its responsibility to provide safe, reliable and affordable electricity to those we serve seriously. As a municipal utility, we are not profit driven but rather focus on providing superior service rather maximizing returns. We are proud of our efforts in providing superior system reliability. Our record of reliable service illustrates our commitment to our community partners, but also our owner customers.

Please feel free to contact our General Manager, Chris DesPlanques if you have questions at 515-961-9444. These concerns will be conveyed to Indianola Municipal Utilities's governing authority so we can respond appropriately.

Sincerely,
/s/ Chris DesPlanques

General Manager
Indianola Municipal Utilities
515-961-9444

Reliability Plan

Indianola Municipal Utilities

Indianola Municipal Utilities strives to deliver safe, reliable and affordable power to our customers. While this reliability plan focuses on information pertinent to reliability, other considerations cannot be overlooked in balancing the needs of the customers with the business decisions of the system's managers.

The purpose of this reliability plan to meet the requirements of Iowa Administrative Code 199-27.10(3) (g). This reliability plan does not replace, but merely supplements, information provided to the utility's governing authority throughout the year. This plan has been signed off on by the governing authority of **Indianola Municipal Utilities** along with reliability data for the purpose of detail the utility's progress in achieving certain strategic objectives as outlined its strategic plan. This plan was prepared for the reporting period of January 1, 2023 through December 31, 2023.

During 2022 customers were able to contact the **Indianola Municipal Utilities** 24 hours a day, 7 days a week through an after-hours telephone number. Customers were able to timely report service interruptions and other problems they experienced with electric service through clearly defined communication channels.

Indianola Municipal Utilities reliability plan represents an integrated approach addressing the operation, maintenance and inspection of the electric system.

Providing safe, reliable, and affordable electric service to meet the needs of customers requires an intricate balance and consideration of all of the above as well as the resources available to achieve results.

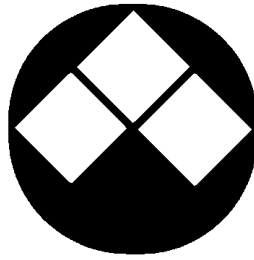
Indianola Municipal Utilities made reasonable efforts to avoid and prevent service interruptions during the last year. However, when interruptions occurred, service was reestablished within the shortest time practicable, consistent with safety.

Indianola Municipal Utilities has an effective preventive maintenance program and is capable of emergency repair work on an appropriate scale to its scope of operations and to the physical condition of its electric facilities. No changes were made to the program during the last year.

Indianola Municipal Utilities continues to follow a written program for inspecting and maintaining its electric supply lines and substations in order to determine the necessity for replacement, maintenance and repair, and for tree pruning or other vegetation management.

Indianola Municipal Utilities installs lightning arresters as appropriate on all distribution line equipment in an effort to reduce outages and protect equipment.

Indianola Municipal Utilities has a program of regular pole inspection, with the complete system scheduled to be completed on a 10 year cycle. The inspections are done on an area basis with all municipal utility owned poles, within a given area, being inspected each year. The program consists of a complete inspection of the poles, over 10 years of age, and a report on all rejected poles that are to be replaced. Poles are generally replaced within six months.



IOWA ASSOCIATION OF MUNICIPAL UTILITIES



***Electric Transmission and Distribution
Model Inspection and Maintenance Program
2.4.2022***

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INTRODUCTION

Iowa law states that each municipal electric utility shall adopt and electronically file with the Iowa Utilities Board (IUB) a reliability plan annually. [199 IAC 27.10(3)(g)]. Further each municipal electric utility must adopt and file a written plan for inspecting and maintaining their electric supply lines and substations (excluding generating stations). [199 IAC 25.3].

In order to comply with these requirements and to assist municipal electric utilities in determining the necessity for replacement, maintenance, and repair, and the necessity for tree trimming or other vegetation management, IAMU has prepared the following Model Electric Transmission and Distribution Inspection Program.

A SHORT DESCRIPTION OF THE IAMU MODEL INSPECTION AND MAINTENANCE PLAN

A utility's inspection and maintenance program is intended to ensure that electric lines and substations will be inspected regularly to determine the need for repairs, replacement or other maintenance (e.g. tree trimming and pruning practices). Each municipal electric utility must have a listing of the parts of their system they will inspect and a schedule showing how often they will inspect them. Reference forms have been included to assist with keeping the necessary documentation, pursuant to IUB rule 199 IAC 25.3(4).

The rules require the inspection schedule to be based on accepted good practice in the industry. There may be times when parts of the system need to be inspected more often than would typically be required in another system. As examples, (1) a section of line which is frequently vandalized may need to be inspected weekly, (2) a line operated at 34.5 kv or above may need the overhead line insulators inspected every year, (3) a section of line with fast growing trees may need to have the trees trimmed on a shorter rotating schedule than trees in other sections.

In making system repairs, the more serious problems should be repaired first. Included in this model plan is a system for classifying priority problems for the purpose of scheduling repairs. IUB staff expects all problems found during an inspection to be corrected within the same calendar year in the absence of the utility having adopted a system for scheduling repairs.

ADOPTING AND FILING A REVISED PLAN

If you decide to replace your current inspection and maintenance plan, the new plan should be adopted and filed electronically with the IUB. A sample transmittal letters to be included with the filing is shown below.

<i>(City or Utility Letterhead)</i>	
<i>DATE</i>	<i>File: RE</i> _____
<i>Joan Conrad Records and Information Center Iowa Utilities Board 1375 E. Court Ave. Des Moines, Iowa 50319-0069</i>	
<i>Dear Chief Operating Officer:</i>	
<i>In accordance with 199 IAC 27.10(3)(F) and 25.3, the attached electric utility inspection and maintenance plan has been adopted to replace the plan currently on file.</i>	
<i>If you have any questions or need additional information, please let me know.</i>	
<i>Sincerely,</i>	
<i>/s/</i>	
<i>NAME</i>	
<i>TITLE</i>	

According to the practice at your utility, the plan may need to be approved by your utility's board of trustees or city council. The advantage of involving the governing body in the approval process is to ensure policy-level understanding of the requirements for inspection and related service work on your system.

GOVERNING BODY AUTHORIZATION (IF REQUIRED)

Generally, responsibility for developing an inspection and maintenance plan, scheduling inspection and maintenance, filing the plan with the IUB, and providing annual reports is a management function that does not require action by the board of trustees or city council. If board or council action is necessary to authorize any of these actions, the following resolution may be helpful:

Resolution No. _____

(City Council or Board of Trustees)
(Name of City or Utility)

WHEREAS, a plan for systematic inspection and maintenance of the city electric system is necessary to ensure reliable service; and

WHEREAS, a plan is essential in identifying and budgeting for resources sufficient to carry out the inspection, maintenance and repair of the electric system; and

WHEREAS, an electric system inspection and maintenance plan and annual compliance report must be filed with the Iowa Utilities Board;

NOW THEREFORE BE IT RESOLVED BY THE (City Council or Board of Trustees) *of* (City or Utility Name) *:*

That the (title of authorized official) *is hereby authorized and directed to develop, modify, file with the Iowa Utilities Board, and implement an electric utility inspection and maintenance plan subject to the budgetary guidelines as may be approved by the* (council or board) *.*

OR

That the revised Electric Utility Inspection and Maintenance Plan attached to this resolution be approved for filing with the Iowa Utilities Board.

Passed and adopted this ____ *day of* _____, 20 ____.

(Mayor or Chairman)

ATTEST:

INSPECTION AND MAINTENANCE PLAN

The following is a model Electric Transmission and Distribution Inspection and Maintenance Plan.

The plan, if adopted as a replacement to your current plan, must be filed electronically with the Iowa Utilities Board. When making the filing, use a filing title similar to “Inspection and Maintenance Plan” and enter your docket number that begins with “RE-“, and include a cover letter (see page 5).

Assistance in making electronic filings is available by emailing itsupport@iub.iowa.gov or calling 515-725-7337.

Revise the model plan and file only the parts of the plan that apply to your utility. For example, if you do not have a substation, delete item number 3 in Part I of the model Electric Utility Inspection Plan on page 12. If you do not have lines that operate above 34.5 kv, delete item number 2 of Part I. Finally, refer to Attachment E for other guideline samples as they pertain to your facility. Add those guidelines as appropriate.

The inspection and maintenance plan sent to the Iowa Utilities Board should reflect the basic information outlined in the model plan (pages 7 – 13) and include all inspection schedules. List all reference material used in the plan. It is required that your utility maintain “sufficient written records to give evidence of compliance with its inspection and vegetation management plans.” [199 IAC 25.3(4)]. An up to date hard copy of any references used must be maintained and available on site.

According to the practice at your utility, the plan may need to be approved by your utility’s board of trustees or city council. The advantage of involving the governing body in the approval process is to ensure policy-level understanding of the requirements for inspection and related service work on your system.

ELECTRIC TRANSMISSION AND DISTRIBUTION INSPECTION AND MAINTENANCE PLAN

Utility Name: _____

Address: _____

Phone: _____

FIRST YEAR OF PLAN: _____ (Enter first year of plan – 10 year rotation maximum)

This inspection will be done in an approved manner consistent with accepted industry practice.

Records sufficient to show compliance with the program shall be maintained by the utility.
Deficiencies found during inspections and testing shall be corrected on a priority basis.

REFERENCE LIST:

Iowa Electrical Safety Code, 199 IAC Chapter 25

National Electrical Safety Code, as adopted by 199 IAC 25.2(1) and modified by 199 IAC 25.2(2)

Lineman's and Cableman's Handbook, as adopted by 199 IAC 25.2(5)(b)

National Electrical Code, as adopted by 199 IAC 25.2(5)(a)

Note to Utilities: All reference materials (ANSI standards, RUS bulletins, etc). used in the inspection must also be listed here and be available on site.

Be sure to insert the tree trimming and/or vegetation management methods and procedures that will be used to control vegetation growth. Otherwise, list the reference that will be followed.

LOCATION OF OFFICES AND FACILITIES - IAC 199-25.3

Utility Name: _____

Address: _____

Phone _____

Location of Inspection and Maintenance Records

Address: _____

Description of Electric Supply Lines covered by this plan:

Counties

Townships

* Add additional pages as needed to provide complete information.

ELECTRIC UTILITY INSPECTION AND MAINTENANCE PROGRAM

Name of Utility

Part I Inspection Schedule

1. Distribution lines operated below 34.5 kV

The entire electrical distribution system, both overhead and underground, shall be visually inspected at least once during each _____ year cycle (10-year maximum). The inspection shall include, but shall not be limited to, the following items:

- Pole mounted transformers
- Poles, cross arms and associated hardware
- Disconnect switches, cutouts and arresters
- Insulators
- Conductors (including ground connections)
- Down guys, guy guards and anchors
- Clearances (per NESC 232-1)
- Pad mounted transformers (including seals/locks)
- Switchgear and switch cabinets (including seals/locks)
- Vaults
- Secondary pedestals (above and below grade)

2. Transmission and subtransmission lines operated above 34.5 kV

The entire electrical transmission system, both overhead and underground, shall be visually inspected at least once each year. The inspection shall include, but shall not be limited to, the following items.

- Poles, cross arms and associated hardware
- Switches (both manual and motor-operated)
- Insulators
- Conductors (including static wire and ground connections)
- Down guys, guy guards and anchors
- Switchgear (including seals/locks)
- Vaults, manholes, etc.

3. Substations and switching stations

Substations and switching stations shall be visually inspected during each calendar quarter. The inspection shall include, but shall not be limited to, the following items:

- A. Power transformer
- B. Voltage regulators
- C. Oil circuit breakers
- D. Insulators, busses, connections, arresters and ground wire connections
- E. Air break and disconnect switches
- F. Structures and physical site
- G. Locks, fences, gates and warning signs

4. Vegetation and tree trimming

Vegetation and trees that may interfere with the safe operation of electric lines, substations, and switching stations shall be visually inspected at least once every _____ years (three- to five-years suggested).

Per 199 IAC 25.3(4) the records of vegetation management shall include the date(s) during which the work was conducted. The records shall be kept until two years after the next periodic inspection or vegetation management action is completed or until all necessary repairs and maintenance are completed, whichever is longer.

The inspection shall include, but not be limited to, the following items:

- A. Overhead Distribution and Transmission Lines
 - 1. Trees growing into lines
 - 2. Trees or limbs growing within 10 feet of transmission lines
 - 3. Limbs and branches overhanging lines
 - 4. Limbs and branches in close proximity to transformers, switches, etc.
 - 5. Vegetation around base of pole, down guy or guy guard, grounds
 - 6. Removal of dead or dying trees that are not necessarily close but could fall on line or endanger it (Danger Trees)
- B. URD Distribution Equipment
 - 1. Vegetation in or around pad mount equipment
 - 2. Fences in close proximity or blocking cabinet entry
 - 3. Any other obstruction that may interfere with operations

Part II Classification of Deficiencies

Deficiencies will be recorded and graded for the purpose of scheduling repair. The grading will be as follows:

Grade 1 - Hazardous Deficiency

This grade is used to describe a condition that could reasonably be expected to endanger life or property. A hazardous deficiency shall be promptly repaired, disconnected or isolated. (See National Electrical Safety Code, Rule 214A5)

Grade 2 - Non-Conforming Deficiency

This grade is used to describe a condition that is not in accordance with local, state, or national codes. Such a deficiency is one that could cause maintenance or operating problems and could become hazardous if not corrected. A non-conforming deficiency shall be scheduled for correction as soon as practical within the work plan. In all cases, they shall be corrected within a six-month period following inspection. (See National Electrical Safety Code, Rule 214A4)

Grade 3 - Engineering Deficiency

This grade is used to describe a condition that poses no danger to life or property. Such a deficiency, when corrected, could improve engineering, design, or safety on the system. An engineering deficiency may be corrected in the routine maintenance or replacement schedule.

Part III Other Inspection

More detailed inspections and testing may be conducted as deemed necessary by the utility.

Additional inspections or patrols will be conducted as soon as possible following damaging storms and as necessary in areas subject to high rates of vandalism.

All inspections will be completed in an approved manner consistent with accepted industry practice.

Part IV Emergency Notice and Repair (199 IAC 42.4)

If emergency repairs or non-routine maintenance need to be performed within a railroad right-of-way, it is important that immediate notification be given to other entities with facilities that may be affected. Each public utility must file with the IUB contact information for emergency notifications 24 hours per day, seven days per week. (See 199 IAC 42.4(2))

Part V Records (199 IAC 25.3(4))

Each utility shall keep sufficient records to demonstrate compliance with its inspection and vegetation management plans.

Part VI Incident Reporting Requirements (199 IAC 27.11)

What to report:

- a. Loss of service for more than six hours to 75 percent or more of customers within a municipality service area.
- b. Loss of service for more than six hours to significant public health and safety facilities.
- c. A major event which involves extensive physical damage to transmission or distribution facilities within a municipal electric utility's operating area due to unusually severe and abnormal weather or event AND
 - Wind speeds in excess of 90 mph, or
 - One-half inch of ice and wind speeds in excess of 40 mph, or
 - Ten percent of the total customer count is incurring a loss of service exceeding 5 hours
 - 20,000 customers incurring a loss of service for 5 hours or more, or
 - A regional transmission organization declares an energy emergency alert

Any other outage considered significant by the utility such as an event that attracts news media attention, creates unusual damage to utility facilities, utility facilities create unusual damage to adjacent properties, causes loss or problem for high profile public facilities.

Email to: iubdutyofficer@iub.iowa.gov or Phone: 515-745-2332

NOTES

Customer numbers can be based on the last available year-end data as reported to the IUB annually, OR can be based on the best available information.

(This is a summary reference for revised incident reporting rules and does not replace the actual text or meaning of the rules published in the Iowa Administrative Code).

INSTRUCTIONS TO INSPECTORS

The following is an outline of the training and instructions that need to be provided to the utility inspector.

Additional items should be added to the list of inspection items as necessary, including any reference materials.

Purpose: The purpose of the inspection is to determine whether a facility is (1) in compliance with applicable codes and standards, (2) in need of maintenance or corrective action, (3) requires further investigation or (4) is in acceptable condition.

Guidelines and code requirements for conducting inspections can be found in:

- 1) ANSI A300 (Part I), as suggested by 199 IAC 25.3(5) -- Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices (Pruning)
- 2) 199 IAC Sections 27.5, 27.7, and 27.8
- 3) Iowa Electrical Safety Code 199 IAC 25
- 4) Lineman's and Cableman's Handbook, as adopted by 199 IAC 25.2(5)(b)
- 5) National Electrical Code, as adopted by 199 IAC 25.2(5)a
- 6) National Electrical Safety Code, as adopted by 199 IAC 25.2(1) and modified by 199 IAC 25.2(2)
- 7) RUS 1730-1: "Electric System Operation and Maintenance (O&M)"
- 8) RUS 1730B-121: "Pole Inspection and Maintenance"
- 9) RUS 1724E-300: "Design Guide for Rural Substations"

[Note: NEC and NESC are updated periodically and adopted by the IUB approximately every 2- 4 years. Previous editions must be kept for reference purposes.]

Other helpful references may be found in Attachment E. Guidelines similar to those on the following pages are not required to be part of the inspection program but are advised by the IUB to be inclusive for reference in case of a dispute or question that a customer or Utility may have.

TRANSMISSION AND DISTRIBUTION SYSTEM INSPECTION GUIDELINES

A. Poles

1. Leaning 2-3 feet or more
2. Rotting
3. Splitting
4. Burns
5. Insect damage
6. Mechanical damage
7. Pole numbers where applicable

B. Metal Structures

1. Loose structural elements
2. Oxidation
3. Footings
4. Grounding (intended or unintended)

C. Cross arms

1. Rotting
2. Splitting
3. Bracing
4. Grounding
5. Pins

D. Hardware

1. Missing
2. Loose
3. Bent, twisted
4. Burns
5. Too close to the system ground

E. Insulators and Conductors

1. Chipped
2. Broken
3. Flash over
4. Firmly attached to insulator
5. Broken strands
6. Sag

TRANSMISSION AND DISTRIBUTION SYSTEM INSPECTION GUIDELINES

(continued)

F. Conductor Clearances

1. Above ground or water
 - a. Open ground
 - b. Roads, driveways, parking lots
 - c. Railroads
 - d. Water
2. Attached building
3. Conductor separation
 - a. Other conductors or attachments
 - b. Communication lines
 - c. CATV, fiber optics, etc.
4. Roofs, walls, windows, metal surfaces
 - a. Buildings
 - b. Tanks
 - c. Towers
 - d. Poles (non-utility)
 - e. Grain bins
5. Trees and vegetation

G. Conductors

1. Broken strands
2. Burns
3. Twisted
4. Ties
5. DE shoes
6. Sag
7. Armor rod
8. Dampeners
9. Splices

TRANSMISSION AND DISTRIBUTION SYSTEM INSPECTION GUIDELINES

(continued)

H. Guys

1. Insulated or grounded
2. Markers (including length and color)
3. Loose or cut
4. Damaged or broken strands
5. Condition, location of isolation device
6. Anchor eye

I. Miscellaneous

1. Clearances to (fire hydrants, gas storage, roadways)
2. Climbable towers
3. Warning signs
4. Barriers
5. Material stacked near or under towers
6. Aircraft warning devices
7. Equipment not in service that needs to be removed
8. Obstructions on structures

J. Equipment (including transformers, switches, arrestors, etc.)

1. Jumpers
2. Hardware
3. Grounding
4. Nests
5. Accessibility

K. Grounds

1. Broken or disconnected wires
2. Loose pole grounds
3. Exposed ground rods
4. Wire moulding missing or broken

INSPECTION PROGRAM FOR SUBSTATIONS

General Visual Inspection

Substations shall be inspected (monthly / quarterly). Inspection shall include but not be limited to the following items:

- A. Power transformers
- B. Voltage and voltage regulators
- C. Circuit breakers
- D. OCRs and oil switches
- E. Airbrake and disconnect switches
- F. Bypass switches
- G. Miscellaneous electrical equipment, insulators, buses and connections, arrestors, capacitors, and overhead ground wires
- H. Structures and physical site (i.e. washout under fences, etc.)
- I. Locks on switches, enclosures, gates
- J. Warning signs (spacing and legible)
- K. Ground vegetation
- L. Grounding of fences, barbed wire, gates, etc.

Additional inspections will be carried out following damaging storms as necessary.

Annual Inspection of Substations

A comprehensive inspection and testing of each substation shall be made on an annual basis. This inspection will include but not be limited to the following items:

- A. Indicating and recording equipment
- B. Controls, relays, batteries and chargers
- C. Oil tests
- D. OCR maintenance
- E. Ground connection tests on station, fences, gates (Are ground connections tested on fences, etc.?)
- F. Corrosion control

UNDERGROUND DISTRIBUTION SYSTEM INSPECTION GUIDELINES

- A. Equipment (transformers, sectionalizing equipment, switch gears, etc.)
 - 1. Warning signs (legible)
 - 2. Locks
 - 3. Penta bolts
 - 4. Missing or loose hardware
 - 5. Tipped or leaning equipment
 - 6. Grounded
- B. Underground
 - 1. Riser
 - 2. Grounded (elbows, stress cones, etc.)
 - 3. Ground rod(s) and connections
 - 4. Well inserts leaking
 - 5. Secondary Bushings
 - 6. Insect, varmint free

VEGETATION & TREE TRIMMING INSPECTION GUIDELINES

Vegetation and trees that may interfere with the safe operation of electric lines, substations, and switching stations shall be visually inspected at least once every three-five years.

The inspection shall include, but shall not be limited to, the following items:

A. Overhead Distribution and Transmission Lines

1. Trees growing into lines
2. Trees or limbs growing within 10 feet of transmission lines
3. Limbs and branches overhanging lines
4. Limbs and branches in close proximity to transformers, switches, etc.
5. Vegetation around base of pole, guy or guy guard, ground
6. Removal of dead or dying trees that have a potential to fall into lines or endanger it
(Danger Trees)

B. URD Distribution Equipment

1. Vegetation in or around pad mount equipment
2. Fences in close proximity or blocking cabinet entry
3. Any other obstruction that may interfere with operations

SAMPLE FIELD INSPECTION FORMS

The following pages are examples of field inspection forms. Iowa Administrative Code does not specify a particular inspection form. The examples included in this model are acceptable and can be photo copied.

Remove any item(s) from the form that does not apply to your system. Also you should add any item(s) not on the list that you have on your system. Feel free to substitute your current field inspection forms.

Inspections must be conducted according to the plan on file with the Iowa Utility Board.

To use the inspection form, place the pole or location number at the top of each column. Then for each item inspected mark an "X" if nothing is wrong. If you find something wrong, fill out the work order and put the work order number in the space with the "X."

Even if deficiencies are repaired on the spot, a work order needs to be filled out. This is to document the actions taken during the inspection.

The important thing is to document your inspections and keep good records.

_____ MUNICIPAL UTILITIES
ELECTRIC UTILITY GENERAL VISUAL INSPECTION PROGRAM
OVERHEAD DISTRIBUTION SYSTEM – MAP NO. _____

ITEMS TO BE INSPECTED	LOCATION OF POLE BY NUMBER									
Hammer Test Pole										
Pole Condition At and Above Ground Line										
Ground Connections										
Condition of Cross Arm										
Condition of Insulator										
Condition of Pole Top Hardware										
Condition of Cutout / Arrestor										
Secondary Connection										
Condition of Pole Transformer										
Condition of Underground Riser										
Condition of O.C.R.										
Guys										
Guy Anchor										
Guy Guards										
Secondary Wire Next Span										
Conductor Wire Next Span										
Conductor Sag Next Span										
Clearance to Structures										
Clearance to Grounds										
Clearance to Trees										
Clearance to Buildings										
Condition of Switching Cabinets										
Condition of Pad Mount Transformer										
Meter Condition										
Seals										
Locks										
Warning Sticker										

INSPECTED BY _____ DATE _____ REVIEWED BY _____ DATE _____

IF SOMETHING NEEDS ATTENTION, FILL OUT WORK ORDER AND PUT WORK ORDER NO. IN BLANK. "X" MEANS NOTHING WRONG FOUND AT TIME OF INSPECTION.

MUNICIPAL UTILITIES
ELECTRIC UTILITY GENERAL VISUAL INSPECTION PROGRAM
SUBSTATIONS – MAP NO. _____

ITEMS TO BE INSPECTED	CIRCUITS			
	#1	#2	#3	#4
POWER TRANSFORMER				
• Appearance				
• Bushing Clean				
• Bushing Good Condition				
• Oil Leaks				
• Auxiliary Cooling				
• Bird Nests				
• Ground Connections				
• Buss Work				
• Buss Connections				
• Arrestors				
• Doors Closed				
VOLTAGE REGULATOR A PHASE				
• Appearance				
• Bushing Clean				
• Bushing Good Condition				
• Oil Leaks				
• Cabinet Weather Tight				
• Indicating Glass Cover				
• Ground Connections				
• Oil Level				
VOLTAGE REGULATOR B PHASE				
• Appearance				
• Bushing Clean				
• Bushing Good Condition				
• Oil Leaks				
• Cabinet Weather Tight				
• Indicating Glass Cover				
• Ground Connections				
• Oil Level				

MUNICIPAL UTILITIES
ELECTRIC UTILITY GENERAL VISUAL INSPECTION PROGRAM
SUBSTATIONS – MAP NO. _____

(continued)

ITEMS TO BE INSPECTED	CIRCUITS			
	#1	#2	#3	#4
VOLTAGE REGULATOR C PHASE				
• Appearance				
• Bushing Clean				
• Bushing Good Condition				
• Oil Leaks				
• Cabinet Weather Tight				
• Indicating Glass Cover				
• Ground Connections				
• Oil Level				
•				
BREAKER				
• Appearance				
• Bushing Clean				
• Bushing Good Condition				
• Oil Leaks				
• Oil Level				
• Cabinet Weather Tight				
• Ground Connections				
• Door Locked and Working				
•				
AIR BREAK SWITCHES				
• Appearance				
• Handle Grounded				
• Insulators Good Condition				
• Switching Mat Grounded				
• Structures Good Condition				
• Structures Grounded				
• Buss Work				
• Buss Connections				
• Arrestors				
• Underground Riser				
•				

MUNICIPAL UTILITIES
ELECTRIC UTILITY GENERAL VISUAL INSPECTION PROGRAM
SUBSTATIONS – MAP NO. _____
(continued)

ITEMS TO BE INSPECTED	CIRCUITS			
	#1	#2	#3	#4
FENCES				
• Grounded				
• Gates Locked and Working				
• Wire Tied to Posts				
• Warning Signs				
• Free of Weeds				
• Child Proof Around Bottom				
•				
YARD				
• Free of Weeds				
• Free of Litter				
• Material Stored Neatly				
• Rock Level				
• Lights All Work				
• Lightning Rod Grounded				
• Border Neat				
•				
STATION POWER TRANSFORMER				
• Appearance				
• Grounded				
• Oil Leaks				
•				

INSPECTED BY _____ DATE _____ REVIEWED BY _____ DATE _____

IF SOMETHING NEEDS ATTENTION, FILL OUT WORK ORDER AND PUT WORK ORDER NO. IN BLANK. "X" MEANS NOTHING WRONG FOUND AT TIME OF INSPECTION.

MUNICIPAL UTILITIES
ELECTRIC UTILITY GENERAL VISUAL INSPECTION PROGRAM
UNDERGROUND DISTRIBUTION SYSTEM – MAP NO. _____

ITEMS TO BE INSPECTED	LOCATION BY NUMBER OF TRANSFORMER, SECONDARY PEDESTAL, HIGH VOLTAGE SWITCH, OR MANHOLE									
Straight on Pad										
Level										
Warning Sticker										
Appearance										
Oil Leaks										
Locked										
Bolt in Lid										
Paint Condition										
Ground Connections										
Concentric Neutral Condition										
Cable Condition										
Elbows On All The Way										
Secondary Connections Tight										
Box Pad Not Filled with Dirt										
Manhole Ground Level										
Manhole Lid Level										
Fault Indicators All Clear										
Fault Indicators Tested										
Condition of Pad Mount Transformer										
Condition of Switching Cabinets										
Meter Condition										
Seals										
Neutral to Soil Test ½ Cell										
Resistance to Ground Test										
Secondary Voltage Reading										

INSPECTED BY _____ DATE _____ REVIEWED BY _____ DATE _____
 IF SOMETHING NEEDS ATTENTION FILL OUT WORK ORDER AND PUT WORK ORDER NO. IN BLANK. "X" MEANS
 NOTHING WRONG FOUND AT TIME OF INSPECTION.

MUNICIPAL UTILITIES
ELECTRIC UTILITY GENERAL VISUAL INSPECTION PROGRAM
TRANSMISSION LINES – MAP NO. _____

ITEMS TO BE INSPECTED	LOCATION OF POLE BY NUMBER									
Hammer Test Pole										
Pole Condition At and Above Ground Line										
Condition of Cross Arm										
Condition of Insulators										
Condition of Pole Top Hardware										
Conductor Condition Next Span										
Conductor Sag Next Span										
Clearance to Structures										
Clearance to Grounds										
Clearance to Trees										
Clearance to Buildings										
Guys										
Guy Anchors										
Guy Guards										
Ground Connections										
Locks										

INSPECTED BY _____ DATE _____ REVIEWED BY _____ DATE _____

IF SOMETHING NEEDS ATTENTION FILL OUT WORK ORDER AND PUT WORK ORDER NO. IN BLANK. "X" MEANS NOTHING WRONG FOUND AT TIME OF INSPECTION.

ATTACHMENT A

SAMPLE INSPECTION SCHEDULES

The following pages are examples of schedules that can be used by your utility. The first page is a month-to-month schedule that illustrates work to be completed during the year. The other inspection schedules can be used for long-term planning.

JANUARY	FEBRUARY	MARCH
Generate Trim trees	Test Electric Meters Inspect Substations	Generate Pump Out Manholes Inspect Transmission Line
APRIL	MAY	JUNE
Inspect U.R.D. (1 sheet)	Generate Pump Out Manholes Wash & Clean Manholes Inspect U.R.D. (1 sheet)	Inspect Rural Line Take Inventory Inspect U.R.D. (1 sheet)
JULY	AUGUST	SEPTEMBER
Generate Pump Out Manholes	Inspect U.R.D. (1 sheet)	Generate Pump Out Manholes Inspect U.R.D. (1 sheet)
OCTOBER	NOVEMBER	DECEMBER
Inspect Substation Inspect U.R.D. (1 sheet)	Generate Pump Out Manholes Put Up Holiday Lights	Trim Trees Take Down Holiday Lights Take inventory Inspect Transmission Line

Use the blank form on the following page to create a month-to-month schedule for your utility.

MUNICIPAL UTILITIES
YEARLY WORK SCHEDULE

JANUARY	FEBRUARY	MARCH
APRIL	MAY	JUNE
JULY	AUGUST	SEPTEMBER
OCTOBER	NOVEMBER	DECEMBER

TRANSMISSION AND DISTRIBUTION SYSTEM INSPECTION SCHEDULE

These inspections will be conducted over a _____ year period with approximately _____ percent inspected each year. The area to be inspected each year is described in the following schedule. Maps are used to identify the area to be inspected.

YEAR		DESCRIPTION
20____	Map 1	
20____	Map 2	
20____	Map 3	
20____	Map 4	
20____	Map 5	
20____	Map 6	
20____	Map 7	
20____	Map 8	
20____	Map 9	
20____	Map10	

NOT TO EXCEED 10 YEARS

The current status of this inspection schedule, as it pertains to the specific area (map number), is shown on the next page. If not included here, maps are located _____.

TRANSMISSION AND DISTRIBUTION SYSTEM INSPECTION SCHEDULE

Key: Indicate the current status by marking the diagram with the appropriate symbol.

- -*Unscheduled Inspection*
- -*Area Scheduled for Inspections*
- ⊙ -*Inspection Completed*
- ⊗ -*Replacements and Repairs to Correct Deficiencies Completed*

Inspection Schedule and Current Status

Map #	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	○									
		○								
			○							
				○						
					○					
						○				
							○			
								○		
									○	
										○

SUBSTATION INSPECTION SCHEDULE

Substations are required to be inspected quarterly (monthly recommended) inspection sheets shall be available for inspectors verification.

Substation Name / Location: _____

YEAR		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2021	Sub #												
2022	Sub #												
2023	Sub #												
2024	Sub #												
2025	Sub #												
2026	Sub #												
2027	Sub #												
2028	Sub #												
2029	Sub #												
2030	Sub #												

The current status of this inspection schedule, as it pertains to the specific area (map number), is shown on the next page. If not included here, maps are located _____.

SUBSTATION INSPECTION SCHEDULE

Key: Indicate the current status by marking the diagram with the appropriate symbol.

- ☐ -*Unscheduled Inspection*
- ☐ -*Area Scheduled for Inspections*
- ☒ -*Inspection Completed*
- ☒ -*Replacements and Repairs to Correct Deficiencies Completed*

Substation Name / Location: _____

Inspection Schedule and Current Status

Year	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Jan										
Feb										
Mar										
Apr										
May										
June										
July										
Aug										
Sept										
Oct										
Nov										
Dec										

DISTRIBUTION SYSTEM GROUND LINE INSPECTION SCHEDULE

These inspections will be conducted over a _____ year period with approximately _____ percent inspected each year. The area to be inspected each year is described in the following schedule. Maps are used to identify the area to be inspected.

YEAR		DESCRIPTION
20__	Map 1	
20__	Map 2	
20__	Map 3	
20__	Map 4	
20__	Map 5	
20__	Map 6	
20__	Map 7	
20__	Map 8	
20__	Map 9	
20__	Map10	

NOT TO EXCEED 10 YEARS

The current status of this inspection schedule, as it pertains to the specific area (map number), is shown on the next page. If not included here, maps are located _____.

DISTRIBUTION SYSTEM GROUND LINE INSPECTION SCHEDULE

Key: Indicate the current status by marking the diagram with the appropriate symbol.

- -*Unscheduled Inspection*
- -*Area Scheduled for Inspections*
- Q -*Inspection Completed*
- ⊗ -*Replacements and Repairs to Correct Deficiencies Completed*

Inspection Schedule and Current Status

Map #	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	○									
		○								
			○							
				○						
					○					
						○				
							○			
								○		
									○	
										○

DISTRIBUTION SYSTEM GROUND ROD INSPECTION SCHEDULE

These inspections will be conducted over a _____ year period with approximately _____ percent inspected each year. The area to be inspected each year is described in the following schedule. Maps are used to identify the area to be inspected.

YEAR		DESCRIPTION
20__	Map 1	
20__	Map 2	
20__	Map 3	
20__	Map 4	
20__	Map 5	
20__	Map 6	
20__	Map 7	
20__	Map 8	
20__	Map 9	
20__	Map10	

NOT TO EXCEED 10 YEARS

The current status of this inspection schedule, as it pertains to the specific area (map number), is shown on the next page. If not included here, maps are located _____.

DISTRIBUTION SYSTEM GROUND ROD INSPECTION SCHEDULE

Key: Indicate the current status by marking the diagram with the appropriate symbol.

- -*Unscheduled Inspection*
- -*Area Scheduled for Inspections*
- ⊙ -*Inspection Completed*
- ⊗ -*Replacements and Repairs to Correct Deficiencies Completed*

Inspection Schedule and Current Status

Map #	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	○									
		○								
			○							
				○						
					○					
						○				
							○			
								○		
									○	
										○

UNDERGROUND DISTRIBUTION SYSTEM INSPECTION SCHEDULE

These inspections will be conducted over a _____ year period with approximately _____ percent inspected each year. The area to be inspected each year is described in the following schedule. Maps are used to identify the area to be inspected.

YEAR		DESCRIPTION
20__	Map 1	
20__	Map 2	
20__	Map 3	
20__	Map 4	
20__	Map 5	
20__	Map 6	
20__	Map 7	
20__	Map 8	
20__	Map 9	
20__	Map10	

NOT TO EXCEED 10 YEARS

The current status of this inspection schedule, as it pertains to the specific area (map number), is shown on the next page. If not included here, maps are located _____.

UNDERGROUND DISTRIBUTION SYSTEM INSPECTION SCHEDULE

Key: Indicate the current status by marking the diagram with the appropriate symbol.

- - *Unscheduled Inspection*
- - *Area Scheduled for Inspections*
- Q - *Inspection Completed*
- ⊗ - *Replacements and Repairs to Correct Deficiencies Completed*

Inspection Schedule and Current Status

Map #	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	○									
		○								
			○							
				○						
					○					
						○				
							○			
								○		
									○	
										○

URD GROUND ROD INSPECTION SCHEDULE

These inspections will be conducted over a _____ year period with approximately _____ percent inspected each year. The area to be inspected each year is described in the following schedule. Maps are used to identify the area to be inspected.

YEAR		DESCRIPTION
20__	Map 1	
20__	Map 2	
20__	Map 3	
20__	Map 4	
20__	Map 5	
20__	Map 6	
20__	Map 7	
20__	Map 8	
20__	Map 9	
20__	Map10	

NOT TO EXCEED 10 YEARS

The current status of this inspection schedule, as it pertains to the specific area (map number), is shown on the next page. If not included here, maps are located _____.

URD GROUND ROD INSPECTION SCHEDULE

Key: Indicate the current status by marking the diagram with the appropriate symbol.

- -*Unscheduled Inspection*
- -*Area Scheduled for Inspections*
- Q -*Inspection Completed*
- ⊗ -*Replacements and Repairs to Correct Deficiencies Completed*

Inspection Schedule and Current Status

Map #	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	○									
		○								
			○							
				○						
					○					
						○				
							○			
								○		
									○	
										○

VEGETATION & TREE TRIMMING INSPECTION SCHEDULE

Inspection of all electric lines will be conducted over a _____ year period with approximately _____ percent inspected each year. The area to be inspected each year is described in the following schedule. Maps are used to identify the area to be inspected.

YEAR		DESCRIPTION
20__	Map 1	
20__	Map 2	
20__	Map 3	
20__	Map 4	
20__	Map 5	
20__	Map 6	
20__	Map 7	
20__	Map 8	
20__	Map 9	
20__	Map10	

NOT TO EXCEED 5 YEARS

The current status of this inspection schedule, as it pertains to the specific area (map number), is shown on the next page. If not included here, maps are located _____.

VEGETATION & TREE TRIMMING INSPECTION SCHEDULE

Key: Indicate the current status by marking the diagram with the appropriate symbol.

- - *Unscheduled Inspection*
- - *Area Scheduled for Inspections*
- Q - *Inspection Completed*
- Ø - *Replacements and Repairs to Correct Deficiencies Completed*

Inspection Schedule and Current Status

Map #	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	○					○				
		○					○			
			○					○		
				○					○	
					○					○

ATTACHMENT B

GRAIN BIN NOTIFICATION

On an annual basis electric utilities are required to conduct public information campaigns regarding electric service to grain bins. [See 199 IAC 25.2(3)]. The notification is meant to reduce safety hazards as a result of improper clearance between grain bins and electric lines. Clearance requirements describing physical separation of power lines from grain bins are specified in the National Electrical Safety Code, Rule 234F.

To comply with these requirements, a utility must do the following:

1. Adopt an appropriate Notice of Compliance (see example on following page)
2. Provide public notice annually
3. Provide evidence of compliance with this rule to IUB inspectors during an on-site inspection

A utility may refuse electric service to any grain bin built near existing electric lines if the clearances specified in NESC rule 234F are not met. This right to refuse service only applies to grain bins loaded by portable augers, conveyors or elevators and built after September 9, 1992, or to grain bins loaded by permanently installed augers, conveyors, or elevator systems installed after December 24, 1997.

A brochure of grain bin clearance guidelines is available on the IAMU website at www.iamu.org. Insert that brochure, or similar information used for your Public Information Campaign, in this section along with the Notice of Compliance.

NOTICE OF COMPLIANCE

A sample letter is printed below.

(City or Utility Letterhead)

DATE

Notice of Compliance
IAC-199 Chapter 25
25.2(3) Grain Bins

In accordance with section 25.2(3) of the Iowa Administrative Code, this notice is part of a public information campaign to inform farmers, farm lenders, grain bin merchants, and city and county zoning officials of the hazards of and standards for construction of grain bins near power lines.

To assure proper safety, if a new grain bin is built near an existing electric line, the electric utility may refuse service if the clearances specified by the American National Standards Institute "National Electrical Safety Code," Rule 234F are not met.

Do not hesitate to contact (Utility Contact) at (Phone Number) if you have any questions regarding this notice or need further information about appropriate clearances.

Utility Representative

ATTACHMENT C

SAMPLE WORK ORDER FORM

A work order is to be used when deficiencies are noted during the inspection. Even if deficiencies are repaired on the spot, a work order needs to be filled out. Remember to record the work order number in the space provided on the Field Inspection Form. For example when the work has been completed for the first work order written on January 1, 2022, it would be recorded on the appropriate inspection form as 1/1/22-1.

The sample work order form on the next page may be copied on card stock.

WORK ORDER

_____ FIELD INSPECTION FORM Work Order No. _____	
DATE	REPORTED BY
LOCATION (e.g. pole no.)	DEFICIENCY GRADE 1 ____ 2 ____ 3 ____
ITEM THAT NEEDS ATTENTION	
ACTION TAKEN	
DATE COMPLETED	COMPLETED BY

SAMPLE OFFICE INSPECTION THAT IS CONDUCTED BY THE IOWA UTILITIES BOARD

Name of Utility:

Address of Office Checked:

Name and Title of Person Interviewed:

Date:

File: RE-

Inspector:

Sections cited are from Board rules 199 IAC chapter 20, chapter 25 and chapter 42.

	Question	Section	Answer
1.	Is a copy of the utility's Inspection and Maintenance Plan available?	27.10(3)(f), 25.3	
2.	Has the current version of the plan been filed using the Board's electronic filing system?	25.3(1)	
3.	Does the plan include a listing of all counties in which the utility has electric supply lines in Iowa?	25.3(3)a	
4.	If the plan is implemented by district or regional offices, are their addresses included?	25.3(3)a	
5.	Is the list of counties and addresses current?	25.3(3)a	
6.	Does the plan include periodic inspection intervals for facilities? Distribution Interval: Transmission Interval: Substation Interval: Pole Inspection Interval:	25.3(3)b1	
7.	Are the inspection intervals based on good industry practice?	25.3(3)b1	
8.	Does the pole inspection procedure include tests in addition to visual inspection?	25.3(3)d	
9.	Does the plan include a schedule for the inspection of all supply lines and substations?	25.3(3)b1 25.3(3)b2	
10.	Do the schedule's inspection frequencies agree with the plan's periodic inspection intervals?	25.3(3)b2	
11.	Does the plan include a complete listing of all categories of items to be checked during an inspection?	25.3(3)b2	
12.	Does the plan include copies of instructions to be used by utility personnel during inspections?	25.3(3)b4	
13.	If the plan references guide materials, are copies of these materials available?	25.3(3)b4	
14.	Does the plan include a schedule for tree trimming or other vegetation management? Schedule:	25.3(3)c1	
15.	Is the schedule based on good industry practice?	25.3(3)c1	
16.	Does the plan include written procedures for vegetation management?	25.3(3)c2	
17.	Do the tree trimming practices protect the health of the tree and reduce undesirable re-growth patterns? [ANSI A300 (Part 1)-2008, "Pruning," and Section 35 of <i>The Lineman's and Cableman's Handbook</i> are suggested as guides for tree trimming practices.]	25.3(3)c2	

NOTE: If any of the above questions (3-17) were answered "NO", the utility's Inspection and Maintenance Plan likely needs to be corrected and re-filed with the Board.

	Question	Section	Answer
18.	Does assessment of the I&M Plan in the utility's most recent annual report to the Board agree with the findings of this inspection?	25.3(2)	
19.	Does the utility keep sufficient records to demonstrate compliance with its inspection and vegetation management program?	25.3(4)	
20.	Do the inspection records show the deficiencies found and the corrective actions taken or scheduled?	25.3(4)	
21.	Do the vegetation management records show the locations and dates the work was conducted?	25.3(4)	
22.	Do the records show the inspections and vegetation management are being done in accordance with the I&M Plan schedule?	25.3(4)	
23.	Are the records kept as long as required?	25.3(4)	
24.	Is corrective action for items identified during inspection taken in a reasonable period of time?	25.4	
25.	Does the utility possess a copy of the 2017 National Electrical Safety Code? (This edition is currently adopted in Board rules.)	25.2(1)	
26.	Does the utility conduct annual public information campaigns on grain bin locations and hazards?	25.2(3)a	
27.	Is the utility correctly using the overhead vertical line clearances from the tables in post-1990 editions of the National Electrical Safety Code?	25.2(2)b4	
28.	Is the utility aware of the accident reporting requirements?	25.5	
29.	If there were any reportable accidents since the last inspection, were they properly reported to the Board Duty Officer?	25.5	
30.	If the utility has facilities crossing a railroad right-of-way, has the required emergency contact information been filed? (This information can be checked or revised at https://iub.iowa.gov/node/74)	42.4(2)	
31.	Where there is joint-use construction and another company's equipment has caused a violation of the Iowa Electrical Safety Code, is the other company notified by the utility?	25.2	
32.	If the utility has notified another company of necessary repairs, does the utility keep records of the necessary repairs until the repairs are completed?	25.3(4)	

COMMENTS:

ATTACHMENT E

RESOURCES AND OTHER INFORMATION

The following are important sources of information for developing inspection plans and conducting the inspections:

ANSI A300 (Part 1)-2008 (R2014), “Pruning” and Section 35 of “The Lineman’s and Cableman’s Handbook as suggested by 199 IAC 25.3(5).

Rural Utilities Service (RUS) Bulletins as suggested by 199 IAC 25.3(5):

RUS 1730-1: “Electric System Operation and Maintenance (O&M)”

RUS 1730B-121: “Pole Inspection and Maintenance”

RUS 1724E-300: “Design Guide for Rural Substations”

“Lineman’s and Cableman’s Handbook,” Twelfth Edition; Shoemaker, Thomas M and Mack, James E.; New York, McGraw-Hill Book Co. as adopted by 199 IAC 25.2(5)b

National Electrical Safety Code, ANSI C2-2017 as adopted by 199 IAC 25.2(1) and modified by 199 IAC 25.2(2).

National Electrical Code, ANSI/NFPA 70-2014, as adopted by 199 IAC 25.2(5)(a)

Other accepted standards of good practice recognized by the Iowa Utilities Board are found at 199 IAC 27.5 and 25.3

INTERNET LINKS

Adobe Acrobat Reader

Many files on the internet are in PDF format. An Adobe Acrobat Reader is required to view PDF files. You may download it free of charge from:

<http://www.adobe.com/prodindex/acrobat/readstep.html>

Department of Agriculture Bulletins URL

http://www.rurdev.usda.gov/UEP_HomePage.html

Iowa Administrative Code

Chapter 27

<https://www.legis.iowa.gov/law/administrativeRules/rules?agency=199&chapter=27&pubDate=11-03-2021>

Chapter 25

<https://www.legis.iowa.gov/law/administrativeRules/rules?agency=199&chapter=25&pubDate=11-03-2021>

Iowa Association of Municipal Utilities

The IUB website and other important legislative/regulatory resources are accessible by clicking on the Legislative/Regulatory on the IAMU website, www.iamu.org

Iowa Utilities Board

The Iowa Utilities Board homepage link is included here for your convenient access to information about the ME-1 form and other resources available through the IUB website. <http://www.state.ia.us/government/com/util/index.html>

National Electrical Code

The National Fire Protection Association (NFPA) has an internet catalog which includes the National Electrical Code (NEC). In addition to ordering information for the 2011 NEC, the website also contains other helpful resources. The NFPA catalog may be found at <http://www.nfpacatalog.org>. IAMU is a member of NFPA; you may order NFPA materials through IAMU at discounted pricing.

National Electrical Safety Code

The Institute of Electrical and Electronics Engineers (IEEE) has a website for the National Electrical Safety Code (NESC). In addition to ordering information for the NESC, the website also contains Tentative Interim Amendments, Errata Sheets, and Interpretations. The NESC Zone home page may be found at <http://standards.ieee.org/nesc>. You may order NESC materials through IAMU at discounted pricing.

NOTE: Any code book, ANSI Standard, Lineman's and Cableman's Handbook or reference material the utility may need for their inspection program may be ordered through IAMU. Call 800/ 810-4268.

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities

From: Elisha Brown

Date: March 13, 2023

Subject: Consider approval of utility accounts to be written off and to use any customary collection method, including submission to the state offset program, and to charge any applicable collection fees.

Recommendation: Attached are uncollected electric, water, and telecommunication billing amounts from the fourth quarter 2022 that will be written off.

The amount for each utility are listed below:

Electric	\$13,275.56
Water	\$1,276.93
Telecommunications	\$4,352.77
Total	\$18,905.26

Simple motion is in order.

Attachments:

1. Q4 Write Offs 2022 IMU
2. IMU Write Off Report 2022

2022 Q4 Write Offs

Electric Billed	\$3,844,144.05	
Electric Write-off	\$13,275.56	0.35%
Water Billed	\$725,940.05	
Water Write-off	\$1,276.93	0.18%
Telecom Billed	\$1,178,683.46	
Telecom Write-off	\$4,352.77	0.37%

Total # of accounts wrote off - 42

<u>Service</u>	<u>Total Dollar Amount</u>
Admin Fee Telecom	\$ 316.51
Electric	13,275.56
Internet	2,195.36
Video	1,840.90
Water	1,276.93
Phone	\$0.00
Grand Total	\$ 18,905.26

	Electric	Water	Fiber	Total		Billed	
2020 Q1	\$ -	\$ -	\$ -	\$ -		\$ -	2020 Q1
2020 Q2	\$ -	\$ -	\$ -	\$ -		\$ -	2020 Q2
2020 Q3	\$ -	\$ -	\$ -	\$ -		\$ -	2020 Q3
2020 Q4	\$ 94,423.05	\$ 10,258.90	\$ 21,030.59	\$ 125,712.54	2020 Year Total	\$22,791,382.92	2020 Q4
Total	94423.05	10258.9	21030.59		\$ 125,712.54	\$22,791,382.92	Total
2021 Q1	\$ 15,295.20	\$ 1,916.64	\$ 1,579.28	\$ 18,791.12		\$ 5,156,082.50	2021 Q1
2021 Q2	\$ 24,269.78	\$ 3,613.11	\$ 7,325.55	\$ 35,208.44		\$ 4,731,319.59	2021 Q2
2021 Q3	\$ 30,962.47	\$ 3,166.59	\$ 5,782.16	\$ 39,911.22		\$ 6,461,485.61	2021 Q3
2021 Q4	\$ 16,663.91	\$ 2,745.50	\$ 1,793.22	\$ 21,202.63	2021 Year Total	\$ 5,734,992.34	2021 Q4
Total	\$ 87,191.36	\$ 11,441.84	\$ 16,480.21		\$ 115,113.41	\$22,083,880.04	Total
2022 Q1	\$ 23,751.80	\$ 4,140.98	\$ 4,893.85	\$ 32,786.63		\$ 4,903,775.99	2022 Q1
2022 Q2	\$ 14,131.61	\$ 5,200.81	\$ 2,827.08	\$ 22,159.50		\$ 5,048,142.99	2022 Q2
2022 Q3	\$ 19,033.37	\$ 1,967.77	\$ 6,588.42	\$ 27,589.56		\$ 7,026,036.45	2022 Q3
2022 Q4	\$ 13,275.56	\$ 1,276.93	\$ 4,352.77	\$ 18,905.26	2022 Year Total	\$ 5,748,767.56	2022 Q4
Total	\$ 70,192.34	\$ 12,586.49	\$ 18,662.12		\$ 101,440.95	\$22,726,722.99	Total
2023 Q1				\$ -			2023 Q1
2023 Q2				\$ -			2023 Q2
2023 Q3				\$ -			2023 Q3
2023 Q4				\$ -	2023 Year Total		2023 Q4
Total	\$ -	\$ -	\$ -		\$ -	\$0.00	Total
2024 Q1				\$ -			2024 Q1
2024 Q2				\$ -			2024 Q2
2024 Q3				\$ -			2024 Q3
2024 Q4				\$ -	2024 Year Total		2024 Q4
Total	\$ -	\$ -	\$ -		\$ -	\$0.00	Total
2025 Q1				\$ -			2025 Q1
2025 Q2				\$ -			2025 Q2
2025 Q3				\$ -			2025 Q3
2025 Q4				\$ -	2025 Year Total		2025 Q4
Total	\$ -	\$ -	\$ -		\$ -	\$0.00	Total

0.55%

0.52%

0.45%

2020-2025	Electric	Water	Fiber	2020-2025 Total
Totals	\$ 251,806.75	\$ 34,287.23	\$ 56,172.92	\$67,601,985.95
Averages	\$ 41,967.79	\$ 5,714.54	\$ 9,362.15	\$ 11,266,997.66

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities

From:

Date: March 13, 2023

Subject: Enter into closed session in accordance with Iowa Code Section 388.9(1) to discuss marketing and pricing strategies and proprietary information of the telecommunications division whose competitive position will be harmed by public disclosure that is not required of potential or actual competitors, and no public purpose is served by such disclosure.

Recommendation: Roll call to enter and exit the closed session is in order.

Attachments: None