INDIANOLA MUNICIPAL UTILITIES

IMU

Electric • Communications • Water

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

March 11, 2024
5:30 PM
IMU Boardroom
Agenda

1. **Call to Order**
2. **Roll Call**
3. **Public Comment**
4. **Consent Agenda**
   - A. Approval of Claims
   - B. Approval of Minutes of the prior meetings
   - C. January 2024 Finace Report
   - D. Resolution 2024-011 setting a public hearing for March 25, 2024 regarding proposed Water Utility Rate Updates
   - E. Resolution 2024-012 setting a public Hearing for March 25, 2024 regarding proposed Electric Utility Rate Updates
   - F. Resolution 2024-013 Setting a public hearing for March 25, 2024 for Telecommunication Rate Update
5. **Electric Utility Action Items**
   - A. Approve IMU 2024 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 for 2023 Q3 and to use any customary collection method, including submission to the state offset program, and to charge any applicable collection fees.
   - B. Consider approval of utility accounts to be written off for 2023 Q4 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

11. Other Business

A. **Professional Competency:** Enter into closed session in accordance with Iowa Code Section 21.5 (1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

12. Adjourn

INDIANOLA MUNICIPAL UTILITIES
IMU
Electric • Communications • Water

MEMORANDUM

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

From:

Date: March 11, 2024

Subject: Approval of Claims

Recommendation:

Attachments: 1. 031224 AP Check Preview

AP Check Preview

Date Range: All Dates

Indianola Municipal Utilities

Thursday, March 7, 2024
3:38:19 PM

Vendor / Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Pavment	Invoice Number	Bill Number
Account To Be Paid From	**0000-10120-999**								
ACCO UNLIMITED CORP. - VEND-2810									
2/13/2024	ACCO Liquid Chlorinating Solution	Open Terms	2,701.75	0.00	0.00	2,701.75	2,701.75	0240508-IN	BL-12956
						2,701.75	**2,701.75**		
Ahlers & Cooney P.C. - VEND-1002									
3/21/2024	Legal Fees - EL	Net 30	3,626.00	0.00	15.00	3,626.00	3,626.00	861827	BL-12957
						3,626.00	**3,626.00**		
AUTOMATIC SYSTEMS CO. - VEND-51495									
2/27/2024	High Service Pump #2 Control Board	Open Terms	3,134.00	0.00	0.00	3,134.00	3,134.00	041237	BL-12958
						3,134.00	**3,134.00**		
Border States Industries Inc - VEND-1070									
3/31/2024	Secondary PT's	Net 30	2,332.96	0.00	15.00	2,332.96	2,332.96	927949916	BL-13003
						2,332.96	**2,332.96**		
BRAND, JUSTIN - VEND-100310									
3/2/2024	0324 Mobile Device Allowance	Open Terms	75.00	0.00	0.00	75.00	75.00	Mar 24	BL-12987
						75.00	**75.00**		
Brenan Baker - VEND-1411									
3/31/2024	0324 Mobile Device Allowance	Net 30	25.00	0.00	15.00	25.00	25.00	Mar 24	BL-12981
						25.00	**25.00**		
Calix Inc - VEND-1028									
4/1/2024	Calix Service Cloud - Exper Manage 0324	Net 30	2,876.96	0.00	15.00	2,876.96	2,876.96	7016289	BL-13019
4/1/2024	Calix Cloud Foundation 0424-0325	Net 30	561.75	0.00	15.00	561.75	561.75	7016876	BL-13017
4/4/2024	0324 Calix Operations Cloud	Net 30	711.55	0.00	15.00	711.55	711.55	7017077	BL-13018
						4,150.26	**4,150.26**		
Cedar Falls Utilities - VEND-1045									
4/3/2024	0224 Labor & Rack Space 28E Agreement (IP	Net 30	5,326.78	0.00	15.00	5,326.78	5,326.78	93409	BL-13020
						5,326.78	**5,326.78**		
City Of Indianola - VEND-1008 - BL-12971									
3/31/2024	0324 Professional Services	Net 30	9,922.50	0.00	15.00	9,922.50	9,922.50	3251	BL-12971
						9,922.50	**9,922.50**		
Connect Des Moines LLC - VEND-1030									

Vendor Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Pavment	Invoice Number	Bill Number
3/21/2024	NRC Fees	Net 30	850.00	0.00	15.00	850.00	850.00	28104	BL-13021
						850.00	**850.00**		
Consortia Consulting - VEND-1009									
3/27/2024	0124 Consulting	Net 30	1,125.00	0.00	15.00	1,125.00	1,125.00	25772	BL-13022
						1,125.00	**1,125.00**		
Curtis P Laing - VEND-1141 - BL-12963									
3/1/2024	Credit Refund	Net 30	118.71	0.00	0.00	118.71	118.71	00017752-4	BL-12963
						118.71	**118.71**		
Dawn Remick - VEND-1141 - BL-12965									
3/1/2024	Credit Refund	Net 30	16.32	0.00	0.00	16.32	16.32	00001363-0	BL-12965
						16.32	**16.32**		
DES PLANQUES, CHRIS - VEND-101766									
3/2/2024	0324 Mobile Device Allowance	Open Terms	75.00	0.00	0.00	75.00	75.00	Mar 24	BL-12985
						75.00	**75.00**		
Doug Pagel - VEND-1283									
3/31/2024	0324 Mobile Device Allowance	Net 30	75.00	0.00	15.00	75.00	75.00	Mar 24	BL-12986
						75.00	**75.00**		
Doug Shull - VEND-1105									
3/31/2024	0324 Treasurer Contract	Net 30	83.34	0.00	15.00	83.34	83.34	Mar 24	BL-12988
						83.34	**83.34**		
Dylan Michelsen - VEND-1180									
3/31/2024	0324 Mobile Device Allowance	Net 30	75.00	0.00	15.00	75.00	75.00	Mar 24	BL-12980
						75.00	**75.00**		
Elisha Brown - VEND-1209									
3/31/2024	0324 Mobile Device Allowance	Net 30	75.00	0.00	15.00	75.00	75.00	Mar 24	BL-12984
						75.00	**75.00**		
HPI, LLC - VEND-1409									
4/4/2024	Turbine 8 Vibration Repairs	Net 30	37,515.70	0.00	15.00	37,515.70	37,515.70	24-7031-10	BL-13039
						37,515.70	**37,515.70**		
ImOn Communications LLC - VEND-1072									

Vendor / Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Pavment	Invoice Number	Bill Number
3/30/2024	0224 Regulatory and Billing	Net 30	7,415.89	0.00	15.00	7,415.89	7,415.89	INV0033826	BL-13023
						7,415.89	**7,415.89**		
IMU - VEND-8629									
3/2/2024	Utilities - Fiber	Open Terms	1,422.57	0.00	0.00	1,422.57	1,422.57	10358260	BL-13024
3/2/2024	Utilities- EL	Open Terms	2,380.64	0.00	0.00	2,380.64	2,380.64	10358819	BL-13004
3/2/2024	Utilities - Util Svcs	Open Terms	224.31	0.00	0.00	224.31	224.31	10362292	BL-12989
						4,027.52	**4,027.52**		
Independent Advocate - VEND-1136									
3/22/2024	BOT Meeting/Publication Report 2.12.24	Net 30	241.30	0.00	15.00	241.30	241.30	4607	BL-12959
3/31/2024	0224 Print and Digital Ad Bundle	Net 30	500.00	0.00	15.00	500.00	500.00	4671	BL-13025
						741.30	**741.30**		
Innovative Systems - VEND-1048									
3/31/2024	Mar 24 Elation Maint Fee	Net 30	12,761.71	0.00	15.00	12,761.71	12,761.71	INV-16362	BL-12960
4/4/2024	0324 Utility Billing	Net 30	6,577.96	0.00	15.00	6,577.96	6,577.96	INV-16573	BL-13013
						19,339.67	**19,339.67**		
Internal Revenue Service - VEND-1307									
3/31/2024	941 Income Tax Payable - 030124 Payroll	Net 30	26,935.93	0.00	15.00	26,935.93	26,935.93	030124 Payroll	BL-12990
						26,935.93	**26,935.93**		
Iowa Department Of Human Services - VEND-1310									
3/31/2024	Garnishment Payable - 3.1.24 Payroll	Net 30	723.23	0.00	15.00	723.23	723.23	030124 Payroll	BL-12991
						723.23	**723.23**		
Iowa Department Of Revenue - VEND-1117									
3/30/2024	February 2024 Use Tax	Net 30	1,892.47	0.00	15.00	1,892.47	1,892.47	Feb 2024 Use Tax	BL-12992
3/31/2024	Sales Tax Billed 3.1.24	Net 30	47,223.39	0.00	15.00	47,223.39	47,223.39	Sales Tax Billed 3.1.24	BL-12993
3/31/2024	IA Income Tax Payable - 3.1.24 Payroll	Net 30	4,184.20	0.00	15.00	4,184.20	4,184.20	3.1.24 Payroll	BL-12994
						53,300.06	**53,300.06**		
Iowa Utilities Board - VEND-1016									
3/23/2024	2nd Qtr 2024 Assessment	Net 30	255.50	0.00	15.00	255.50	255.50	61904	BL-12961
						255.50	**255.50**		
Irby - VEND-1259									
3/20/2024	Pulling Rope for Square Project	Net 30	1,640.99	0.00	15.00	1,640.99	1,640.99	S013845423.001	BL-13007

Vendor / Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Pavment	Invoice Number	Bill Number
3/23/2024	Transformer Connectors	Net 30	288.90	0.00	15.00	288.90	288.90	S013855066.004	BL-13006
						1,929.89	**1,929.89**		
ITRON INC. - VEND-25704									
12/13/2023	Meter Reading Equipment Maint Agreement 2(	Open Terms	6,239.84	0.00	0.00	6,239.84	6,239.84	667412	BL-12962
						6,239.84	**6,239.84**		
Jeremy Phillips - VEND-1141 - BL-12966									
3/1/2024	Credit Refund	Net 30	48.55	0.00	0.00	48.55	48.55	00010336-6	BL-12966
						48.55	**48.55**		
KNIA/KRLS - VEND-1090									
3/26/2024	0224 Sports Stream Spot	Net 30	60.72	0.00	15.00	60.72	60.72	24020587	BL-13026
3/26/2024	0224 :30 Spot Hometown Values	Net 30	691.20	0.00	15.00	691.20	691.20	24020586	BL-13027
						751.92	**751.92**		
Kurt Gocken - VEND-1023									
3/31/2024	0324 Mobile Device Allowance	Net 30	75.00	0.00	15.00	75.00	75.00	Mar 24	BL-12977
						75.00	**75.00**		
Kurt Ripperger - VEND-1025									
3/31/2024	0324 Mobile Device Allowance	Net 30	75.00	0.00	15.00	75.00	75.00	Mar 24	BL-12978
						75.00	**75.00**		
LONGER, CHRIS - VEND-34025									
3/2/2024	0324 Mobile Device Allowance	Open Terms	75.00	0.00	0.00	75.00	75.00	Mar 24	BL-12982
						75.00	**75.00**		
METCALF, MIKE - VEND-34230									
3/2/2024	0324 Mobile Device Allowance	Open Terms	75.00	0.00	0.00	75.00	75.00	Mar 24	BL-12983
						75.00	**75.00**		
Michael Stalter - VEND-1141 - BL-12964									
3/1/2024	Credit Refund	Net 30	17.66	0.00	0.00	17.66	17.66	00044403-9	BL-12964
						17.66	**17.66**		
Mid American Energy Co - VEND-1018									
3/21/2024	Gas - 210 W 2nd Ave	Net 30	72.75	0.00	15.00	72.75	72.75	549927194	BL-12967
3/21/2024	Gas - 1300 E Iowa Ave Bldg A	Net 30	282.53	0.00	15.00	282.53	282.53	549892267	BL-12968
3/21/2024	Gas - 1300 E Iowa Ave Bldg B	Net 30	43.10	0.00	15.00	43.10	43.10	549882928	BL-12969

Vendor / Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Pavment	Invoice Number	Bill Number
3/21/2024	Gas - 909 E Hillcrest Ave, Generator	Net 30	12.78	0.00	15.00	12.78	12.78	549904181	BL-13028
3/21/2024	Gas - 110 S B St	Net 30	320.01	0.00	15.00	320.01	320.01	549907894	BL-13029
3/21/2024	Gas - 111 S Buxton St, Municipal Plant	Net 30	376.61	0.00	15.00	376.61	376.61	549908013	BL-13008
						1,107.78	**1,107.78**		
Midwest Gutter Systems - VEND-1413									
3/29/2024	Gutter Replacement CSC	Net 30	4,980.00	0.00	15.00	4,980.00	4,980.00	627	BL-13014
						4,980.00	**4,980.00**		
Mission Square - VEND-1303									
3/31/2024	457 Payable - 030124 Payroll	Net 30	6,051.40	0.00	15.00	6,051.40	6,051.40	030124 Payroll	BL-12995
						6,051.40	**6,051.40**		
Mutual Of Omaha - VEND-1107									
5/1/2020	0420 Life Premiums	Net 30	1,345.72	0.00	15.00	1,345.72	1,345.72	1072672656	BL-12970
						1,345.72	**1,345.72**		
National Cable Television Cooperative, Inc. - VEND-1095									
3/30/2024	0224 Cable Programming	Net 30	60,017.68	0.00	15.00	60,017.68	60,017.68	24020785	BL-13030
						60,017.68	**60,017.68**		
Premium Plant Services - VEND-1412									
3/20/2024	W Iowa Substation Cleaning Cubical	Net 30	2,396.80	0.00	15.00	2,396.80	2,396.80	255	BL-12972
						2,396.80	**2,396.80**		
SHRED IT USA - VEND-103010									
2/27/2024	Shred Service	Open Terms	342.02	0.00	0.00	342.02	342.02	8006166032 & 8005852334	BL-12973
						342.02	**342.02**		
Skye McBroom - VEND-1026									
3/31/2024	0324 Mobile Device Allowance	Net 30	75.00	0.00	15.00	75.00	75.00	Mar 24	BL-12979
						75.00	**75.00**		
Teklink - VEND-1262									
3/30/2024	Bore & Drop	Net 30	1,205.00	0.00	15.00	1,205.00	1,205.00	WE 2/25/24	BL-13031
3/31/2024	Bore & Drop	Net 30	3,148.00	0.00	15.00	3,148.00	3,148.00	WE 3/3/24	BL-13032
						4,353.00	**4,353.00**		
TRM DISPOSAL LLC - VEND-101016									

Vendor / Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Pavment	Invoice Number	Bill Number
2/25/2024	0224 Trash	Open Terms	49.00	0.00	0.00	49.00	49.00	30625	BL-12974
						49.00	**49.00**		
TrueNorth Companies LC - VEND-1100									
3/30/2024	February Safety Meeting	Net 30	92.31	0.00	15.00	92.31	92.31	158277	BL-12975
						92.31	**92.31**		
UMB BANK N.A. - VEND-103242									
3/2/2024	Series 2017C Interest - Issue 0185415213	Open Terms	135,275.00	0.00	0.00	135,275.00	135,275.00	0185415213	BL-12996
						135,275.00	**135,275.00**		
Unite Private Networks - VEND-1054									
3/31/2024	Dark Fiber	Net 30	3,706.00	0.00	15.00	3,706.00	3,706.00	SI-24-008241	BL-13033
						3,706.00	**3,706.00**		
UPHDM Occupational Medicine - VEND-1101									
3/30/2024	Employee Testing	Net 30	768.50	0.00	15.00	768.50	768.50	215070	BL-13015
						768.50	**768.50**		
VEENSTRA & KIMM - VEND-57600									
2/24/2024	Engineering Services SE Streetscape Water M	Open Terms	208.48	0.00	0.00	208.48	208.48	16	BL-12976
						208.48	**208.48**		
WESCO - VEND-60220									
2/24/2024	6" PVC U-Guard	Open Terms	280.88	0.00	0.00	280.88	280.88	957669	BL-13009
2/24/2024	6" PVC U-Guard	Open Terms	842.63	0.00	0.00	842.63	842.63	957670	BL-13010
2/29/2024	Replacement Fuses	Open Terms	657.66	0.00	0.00	657.66	657.66	962884	BL-13011
3/2/2024	Splicing Tape	Open Terms	141.43	0.00	0.00	141.43	141.43	968006	BL-13012
						1,922.60	**1,922.60**		
Wiegert Disposal Inc - VEND-1081									
3/31/2024	0224 Trash Pickup	Net 30	110.00	0.00	15.00	110.00	110.00	Feb 2024	BL-13035
						110.00	**110.00**		
Wisconsin Independent Network, LLC - VEND-1067									
3/31/2024	20 Gb Ethernet Circuit	Net 30	7,383.00	0.00	15.00	7,383.00	7,383.00	WIN025064	BL-13034
						7,383.00	**7,383.00**		

Vendor Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Pavment	Invoice Number	Bill Number
		Check Count: **54**			Totals:	**$423,514.57**	**$423,514.57**		

INDIANOLA MUNICIPAL UTILITIES
IMU
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MEMORANDUM

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

From:

Date: March 11, 2024

Subject: Approval of Minutes of the prior meetings

Recommendation:

Attachments:
1. 20240304 CC IMU Joint Minutes_IMU
2. 02 26 2024 Minutes -Approve

JOINT CITY COUNCIL AND IMU BOARD OF TRUSTEES MEETING
March 4, 2024
6:00 PM
City Council Chambers
110 N 1st Street, Indianola, IA
Minutes

The Indianola City Council and IMU Board of Trustees met in joint session at 6:00 PM on March 4, 2024, in the City Hall Council Chambers. Mayor Stephanie Erickson called the meeting to order and on roll call the following Council Members were present: Mellisa Sones, Josh Rabe, Ron Dalby, Steve Armstrong, Christina Beach, Steve Richardson; and the following IMU Trustees present were Dom Selgrade, Deb White, Mike Rozga, Adam Voigts. Absent: Trustee Lori Smith.

Alesha Wilhite, Holmes Murphy, presented the health insurance renewal recommendations for Fiscal Year 25.

The Council Members and Trustees directed staff to adopt the recommendations, including dropping Alight and add dental coverage; evaluate having premium holidays on a quarterly basis and look at other ways to decrease the funds. They directed staff to do a June 2024 premium holiday.

The meeting was adjourned at 6:26 PM on a motion by Trustee Rozga and seconded by Council Member Beach. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

_____
Deb White, Chairperson

ATTEST:

_____
Monica Thompson,
Board Secretary

IMU BOARD OF TRUSTEES OF THE ELECTRIC, WATER AND COMMUNICATIONS UTILITIES
February 26, 2024, 5:30 PM IMU Boardroom: Minutes

The Indianola Municipal Utilities Board of Trustees met in regular session at 5:30 PM on February 26, 2024, in the IMU Boardroom. Chairperson Deb White called the meeting to order and on roll call the following members were present: Dom Selgrade, Deb White, Lori Smith, Adam Voigts. Absent: Mike Rozga
There were no public comments offered.
Smith moved to approve the Consent Agenda and Selgrade seconded it. On roll call, the vote was AYES: Selgrade, White, Smith, Voigts. NAYS: None. Whereas the Chairperson declared the motion carried unanimously. The consent agenda was as follows:
Approval of Claims
Approval of Minutes of the prior meetings

Electric Utility Informational Items

Mike Metcalf updated that they are still waiting on the heat exchanger for Turbine 7, Turbine 8 repair work is resuming this week, and we have staff at Petrotech conducting the Turbine 8 Controls factory acceptance testing. The West Iowa Substation parts have been installed with updated relay and RTU settings scheduled for next week. The Apprentice Lineman Position has been offered and accepted. Applications are currently being accepted for the Meter Generation Tech 1 opening. Crews are taking advantage of good weather; trimming trees in the SE part of town, working on the Hillcrest Lighting Project, and will be returning to installing conduits on the west side of the square in the next couple of weeks.

Water Utility Action Items

Voigts moved to approve Resolution 2024-008 Setting Public Hearing for SE Streetscape Water Main Extension and Selgrade seconded it. In discussion Water Superintendent Justin Brand explained the project would replace the water main and service lines in the area. On roll call, the vote was AYES: Selgrade, White, Smith, Voigts. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.
Smith motioned to approve and Selgrade seconded Resolution 2024-009 Approving 2nd Amendment to Tower Lease with US Cellular. In discussion, Brand explained the resolution allows US Cellular to update equipment on the tower. On roll call, the vote was AYES: Selgrade, White, Smith, Voigts. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.

Water Utility Informational Items

Water Superintendent Justin Brand shared that the new drain line and groundwork were completed, they are continuing with Plant and Well upgrades, seasonal work continues and nice weather has allowed an uptick in construction orders.

Communications Utility Informational Items

Des Planques shared that installs continue, and the good weather is allowing undergrounding of many of those installations. Network Engineers are working on updates, and the new Fiber Install Tech is training and doing well.

Combined Electric, Water and Communications Action Items

Fiscal Year 2025 Budget
Smith motioned to, and Selgrade seconded a motion to open a Public Hearing for Fiscal Year 2025 Budget there was no public comment, On roll call, the vote was AYES: Selgrade, White, Smith, Voigts. NAYS: None. In discussion, they noted no change to the proposed FY 2025 budget. Voights motioned to close the Public Hearing and on voice vote, AYES: Selgrade, Smith, White, Voigts. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.
Selgrade motioned to, and Smith seconded a motion for Resolution 2024-010 Approving Fiscal Year 2025 Budget. In discussion Des Planques detailed the rate changes, and shared that they were very pleased with the final budget. On roll call, the vote was AYES: Selgrade, White, Smith, Voigts. NAYS: None.

Combined Electric, Water and Communications Informational Items

Des Planques shared that he attended the IAMU Annual meeting and networked with other city utility staff, and shared that he will represent IMU at the League of Cities Goodwill Tour Wednesday, that there is a Joint meeting with city council and staff March 4 to discuss health insurance.
Voigts motioned to Adjourn at 5:58PM, and Selgrade seconded. Question was called for and on voice vote, AYES: Selgrade, Smith, White, Voigts. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.
Approved 3/11/2024: Deb White Chairperson _____
Monica Thompson Board Secretary _____

INDIANOLA MUNICIPAL UTILITIES
IMU
Electric • Communications • Water

MEMORANDUM

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

From:

Date: March 11, 2024

Subject: January 2024 Finace Report

Recommendation:

Attachments: 1. 0124 Financial Report

Water Utility Financial Summary
January 31, 2024

		FY23			FY24		
		Budget	YTD Actual	% of Budget	Budget	YTD Actual	% of Budget
600	**WATER OPERATING FUND**						
	Water Service Sales	2,823,500	1,640,993	58.12%	3,165,800	1,755,743	55%
	Other Water Revenue	360,300	187,597	52.07%	566,800	298,182	53%
	Total Revenue:	**3,183,800**	**1,828,590**		**3,732,600**	**2,053,925**	
	Water O&M Expense	2,222,404	1,275,506	57.39%	2,234,273	1,235,422	55%
	Water O&M Transfers Out	1,000,000	684,833	68.48%	1,190,000	694,167	58%
	YTD Depreciation					355,230	
	Total Expense, Transfers & Depreciation:	**3,222,404**	**1,960,339**		**3,424,273**	**2,284,820**	
	Beginning Net Position		13,956,134			14,444,384	
	Net Surplus (Deficit)		(131,750)			(230,894)	
	Ending Net Position		13,824,385			14,213,489	
700	**WATER CAPITAL FUND**						
	From Water Operations	1,000,000	684,833	68.48%	1,190,000	694,167	58%
	Total Transfers In:	**1,000,000**	**684,833**		**1,190,000**	**694,167**	
	Water Capital Expense	1,200,000	130,150	10.85%	1,205,000	310,984	26%
	Total Expense:	**1,200,000**	**130,150**		**1,205,000**	**310,984**	
	Beginning Net Position		2,470,342			2,965,943	
	Net Surplus (Deficit)		554,683			383,182	
	Ending Net Position		3,025,025			3,349,126	
780	**WATER IMPROVE FUND**						
	Beginning Net Position		75,000			75,000	
	Net Surplus (Deficit)		0			0	
	Ending Net Position		75,000			75,000	

	Gallons Billed FY23-24	Gallons Billed FY22-23
July	36,713,420	31,583,030
August	33,852,270	37,092,320
September	35,871,910	43,870,320
October	39,773,580	36,165,050
November	31,508,750	30,973,650
December	32,279,650	29,089,970
January	26,695,880	26,690,650
February	26,057,390	26,910,460
March		
April		
May		
June		
YTD TOTAL	262,752,850	262,375,450
	0.1%	

	Inventory on Hand FY23-24	Inventory on Ha FY22-23
July	$ 131,441	$ 112,249
August	$ 124,926	$ 110,331
September	$ 118,941	$ 104,559
October	$ 207,261	$ 108,675
November	$ 208,497	$ 109,309
December	$ 297,258	$ 108,859
January	$ 366,045	$ 115,720
February	$ 445,254	$ 109,499
March		
April		
May		
June		
YTD AVG	$ 237,453	$ 109,900
	116.1%	

WATER CASH ON HAND
(110 days or greater)

O&M	$	497,649
Capital	$	2,983,080
Debt Service	$	75,000
377 days	$	3,555,728

IMU Admin/US Financial Summary
January 31, 2024

		FY23			FY24		
		Budget	YTD Actual	% of Budget	Budget	YTD Actual	% of Budget
620	**ADMIN & UTILITY SERVICES**						
	Admin/US Revenue	1,406,867	780,016	55.44%	1,297,918	790,791	61%
	Total Revenue:	**1,406,867**	**780,016**		**1,297,918**	**790,791**	
	Admin/US O&M Expense	1,406,867	846,178	60.15%	1,297,918	737,174	57%
	YTD Depreciation					20,645	
	Total Expense, Transfers & Depreciation:	**1,406,867**	**846,178**		**1,297,918**	**757,820**	
	Beginning Net Position		35,687			203,175	
	Net Surplus (Deficit)		(66,161)			32,971	
	Ending Net Position		(30,475)			236,146	
855	**LIABILITY INS FUND**						
	Beginning Net Position		9,099			9,099	
	Net Surplus (Deficit)		0			0	
	Ending Net Position		9,099			9,099	

US/ADMIN CASH ON HAND	O&M	$	531,149

Electric Utility Financial Summary
January 31, 2024

		FY23			FY24		
		Budget	YTD Actual	% of Budget	Budget	YTD Actual	% of Budget
630	**ELECTRIC OPERATING FUND**						
	Electric Service Sales	16,189,977	10,436,955	64.47%	15,927,772	10,345,818	65%
	Other Electric Revenue	1,657,700	913,195	55.09%	1,883,900	974,775	52%
	Total Revenue:	**17,847,677**	**11,350,151**		**17,811,672**	**11,320,594**	
	Electric O&M Expense	15,287,869	8,359,788	54.68%	15,378,121	7,437,049	48%
	Electric O&M Transfer Out	1,171,153	677,978	57.89%	3,653,672	2,131,309	58%
	YTD Depreciation					954,193	
	Total Expense, Transfers & Depreciation:	**16,459,022**	**9,037,766**		**19,031,793**	**10,522,551**	
	Beginning Net Position		33,191,504			35,046,761	
	Net Surplus (Deficit)		2,312,385			798,042	
	Ending Net Position		35,503,889			35,844,804	
730	**ELECTRIC CAPITAL FUND**						
	Electric Capital Revenue	1,397,300	879,963	62.98%	1,237,500	783,934	63%
	From Electric Operations	0	0		2,500,000	1,458,333	58%
	Total Revenue and Transfers In:	**1,397,300**	**879,963**		**3,737,500**	**2,242,267**	
	Electric Capital Expense	2,477,500	470,115	18.98%	2,886,300	369,603	13%
	Total Expense:	**2,477,500**	**470,115**		**2,886,300**	**369,603**	
	Beginning Net Position		6,564,867			8,062,135	
	Net Surplus (Deficit)		409,847			1,872,664	
	Ending Net Position		6,974,714			9,934,799	
793	**ELECTRIC DEBT SERVICE**						
	From Electric Operations	1,171,153	677,978	57.89%	1,153,672	672,975	58%
	Total Transfers In:	**1,171,153**	**677,978**		**1,153,672**	**672,975**	
	Electric Debt Service	1,171,153	176,961	15.11%	1,153,672	157,408	14%
	Total Expense:	**1,171,153**	**176,961**		**1,153,672**	**157,408**	
	Beginning Net Position		1,368,750			1,368,865	
	Net Surplus (Deficit)		501,016			515,567	
	Ending Net Position		1,869,766			1,884,432	

ELECTRIC CASH ON HAND
(110 days or greater)

O&M	$ 10,251,675
Capital	$ 7,646,931
Debt Service	$ 1,884,432
372 days	$ 19,783,038

	Kwhs Billed FY23-24	Kwhs Billed FY22-23
July	10,450,789	10,128,099
August	11,547,802	12,799,785
September	12,959,519	14,217,561
October	12,753,605	11,654,976
November	9,208,467	8,657,190
December	9,085,696	8,926,910
January	8,889,231	9,723,737
February	9,730,261	10,580,780
March		
April		
May		
June		
YTD TOTAL	84,625,370	86,689,038
	-2.4%	

	Inventory on Hand FY23-24	Inventory on Hand FY22-23
July	$ 1,276,213	$ 1,165,007
August	$ 1,337,147	$ 1,208,115
September	$ 1,396,439	$ 1,251,752
October	$ 1,422,195	$ 1,211,972
November	$ 1,462,286	$ 1,164,591
December	$ 1,527,687	$ 1,170,525
January	$ 1,570,204	$ 1,175,413
February	$ 1,554,941	$ 1,271,637
March		
April		
May		
June		
YTD AVG	$ 1,443,389	$ 1,202,377
	20.0%	

Fiber Utility Financial Summary
January 31, 2024

		FY23			FY24		
		Budget	YTD Actual	% of Budget	Budget	YTD Actual	% of Budget
640	**FIBER OPERATING FUND**						
	Fiber Service Sales	4,310,000	2,553,920	59.26%	4,823,000	2,804,568	58%
	Other Fiber Revenue	953,950	251,676	26.38%	662,050	350,676	53%
	Total Revenue:	**5,263,950**	**2,805,596**		**5,485,050**	**3,155,243**	
	Fiber O&M Expense	3,435,424	2,133,032	62.09%	3,574,751	1,987,240	56%
	Fiber O&M Transfer Out	1,906,879	828,902	43.47%	1,437,246	967,908	67%
	YTD Depreciation					211,674	
	Total Expense, Transfers & Depreciation:	**5,342,303**	**2,961,934**		**5,011,997**	**3,166,822**	
	Beginning Net Position		(4,908,922)			(3,464,668)	
	Net Surplus (Deficit)		(156,337)			(11,578)	
	Ending Net Position		(5,065,260)			(3,476,246)	
740	**FIBER CAPITAL FUND**						
	Fiber Capital Revenue	0	2,036			9,356	
	From Fiber Operations	801,000	337,400	42.12%	310,833	310,833	100%
	Total Revenue and Transfers In:	**801,000**	**339,436**		**310,833**	**320,190**	
	Fiber Capital Expense	2,318,000	447,333	19.30%	2,026,500	1,254,959	62%
	YTD Depreciation					182,478	
	Total Expense, Transfers & Depreciation:	**2,318,000**	**447,333**		**2,026,500**	**1,437,437**	
	Beginning Net Position		1,566,044			938,067	
	Net Surplus (Deficit)		(107,897)			(1,117,247)	
	Ending Net Position		1,458,147			(179,180)	
795	**FIBER DEBT SERVICE**						
	From Fiber Operations	1,105,879	491,502	44.44%	1,126,413	657,074	58%
	Total Transfers In:	**1,105,879**	**491,502**		**1,126,413**	**657,074**	
	Fiber Debt Service	1,105,879	0	0.00%	1,126,413	176,936	16%
	Total Expense:	**1,105,879**	**0**		**1,126,413**	**176,936**	
	Beginning Net Position		0			0	
	Net Surplus (Deficit)		491,502			480,138	
	Ending Net Position		491,502			480,138	
	***Fund 640 Ending Fund Balance**		(4,573,758)			(2,996,107)	
	***Fund 740 Ending Fund Balance**		1,458,147			(179,180)	
			(3,115,611)			(3,175,287)	

FIBER CASH ON HAND	O&M	$	(159,195)
(110 days or greater)	Capital	$	634,748
	Debt Service	$	480,138
52 days		$	955,691

	Subscriptions FY23-24	Subscriptions FY22-23	YOY Increase %
July	3,872	3,513	10.2%
August	3,908	3,560	9.8%
September	3,930	3,581	9.7%
October	3,963	3,624	9.4%
November	3,975	3,648	9%
December	3,987	3,668	9%
January	4,016	3,688	9%
February	4,040	3,734	8%
March			
April			
May			
June			
YTD TOTAL	31,691	29,016	
	9.2%		

	Inventory on Hand FY23-24	Inventory on Hand FY22-23	YOY Increase %
July	$ 1,858,586	$ 1,523,440	22.0%
August	$ 1,878,531	$ 1,596,300	17.7%
September	$ 1,859,378	$ 1,624,706	14.4%
October	$ 1,843,233	$ 1,693,450	8.8%
November	$ 1,842,936	$ 1,706,328	8%
December	$ 1,853,822	$ 1,742,135	6%
January	$ 1,859,947	$ 1,772,400	5%
February	$ 1,882,714	$ 1,818,883	4%
March			
April			
May			
June			
YTD AVG	$ 1,859,893	$ 1,684,705	
	10.4%		

The Fiber Utility fund has a deficit fund balance of ($3,175,287).
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.

January 2024

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

Health Insurance Fund Balance on January 31, 2024 is $2,949,239.69

FY24 Budget numbers have been updated to reflect the recently adopted re-estimates.

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

We are 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-).

This report is on a modified cash basis, with monthly (non-cash) depreciation included beginning FY24.

Water Notes: Capital expenses may fall ahead or behind 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 may fall ahead or behind budget due to timing of project completion and payments.

Fiber Notes: Capital expenses may fall ahead or behind budget due to timing of project completion and payments.
Capital expenses are above expected due to Pella project expenses budgeted in FY23 but rolled into FY24.

INDIANOLA MUNICIPAL UTILITIES
IMU
Electric • Communications • Water

MEMORANDUM

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

From:

Date: March 11, 2024

Subject: Resolution 2024-011 setting a public hearing for March 25, 2024 regarding proposed Water Utility Rate Updates

---

Recommendation:

Attachments: 1. Resolution for Public Hearing Water Rates 2024

Indianola Municipal Utilities
RESOLUTION NO. 2024-011

RESOLUTION SETTING DATE OF PUBLIC HEARING ON PROPOSED WATER RATE RESOLUTION

WHEREAS, the Indianola Municipal Utilities Board of Trustees deems it necessary to update the water utility resolution; and
WHEREAS, a public hearing upon the proposed updates 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 IMU Board Room, 210 W 2nd Ave Indianola, Iowa, at 5:30 PM on March 25, 2024, 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 11th DAY OF MARCH 2023.

_____
Deb White, Chairperson

ATTEST:

_____
Monica Thompson, Board Secretary

INDIANOLA MUNICIPAL UTILITIES
IMU
Electric • Communications • Water

MEMORANDUM

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

From:

Date: March 11, 2024

Subject: Resolution 2024-012 setting a public Hearing for March 25, 2024 regarding proposed Electric Utility Rate Updates

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Recommendation:

Attachments: 1. Resolution for Public Hearing Electric Rates 2024

Indianola Municipal Utilities
RESOLUTION NO. 2024-012

RESOLUTION SETTING DATE OF PUBLIC HEARING ON PROPOSED ELECTRIC RATE RESOLUTION

WHEREAS, the Indianola Municipal Utilities Board of Trustees deems it necessary to update the electric utility resolution; and
WHEREAS, a public hearing upon the proposed updates 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 electric utility rate increases at the IMU Board Room, 210 W 2nd Ave Indianola, Iowa, at 5:30 PM on March 25, 2024, 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 11th DAY OF MARCH 2023.

_____
Deb White, Chairperson

ATTEST:

_____
Monica Thompson, Board Secretary

INDIANOLA MUNICIPAL UTILITIES
IMU
Electric • Communications • Water

MEMORANDUM

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

From:

Date: March 11, 2024

Subject: Resolution 2024-013 Setting a public hearing for March 25, 2024 for Telecommunication Rate Update

---

Recommendation:

Attachments: 1. Resolution for Public Hearing Telecommunication Rates 2024

Indianola Municipal Utilities
RESOLUTION NO. 2024-013

RESOLUTION SETTING DATE OF PUBLIC HEARING ON PROPOSED TELECOMMUNICATION RATE RESOLUTION

WHEREAS, the Indianola Municipal Utilities Board of Trustees deems it necessary to update the telecommunication utility resolution; and
WHEREAS, a public hearing upon the proposed updates 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 telecommunication utility rate increases at the IMU Board Room, 210 W 2nd Ave Indianola, Iowa, at 5:30 PM on March 25, 2024, 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 11th DAY OF MARCH 2023.

_____
Deb White, Chairperson

ATTEST:

_____
Monica Thompson, Board Secretary

March 12, 2024

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

Filing Title: Indianola Muncipal Utilities Reliability Plan

Dear Chief Operating Officer:

Pursuant to Iowa Administrative Code 199-27.10(3)(g), Indianola Muncipal Utilities is filing it's 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 Muncipal 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 Muncipal Utilities's governing authority so we can respond appropriately.

Sincerely,
/s/ Chris DesPlanques

General Manager
Indianola Muncipal 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, 2024 through December 31, 2024.

During 2023 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.

Electric Transmission and Distribution Inspection and Maintenance Plan

INDIANOLA MUNICIPAL UTILITIES

Plan date: APRIL 1, 2002

Revisions: MAY 24, 2019

TABLE OF CONTENTS

Section I

Introduction 2
Location of Facilities 3

Section II

Inspection and Maintenance Plan 4
Part I – Inspection Schedule.....5
Part II – Classification of Deficiencies 7
Part III – Other Inspections 8
Part IV – Emergency Notice and Repair.....8
Part V - Records.....8
Part VI – Incident Reporting Requirements.....9
Instructions to Inspector.....10
Field Inspection Forms.....17
ME-1 22

Section III

Attachment A 23
Transmission Line Inspection Schedule.....23
Overhead Line Inspection Schedule 25
Underground Inspection Schedule 37
Vegetation & Tree Trimming Inspection Schedule 49
Attachment B – Grain Bin Notification 56
Attachment C – Work Order Forms 60
Attachment D – Sample Office Inspection By IUB 64
Attachment E – Resources and Other Information 66
Attachment F – IMU Electric Service Territory Map 68

SECTION 1

INTRODUCTION

IMU is dedicated to an uninterrupted power supply for the residents and businesses of the City of Indianola. IMU believes the best way to meet this need is an extensive maintenance and preventive maintenance program. The program pertains to the Transmission and Distribution powerlines and all fixtures included in that system. An inspector will inspect each line and fixture over a (10) year period. The maintenance/preventive maintenance program will reveal fixtures that are in need of repair before an outage would occur. The maintenance/preventive maintenance program will also address old or out-dated construction that requires replacement.

IMU is determined to take corrective actions when a powerline or a fixture is deficient or unsatisfactory. The inspection program is a reflection of those standards.

Locations of Offices and Facilities – IAC 199-25.3

Utility Name: INDIANOLA MUNICIPAL UTILITIES
Address PO BOX 356
210 WEST 2nd AVENUE
INDIANOLA, IOWA 50125

PHONE (515) 961-9444
WEBSITE WWW.INDIANOLA.COM

Location of Inspection Records

Address INDIANOLA MUNICIPAL UTILITIES
1300 EAST IOWA AVENUE
INDIANOLA, IOWA 50125

Description of the Location of Electric Supply Lines by this Plan:

COUNTIES	TOWNSHIPS
WARREN	WASHINGTON Range 24 &23 W. Township 76 North
	LINCOLN Range 23 &24 W. Township 76 North
	JEFFERSON Range 25 W. Township 76 North
MADISON	CRAWFORD Range 26 W. Township 76 North

SECTION 2

Electric Transmission and Distribution Inspection and Maintenance Plan

Utility: **Indianola Municipal Utilities**
210 West 2nd Avenue
Indianola, IA 50125

Phone: 515-961-9444

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

ELECTRIC UTILITY INSPECTION AND MAINTENANCE PROGRAM
INDIANOLA MUNICIPAL UTILITY

Part I Inspection Schedule

1. Lines operated below 34.5 kv

The entire electrical distribution system shall be visually inspected at least once during each 10-year cycle. The inspection shall include, but shall not be limited to, to following items:

A. Pad mount transformers
B. Locks and seals
C. Switching cabinets
D. High voltage switches
E. Secondary pedestals and vaults
F. Underground riser cable and guards
G. Pole mounted transformers
H. Ground connections
I. Guys, guy anchors and guy guards
J. Cutouts, arresters and switches
K. Clearance to structures, ground and trees
L. Conductor condition and sag
M. Cross arms, insulator and pole top hardware
N. Pole condition at and above the ground

2. Lines operated above 34.5 kv

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

A. Pole condition at and above the ground
B. Cross arm, insulators and pole top hardware
C. Conductor condition and sag
D. Clearance to structure, grounds and trees
E. Guys, guy anchors and guy guards
F. Ground connections
G. Locks and seals

3. Substations and switching stations

Substations and switching stations shall be visually inspected monthly. 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 wires
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 5-years.

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 Indianola Municipal Utilities (IMU) Board of Trustees establishes a policy to allow for systematic trimming of trees and bushes in the area of overhead and underground power and communication lines of the Indianola Municipal Electric and Communications Utilities.

The Board desires to insure that Indianola's electrical service and communications facilities will not be unnecessarily interrupted by uncontrolled vegetative growth, but at the same time, maintain an ecological balance with the environment and ensure good public relations.

An effort shall be made to remove all vegetative growth within six (6) feet of an overhead or underground power line of fixture or communications line, which is located within a street right-of-way or in an easement area, which permits the desired trimming.

Before trimming trees or bushes or any other vegetative growth that are growing on private property, the IMU electric department shall give the affected resident and tree owner a seven (7) day advanced written notice of the intent to trim. The resident or owner is not authorized to trim the undesirable growth of trees affecting overhead electric lines themselves. They do have the option to hire a third party contractor, at their own expense, to do the work.

If a third party contractor is selected, the resident must notify IMU within the seven (7) day advanced notice of the name of the contractor who will do the trimming. The contractor must be qualified to perform trimming on overhead power lines and the trimming must be

done in a professional manner. A bare minimum six (6) foot clearance for the power line and/or communication line is required and may result in a routine, repetitive trimming schedule. Trimming must be completed within 30 days of the original notice of intent to trim and the third party trimming company shall be responsible for the disposal of all debris generated from the trimming work.

Written notice to the resident may be accomplished by hand delivery to the residence or by ordinary mail and shall be effective without determining ownership of the property in question or proving receipt of notice by the resident. The written notice to the resident shall advise, at least in an abbreviated form, of the potentially extreme and/or fatal dangers or trimming vegetative growth in the area of overhead or underground power lines and facilities, and that they are prohibited from trimming the trees because of the potential dangers.

Indianola Municipal Utilities refers to the latest addition of the Lineman's and Cableman's Handbook and the ANSI A300.

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

A. Overhead Distribution and Transmission Lines
   1. Trees growing into lines
   2. Limbs and branches overhanging lines
   3. Limbs and branches in close proximity to transformers, switches, etc.
   4. Vegetation around base of pole, guy or guy guard, grounds
   5. 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 6-month period following inspection. (See National Electrical Safety Code, Rule 214A4)

Grade 3 – 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 Inspections

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

Additional inspection or patrols will be carried out following damaging storms and as necessary in areas subject to high rates of vandalism.

All inspections will be done 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, 7-days per week. (See 199 IAC 42.4(2))

Part V Records

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

Part VI Incident Reporting Requirements (199 IAC 20.19)

What to report:
Any outage that may last longer the 6-hours (Applies as noted below)
Substantially all of an incorporated city or town (75%)
Utilities with 50,000 or more customers

- Loss of 20% of established zone

Utilities with 4,000 to 50,000 customers

- Loss of service to 25% or more of total customers

Any Major Event as defined in 20.18(4)

- Extensive physical damage due to unusually severe or abnormal weather or event
- Wind speeds in excess of 90-mph
- One-half inch of ice is present and wind speed exceeds 40-mph
- 10% of the affected area total customer count is incurring a loss of service for 5-hours or more
- 20,000 metropolitan area customers out for 5-hours or more

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

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

NOTES

1. Customer numbers can be based on the last available year-end number as reported to the IUB annually,, OR can be based on the best available guesstimate. Nobody is going to count noses or split hairs. Ball park it, better safe than sorry.
2. As soon as you get a feel for a situation and think it might fall into above criteria report it.

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

Purpose: The purpose for 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) in acceptable condition.

Guidelines and code requirements for the conduct of inspection can be found in:

1. ANSI A300 (Part I), as suggested by 199 IAC 25.3(%) – Tree, Shrub and Other Woody Plant Maintenance – Standard Practices (Pruning)

2. 199 IAC Sections 20.5, 20.7 ad 20.8

3. Iowa Electrical Safety Code 199 IAC Section 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.

TRANSMISSION AND DISTRIBUTION SYSTEM INSPECTION GUIDELINES

A. Poles
    1. Leaning (2 foot or more out of line at top)
    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. Brounding
    5. Pins

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

E. Insulators
    1. Chipped
    2. Broken
    3. Flash over
    4. Deterioration
    5. Floating

F. Conductor Clearances
    1. Above ground or water
        - Open Ground
        - Roads, driveways, parking lots
        - Railroads
        - Water
    2. Attached building
    3. Conductor Separation
        - Other conductors
        - Communication lines
        - CATV
        - Pole mounted equipment
    4. Roof, walls, windows, metal surfaces
        - Buildings
        - Tanks
        - Towers
        - Poles
        - 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

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

Inspection Program For Substations

General Visual Inspection

Substations shall be inspected monthly. Inspections shall include but not be limited to the following items:

A. Power transformers
B. Voltage and voltage regulators
C. Oil 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. Locks on switches, enclosures, gates
J. Warning signs
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
F. Corrosion control

Underground Distribution System
Inspection Guidelines

A. Equipment (transformers, sectionalizing equipment, switch gears, etc.)
    1. Warning signs
    2. Locks
    3. Penta bolts
    4. Missing or loose hardware
    5. Tipped or leaning equipment
    6. Grounding

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 and 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 5-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. Limbs and branches overhanging lines
    3. Limbs and branches in close proximity to transformers, switches, etc.
    4. Vegetation around base of pole, guy, guy guard, ground
    5. 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

SUBSTATION MONTHLY INSPECTION

SUBSTATION:_____ DATE:_____

WEATHER:_____ TIME:_____

INSIDE CONDITION:
CHECK THE INSTRUMENT LIGHTS, EMERGENCY LIGHTS, HEATING/COOLING EQUIPMENT, FIRE EXTINGUISHERS, BUILDING LIGHTING AND GENERAL CONDITION OF BUILDING.

WHAT RELAY FLAGS WERE RESET:
_____
_____
_____

BATTERIES:
FLUID LEVELS, TERMINALS, RACKS, CONTD.
CHARGER READING:
VOLTS_____ AMPS_____

OUTSIDE CONDITION:
LIGHTING, FENCE, WARNING SIGNS, GATES LOCKED, GRASS, GENERAL CONDITION

TRANSFORMER:
LEAKS, FANS, PRESSURE, TEMPERATURE, AND GENERAL CONDITION

RECORD L.T.C. READINGS

MIN._____ MAX. _____ TAP POSITION. _____ CURRENT COUNT. _____

GAS PRESSURE. _____

TEMPERATURE:
TRANSFORMER. _____ LTC. _____

OIL LEVEL:
TRANSFORMER. _____LTC. _____

COMMENTS:
_____
_____
_____

IMU Inspection / Work Order Form

Type: 69KV Transmission

Date: _____

Inspected by: _____

Location	Items That Need Attention	Actions Taken	Deficiency Grade	Date Completed	Completed By

IMU Inspection / Work Order Form

Type:
Maintenance

Date: _____

Inspected by: _____

Location	Items That Need Attention	Actions Taken	Deficiency Grade	Date Completed	Completed By

IMU Inspection / Work Order Form

Type:
Underground

Date: _____

Inspected by: _____

Location	Items That Need Attention	Actions Taken	Deficiency Grade	Date Completed	Completed By

IMU Inspection / Work Order Form

Type:
Vegetation

Date: _____

Inspected by: _____

Location	Items That Need Attention	Actions Taken	Deficiency Grade	Date Completed	Completed By

ME-1

INDIANOLA MUNICIPAL UTILITIES
ANNUAL REPORT

Please indicate (check appropriate box) either certification of compliance, or provide a detailed statement on areas of noncompliance with your utilities program of periodic inspection, replacement and repair of electric plant required by Sub-rule 199-20.5(5) and Rule 25.3 IAC (RMU-82-18).

☐ Compliance is as to inspection replacement and repair is hereby certified.

☐ Detailed statement of area of noncompliance as follows:

(insert additional sheets as required for detailed statement)

OPTIONAL- Indicate estimate state (month and year) of completion of next cycle of periodic inspection, replacement and repair of electric plant in the following categories to facilitate staff audit of compliance:

A. Lines above 34.5 KV
B. Substations
C. General inspection of distribution (under 34.5 KV)
D. Testing each pole
E. Neutral to soil resistively tests
F. (all other categories as needed

Insert additional sheets as needed, to indicate various dates or regions of staggered cycles, if desired.

UTILITY OFFICIAL RESPONSIBLE FOR ABOVE CERTIFICATION

_____ NAME

_____ TITLE

SECTION 3 Attachment – A

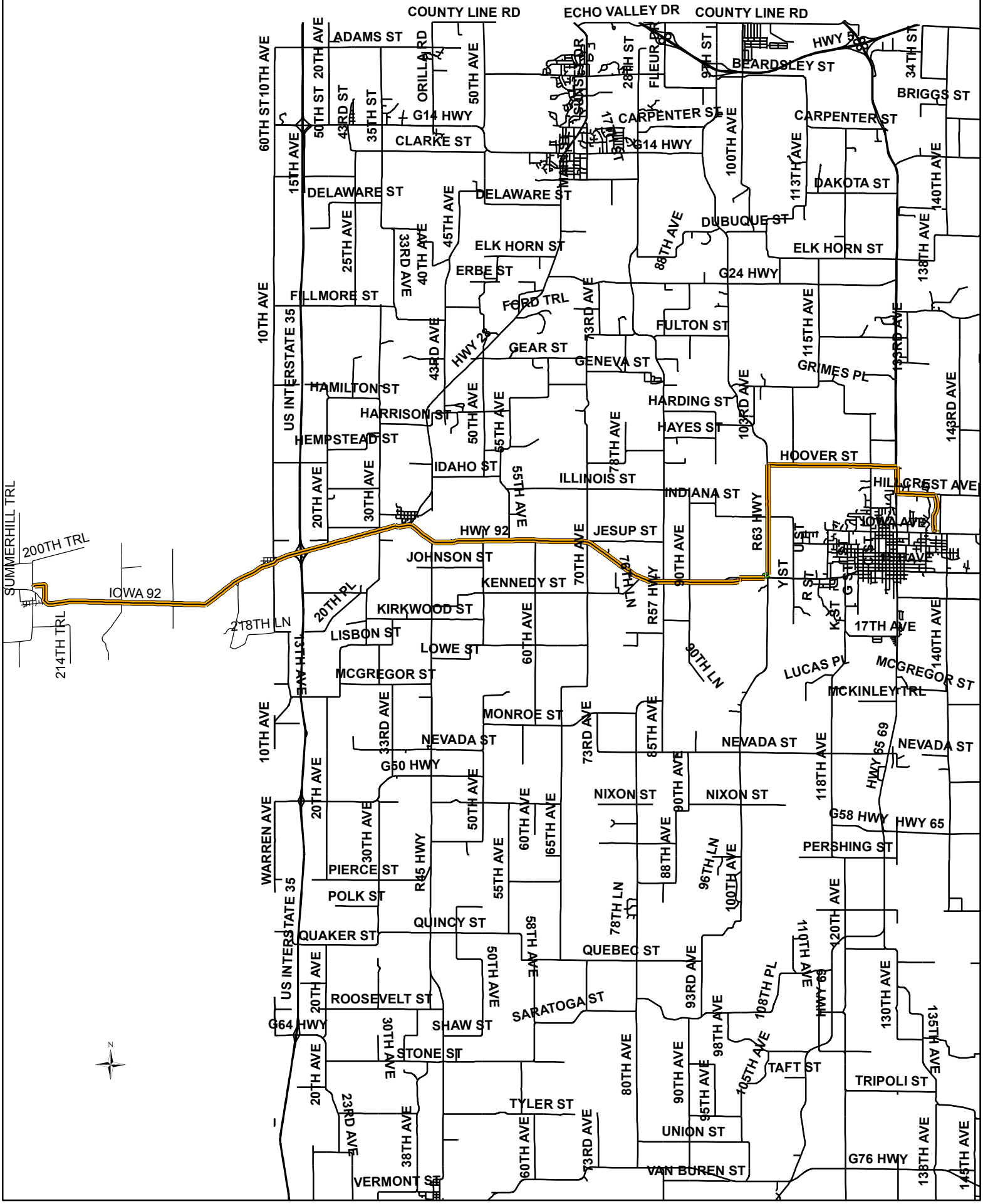
TRANSMISSION LINE
INSPECTION WORKSHEET

X = CIRCUIT SCHEDULED FOR INSPECTION

YEAR

AREA	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Patterson Line 69 KV	X									
Patterson Line 69 KV		X								
Patterson Line 69 KV			X							
Patterson Line 69 KV				X						
Patterson Line 69 KV					X					
Patterson Line 69 KV						X				
Patterson Line 69 KV							X			
Patterson Line 69 KV								X		
Patterson Line 69 KV									X	
Patterson Line 69 KV										X

All transmission lines 34.5 KV and above will be inspected yearly for damage and to determine the condition of overhead insulators. The area to be inspected each year is shown on the attached map.



Transmission Line

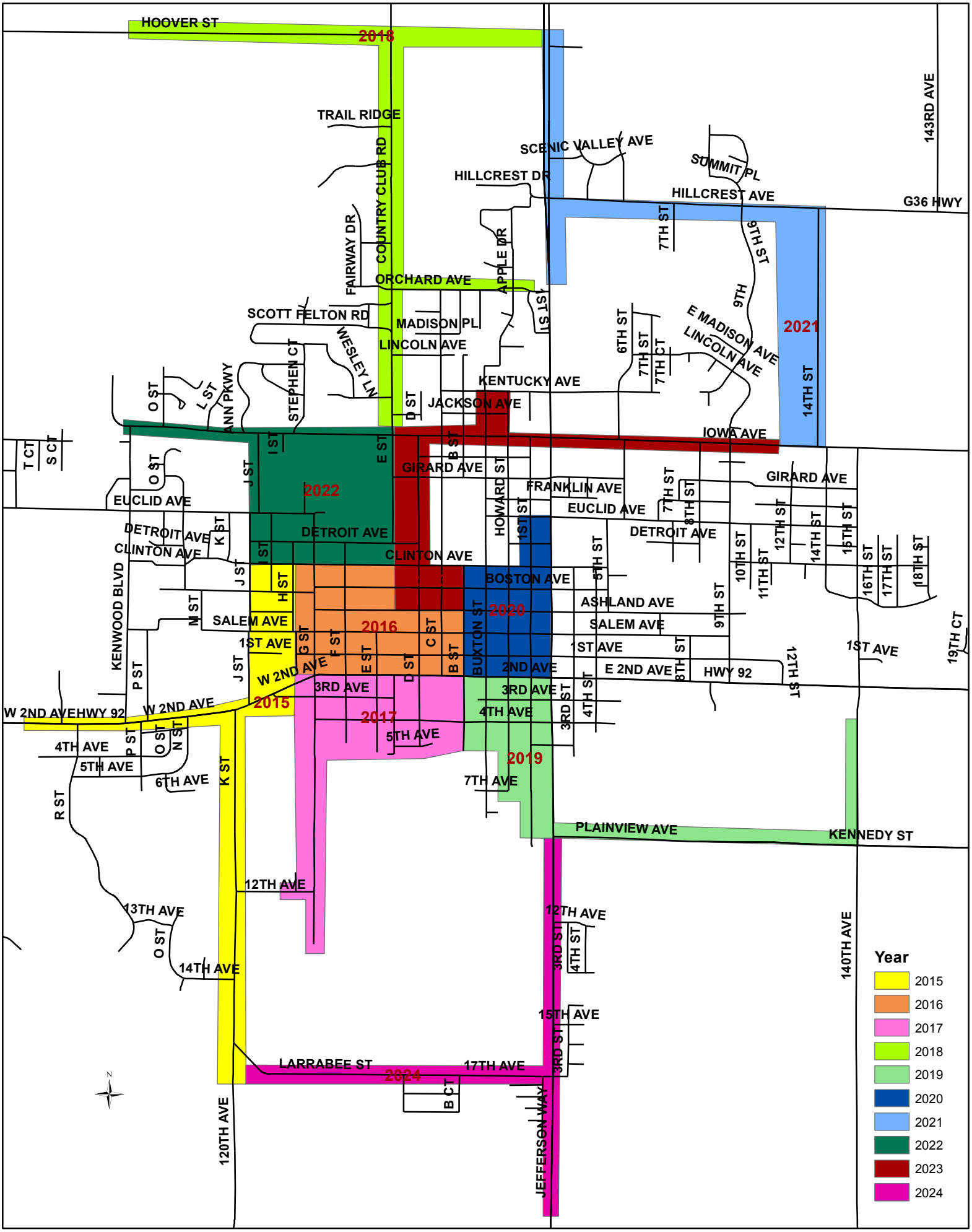
OVERHEAD DISTRIBUTION
LINE INSPECTION WORKSHEET

X = SCHEDULED FOR INSPECTION

YEAR

AREA	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
MAP - OH01	X									
MAP - OH02		X								
MAP - OH03			X							
MAP - OH04				X						
MAP - OH05					X					
MAP - OH06						X				
MAP - OH07							X			
MAP - OH08								X		
MAP - OH09									X	
MAP - OH10										X

The entire electrical distribution system shall be divided into (10) areas with each area being inspected at least once during each ten (10) year cycle. Attached maps will be used to identify the areas to be inspected.


HOOVER ST
2018
TRAIL RIDGE
COUNTRY CLUB RD
SCENIC VALLEY AVE
HILLCREST DR
SUMMIT PL
HILLCREST AVE
G36 HWY
143RD AVE
FAIRWAY DR
APPLE DR
ORCHARD AVE
7TH ST
9TH ST
9TH
SCOTT FELTON RD
MADISON PL
LINCOLN AVE
WESLEY LN
STEPHEN CT
6TH ST
7TH ST
7TH CT
E MADISON AVE
LINCOLN AVE
2021
14TH ST
KENTUCKY AVE
JACKSON AVE
ANN PKWY
O ST
L ST
D ST
IOWA AVE
T CT
S CT
I ST
E ST
B ST
GIRARD AVE
HOWARD ST
FRANKLIN AVE
EUCLID AVE
2022
1ST ST
DETROIT AVE
CLINTON AVE
K ST
J ST
H ST
BOSTON AVE
5TH ST
ASHLAND AVE
SALEM AVE
2020
2016
M ST
KENWOOD BLVD
1ST AVE
G ST
F ST
C ST
BUKTON ST
2ND AVE
E 2ND AVE
HWY 92
8TH ST
12TH ST
10TH ST
11TH ST
12TH ST
14TH ST
15TH ST
16TH ST
17TH ST
18TH ST
19TH CT
P ST
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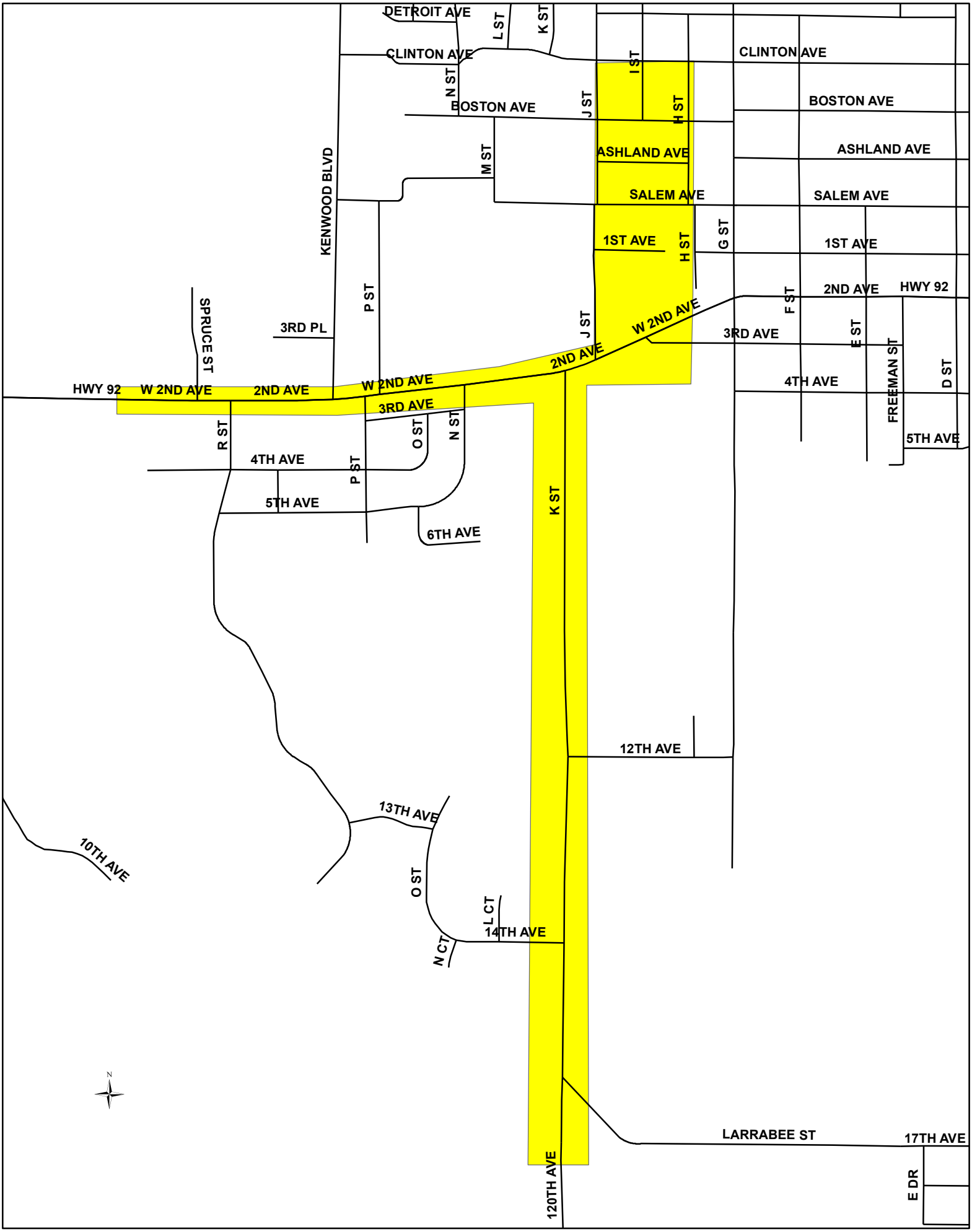
3RD ST
4TH ST
2015
2017
5TH AVE
2019
7TH AVE
N ST
6TH AVE
R ST
PLAINVIEW AVE
KENNEDY ST
12TH AVE
13TH AVE
14TH AVE
15TH AVE
17TH AVE
LARRABEE ST
2024
120TH AVE
JEFFERSON WAY
140TH AVE
Year
2015
2016
2017
2018
2019
2020
2021
2022
2023
2024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HWY 92
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3RD PL
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4TH AVE
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3RD AVE
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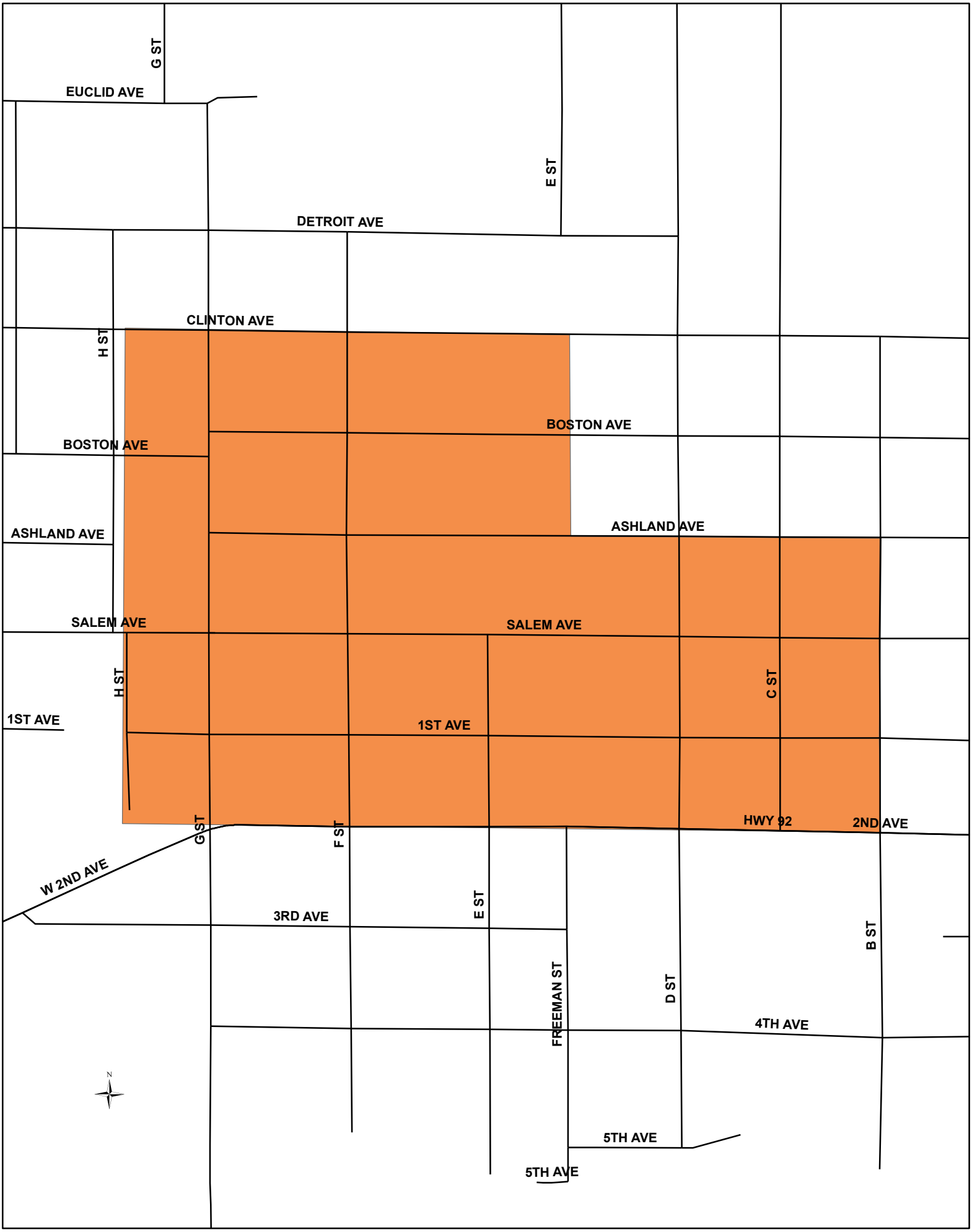
N CT
LARRABEE ST
17TH AVE
E DR
120TH AVE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SALEM AVE
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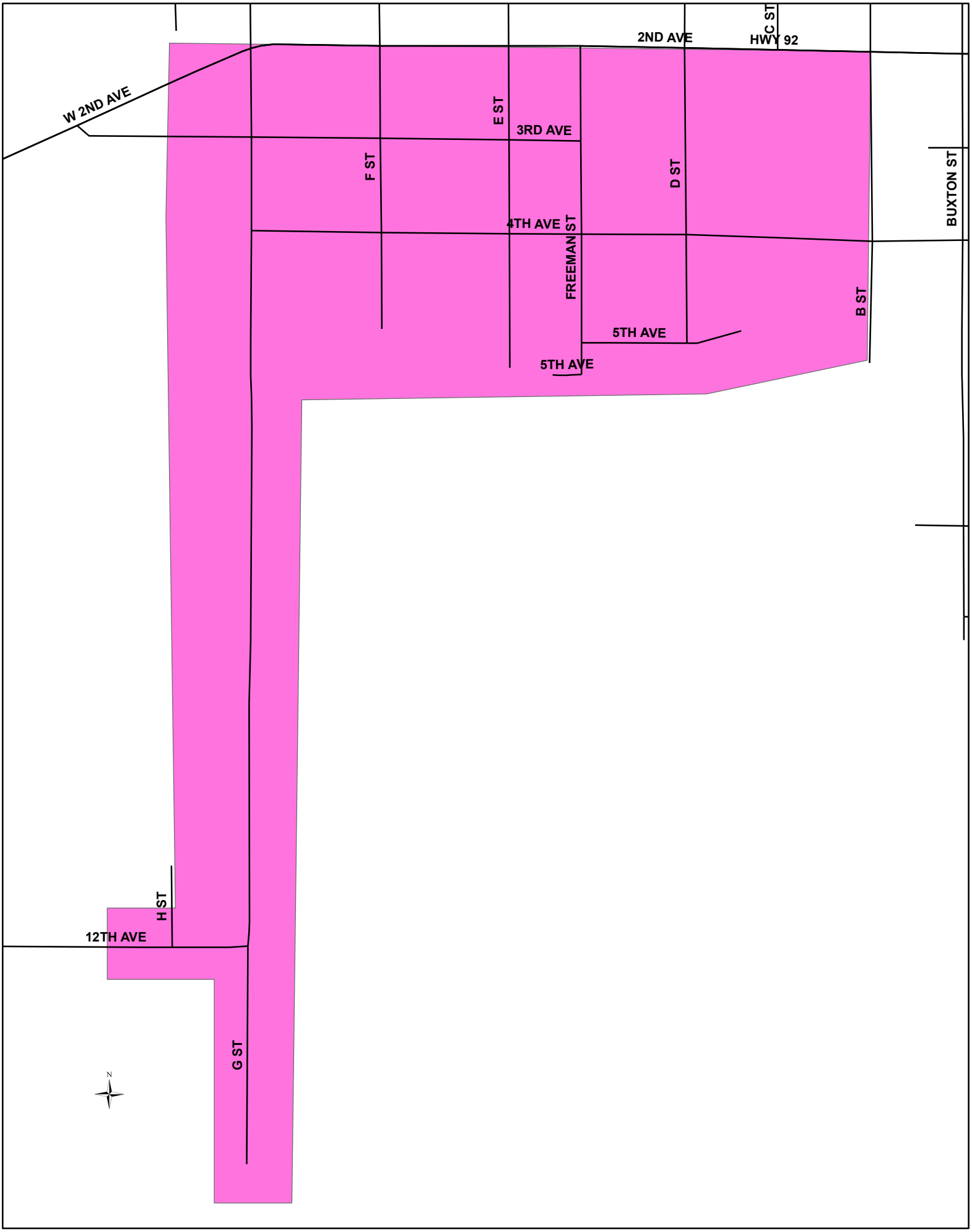
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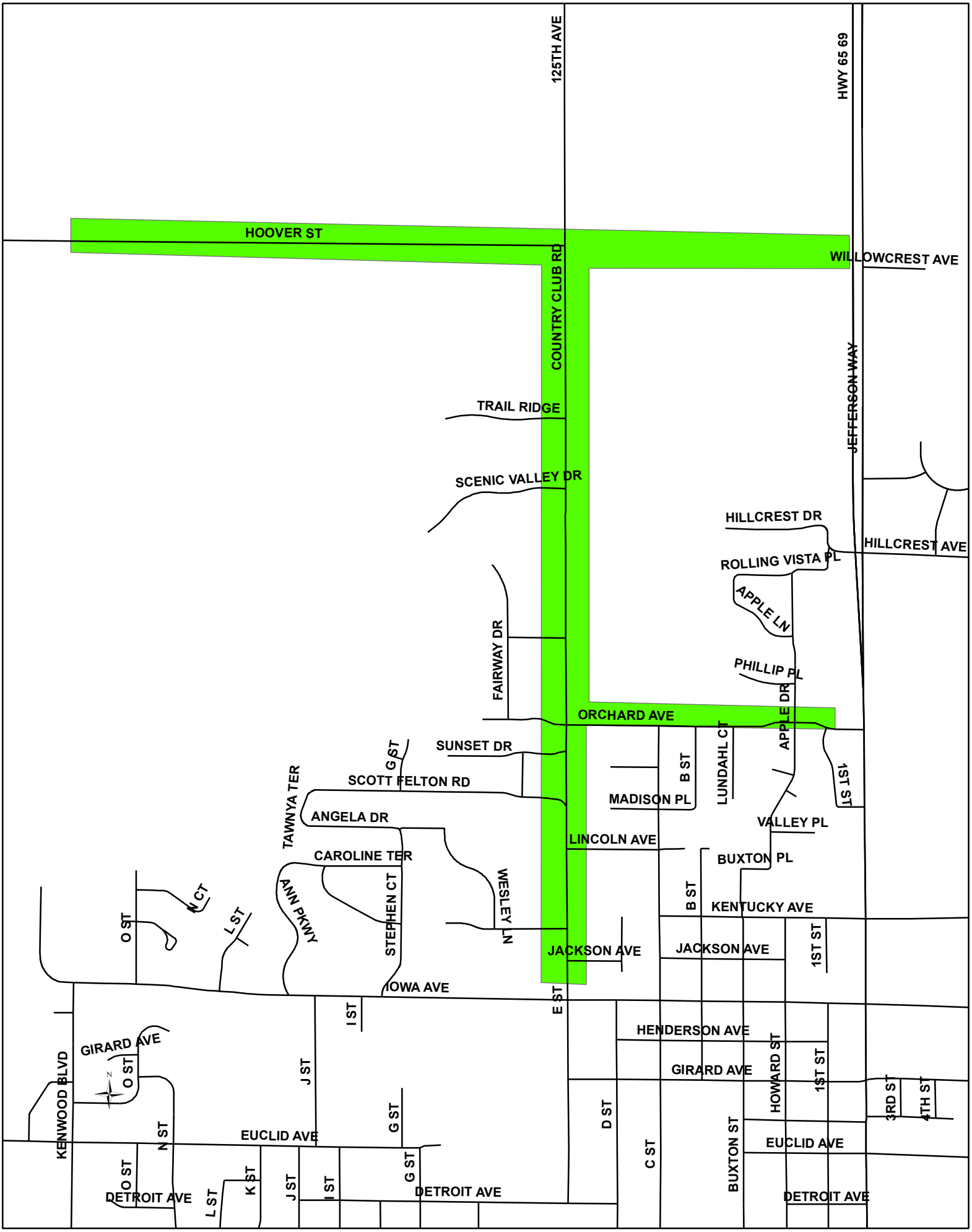
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HWY 65 69
HOOVER ST
WILLOWCREST AVE
COUNTRY CLUB RD
JEFFERSON WAY
TRAIL RIDGE
SCENIC VALLEY DR
HILLCREST DR
HILLCREST AVE
ROLLING VISTA PL
APPLE LN
PHILLIP PL
FAIRWAY DR
APPLE DR
ORCHARD AVE
SUNSET DR
G ST
SCOTT FELTON RD
TAWNYA TER
ANGELA DR
MADISON PL
B ST
LUNDAHL CT
1ST ST
VALLEY PL
LINCOLN AVE
CAROLINE TER
BUXTON PL
ANN PKWY
STEPHEN CT
WESLEY LN
KENTUCKY AVE
JACKSON AVE
JACKSON AVE
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IOWA AVE
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I ST
HENDERSON AVE
GIRARD AVE
GIRARD AVE
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HOWARD ST
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3RD ST
4TH ST
KENWOOD BLVD
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EUCLID AVE
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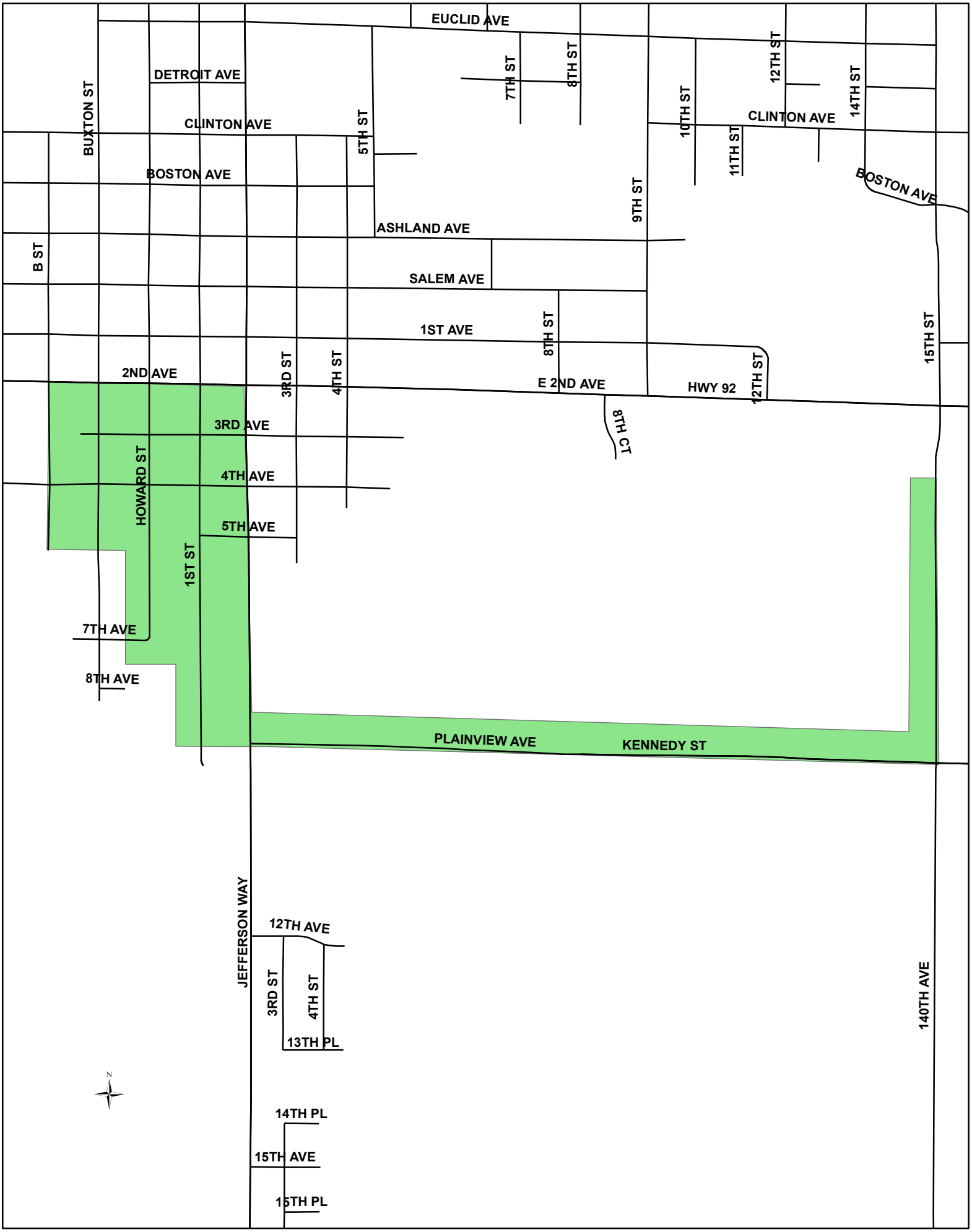
DETROIT AVE
DETROIT AVE

MAP - OH04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HWY 92
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PLAINVIEW AVE
KENNEDY ST
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13TH PL
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JEFFERSON WAY
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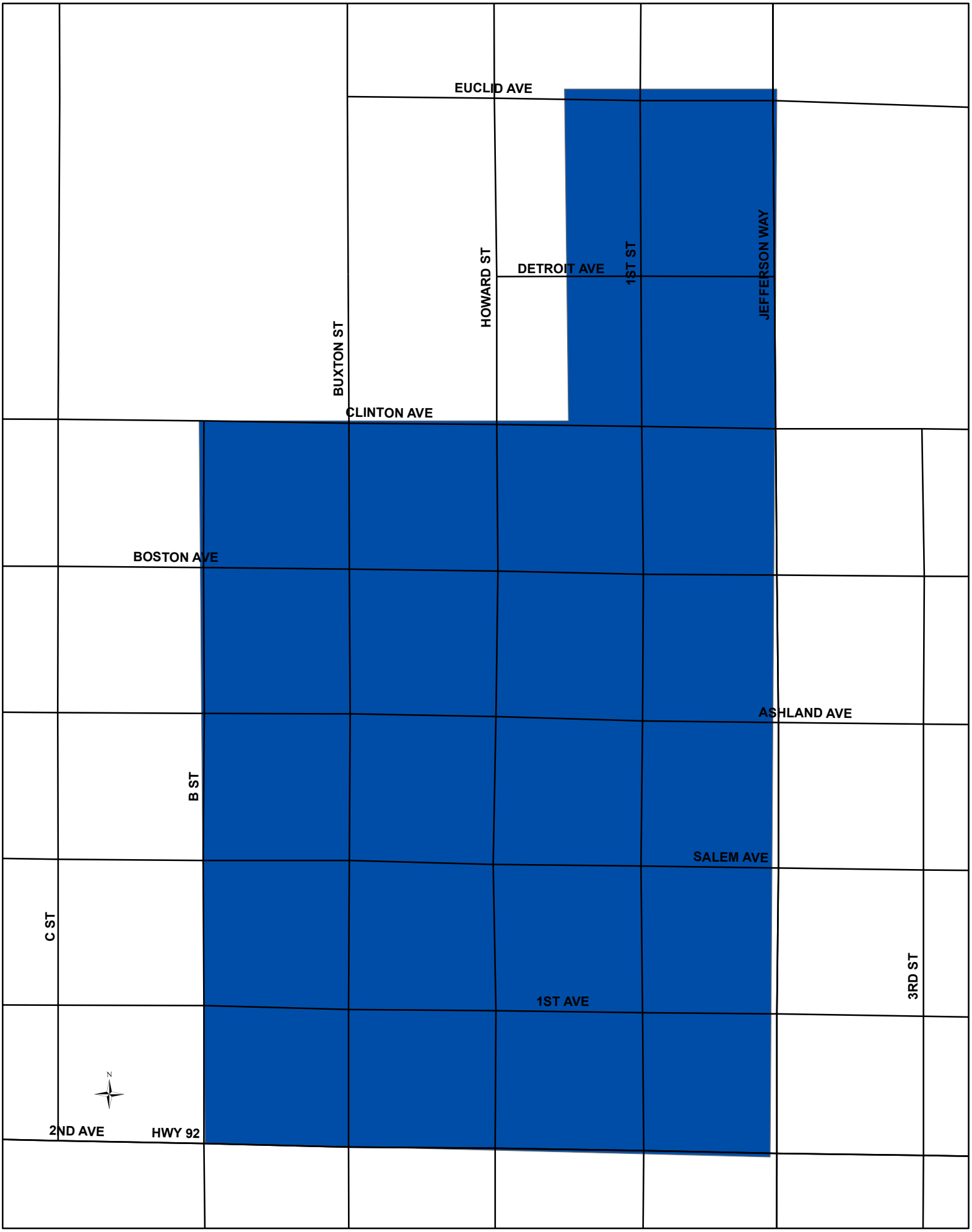
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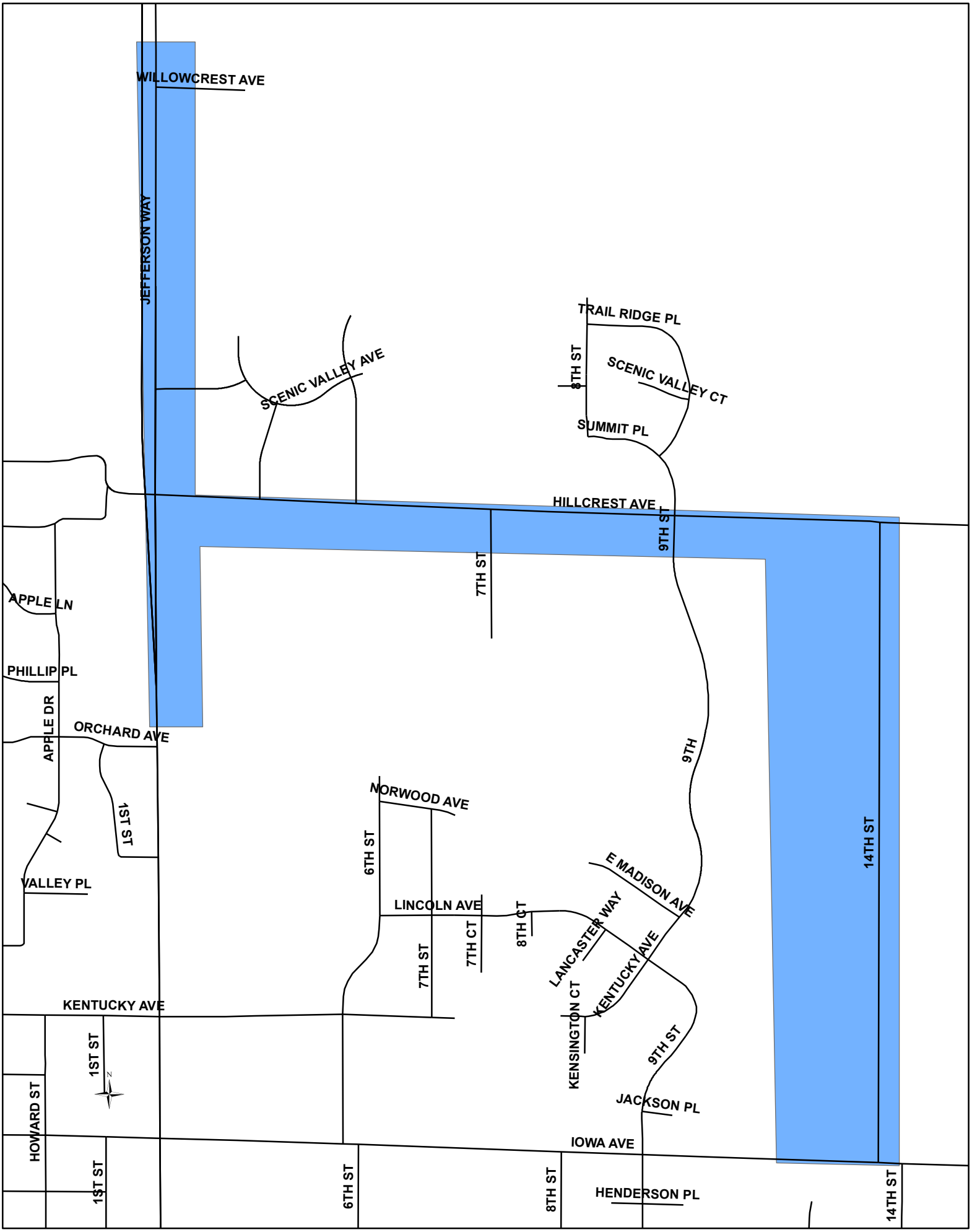
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PHILLIP PL
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ORCHARD AVE
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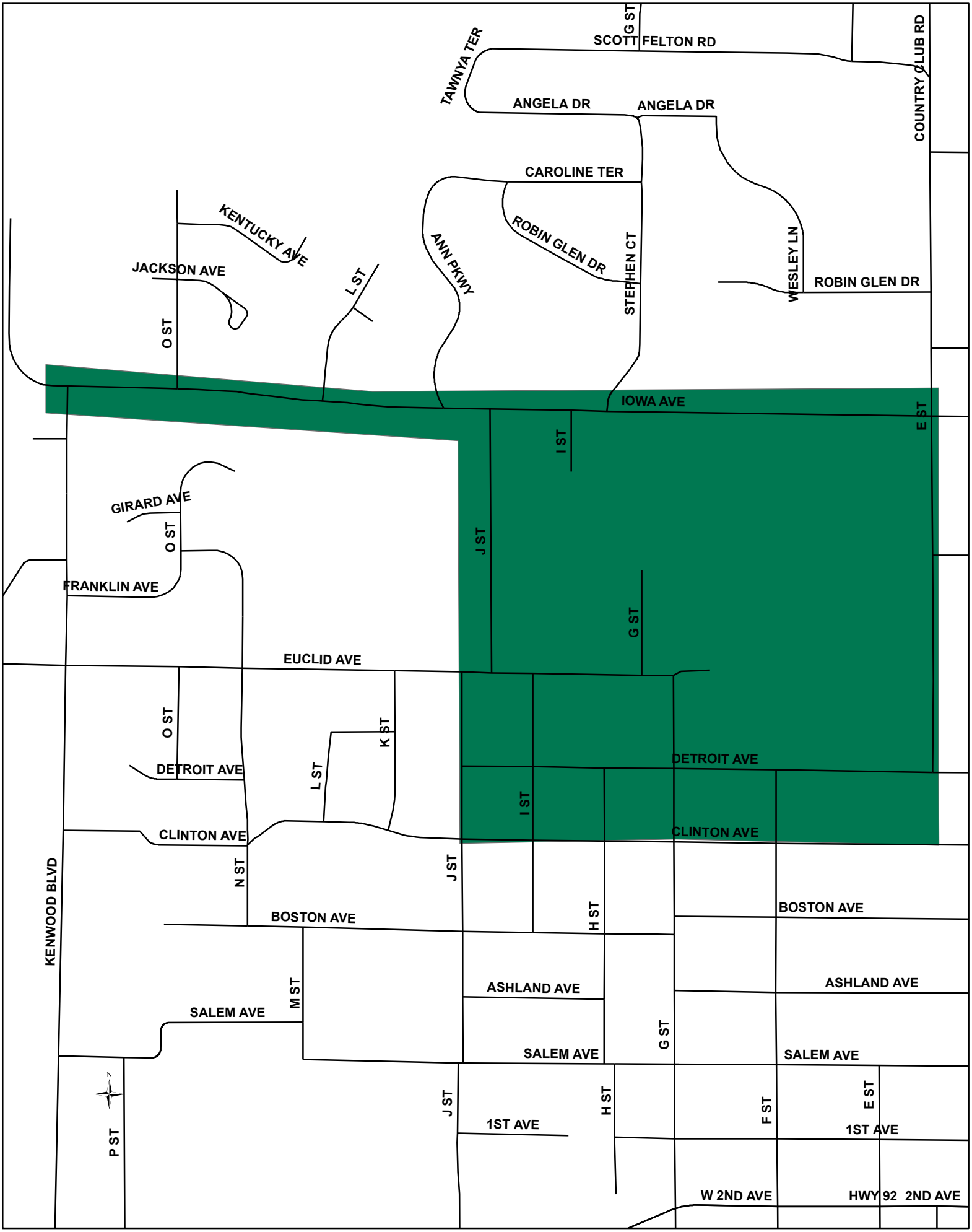
14TH ST


G ST
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TAWNYA TER
COUNTRY CLUB RD
ANGELA DR
ANGELA DR
CAROLINE TER
KENTUCKY AVE
ROBIN GLEN DR
STEPHEN CT
WESLEY LN
ROBIN GLEN DR
ANN PKWY
JACKSON AVE
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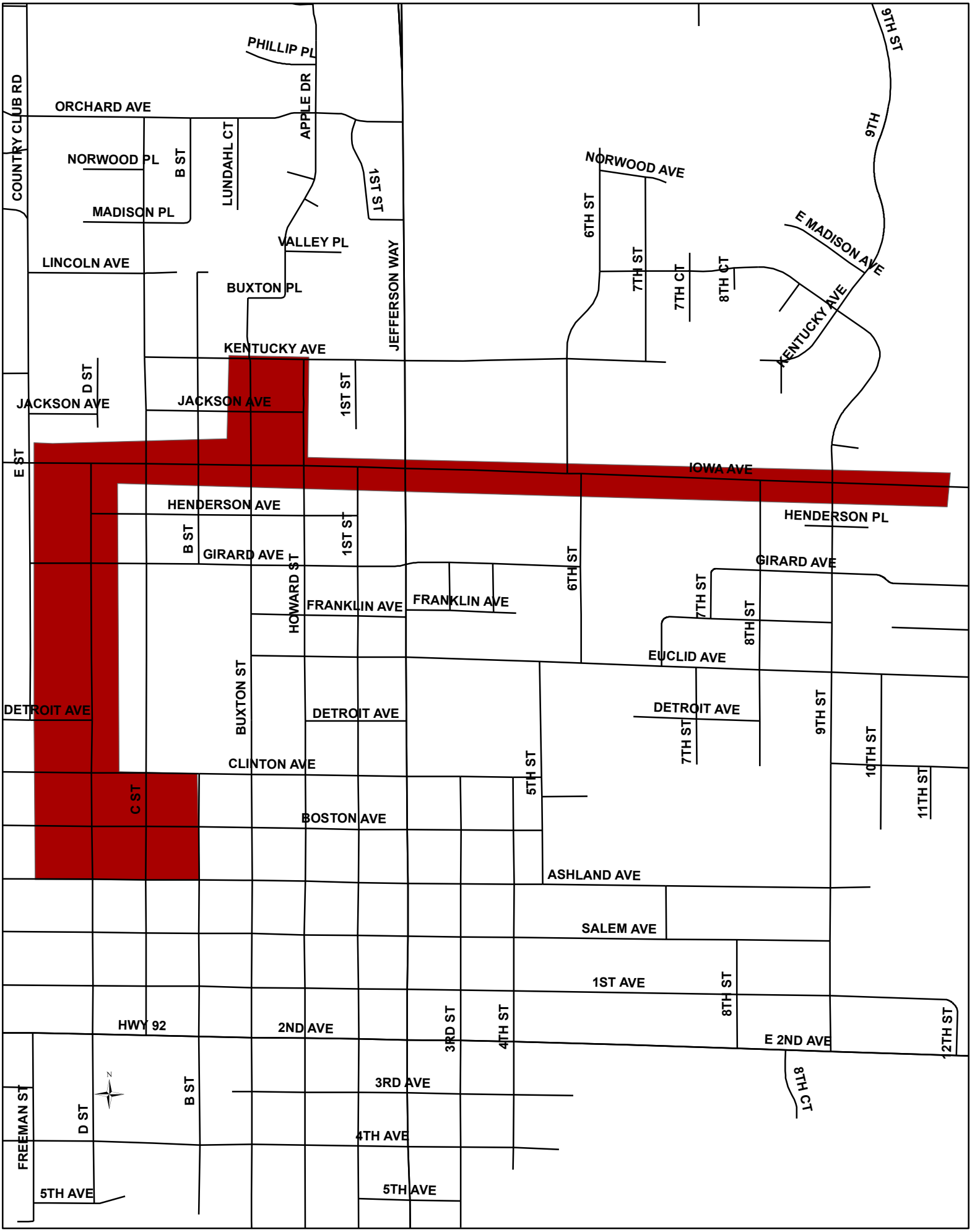
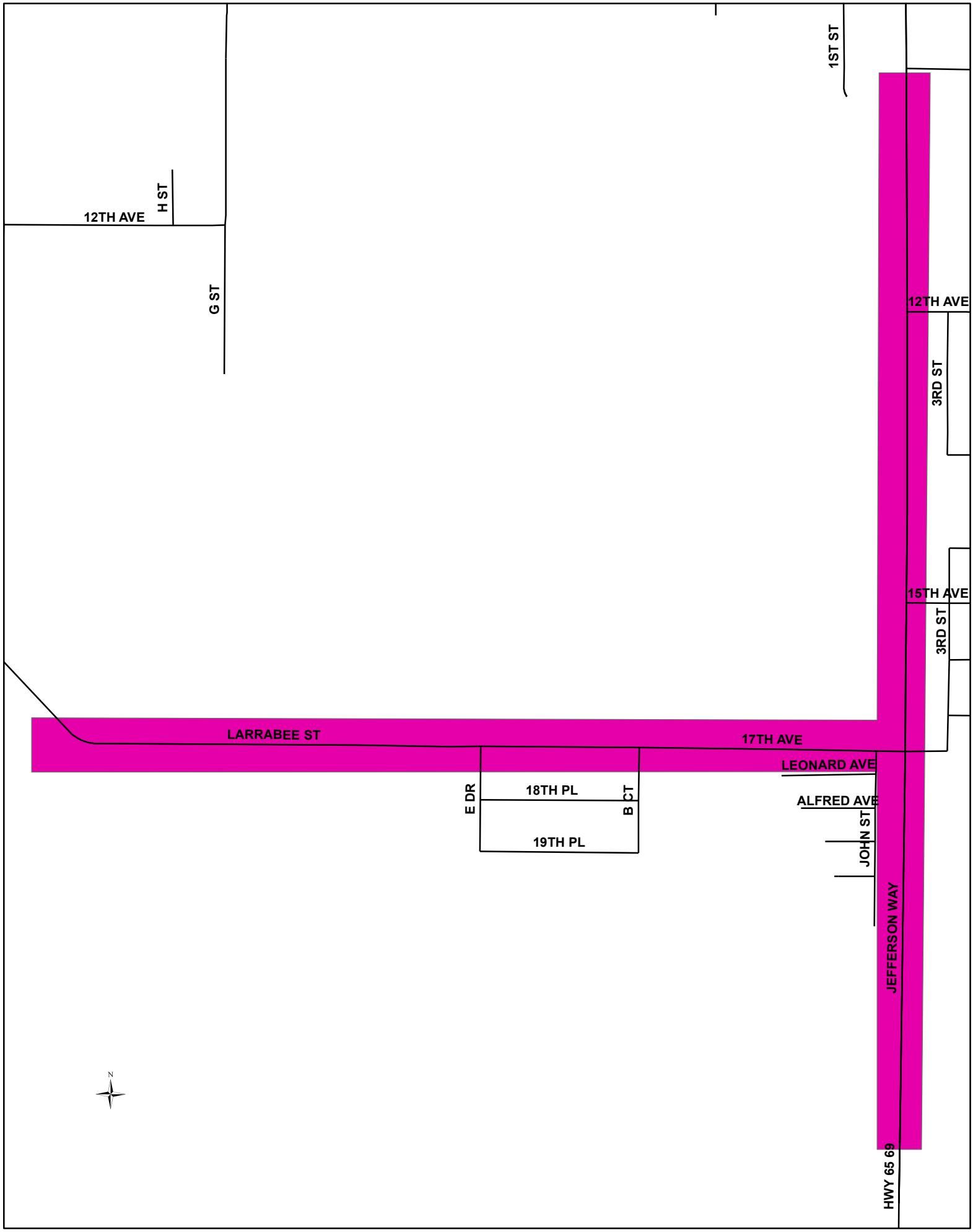
HWY 92 2ND AVE

MAP - OH08


PHILLIP PL
APPLE DR
ORCHARD AVE
COUNTRY CLUB RD
NORWOOD PL
B ST
LUNDAHL CT
MADISON PL
1ST ST
VALLEY PL
LINCOLN AVE
BUXTON PL
JEFFERSON WAY
KENTUCKY AVE
D ST
JACKSON AVE
JACKSON AVE
1ST ST
E ST
IOWA AVE
HENDERSON AVE
B ST
GIRARD AVE
1ST ST
HOWARD ST
FRANKLIN AVE
FRANKLIN AVE
BUXTON ST
DETROIT AVE
DETROIT AVE
CLINTON AVE
C ST
BOSTON AVE
ASHLAND AVE
SALEM AVE
1ST AVE
HWY 92
2ND AVE
3RD ST
4TH ST
3RD AVE
4TH AVE
5TH AVE
5TH AVE
FREEMAN ST
D ST
B ST
NORWOOD AVE
6TH ST
7TH ST
7TH CT
8TH CT
E MADISON AVE
KENTUCKY AVE
9TH
9TH ST
HENDERSON PL
GIRARD AVE
6TH ST
7TH ST
8TH ST
EUCLID AVE
DETROIT AVE
7TH ST
9TH ST
10TH ST
11TH ST
5TH ST
8TH ST
E 2ND AVE
12TH ST
8TH CT


1ST ST
H ST
12TH AVE
G ST
12TH AVE
3RD ST
15TH AVE
3RD ST
LARRABEE ST
17TH AVE
LEONARD AVE
E DR
18TH PL
B CT
19TH PL
ALFRED AVE
JOHN ST
JEFFERSON WAY
HWY 65 69
N

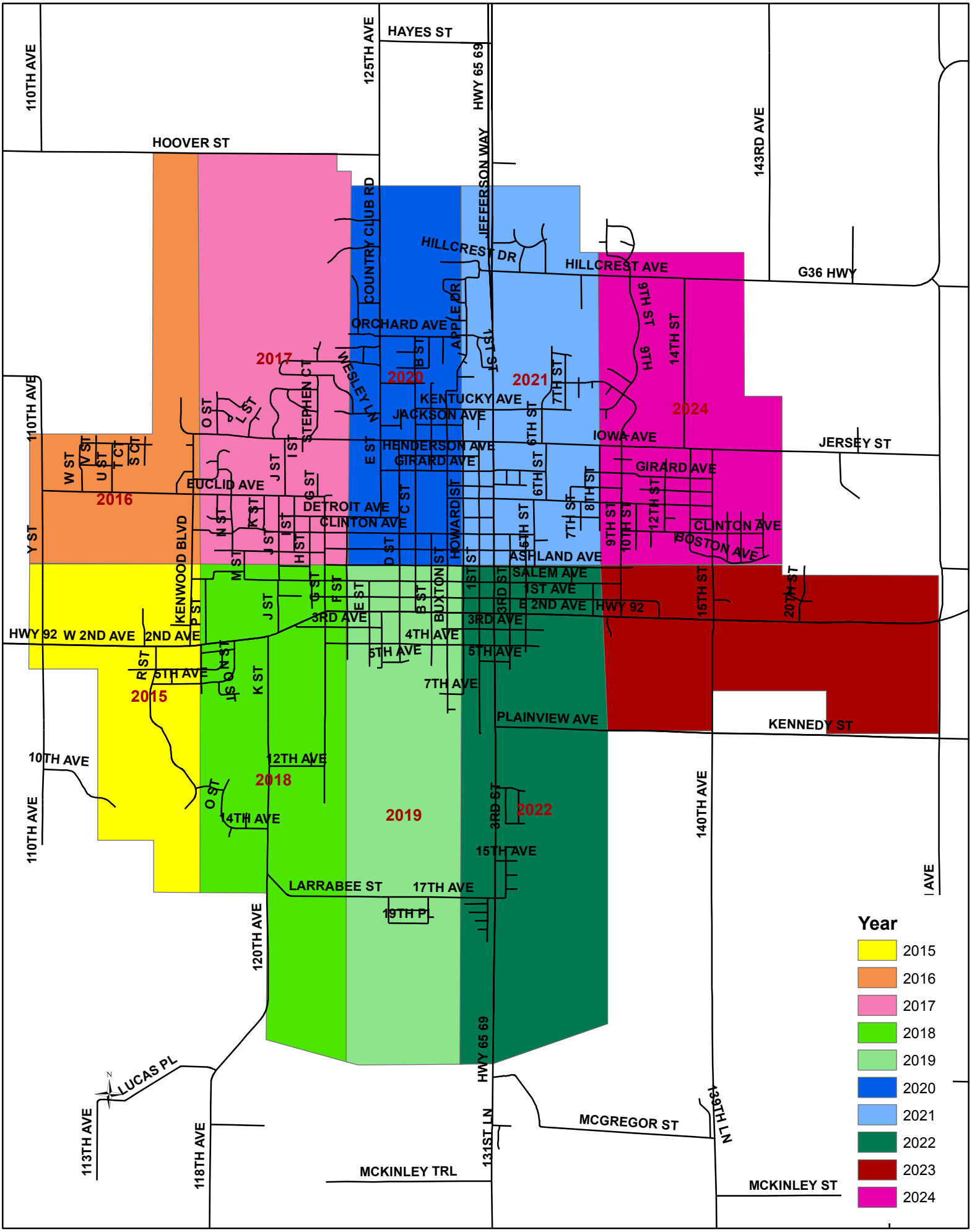
UNDERGROUND DISTRIBUTION SYSTEM
INSPECTION SCHEDULE

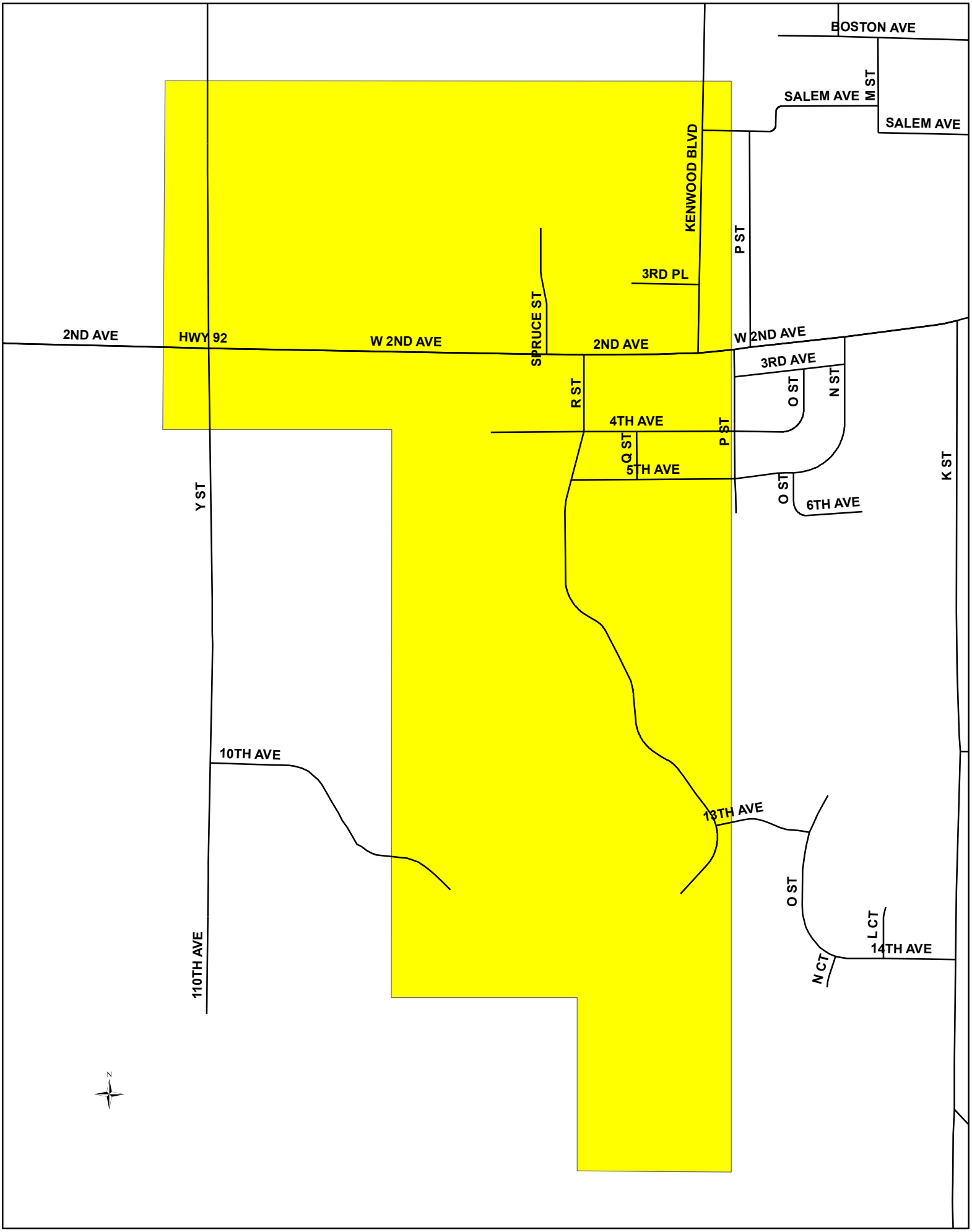
X = SCHEDULED FOR INSPECTION

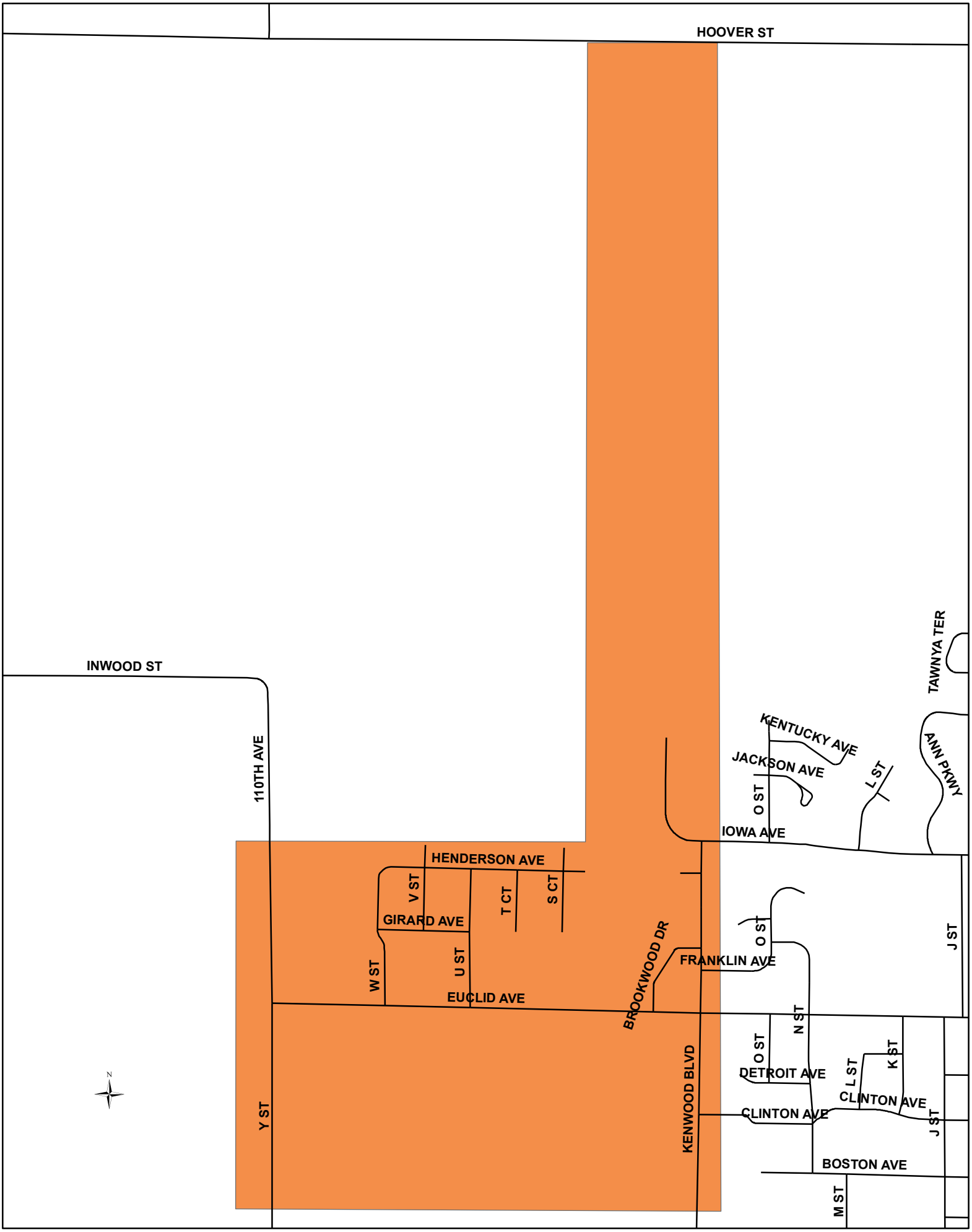
YEAR

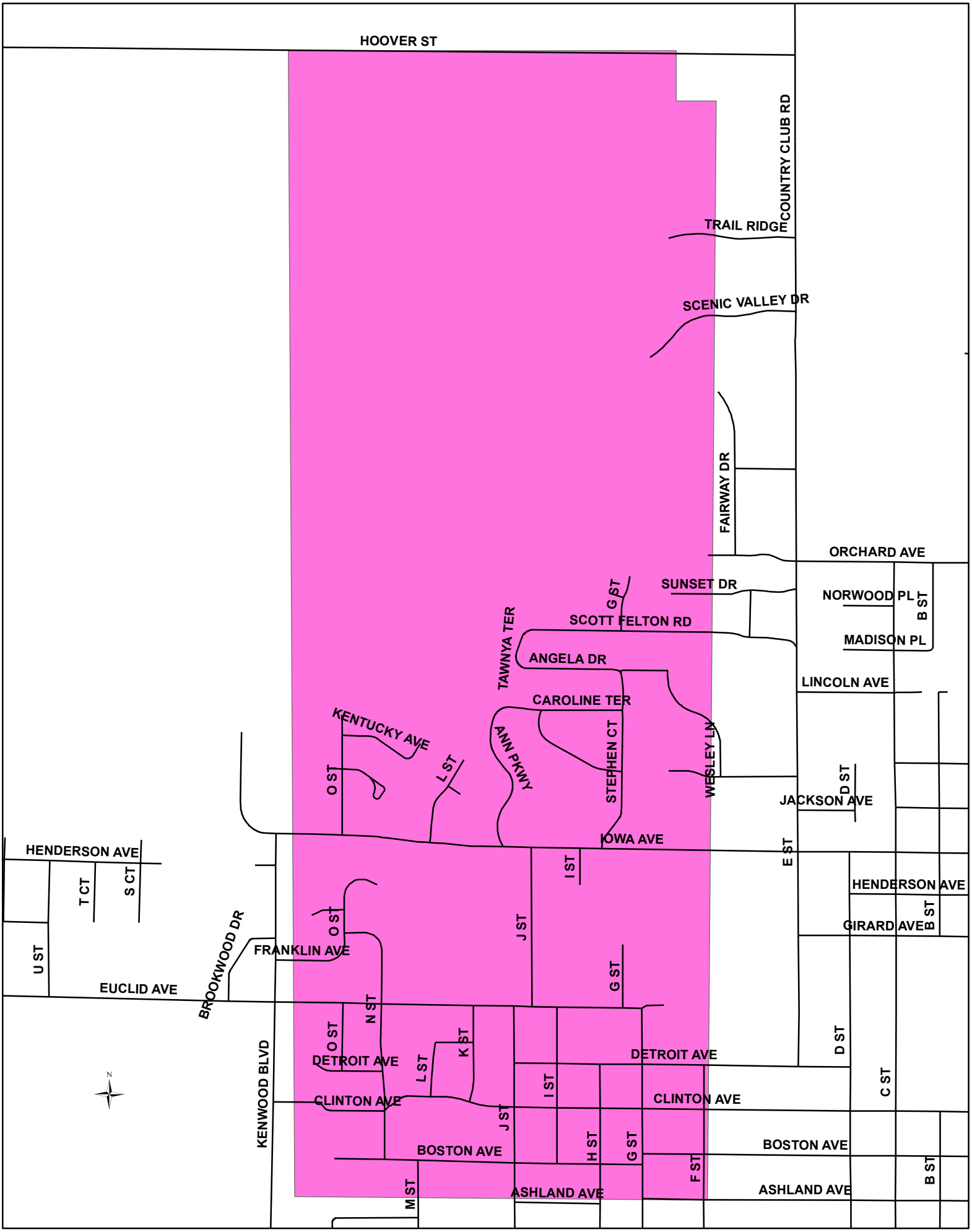
AREA	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
MAP - UG01	X									
MAP - UG02		X								
MAP - UG03			X							
MAP - UG04				X						
MAP - UG05					X					
MAP - UG06						X				
MAP - UG07							X			
MAP - UG08								X		
MAP - UG09									X	
MAP - UG10										X

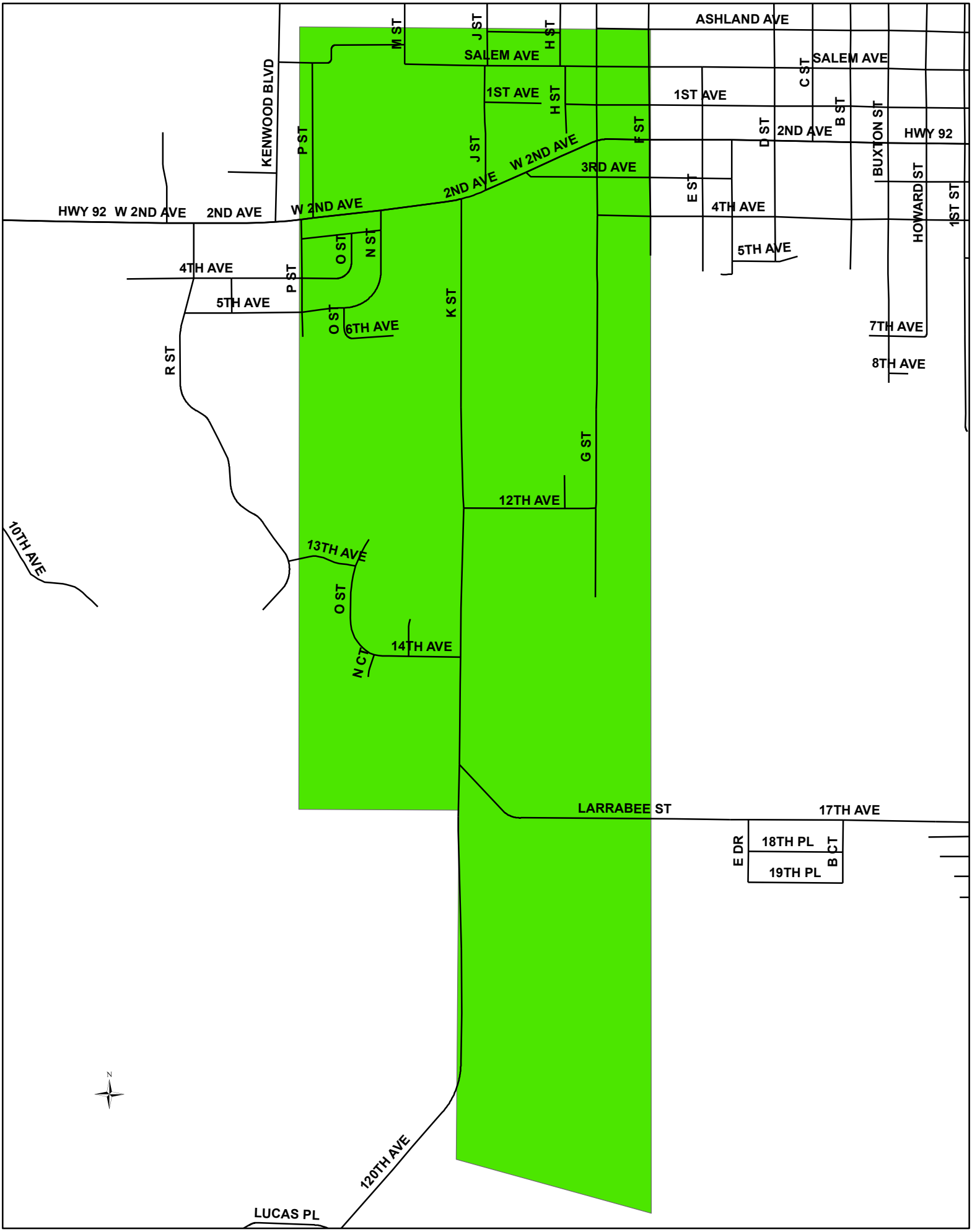
Inspection of all underground electric lines will be 10 years will approximately 10 percent inspected each year. Attached maps will be used to identify the areas to be inspected.

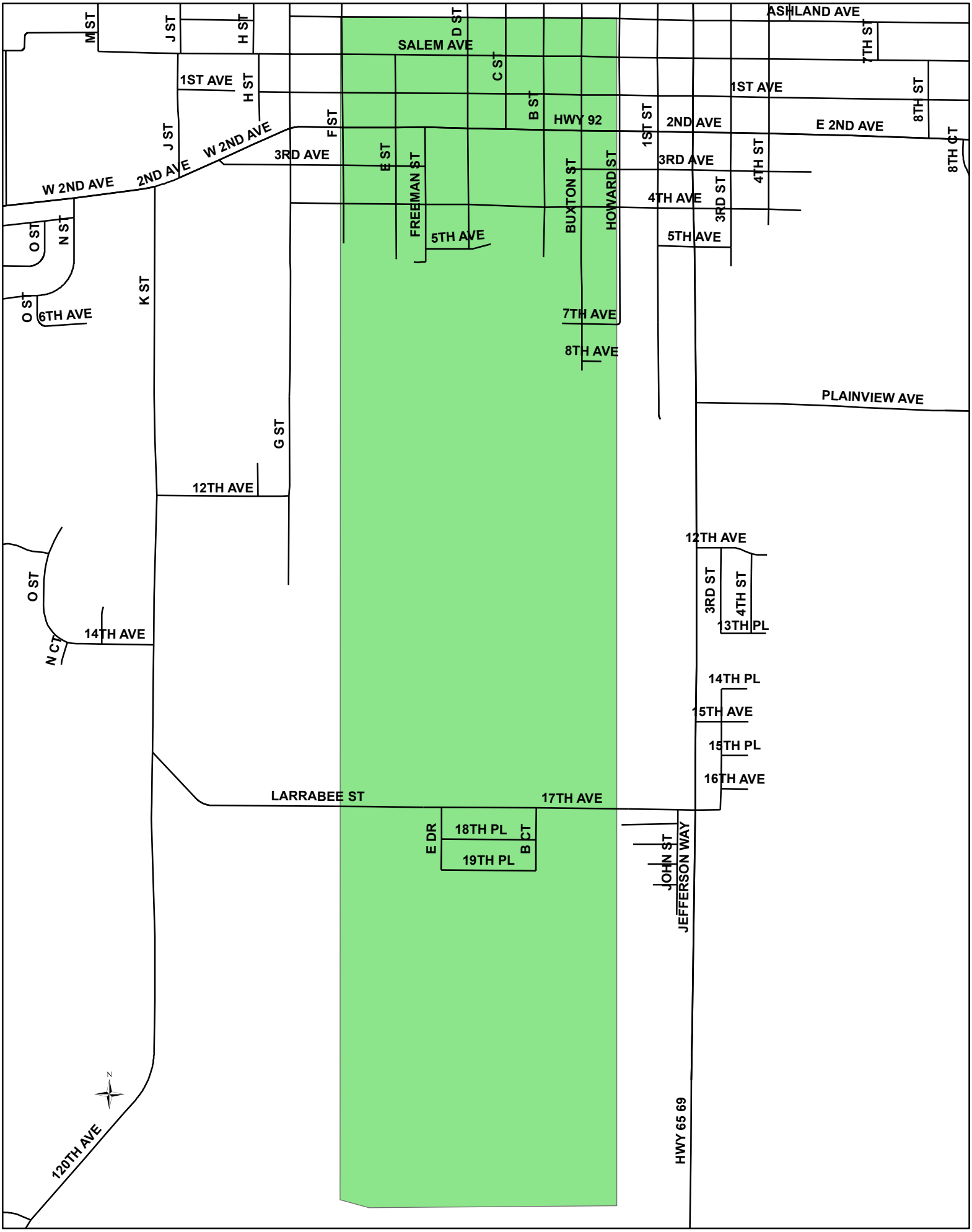

2015
2016
2017
2018
2019
2020
2021
2022
2023
2024
HAYES ST
HOOVER ST
HILLCREST DR
HILLCREST AVE
G36 HWY
ORCHARD AVE
KENTUCKY AVE
JACKSON AVE
IOWA AVE
JERSEY ST
HENDERSON AVE
GIRARD AVE
EUCLID AVE
DETROIT AVE
CLINTON AVE
BOSTON AVE
ASHLAND AVE
SALEM AVE
1ST AVE
E 2ND AVE
HWY 92
W 2ND AVE
2ND AVE
3RD AVE
4TH AVE
5TH AVE
7TH AVE
PLAINVIEW AVE
KENNEDY ST
10TH AVE
12TH AVE
14TH AVE
15TH AVE
17TH AVE
19TH PL
LARRABEE ST
MCGREGOR ST
MCKINLEY TRL
MCKINLEY ST
LUCAS PL
110TH AVE
113TH AVE
118TH AVE
120TH AVE
125TH AVE
131ST LN
139TH LN
140TH AVE
143RD AVE
HWY 65 69
JEFFERSON WAY
COUNTRY CLUB RD
WESLEY LN
STEPHEN CT
APPLE DR
KENWOOD BLVD
HOWARD ST
BUXTON ST
Year

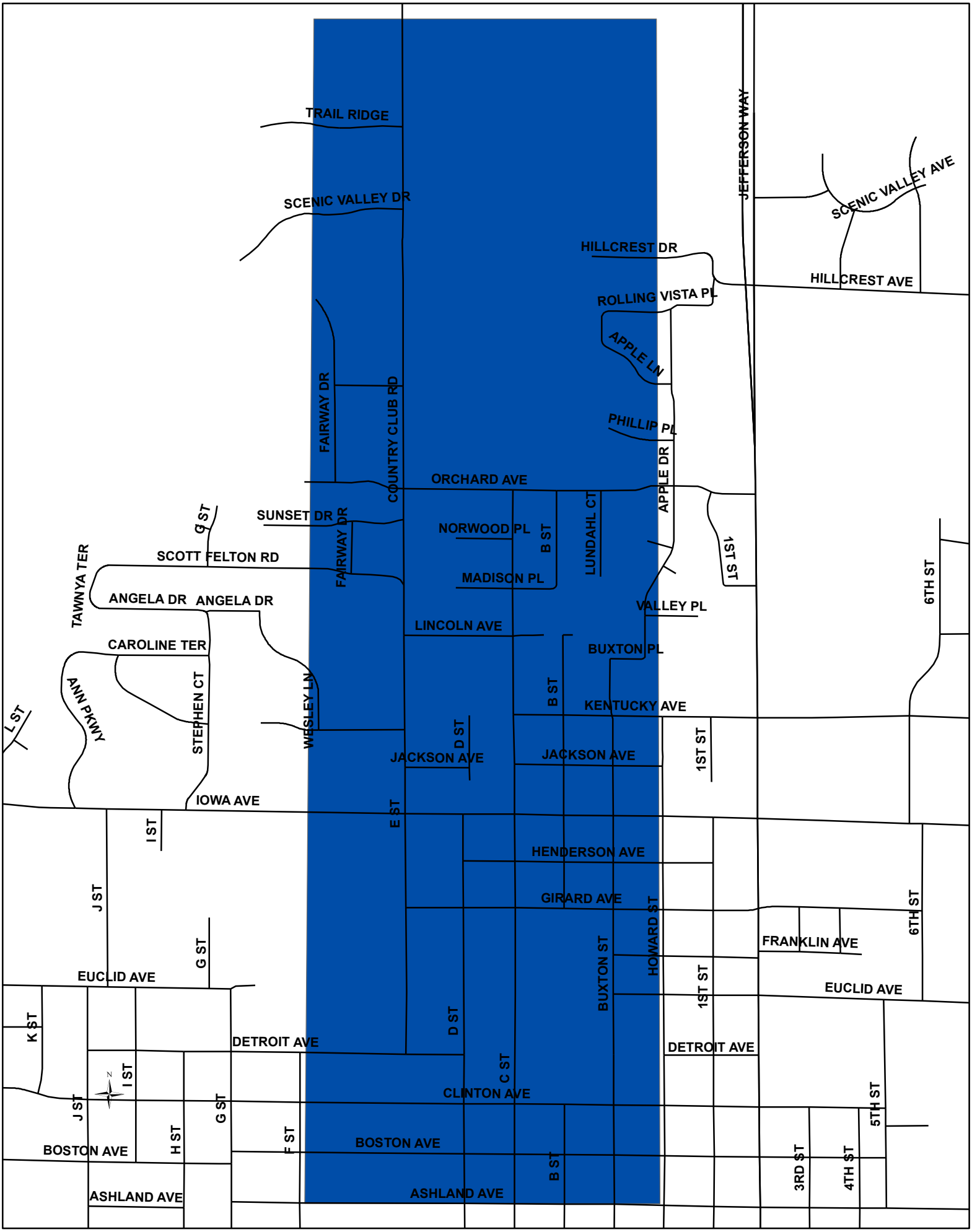

BOSTON AVE
SALEM AVE
M ST
SALEM AVE
KENWOOD BLVD
P ST
3RD PL
SPRUCE ST
2ND AVE
HWY 92
W 2ND AVE
2ND AVE
W 2ND AVE
3RD AVE
R ST
O ST
N ST
4TH AVE
P ST
Q ST
5TH AVE
O ST
6TH AVE
K ST
Y ST
10TH AVE
13TH AVE
O ST
L CT
14TH AVE
N CT
110TH AVE
N

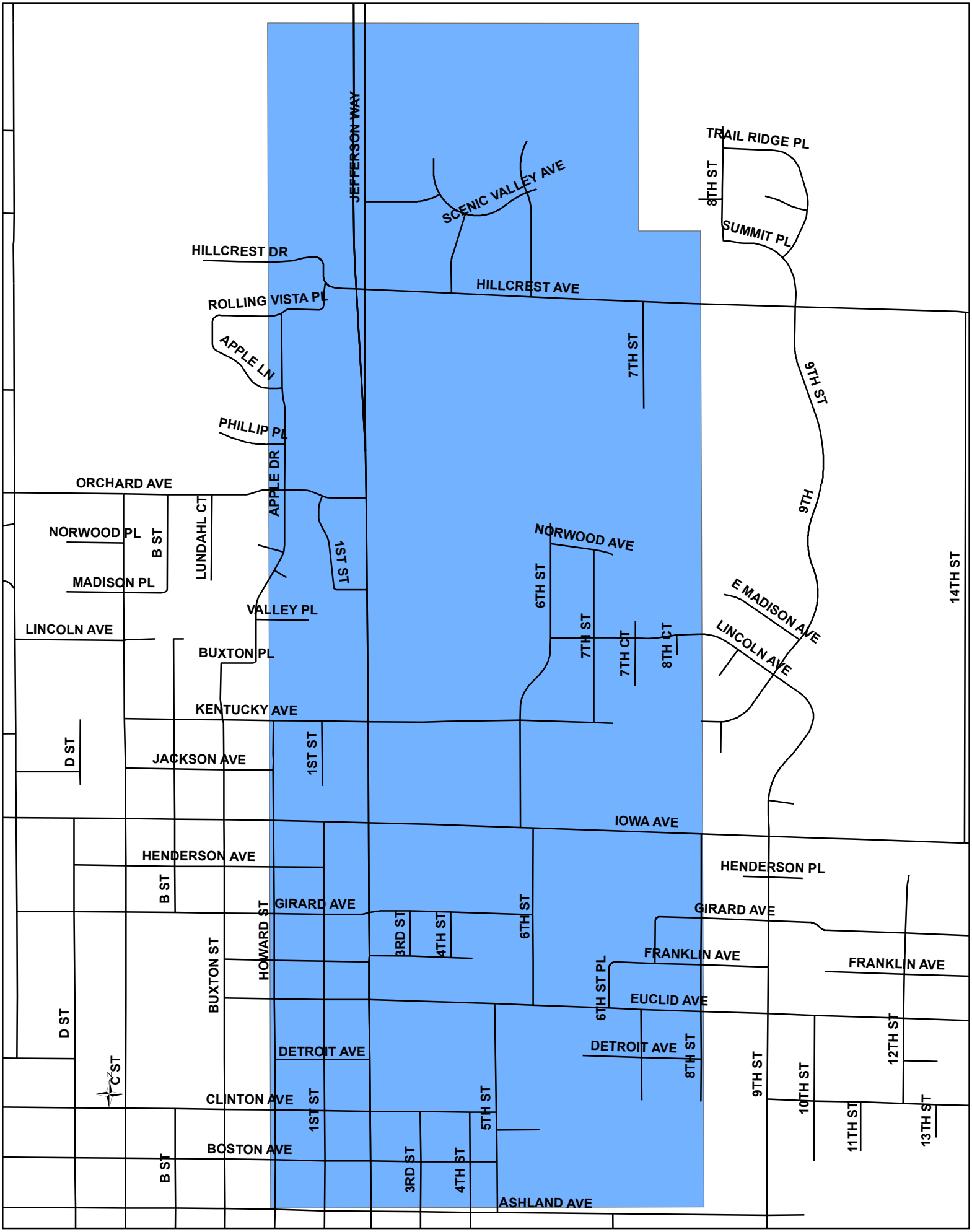

HOOVER ST
INWOOD ST
110TH AVE
TAWNYA TER
KENTUCKY AVE
JACKSON AVE
ANN PKWY
L ST
O ST
IOWA AVE
HENDERSON AVE
V ST
T CT
S CT
GIRARD AVE
W ST
U ST
BROOKWOOD DR
FRANKLIN AVE
J ST
EUCLID AVE
N ST
DETROIT AVE
K ST
L ST
CLINTON AVE
Y ST
KENWOOD BLVD
BOSTON AVE
M ST

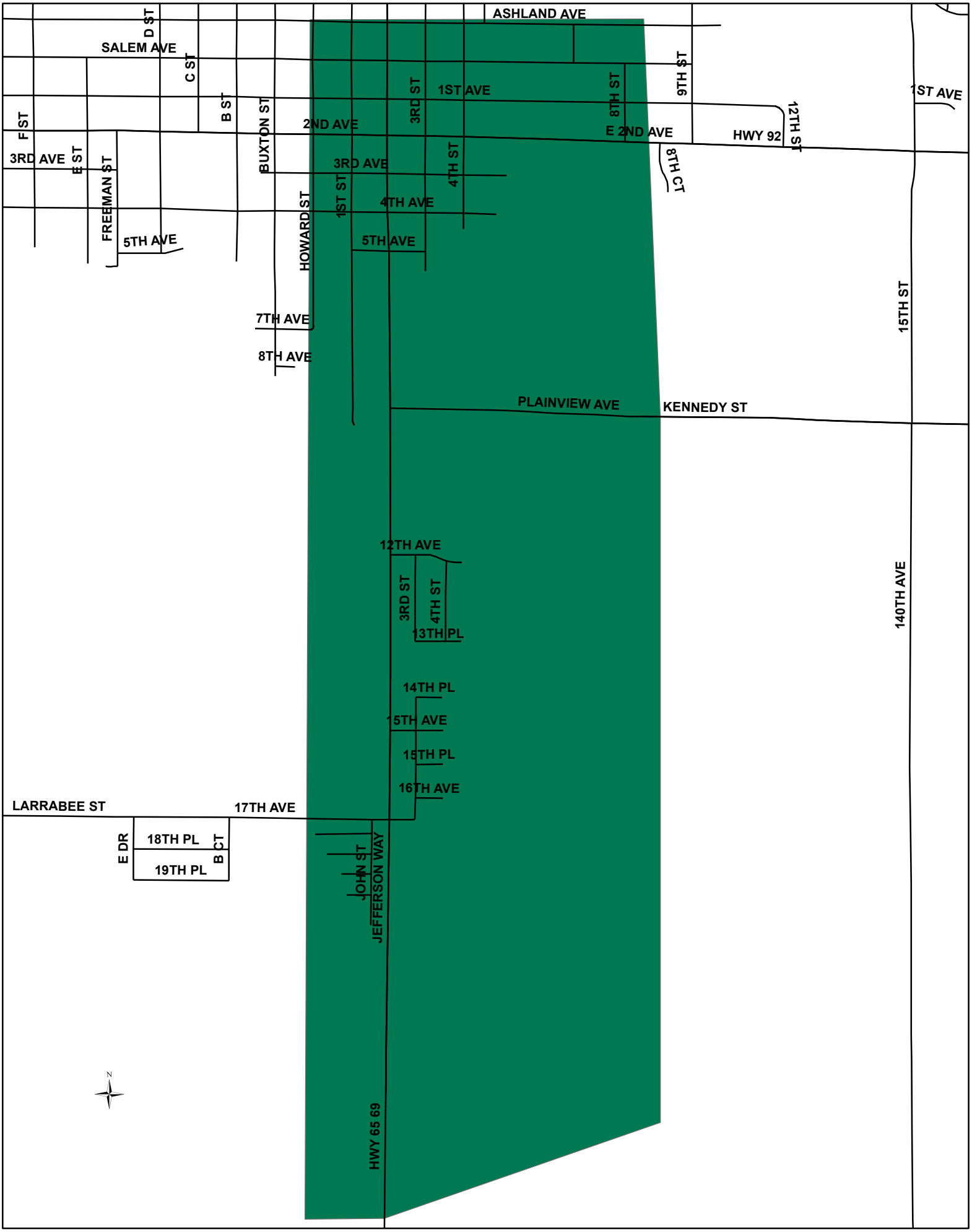

HOOVER ST
COUNTRY CLUB RD
TRAIL RIDGE
SCENIC VALLEY DR
FAIRWAY DR
ORCHARD AVE
SUNSET DR
NORWOOD PL
B ST
G ST
SCOTT FELTON RD
MADISON PL
TAWNYA TER
ANGELA DR
LINCOLN AVE
CAROLINE TER
KENTUCKY AVE
ANN PKWY
STEPHEN CT
WESLEY LN
O ST
L ST
D ST
JACKSON AVE
HENDERSON AVE
IOWA AVE
E ST
I ST
T CT
S CT
HENDERSON AVE
GIRARD AVE
B ST
U ST
O ST
J ST
BROOKWOOD DR
FRANKLIN AVE
G ST
EUCLID AVE
N ST
O ST
K ST
DETROIT AVE
L ST
DETROIT AVE
D ST
C ST
KENWOOD BLVD
CLINTON AVE
I ST
CLINTON AVE
J ST
BOSTON AVE
H ST
G ST
BOSTON AVE
F ST
B ST
M ST
ASHLAND AVE
ASHLAND AVE
N

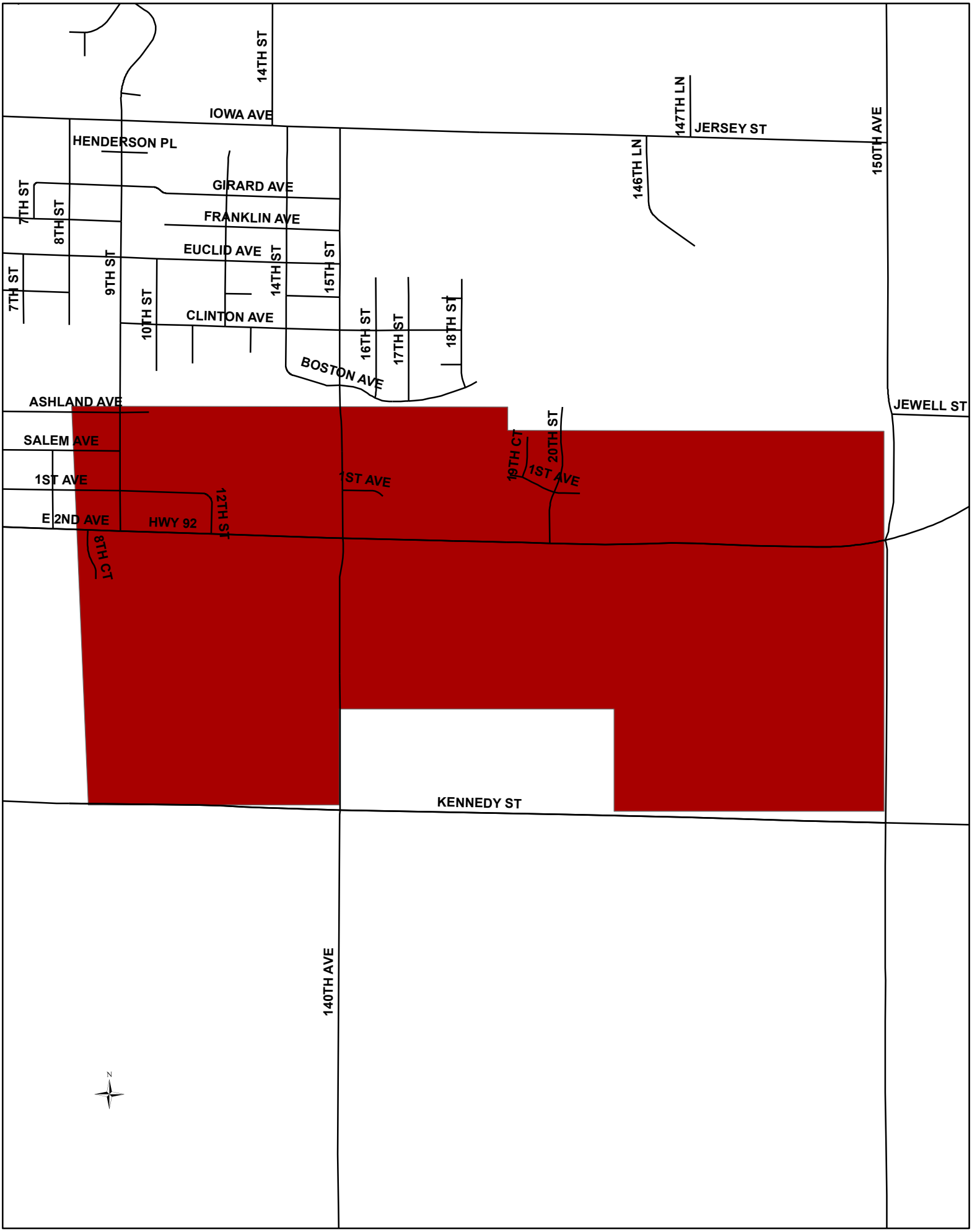

ASHLAND AVE
SALEM AVE
SALEM AVE
1ST AVE
1ST AVE
2ND AVE
HWY 92
W 2ND AVE
2ND AVE
3RD AVE
W 2ND AVE
HWY 92 W 2ND AVE
2ND AVE
W 2ND AVE
4TH AVE
4TH AVE
5TH AVE
5TH AVE
6TH AVE
7TH AVE
8TH AVE
12TH AVE
13TH AVE
14TH AVE
17TH AVE
18TH PL
19TH PL
120TH AVE
LUCAS PL
LARRABEE ST
10TH AVE
KENWOOD BLVD
M ST
J ST
H ST
H ST
J ST
F ST
D ST
C ST
B ST
BUXTON ST
HOWARD ST
1ST ST
E ST
P ST
P ST
O ST
N ST
O ST
K ST
G ST
R ST
O ST
N CT
E DR
B CT

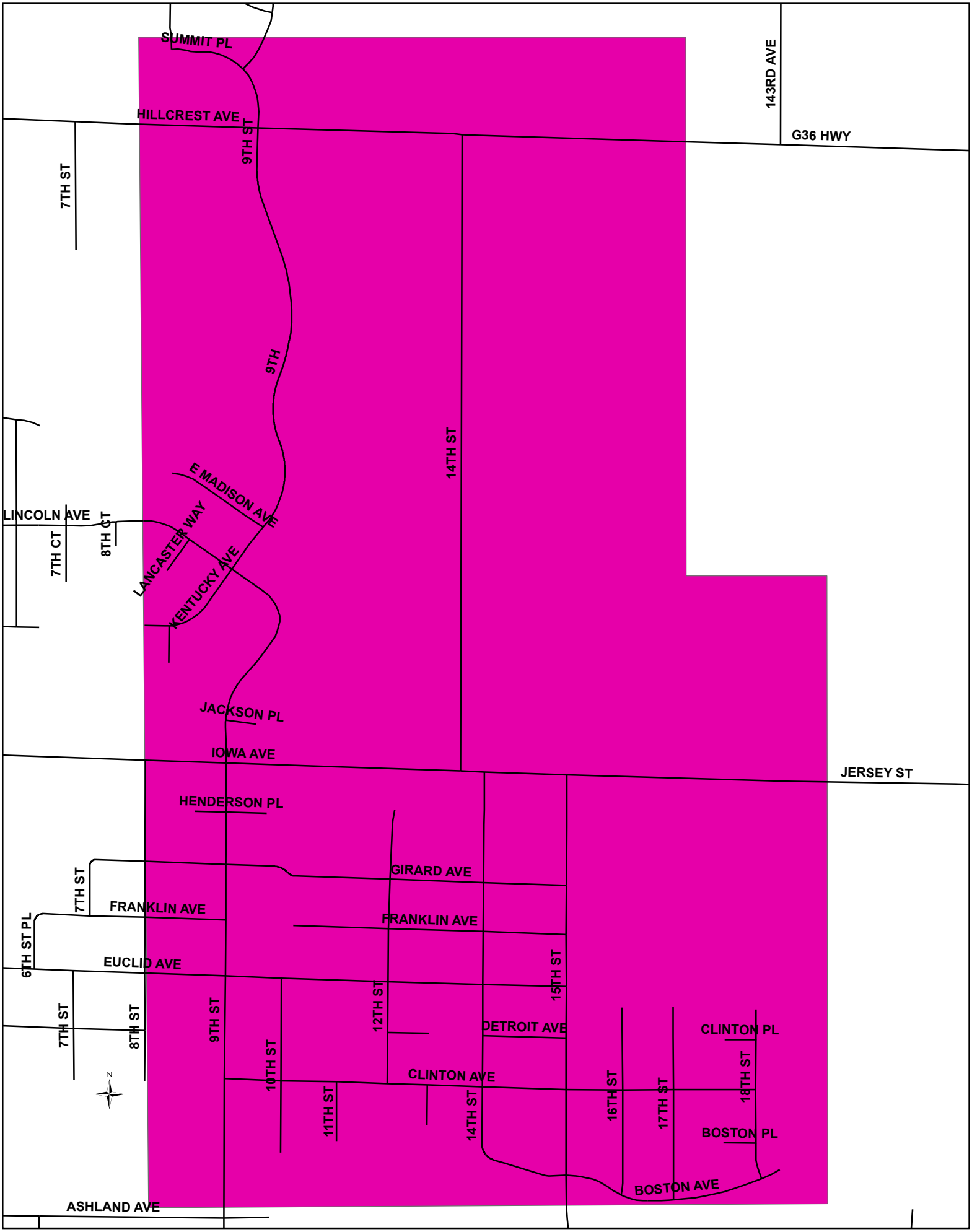

M ST
J ST
H ST
SALEM AVE
D ST
C ST
B ST
ASHLAND AVE
7TH ST
1ST AVE
H ST
1ST AVE
8TH ST
J ST
F ST
HWY 92
1ST ST
2ND AVE
E 2ND AVE
8TH CT
W 2ND AVE
3RD AVE
E ST
FREEMAN ST
BUXTON ST
HOWARD ST
3RD AVE
4TH ST
W 2ND AVE
2ND AVE
4TH AVE
3RD ST
O ST
N ST
5TH AVE
5TH AVE
K ST
O ST
6TH AVE
7TH AVE
8TH AVE
PLAINVIEW AVE
G ST
12TH AVE
12TH AVE
O ST
3RD ST
4TH ST
13TH PL
14TH AVE
N CT
14TH PL
15TH AVE
15TH PL
16TH AVE
LARRABEE ST
17TH AVE
E DR
18TH PL
B CT
19TH PL
JOHN ST
JEFFERSON WAY
HWY 65 69
120TH AVE


TRAIL RIDGE
SCENIC VALLEY DR
JEFFERSON WAY
SCENIC VALLEY AVE
HILLCREST DR
HILLCREST AVE
ROLLING VISTA PL
APPLE LN
PHILLIP PL
APPLE DR
FAIRWAY DR
COUNTRY CLUB RD
ORCHARD AVE
G ST
SUNSET DR
FAIRWAY DR
NORWOOD PL
B ST
LUNDAHL CT
1ST ST
6TH ST
TAWNYA TER
SCOTT FELTON RD
MADISON PL
ANGELA DR
ANGELA DR
VALLEY PL
LINCOLN AVE
CAROLINE TER
BUXTON PL
ANN PKWY
STEPHEN CT
WESLEY LN
B ST
KENTUCKY AVE
L ST
D ST
JACKSON AVE
JACKSON AVE
1ST ST
IOWA AVE
E ST
I ST
HENDERSON AVE
J ST
GIRARD AVE
HOWARD ST
6TH ST
G ST
FRANKLIN AVE
BUXTON ST
1ST ST
EUCLID AVE
EUCLID AVE
K ST
D ST
DETROIT AVE
DETROIT AVE
I ST
C ST
CLINTON AVE
5TH ST
J ST
G ST
H ST
F ST
BOSTON AVE
BOSTON AVE
B ST
3RD ST
4TH ST
ASHLAND AVE
ASHLAND AVE


JEFFERSON WAY
SCENIC VALLEY AVE
TRAIL RIDGE PL
8TH ST
SUMMIT PL
HILLCREST DR
HILLCREST AVE
ROLLING VISTA PL
APPLE LN
7TH ST
9TH ST
PHILLIP PL
APPLE DR
ORCHARD AVE
LUNDAHL CT
1ST ST
NORWOOD PL
B ST
NORWOOD AVE
6TH ST
9TH
14TH ST
MADISON PL
VALLEY PL
7TH ST
7TH CT
8TH CT
E MADISON AVE
LINCOLN AVE
LINCOLN AVE
BUXTON PL
KENTUCKY AVE
D ST
JACKSON AVE
1ST ST
IOWA AVE
HENDERSON AVE
HENDERSON PL
B ST
GIRARD AVE
GIRARD AVE
HOWARD ST
3RD ST
4TH ST
6TH ST
FRANKLIN AVE
FRANKLIN AVE
BUXTON ST
6TH ST PL
EUCLID AVE
D ST
DETROIT AVE
DETROIT AVE
8TH ST
C ST
9TH ST
12TH ST
CLINTON AVE
1ST ST
5TH ST
10TH ST
11TH ST
13TH ST
BOSTON AVE
B ST
3RD ST
4TH ST
ASHLAND AVE


ASHLAND AVE
SALEM AVE
D ST
C ST
B ST
F ST
E ST
FREEMAN ST
BUXTON ST
HOWARD ST
1ST AVE
2ND AVE
3RD AVE
4TH AVE
5TH AVE
7TH AVE
8TH AVE
1ST ST
3RD ST
4TH ST
8TH ST
9TH ST
E 2ND AVE
HWY 92
12TH ST
8TH CT
15TH ST
PLAINVIEW AVE
KENNEDY ST
12TH AVE
13TH PL
14TH PL
15TH AVE
15TH PL
16TH AVE
17TH AVE
LARRABEE ST
E DR
18TH PL
19TH PL
B CT
JOHN ST
JEFFERSON WAY
HWY 65 69
140TH AVE
N


14TH ST
IOWA AVE
147TH LN
JERSEY ST
150TH AVE
HENDERSON PL
146TH LN
GIRARD AVE
7TH ST
8TH ST
FRANKLIN AVE
EUCLID AVE
9TH ST
14TH ST
15TH ST
7TH ST
10TH ST
CLINTON AVE
16TH ST
17TH ST
18TH ST
BOSTON AVE
ASHLAND AVE
JEWELL ST
SALEM AVE
19TH CT
20TH ST
1ST AVE
1ST AVE
1ST AVE
12TH ST
E 2ND AVE
HWY 92
8TH CT
KENNEDY ST
140TH AVE
N


SUMMIT PL
HILLCREST AVE
9TH ST
143RD AVE
G36 HWY
7TH ST
9TH
14TH ST
E MADISON AVE
LINCOLN AVE
8TH CT
7TH CT
LANCASTER WAY
KENTUCKY AVE
JACKSON PL
IOWA AVE
JERSEY ST
HENDERSON PL
GIRARD AVE
7TH ST
FRANKLIN AVE
FRANKLIN AVE
6TH ST PL
EUCLID AVE
15TH ST
12TH ST
9TH ST
8TH ST
7TH ST
DETROIT AVE
CLINTON PL
10TH ST
CLINTON AVE
18TH ST
16TH ST
17TH ST
11TH ST
14TH ST
BOSTON PL
BOSTON AVE
ASHLAND AVE

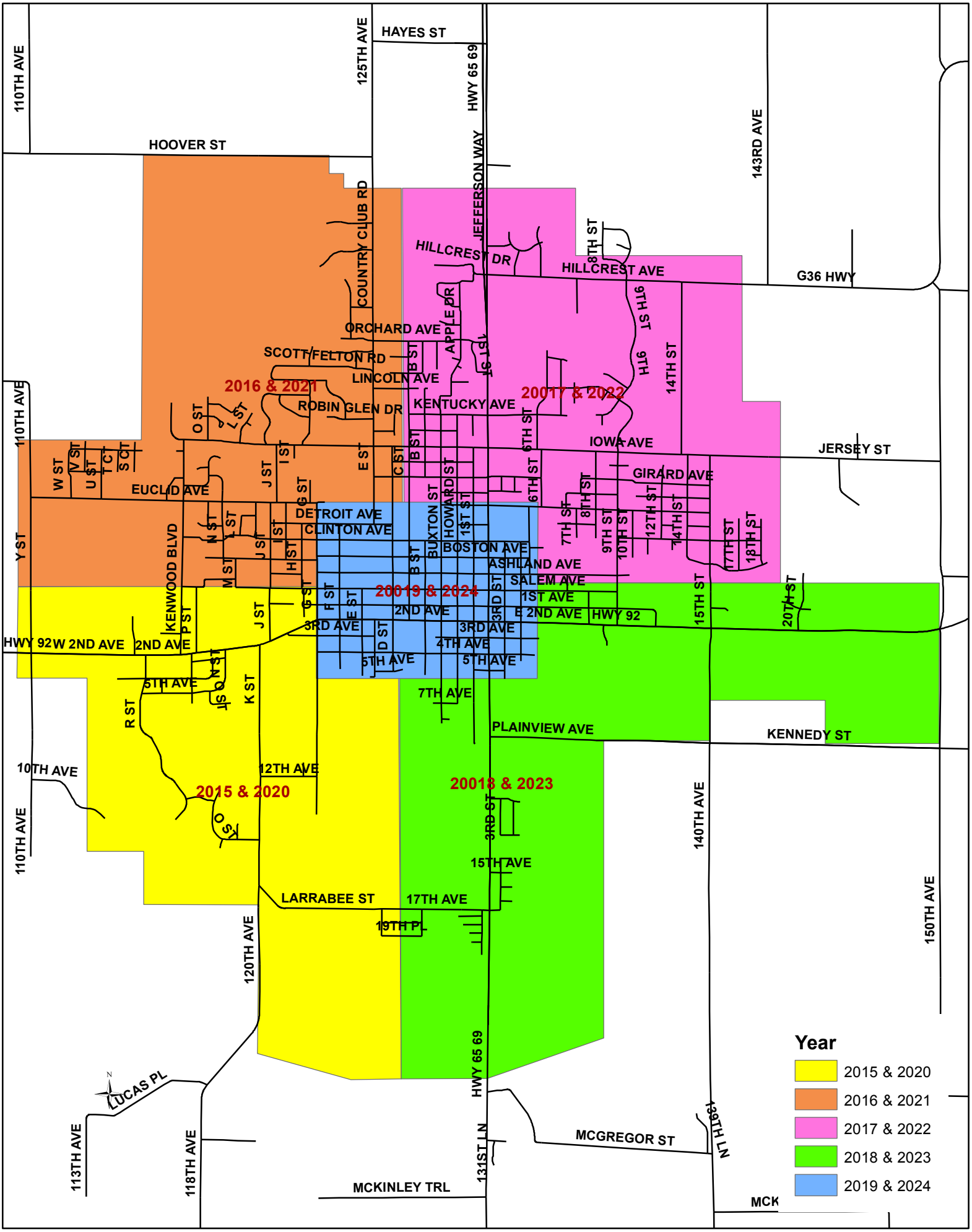
VEGETATION & TREE TRIMMING
INSPECTION SCHEDULE

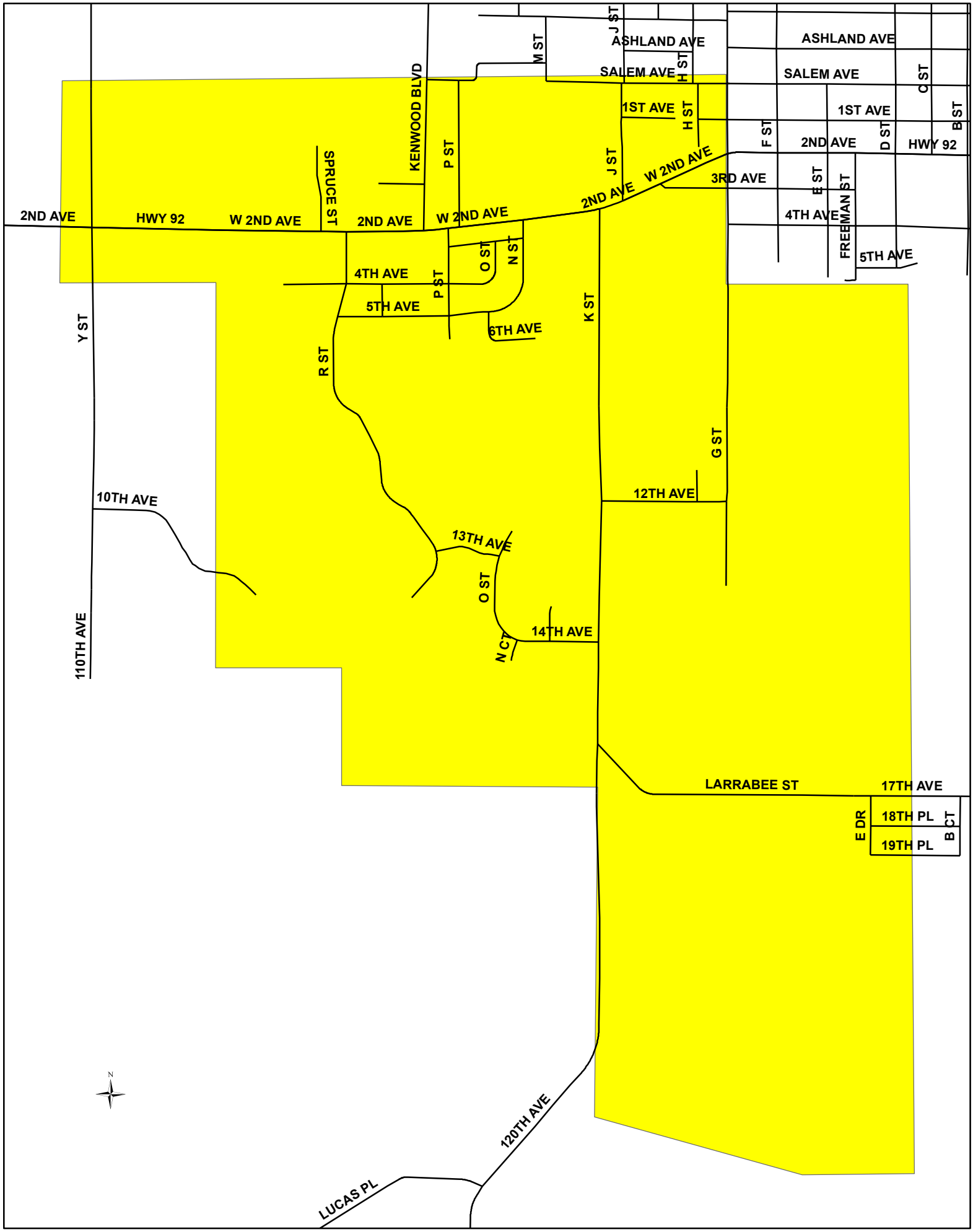
X = SCHEDULED FOR INSPECTION

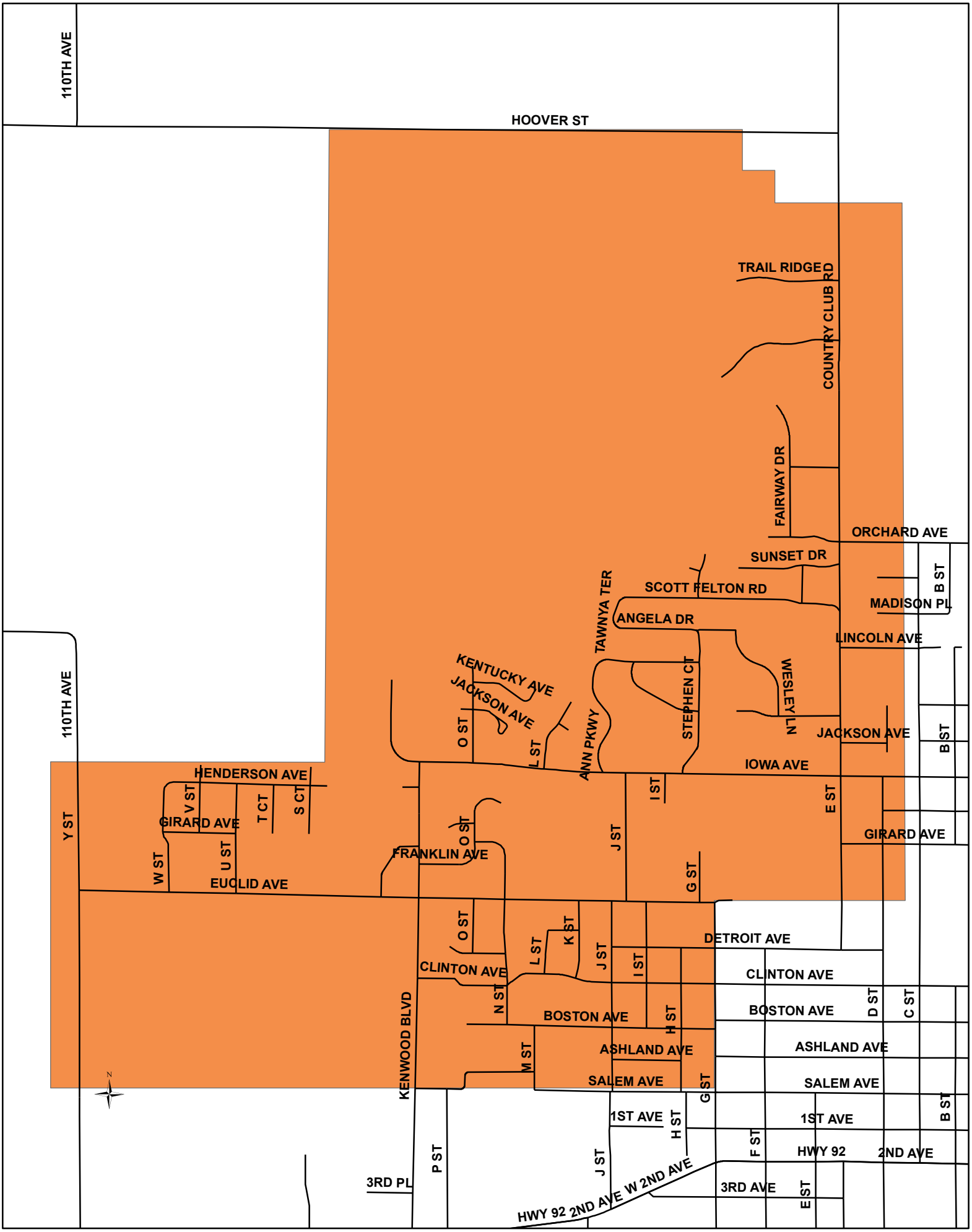
YEAR

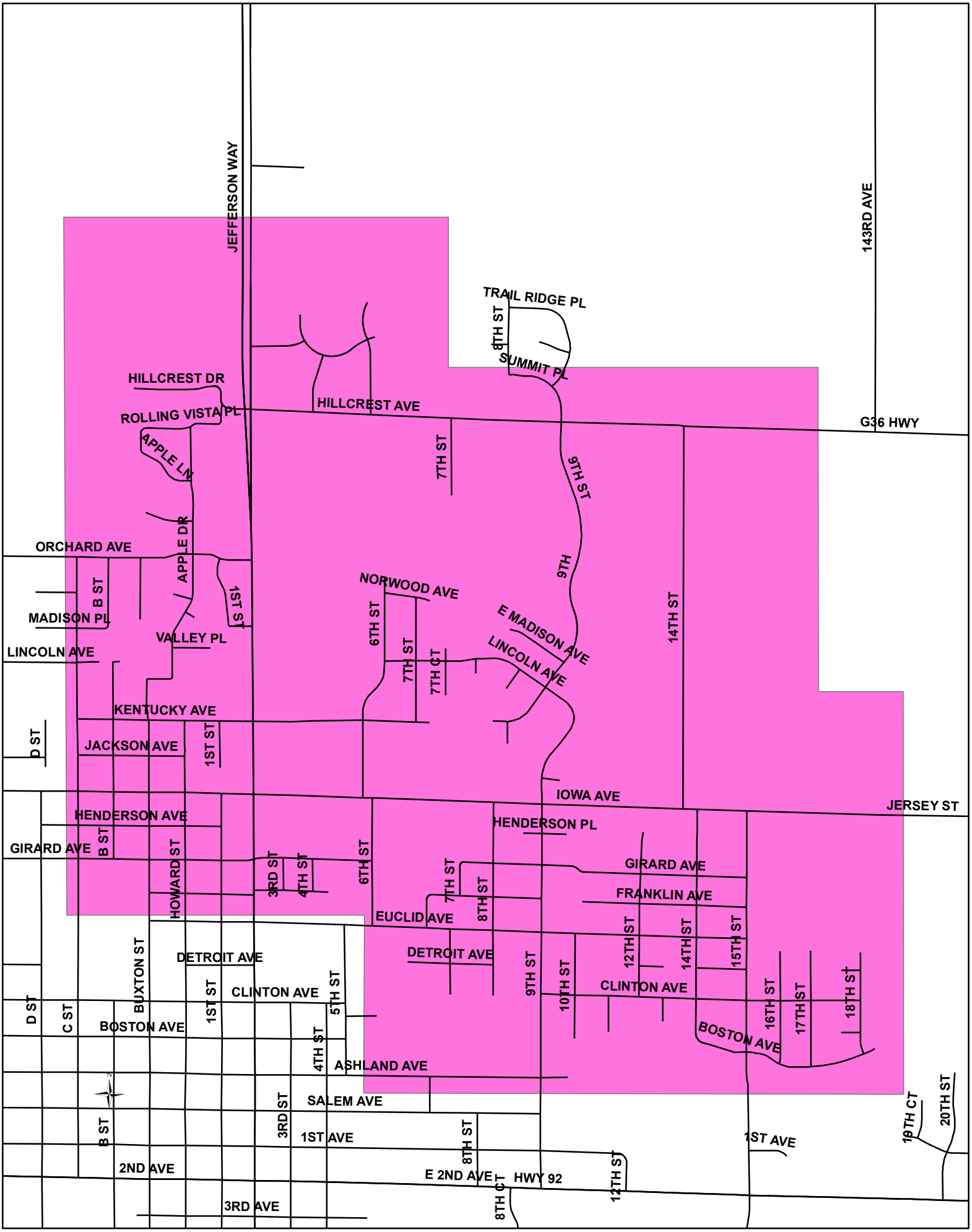
AREA	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
MAP - VEG01	X									
MAP - VEG02		X								
MAP - VEG03			X							
MAP - VEG04				X						
MAP - VEG05					X					
MAP - VEG01						X				
MAP - VEG02							X			
MAP - VEG03								X		
MAP - VEG04									X	
MAP - VEG05										X

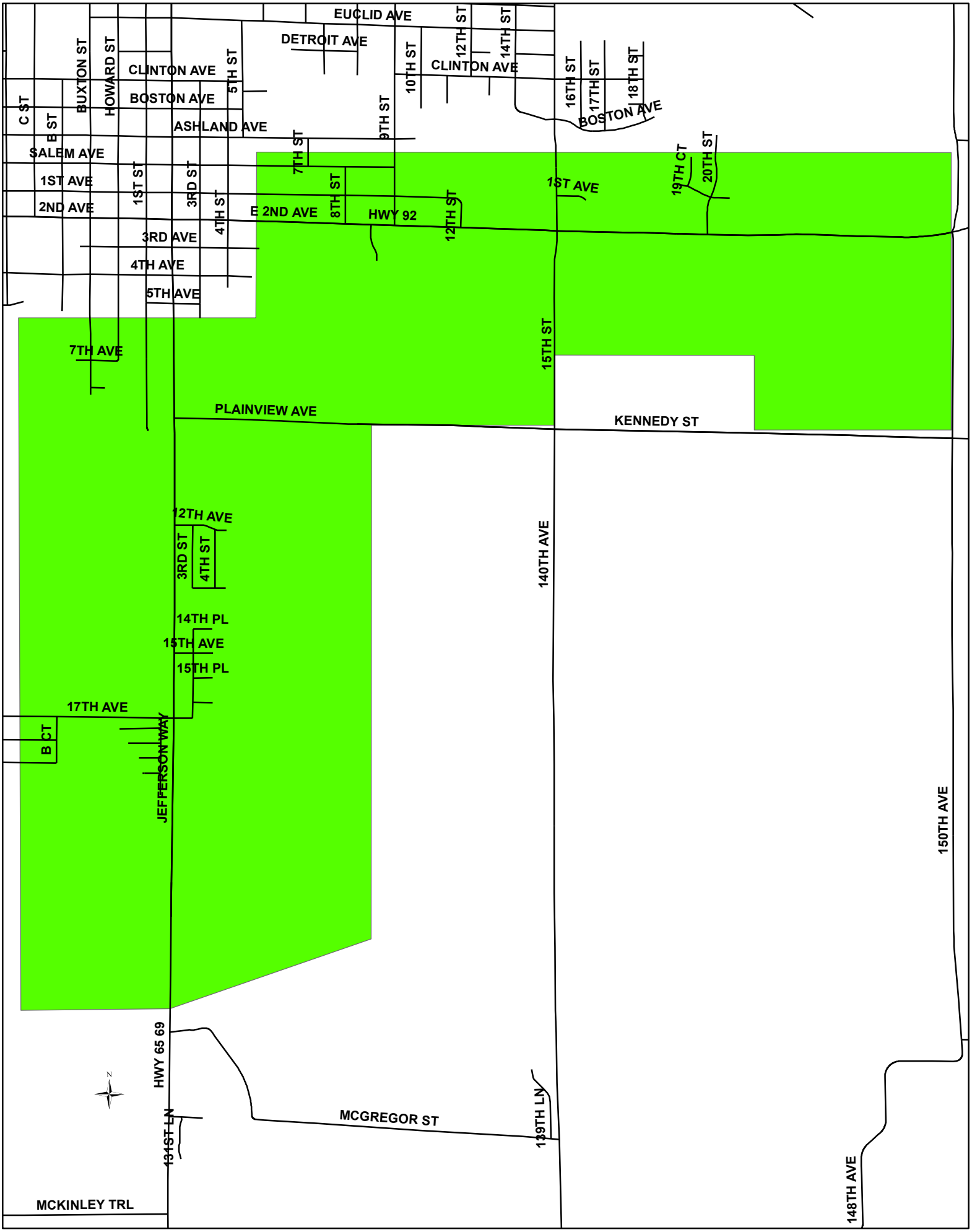
Inspection of vegetation and tree trimming will be 5 years with approximately 20 percent inspected each year. Attached maps will be used to identify the areas to be inspected.

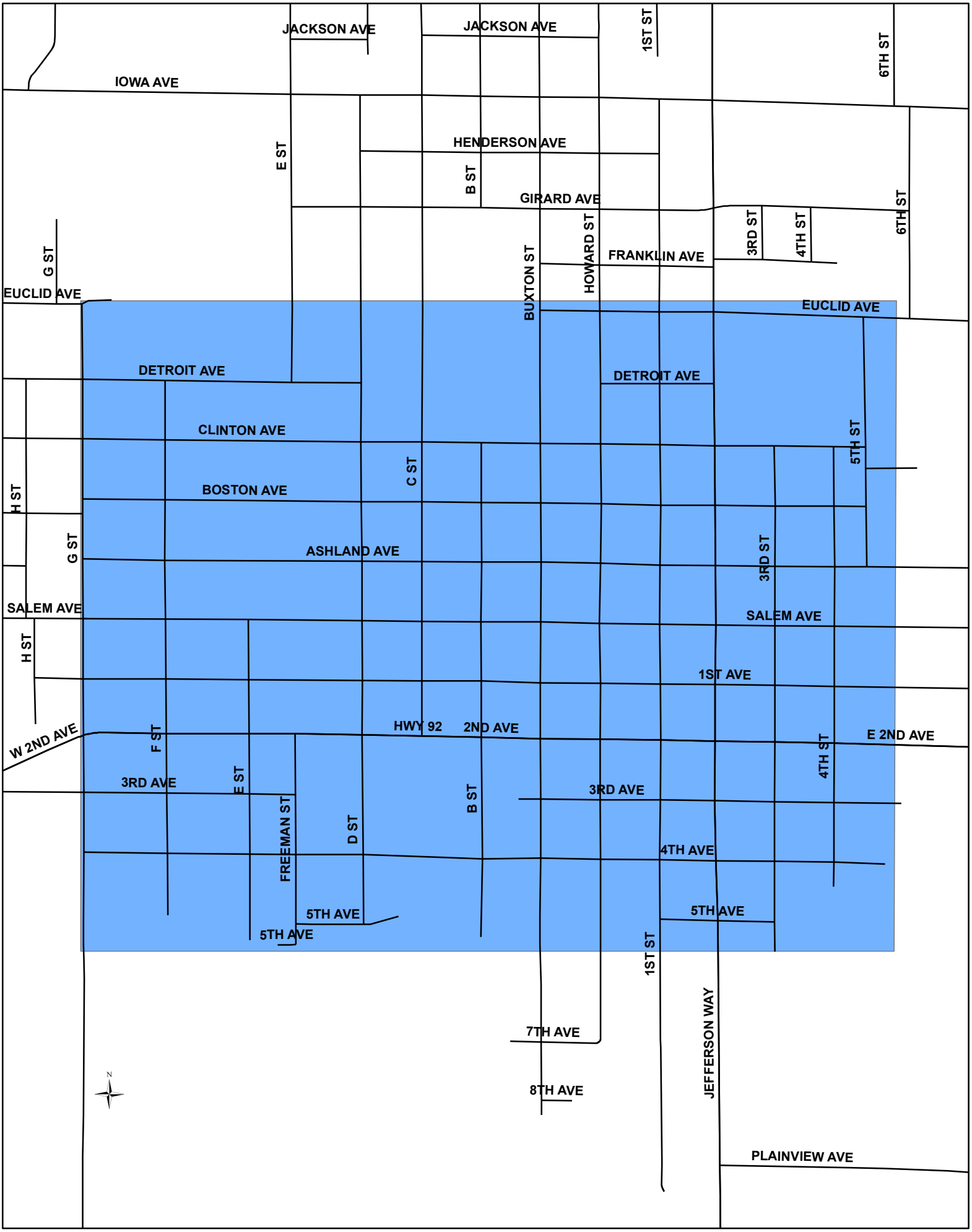

2016 & 2021
2017 & 2022
2019 & 2024
2018 & 2023
2015 & 2020
HAYES ST
HOOVER ST
HILLCREST DR
HILLCREST AVE
ORCHARD AVE
SCOTT FELTON RD
LINCOLN AVE
ROBIN GLEN DR
KENTUCKY AVE
IOWA AVE
JERSEY ST
GIRARD AVE
EUCLID AVE
DETROIT AVE
CLINTON AVE
BOSTON AVE
ASHLAND AVE
SALEM AVE
1ST AVE
2ND AVE
E 2ND AVE
3RD AVE
4TH AVE
5TH AVE
7TH AVE
HWY 92
HWY 92W 2ND AVE
PLAINVIEW AVE
KENNEDY ST
LARRABEE ST
17TH AVE
19TH PL
15TH AVE
MCGREGOR ST
MCKINLEY TRL
LUCAS PL
110TH AVE
113TH AVE
118TH AVE
120TH AVE
125TH AVE
131ST LN
139TH LN
140TH AVE
143RD AVE
150TH AVE
HWY 65 69
G36 HWY
JEFFERSON WAY
COUNTRY CLUB RD
APPLE DR
KENWOOD BLVD
BUXTON ST
HOWARD ST
Year
2015 & 2020
2016 & 2021
2017 & 2022
2018 & 2023
2019 & 2024


J ST
ASHLAND AVE
ASHLAND AVE
M ST
SALEM AVE
H ST
SALEM AVE
C ST
1ST AVE
H ST
1ST AVE
B ST
F ST
2ND AVE
D ST
HWY 92
KENWOOD BLVD
P ST
SPRUCE ST
J ST
W 2ND AVE
3RD AVE
E ST
FREEMAN ST
2ND AVE
HWY 92
W 2ND AVE
2ND AVE
W 2ND AVE
2ND AVE
4TH AVE
4TH AVE
5TH AVE
O ST
N ST
P ST
5TH AVE
6TH AVE
K ST
Y ST
R ST
G ST
12TH AVE
10TH AVE
13TH AVE
O ST
14TH AVE
N CT
110TH AVE
LARRABEE ST
17TH AVE
E DR
18TH PL
B CT
19TH PL
120TH AVE
LUCAS PL


110TH AVE
HOOVER ST
TRAIL RIDGE
COUNTRY CLUB RD
FAIRWAY DR
ORCHARD AVE
SUNSET DR
SCOTT FELTON RD
MADISON PL
B ST
TAWNYA TER
ANGELA DR
LINCOLN AVE
KENTUCKY AVE
JACKSON AVE
O ST
L ST
ANN PKWY
STEPHEN CT
WESLEY LN
JACKSON AVE
IOWA AVE
110TH AVE
HENDERSON AVE
V ST
T CT
S CT
I ST
E ST
Y ST
GIRARD AVE
GIRARD AVE
W ST
U ST
FRANKLIN AVE
O ST
J ST
G ST
EUCLID AVE
O ST
K ST
DETROIT AVE
L ST
J ST
I ST
CLINTON AVE
CLINTON AVE
N ST
D ST
C ST
BOSTON AVE
BOSTON AVE
H ST
M ST
ASHLAND AVE
ASHLAND AVE
KENWOOD BLVD
SALEM AVE
SALEM AVE
G ST
1ST AVE
1ST AVE
H ST
B ST
F ST
HWY 92
2ND AVE
P ST
J ST
3RD PL
HWY 92 2ND AVE W 2ND AVE
3RD AVE
E ST


JEFFERSON WAY
143RD AVE
TRAIL RIDGE PL
8TH ST
SUMMIT PL
HILLCREST DR
HILLCREST AVE
ROLLING VISTA PL
APPLE LN
APPLE DR
G36 HWY
7TH ST
9TH ST
9TH
ORCHARD AVE
B ST
1ST ST
NORWOOD AVE
6TH ST
7TH ST
7TH CT
E MADISON AVE
LINCOLN AVE
14TH ST
MADISON PL
VALLEY PL
LINCOLN AVE
KENTUCKY AVE
D ST
JACKSON AVE
1ST ST
IOWA AVE
JERSEY ST
HENDERSON AVE
HENDERSON PL
GIRARD AVE
B ST
HOWARD ST
3RD ST
4TH ST
6TH ST
7TH ST
8TH ST
GIRARD AVE
FRANKLIN AVE
EUCLID AVE
12TH ST
14TH ST
15TH ST
BUXTON ST
DETROIT AVE
DETROIT AVE
9TH ST
10TH ST
CLINTON AVE
16TH ST
17TH ST
18TH ST
D ST
C ST
1ST ST
CLINTON AVE
5TH ST
BOSTON AVE
BOSTON AVE
4TH ST
ASHLAND AVE
SALEM AVE
3RD ST
B ST
1ST AVE
8TH ST
1ST AVE
19TH CT
20TH ST
2ND AVE
E 2ND AVE
HWY 92
12TH ST
8TH CT
3RD AVE


EUCLID AVE
DETROIT AVE
CLINTON AVE
BOSTON AVE
ASHLAND AVE
SALEM AVE
1ST AVE
2ND AVE
3RD AVE
4TH AVE
5TH AVE
7TH AVE
12TH AVE
14TH PL
15TH AVE
15TH PL
17TH AVE
E 2ND AVE
HWY 92
PLAINVIEW AVE
KENNEDY ST
MCGREGOR ST
MCKINLEY TRL
HWY 65 69
JEFFERSON WAY
C ST
B ST
BUXTON ST
HOWARD ST
5TH ST
7TH ST
9TH ST
10TH ST
12TH ST
14TH ST
16TH ST
17TH ST
18TH ST
19TH CT
20TH ST
1ST ST
3RD ST
4TH ST
8TH ST
15TH ST
140TH AVE
139TH LN
131ST LN
150TH AVE
148TH AVE
B CT


JACKSON AVE
JACKSON AVE
1ST ST
6TH ST
IOWA AVE
E ST
HENDERSON AVE
B ST
GIRARD AVE
6TH ST
3RD ST
4TH ST
G ST
FRANKLIN AVE
HOWARD ST
BUXTON ST
EUCLID AVE
EUCLID AVE
DETROIT AVE
DETROIT AVE
CLINTON AVE
5TH ST
C ST
H ST
BOSTON AVE
G ST
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3RD ST
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SALEM AVE
H ST
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3RD AVE
B ST
FREEMAN ST
D ST
4TH AVE
5TH AVE
5TH AVE
5TH AVE
1ST ST
JEFFERSON WAY
7TH AVE
8TH AVE
PLAINVIEW AVE
N

Attachment – B

GRAIN BIN NOTIFICATION

On an annual basis electric utilities are required to conduct public information campaigns regarding electric service to grain bins. 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
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.

NOTICE OF COMPLIANCE

INDIANOLA MUNICIPAL UTILITIES
IMU
Electric • Communications • Water

DATE:

«Company»
«Mailing_Address»
«CSZ»

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

Dear Sir or Madam:

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/county zoning official 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 Standard Institute "National Electrical Safety Code," Rule 234F are not met.

Do not hesitate to contact Indianola Municipal Utilities at 515-961-9444 if you have any questions regarding this notice or need further information about appropriate clearances.

Sincerely,

_____

IMU Representative

We're your partner in safety.

At work or at play, stay safe outdoors when electricity is around. Here are some tips:

1. **Keep clear of power lines.**
   - When working beneath power lines, use wooden or fiberglass ladders instead of metal.
   - Never place a ladder where it can fall into a power line.
   - When carrying ladders, augers, or other tools, look up to make sure contact with overhead lines is avoided.

2. **Never try to move an electric line.**
   - Don't attempt to raise or move power lines. Call your utility for assistance.
   - If you see a downed power line, call the utility immediately. Don't go near it.

3. **Check out your equipment.**
   - Keep all electrical appliances a safe distance away from water.
   - Power tools should be properly grounded. Use only heavy duty extension cords rated specifically for outdoor use.
   - Outdoor electrical outlets should have ground-fault circuit interrupter protection and have weatherproof covers.

4. **If you are driving a tractor or other vehicle that comes in contact with an electric line…**
   - Try to back away from the line.
   - If you are unable to back away, stay put!
   - Have someone call your local utility to de-energize the line.
   - If you must leave the tractor, jump clear, putting both feet forward at once, and avoid any contact with the ground and the vehicle at the same time.

Guidelines for Grain Bin Safety

From your Locally-Owned Municipal Electric Utility

Indianola Municipal Utilities

210 West 2nd Ave, PO Box 356

Indianola, IA 50125

515-961-9444

Thinking about building a grain bin?

If you're planning to build or move a grain bin, either on your property or for someone else, you need to be familiar with Iowa's law on required distances from overhead electric lines. This law was put in place to provide protection from the hazard of contacting overhead electric lines to anyone working around grain bins with augers, elevators, or other equipment.

The drawings inside this brochure show the specific clearance requirements related to permanently installed augers and portable augers. There must be at least 18 feet between the top of any grain bin and any overhead electric lines. These distances were developed by the American National Standards Institute. Figure 232.4(b) can be found in the February 6, 2012, "Errata to 2012 Edition National Electrical Safety Code (NESC)" and the 2012 NESC. As your electric service provider, we're responsible for ensuring that these specifications are met. In fact, in any situation where minimum clearance requirements are not observed, the utility may refuse electric service.

So if a new grain bin is on your list of projects, please give us a call. We will work with you in developing a site plan for your project.

* *

Fig. 234-4(a) -- Clearance Envelope for Grain Bins Filled by Permanently Installed Augers, Conveyors, or Elevators

P = probe clearance 5.5m (18 ft.)
H = horizontal clearance 4.6m (15 ft.)
T = transition clearance
V_1 = vertical clearance above a building required by Rule 234C (Table 234-1)
V_2 = vertical clearance above land required by Rule 232B (Table 232-1 or 232-2)

Figs. 234-4(b) Clearance Envelope for Grain Bins Filled by Portable Augers, Conveyors, or Elevators

Grain Bin Clearance Guidelines

Source: The February 6, 2012 Errata to 2012 Edition National Electrical Safety Code (NESC), the 2012 NESC, and the American National Standards Institute (ANSI C2-2012).

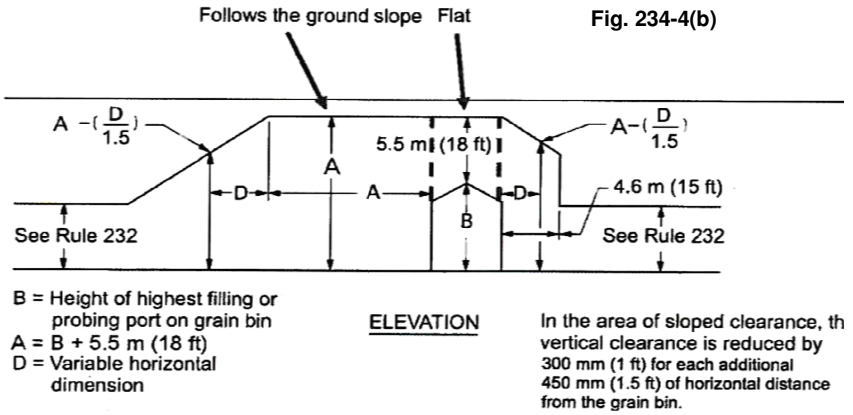


Fig. 234-4(b)

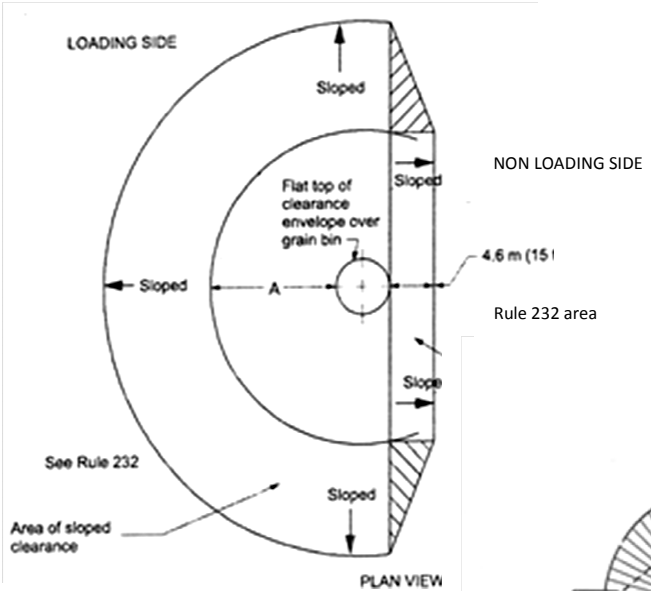
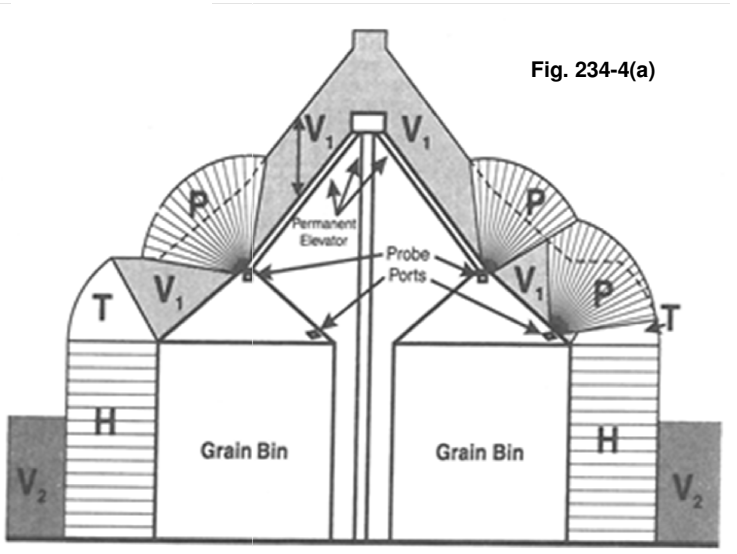


Fig. 234-4(b)



IMU Inspection / Work Order Form

Attachment - C
Type: 69KV Transmission

Date: _____

Inspected by: _____

Location	Items That Need Attention	Actions Taken	Deficiency Grade	Date Completed	Completed By

IMU Inspection / Work Order Form

Attachment - C
Type:
Maintenance

Date: _____

Inspected by: _____

Location	Items That Need Attention	Actions Taken	Deficiency Grade	Date Completed	Completed By

IMU Inspection / Work Order Form

Attachment - C
Type:
Underground

Date: _____

Inspected by: _____

Location	Items That Need Attention	Actions Taken	Deficiency Grade	Date Completed	Completed By

IMU Inspection / Work Order Form

Attachment - C
Type:
Vegetation

Date: _____

Inspected by: _____

Location	Items That Need Attention	Actions Taken	Deficiency Grade	Date Completed	Completed By

ATTACHMENT D

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?	20.5(5), 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 additional 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)-2001, "Pruning," and Section 35 of *The Lineman's and Cableman's Handbook* 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 2007 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 iub.iowa.gov/industry topics/rr_utility_contact.html)	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), as suggested by 199 IAC 25.3(5) - Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices (Pruning) and Section 35 of "The Lineman's and Cableman's Handbook.

Rural Utilities Service (RUS) Bulletins are 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, as adopted by 199 IAC 25.2(5)b

National Electrical Safety Code, as adopted by 199 IAC 25.2(1) and modified by 199 IAC 25.2(2)
The following are the various editions of the NESC that have be adopted by the IUB:

Edition	6th	1973	1977	1981	1990	1993	1997	2002	2007
Adopted	10/24/65	9/27/76	6/6/79	1/12/83	9/9/92	12/14/94	12/24/97	5/22/02	6/27/07

National Electrical Code, 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 20.5 and 25.3

INTERNET LINKS

Current ANSI Standards as Referenced in Chapter 20

Standards adopted by the IUB affecting electric utilities can be found on the IUB web site https://www.legis.iowa.gov/IowaLaw/AdminCode/ruleDocs.aspx?pubDate=12-26-2012&agency=199&chapter=20

Department of Agriculture Bulletins URL

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

Iowa Administrative Code

Chapter 20

https://www.legis.iowa.gov/IowaLaw/AdminCode/ruleDocs.aspx?pubDate=12-26-2012&agency=199&chapter=20

Chapter 25

https://www.legis.iowa.gov/IowaLaw/AdminCode/ruleDocs.aspx?pubDate=12-26-2012&agency=199&chapter=25

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

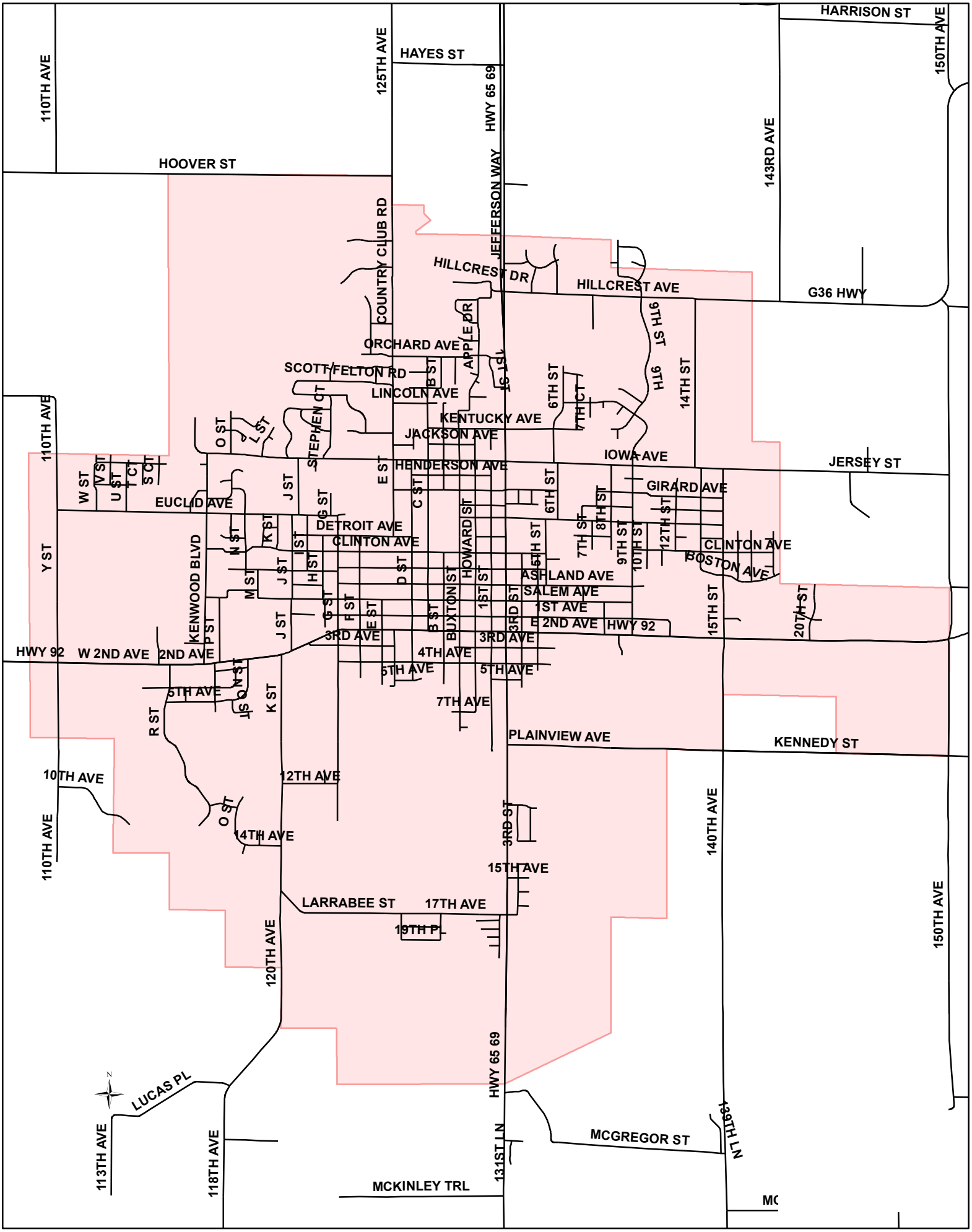
The Iowa Utilities Board homepage link is included here for your convenient access to information about the ME-1 form and other resources available through the IUB website. http://www.state.ia.us/government/com/util/index.html

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.



IMU Electric Service Territory

IOWA
ASSOCIATION OF MUNICIPAL
UTILITIES

Electric Transmission and Distribution Model Inspection and Maintenance Program 2.4.2022

TABLE OF CONTENTS

Page Number

SECTION I

Introduction 3

A Short Description of the IAMU Model Inspection and Maintenance Plan 4

Adopting and Filing a Revised Plan 5-6

SECTION II

Inspection and Maintenance Plan 7-13

Instructions to Inspectors.....14-20

Sample Field Inspection Forms.....21-28

SECTION III

Attachments 29-53

Attachment A – Sample Inspection Schedules 29-45
Attachment B – Grain Bin Notification 46-47
Attachment C – Sample Work Order Form 48-49
Attachment D – Sample Office Inspection by IUB 50-51
Attachment E – Resources and Other Information.....52-53

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.

(City or Utility Letterhead)

DATE *File: RE*_____

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

Dear Chief Operating Officer:

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.

If you have any questions or need additional information, please let me know.

Sincerely,

/s/

NAME
TITLE

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 MAINTENACE 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				

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.

_____MUNICIPAL UTILITIES
YEARLY WORK SCHEDULE

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.

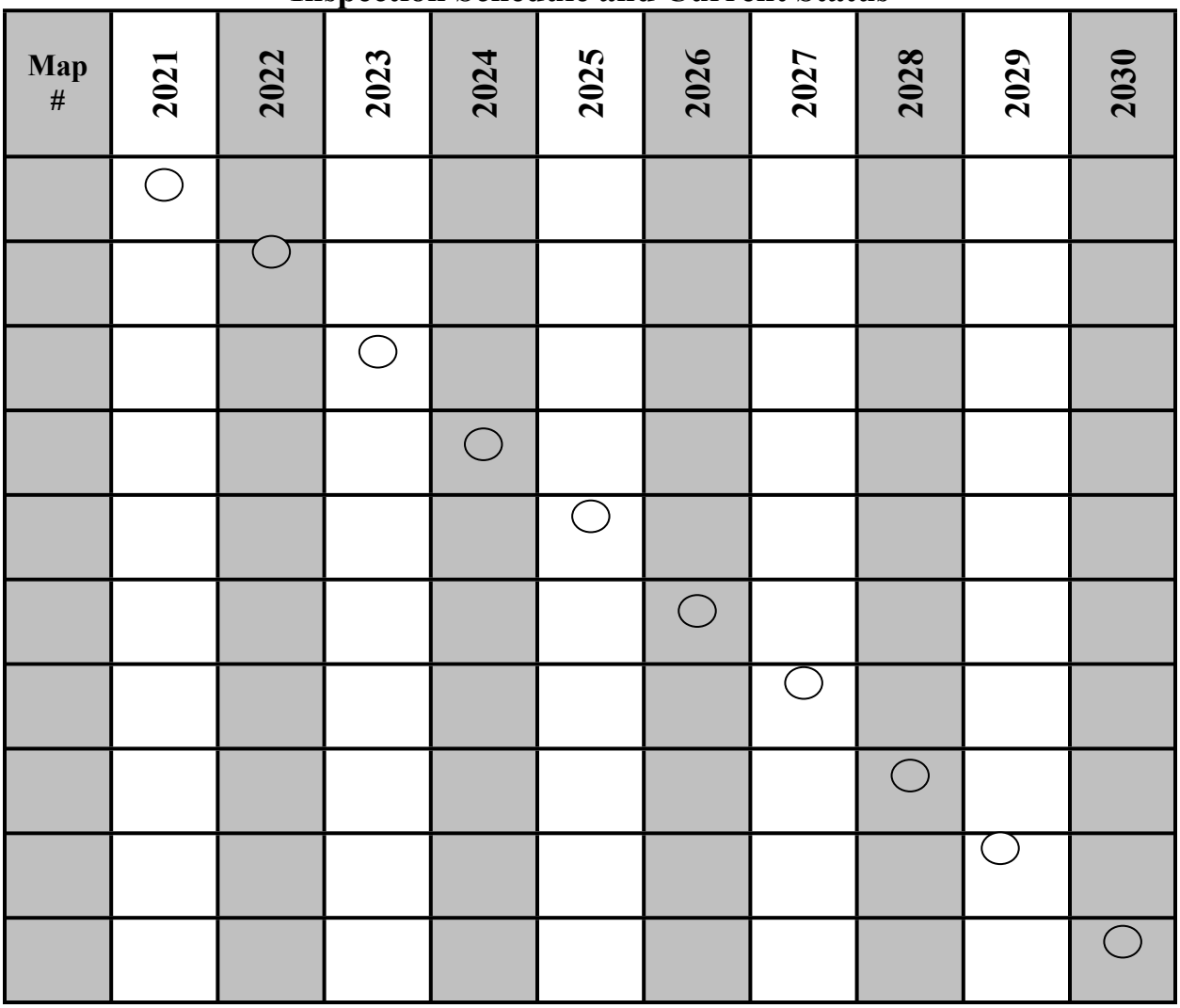
□ -*Unscheduled Inspection*

○ -*Area Scheduled for Inspections*

Ⓠ -*Inspection Completed*

⊘ -*Replacements and Repairs to Correct Deficiencies Completed*

Inspection Schedule and Current Status



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*

Ⓠ *-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*

Ⓠ *-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*

Ⓠ -*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
	○					○				
		○					○			
			○					○		
				○					○	
					○					○

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

ATTACHMENT D

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 additional 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 *The Lineman's and Cableman's Handbook* 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.

INDIANOLA MUNICIPAL UTILITIES
IMU
Electric • Communications • Water

MEMORANDUM

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

From:

Date: March 11, 2024

Subject: Consider approval of utility accounts to be written off for 2023 Q3 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 2023 Q3 that will be written off. The amount for each utility is listed below:
Electric: $26,877.28
Water: $4,348.64
Telecommunications: $8,319.25
Total: $39,555.17
Simple motion is in order

Attachments: 1. Q3 Write Offs 2023 IMU

IMU 2023 Q3 Write Offs

Electric Billed	$4,771,404.09	
Electric Write-off	$26,887.28	0.56%
Water Billed	$880,959.12	
Water Write-off	$4,348.64	0.49%
Telecom Billed	$1,265,922.37	
Telecom Write-off	$8,319.25	0.66%

Total # of accounts wrote off - 75

Service	Total Dollar Amount
Admin Fee Telecom	$ 473.15
Electric	26,887.28
Internet	4,375.51
Video	3,395.94
Water	4,348.64
Phone	$74.65
Grand Total	$ 39,555.17

INDIANOLA MUNICIPAL UTILITIES
IMU
Electric • Communications • Water

MEMORANDUM

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

From:

Date: March 11, 2024

Subject: Consider approval of utility accounts to be written off for 2023 Q4 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 Q4 2023 that will be written off. The amount for each utility is listed below:
Electric: $19,205.96
Water: $1,952.72
Telecommunications: $3,048.12
Total: $24,206.80
Simple motion is in order.

Attachments:
1. Q4 Write Offs 2023 IMU
2. Master IMU Write Off Sheet

IMU 2023 Q4 Write Offs

Electric Billed	$4,089,386.58	
Electric Write-off	$19,205.96	0.47%
Water Billed	$859,299.65	
Water Write-off	$1,952.72	0.23%
Telecom Billed	$1,285,392.07	
Telecom Write-off	$3,048.12	0.24%

Total # of accounts wrote off - 57

Service	Total Dollar Amount
Admin Fee Telecom	$ 483.72
Electric	19,205.96
Internet	2,043.54
Video	481.50
Water	1,952.72
Phone	$39.36
Grand Total	$ 24,206.80

	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	$ 12,321.75	$ 2,562.37	$ 5,050.43	$ 19,934.55		$ 5,536,842.34	2023 Q1
2023 Q2	$ 17,161.87	$ 3,994.19	$ 5,198.47	$ 26,354.53		$ 5,247,361.73	2023 Q2
2023 Q3	$ 26,887.28	$ 4,348.64	$ 8,319.25	$ 39,555.17		$ 6,918,285.58	2023 Q3
2023 Q4	$ 19,205.96	$ 1,952.72	$ 3,048.12	$ 24,206.80	**2023 Year Total**	$ 6,234,078.30	2023 Q4
Total	**$ 75,576.86**	**$ 12,857.92**	**$ 21,616.27**		**$ 110,051.05**	**$23,936,567.95**	**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%

0.46%

2020-2025	Electric	Water	Fiber	2020-2025 Total
Totals	**$ 327,383.61**	**$ 47,145.15**	**$ 77,789.19**	**$91,538,553.90**
Averages	**$ 54,563.94**	**$ 7,857.53**	**$ 12,964.87**	**$ 15,256,425.65**

INDIANOLA MUNICIPAL UTILITIES
IMU
Electric • Communications • Water

MEMORANDUM

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

From:

Date: March 11, 2024

Subject: **Professional Competency:** Enter into closed session in accordance with Iowa Code Section 21.5 (1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Recommendation:

Attachments: None