

WAVERLY UTILITIES BOARD OF TRUSTEES MEETING

Regular Meeting

Tuesday, August 18, 2015 – 4:00 P.M.

1002 Adams Parkway

(1) Roll Call -

Present:

Trustees – Suhr, Vyverberg, Koenig, Knights and Seggerman. WLP Presenters –Darrel Wenzel, CEO; Vicki Hall, Director, Finance; Angie Schroeder, Board Secretary; Jen Bloker, Director, Marketing & Public Information ; Curt Atkins, Director, Customer Services; Jeff Magsamen, Director, Telecom and Mike Litterer, COO. **Absent:** None.

(2) Agenda Management –

Item 6H - Resolution #39-15 – needs to be moved to the action items for the Waverly Municipal Electric Utility. It was placed under the Waverly Communications Utility in error. A motion (Vyverberg, Suhr) to approve the agenda as modified was made and passed with a unanimous vote.

(3) Public Forum –

No one came forward.

(4) Minutes of July 16, 2015, Waverly Utilities Regular Meeting -

A motion (Knights, Koenig) approving the minutes of the July 16, 2015, Waverly Utilities regular Board Meeting was made and passed with a unanimous vote.

(5) Resolution #44-15 – Resolution Approving Continuing Disclosure Policy -

A motion (Seggerman, Koenig) to approve Resolution #44-15 – Resolution Approving Continuing Disclosure Policy – was made and passed unanimously with a roll call vote as follows: Seggerman, Koenig, Knights, Vyverberg and Suhr.

Waverly Communications Utility

(6) Action Items

A. Review Financials –

Financials were presented and discussed. A motion (Vyverberg, Seggerman) to accept the financials was made and passed with a unanimous vote.

B. Resolution #30-15 – Approval of Contract with ETI -

A motion (Knights, Koenig) to approve Resolution #30-15 – Approval of Contract with ETI – was made and passed unanimously with a roll call vote as follows: Knights, Koenig, Seggerman, Suhr and Vyverberg.

C. Resolution #31-15 – Approval of Contract with Cogsdale -

Contract was not ready for approval at meeting time. A motion (Vyverberg, Koenig) to table this resolution was made and passed with a unanimous vote.

D. Resolution #35-15 – Approval of Invoice Cloud Documents -

A motion (Seggerman, Knights) to approve Resolution #35-15 – Approval of Invoice Cloud Documents – was made and passed unanimously with a roll call vote as follows: Seggerman, Knights, Koenig, Suhr and Vyverberg.

E. Resolution #36-15 – Approval of Calix, Inc. Purchase Agreement -

A motion (Koenig, Knights) to approve Resolution #36-15 – Approval of Calix, Inc. Purchase Agreement – was made and passed unanimously with a roll call vote as follows: Koenig, Knights, Byberberg, Suhr and Seggerman.

- F. **Resolution #37-15 – Approval of 28E Agreement with Cedar Falls Utilities -**
A motion (Vyverberg, Seggerman) to approve Resolution #37-15 – Approval of 28E Agreement with Cedar Falls Utilities– was made and passed unanimously with a roll call vote as follows: Vyverberg, Seggerman, Suhr, Koenig and Knights.
- G. **Resolution #38-15 – Approval of Application to the Iowa Utilities Board for a Certificate of Public Convenience and Necessity -**
A motion (Knights, Koenig) to approve Resolution #38-15 – Approval of Application to the Iowa Utilities board for a Certificate of Public Convenience and Necessity – was made and passed unanimously with a roll call vote as follows: Knights, Koenig, Suhr, Seggerman and Vyverberg.
- H. **Resolution #39-15 – Approval of Change Order for TD&I to Install Fiber Drops to 250 Premises-**
Moved to Waverly Municipal Electric Utility Agenda Item
- I. **Public Hearing on Proposed Plans, Specification, Form of Contract and Estimated Cost of 2015 Office Renovation -**
No one came forward and no documents were received by the Board Secretary.
- J. **Resolution #40-15 – Adopting Plans, Specifications, Form of Contract and Estimate of Cost for the 2015 Office Renovation -**
A motion (Seggerman, Koenig) to approve Resolution #40-15 – Adopting Plans, Specifications, Form of Contract and Estimate of Cost for the 2015 Office Renovation – was made and passed unanimously with a roll call vote as follows: Seggerman, Koenig, Knights, Suhr and Vyverberg.
- K. **Resolution #41-15 – Making Award of Construction Contract for the 2015 Office Renovation -**
A motion (Koenig, Knights) to approve Resolution #41-15 – Making Award of Construction Contract for the 2015 Office Renovation – was made and passed unanimously with a roll call vote as follows: Koenig, Knights, Vyverberg, Suhr and Seggerman.
- L. **Resolution #39-15 – Approval of Change Order for TD&I to Install Fiber Drops to 250 Premises -**
A motion (Seggerman, Vyverberg) to approve Resolution #39-15 – Approval of Change Order for TD&I to Install Fiber Drops to 250 Premises – was made and passed unanimously with a roll call vote as follows: Seggerman, Vyverberg, Suhr, Koenig and Knights.

(7) Information Items

- A. **Communications Utility Tasks Update -**
Staff presented a document showing progress being made on specific tasks for the communications utility.

Waverly Municipal Electric Utility

(8) Action Items –

- A. **Ratify Trade Accounts -**
 - i. A motion (Knights, Koenig) to ratify the trade accounts without GMT and Ael Suhr Enterprises was made and passed with a unanimous vote.
- B. **Review Financials –**
Financials were presented and discussed. A motion (Seggerman, Knights) to accept the financials was made and passed with a unanimous vote.

- C. **Internal Control – Petty Cash -**
A motion (Knights, Koenig) to accept the Internal Control – Fixed Assets - document was made and passed with a unanimous vote.
- D. **Resolution #42-15 – Reimbursement Resolution -**
A motion (Seggerman, Koenig) to approve Resolution #42-15 – Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Seggerman, Koenig, Vyverberg, Suhr and Knights.
- E. **Public Hearing to Final Rate Recommendation -**
No one came forward and no documents were received by the Board Secretary.
- F. **Resolution #43-15 – Adopt Rate Schedules -**
A motion (Seggerman, Vyverberg) to approve Resolution #43-15 – Adopt Rate Schedules – was made and passed unanimously with a roll call vote as follows: Seggerman, Vyverberg Suhr, Koenig and Knights.
- G. **Resolution #45-15 – Financial Policy Revisions -**
A motion (Knights, Seggerman) to approve Resolution #45-15 – Financial Policy Revisions – was made and passed unanimously with a roll call vote as follows: Knights, Seggerman, Koenig, Suhr and Vyverberg.
- H. **Resolution #46-15 – Approval of Electronic Budding Procedures and Official Statement for \$4,980,000 in Electric Capital Loan Notes, Series 2015 -**
A motion (Vyverberg, Knights) to approve Resolution #46-15 – Approval of Electronic Budding Procedures and Official Statement for \$4,980,000 in Electric Capital Loan Notes, Series 2015 – was made and passed unanimously with a roll call vote as follows: Vyverberg, Knights, Koenig, Seggerman and Suhr.
- I. **Resolution #47-15 – Transfer of Property to Waverly Low Rent Housing -**
A motion (Seggerman, Vyverberg) to approve Resolution #47-15 – Transfer of Property to Waverly Low Rent Housing – was made and passed unanimously with a roll call vote as follows: Seggerman, Vyverberg, Suhr, Koenig and Knights.

(9) Information Items –

- A. **Water Heater Program Update -**
Staff updated the Board about events that have transpired since the last meeting and shared the recommendation for phasing out the program which will be implemented with the new rate structure approved.
- B. **Monthly Department Reports -**
Reports from Finance, Outreach and Education, Key Accounts, Customer Programs, Customer Communication and Education, Generation and Substations, and Distribution and Transmission were provided to Board members for review.

(10) Board Calendar

No discussion.

(11) Other Business

None.

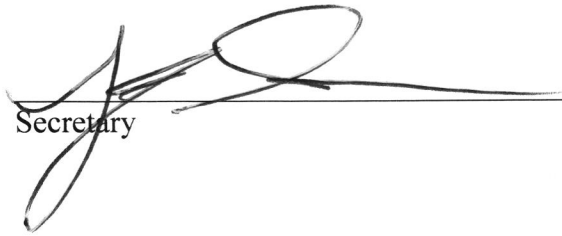
(12) Adjournment

Meeting was adjourned by Chairman Suhr.



Chair

Dated August 18, 2015



Secretary

Dated August 18, 2015