

**WAVERLY UTILITIES BOARD OF TRUSTEES MEETING**

Regular Meeting

Tuesday, May 10, 2016 – 1:00 P.M.

1002 Adams Parkway

**(1) Roll Call -**

**Present:**

Trustees – Suhr, Vyverberg, Neuendorf, Seggerman and Koenig (left during meeting).  
WLP Presenters –Darrel Wenzel, CEO; Vicki Hall, Director, Finance; Jen Bloker, Director, Marketing & Public Information and Acting Board Secretary; Curt Atkins, Director, Customer Services; Jeff Magsamen, Director, Telecom and Mike Litterer, COO. **Absent:** Schroeder

**(2) Agenda Management –**

A motion (Neuendorf, Seggerman) to approve the agenda was made and passed with a unanimous vote.

**(3) Public Forum –**

Dennis Happel and Jeff Soash representing the Waverly Fire Department gave information about the upcoming fire convention and the possibility of leaving the electrical set up until the next convention in 2018.

**(4) Minutes of April 11, 2016, Waverly Utilities Regular Meeting -**

A motion (Seggerman, Vyverberg) approving the minutes of the April 11, 2016, Waverly Utilities regular Board Meeting was made and passed with a unanimous vote.

**(5) Action Items –**

**A. Ratify Trade Accounts -**

- i.** A motion (Koenig, Neuendorf) to ratify the trade accounts without Ael Suhr Enterprises was made and passed with a unanimous vote.
- ii.** A motion (Seggerman, Koenig) to ratify the trade accounts for Ael Suhr Enterprises was made and passed with a unanimous vote. Ael Suhr abstained.

**(6) Information Items**

**A. Trees Forever Annual Report -**

Meredith Borchardt from Trees Forever and Tab Ray from the City of Waverly presented the Trees Forever Annual Report.

**B. Minimum Insurance Coverage Review -**

Yearly report on insurance coverage was shared by Mike Litterer.

**C. Monthly Reports -**

Reports from Finance, Key Accounts, Customer Programs, Customer Communication and Education, Generation and Substations, Distribution

**(7) Other Business**

None.

**(8) Board Calendar**

Calendar for upcoming meetings was shared.

**Waverly Municipal Electric Utility**

**(9) Action Items –**

**A. Review Financials -**

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

**B. Resolution 22-16 – Reimbursement Resolution –**

A motion (Seggerman, Neuendorf) to approve Resolution 22-16 – Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Suhr, Seggerman, Neuendorf, Vyverberg and Koenig.

- C. **Internal Control – Inventory -**  
A motion (Koenig, Vyverberg) to accept the Internal Control – Inventory – document was made and passed with a unanimous vote.
- D. **Public Hearing for the Second Amended and Restated Louisa Transmission Facilities Agreement and a Second Amended and Restated Louisa Transmission Operating Agreement –**  
No one came forward and no documents were received by the Board Secretary.
- E. **Resolution 23-16 – Resolution for the Second Amended and Restated Louisa Transmission Facilities Agreement and a Second Amended and Restated Louisa Transmission Operating Agreement -**  
A motion (Vyverberg, Seggerman) to approve Resolution 23-16 – Resolution for the Second Amended and Restated Louisa Transmission Facilities Agreement and a Second Amended and Restated Louisa Transmission Operating Agreement - was made and passed unanimously with a roll call vote as follows: Vyverberg, Seggerman, Koenig, Suhr and Neuendorf.
- F. **Resolution 18-16 – Approval of the 28E Agreement with Cedar Falls Utilities – Tantalus Metering Software -**  
A motion (Neuendorf, Koenig) to approve Resolution 18-16 – Approval of the 28E Agreement with Cedar Falls Utilities – Tantalus Metering Software - was made and passed unanimously with a roll call vote as follows: Neuendorf, Koenig, Seggerman, Suhr and Vyverbrg.

**(10) Information Items –**

- A. **General Operating Information -**  
Vicki Hall presented the most recent General Operating Information.

**(11) Other Business –**

- A. **Closed Session – Per Iowa Code 21.5(c)**  
A motion (Seggerman, Neuendorf) to move into closed session per Iowa Code 21.5(c) was made and passed unanimously with a roll call vote as follows: Seggerman, Neuendorf, Vyverberg, and Suhr.
  - i. **Open Session -**  
A motion (Vyverberg, Seggerman) to move into open session was made and passed unanimously with a roll call vote as follows: Vyverberg, Seggerman, Neuendorf and Suhr.

**Waverly Communications Utility**

**(12) Closed Session -**

- A motion (Neuendorf, Vyverberg) to move into closed session per Iowa Code 22.7 – Confidential Competitive Information – was made and passed unanimously with a roll call vote as follows: Neuendorf, Vyverberg, Seggerman and Suhr.
- A. **Review Financials –**  
Financials were presented and discussed.
  - B. **Communications Utility Tasks Update -**  
Staff presented a document showing progress made on specific tasks for the communications utility.
  - C. **Discussion of Resolution 24-16 – Update of Acceptable Use Policy**
  - D. **Discussion of Resolution 25-16 – Resolution Updating Rates for Cable Television, Internet and Telephone Services from Resolution #05-16**
  - E. **Information Items**

**(13) Open Session -**

A motion (Neuendorf, Seggerman) to move into open session was made and passed unanimously with a roll call vote as follows: Neuendorf, Seggerman, Suhr and Vyverberg.

**A. Approve Waverly Communications Utility Financials -**

A motion (Neuendorf, Vyverberg) to approve the Waverly Communications Utility Financials was made and passed with a unanimous vote.

**B. Approve Resolution 24-16 – Update of Acceptable Use Policy -**

A motion (Seggerman, Vyverberg) to approve Resolution 24-16 – Update of Acceptable Use Policy – was made and passed unanimously with a roll call vote as follows: Neuendorf, Vyverberg, Suhr and Seggerman.

**C. Approve Resolution 25 -16 – Resolution Updating Rates for Cable Television, Internet and Telephone Services from Resolution #05-16 –**

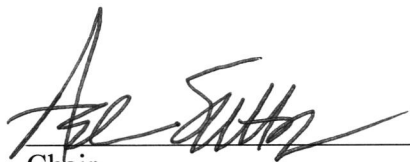
A motion (Neuendorf, Seggerman) to approve Resolution 25-16 – Resolution Updating Rates for Cable Television, Internet and Telephone Services from Resolution #05-16 – was made and passed unanimously with a roll call vote as follows: Neuendorf, Seggerman, Vyverberg and Suhr.

**(14) Other Business –**

None.

**(15) Adjournment**

Meeting was adjourned by Chairman Suhr.



Chair

\_\_\_\_\_ Dated May 10, 2016



Secretary

\_\_\_\_\_ Dated May 10, 2016