

WAVERLY UTILITIES BOARD OF TRUSTEES MEETING

Regular Meeting

Tuesday, December 12, 2017 – 1:00 P.M.

1002 Adams Parkway

(1) Roll Call -

Present:

Trustees – Suhr, Neuendorf, Seggerman, Koenig and Vyverberg. WLP Presenters –Darrel Wenzel, CEO; 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 –

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

(3) Public Forum –

No one came forward.

(4) Minutes of November 14, 2017, Waverly Utilities Regular Meeting -

A motion (Vyverberg, Koenig) approving the minutes of the November 14, 2017, Waverly Utilities regular Board Meeting was made and passed with a unanimous vote.

(5) Action Items –

A. Internal Control – Accounts Receivable -

A motion (Neuendorf, Koenig) to accept the Internal Control – Accounts Receivable – document was made and passed with a unanimous vote.

B. Resolution 59-17 – Personnel Policy Review/Revisions -

A motion (Seggerman, Koenig) to approve Resolution 59-17 – Personnel Policy Review/Revisions – was made and passed unanimously with a roll call vote as follows: Seggerman, Koenig, Neuendorf, Suhr and Vyverberg.

(6) Information Items

Board and staff discussed meeting times and televising meetings. No decision was made at this time.

(7) Board Calendar

Calendar for upcoming meetings was shared. CEO Darrel Wenzel will be traveling to an APPA meeting in February and asked if the meeting date could be changed. Consensus was that February 9, 2018, at 1:00 p.m. will work for the majority of the Board and utility staff.

Waverly Municipal Electric Utility

(8) Action Items –

A. Ratify Trade Accounts -

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

ii. A motion (Koenig, Neuendorf) to ratify the trade accounts for Ael Suhr Enterprises was made and passed with a unanimous vote. Ael Suhr abstained.

B. Review Financials -

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

C. Resolution 60-17 – Reimbursement Resolution –

A motion (Seggerman, Vyverberg) to approve Resolution 60-17 - Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Seggerman, Vyverberg, Koenig, Neuendorf and Suhr.

D. Resolution 61-17 – Corporate Authorization Resolution – Security State Bank -

A motion (Koenig, Neuendorf) to approve Resolution 61-17 - Corporate Authorization Resolution – Security State Bank – was made and passed unanimously with a roll call vote as follows: Koenig, Neuendorf, Seggerman, Suhr and Vyverberg.

- E. **Resolution 62-17 – Corporate Authorization Resolution –First National Bank -**
A motion (Neuendorf, Seggerman) to approve Resolution 62-17 - Corporate Authorization Resolution – First National Bank – was made and passed unanimously with a roll call vote as follows: Neuendorf, Seggerman, Suhr, Vyverberg and Koenig.

(9) Information Items

- A. **Community Solar Array -**
Curt Atkins shared information about the potential Community Solar Project along with a feasibility study that outlines options for the project. Next steps were also shared.
- B. **Monthly Reports -**
Reports pertaining to the electric utility were presented from Finance, Key Accounts, Customer Programs, Customer Communication and Education, Generation and Substations, Distribution

Waverly Communications Utility

(10) Closed Session -

A motion (Neuendorf, Koenig) 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, Koenig, Vyverberg, Suhr and Seggerman.

- A. **Review Financials –**
Financials were presented and discussed.
- B. **Marketing and Sub Growth Reports -**
Reports pertaining to marketing and sub growth were presented.

(11) Open Session -

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

- A. **Ratify Trade Accounts -**
A motion (Koenig, Neuendorf) to ratify the trade accounts was made and passed with a unanimous vote.
- B. **Approve Waverly Communications Utility Financials -**
A motion (Neuendorf, Seggerman) to approve the Waverly Communications Utility Financials was made and passed with a unanimous vote.
- C. **Resolution 63-17 – Corporate Authorization Resolution – First National Bank -**
A motion (Koenig, Neuendorf) to approve Resolution 63-17 – Corporate Authorization Resolution – First National Bank – was made and passed unanimously with a roll call vote as follows: Koenig, Neuendorf, Vyverberg, Suhr and Seggerman.
- D. **Resolution 64-17 – Corporate Authorization Resolution – Dubuque Bank and Trust Co. -**
A motion (Vyverberg, Seggerman) to approve Resolution 64-17 – Corporate Authorization Resolution – Dubuque Bank and Trust Co. – was made and passed unanimously with a roll call vote as follows: Vyverberg, Seggerman, Koenig, Neuendorf and Suhr.
- E. **Resolution 65-17 – Communications Utility Fiber Extension Policy -**
A motion (Neuendorf, Koenig) to approve Resolution 65-17 – Communications Utility Fiber Extension Policy – was made and passed unanimously with a roll call vote as follows: Neuendorf, Koenig, Vyverberg, Suhr and Seggerman.
- F. **Monthly Department Reports -**
Reports pertaining to the communication utility were presented.

(12) Other Business –

None.

(13) Adjournment

Meeting was adjourned by Chairman Suhr.



Chair

Dated December 12, 2017



Secretary

Dated December 12, 2017