

WAVERLY UTILITIES BOARD OF TRUSTEES MEETING

Regular Meeting

Tuesday, January 9, 2018 – 1:00 P.M.

1002 Adams Parkway

(1) Roll Call -

Present:

Trustees – Buckingham, Brunkhorst, Neuendorf, Seggerman, and Vyverberg. WLP Presenters –Darrel Wenzel, CEO; Angie Schroeder, Board Secretary; Jen Bloker, Director, Marketing & Public Information; Kasey Lewis, Director, Finance; Curt Atkins, Director, Business Operations; Jeff Magsamen, Director, Telecom; and Tyler Plate, Director, Electric Operations. **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 December 12, 2017, Waverly Utilities Regular Meeting -

A motion (Buckingham, Neuendorf) approving the minutes of the December 12, 2017, Waverly Utilities regular Board Meeting was made and passed with a unanimous vote.

(5) Action Items –

A. Election of Board of Trustees Officers (Chair, Vice Chair, Secretary) -

Officers are elected for two-year terms.

i. Chair – A motion (Neuendorf, Buckingham) to elect Jere Vyverberg as Chair was made and passed with a unanimous vote.

ii. Vice-Chair – A motion (Seggerman, Buckingham) to elect Emily Neuendorf as Vice-Chair was made and passed with a unanimous vote.

iii. Secretary – A motion (Neuendorf, Seggerman) to elect Angie Schroeder as Secretary was made and passed with a unanimous vote.

B. Resolution 01-18 – Personnel Policy Review/Revisions -

A motion (Seggerman, Neuendorf) to approve Resolution 01-18 – Personnel Policy Review/Revisions – was made and passed unanimously with a roll call vote as follows: Seggerman, Neuendorf, Brunkhorst, Buckingham and Vyverberg

C. Resolution 02-18 – Financial Policy Review/Revisions -

A motion (Buckingham, Neuendorf) to approve Resolution 02-18 – Financial Policy Review/Revisions – was made and passed unanimously with a roll call vote as follows: Buckingham, Neuendorf, Seggerman, Vyverberg and Brunkhorst

(6) Information Items

None.

(7) Board Calendar

Calendar for upcoming meetings was shared. February meeting will be moved to February 20 due to several conflicts in the schedule for staff and board members.

Waverly Municipal Electric Utility

(8) Action Items –

A. Ratify Trade Accounts -

A motion (Seggerman, Buckingham) to ratify the trade accounts was made and passed with a unanimous vote.

B. Review Financials -

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

C. Resolution 03-18 – Reimbursement Resolution –

A motion (Neuendorf, Seggerman) to approve Resolution 03-18 - Reimbursement

Resolution – was made and passed unanimously with a roll call vote as follows:
Neuendorf, Seggerman, Buckingham, Vyverberg and Brunkhorst.

- D. **Resolution 04-18 – Representative and Alternate Representative to Municipal Energy Agency of Nebraska Board of Directors and Management Committee -**
A motion (Seggerman, Neuendorf) to approve Resolution 04-18 – Representative and Alternate Representative to Municipal Energy Agency of Nebraska Board of Directors and Management Committee – was made and passed unanimously with a roll call vote as follows: Seggerman, Neuendorf, Brunkhorst, Buckingham and Vyverberg.
- E. **Resolution 05-18 – Transfer of Property -**
A motion (Buckingham, Seggerman) to approve Resolution 05-18 – Transfer of Property – was made and passed unanimously with a roll call vote as follows: Buckingham, Seggerman, Neuendorf, Brunkhorst and Vyverberg.
- F. **Resolution 06-18 – Resolution Ordering Construction of the Furnishing 15 kV Indoor Metalclad Switchgear, and Fixing a Date for Hearing Thereon and Taking of Bids Therefor -**
A motion (Neuendorf, Buckingham) to approve Resolution 06-18 – Resolution Ordering Construction of the Furnishing 15 kV Indoor Metalclad Switchgear, and Fixing a Date for Hearing Thereon and Taking of Bids Therefor – with a date change on page 3 from February 13, 2018 to February 20, 2018, was made and passed unanimously with a roll call vote as follows: Neuendorf, Buckingham, Brunkhorst, Seggerman and Vyverberg.

(9) Information Items

- A. **Rubber Development -**
Curt Atkins shared information about the status of the Rubber Development account.
- 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, Seggerman) 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, Seggerman, Buckingham, Vyverberg and Brunkhorst.

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

- A. **Ratify Trade Accounts -**
A motion (Buckingham, Neuendorf) to ratify the trade accounts was made and passed with a unanimous vote.
- B. **Approve Waverly Communications Utility Financials -**
A motion (Seggerman, Buckingham) to approve the Waverly Communications Utility Financials was made and passed with a unanimous vote.
- C. **Monthly Department Reports -**
Reports pertaining to the communication utility were presented.

(12) Other Business –

None.

(13) Closed Session -

A motion (Neuendorf, Brunkhorst) to move into closed session per Iowa Code 2.5(i) was made and passed unanimously with a roll call vote as follows: Neuendorf, Brunkhorst, Seggerman, Buckingham and Vyverberg.

A. Performance Review

(14) Open Session -

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

(15) Adjournment

A motion (Neuendorf, Brunkhorst) to adjourn the meeting was made and passed with a unanimous vote.



Chair

Dated January 9, 2018



Secretary

Dated January 9, 2018