

**WAVERLY UTILITIES BOARD OF TRUSTEES MEETING**

Regular Meeting

Tuesday, February 12, 2019 – 1:00 P.M.

1002 Adams Parkway

**Present:**

Trustees – Brunssen, Buckingham, Brunkhorst, Neuendorf, Seggerman. WLP Presenters – Darrel Wenzel, CEO; Angie Schroeder, Board Secretary; Jen Bloker, Director, Marketing & Public Information; Stacy Braun-Wagner, Interim Director, Finance; Curt Atkins, Director, Operations; and Jeff Magsamen, Director, Telecom. **Absent:** None.

**(1) Chair Opening Remarks**

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 January 8, 2019 Waverly Utilities Regular Meeting and January 28, 2019 Waverly Utilities Special Meeting -**

A motion (Seggerman, Brunssen) approving the minutes of the January 8, 2019 Waverly Utilities regular Board Meeting and the January 28, 2019 Waverly Utilities Special Meeting was made and passed with a unanimous vote.

**(5) Action Items**

**A. Resolution 04-19 – Board Policy -**

A motion (Neuendorf, Seggerman) to table this item until a future meeting was made and passed with a unanimous vote.

**(6) Information Items –**

**A. Community Involvement Committee Report -**

Staff reported on community involvement by Waverly Utilities' employees for 2018.

**B. Employee Organization Involvement –**

Staff reported on organizations that management staff participate in.

**C. 2018 Training List -**

Staff reported on all training completed in 2018.

**(7) Other Business –**

None

**(8) Board Calendar**

Calendar for upcoming meetings was shared.

**Waverly Municipal Electric Utility**

**(9) Action Items –**

**A. Ratify WMEU Trade Accounts -**

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

**B. Review Financials -**

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

**C. Resolution 05-19 - Reimbursement Resolution –**

A motion (Neuendorf, Seggerman) to approve Resolution 05-19 - Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Neuendorf, Seggerman, Buckingham, Brunssen and Brunkhorst

- D. **Resolution 06-19 – Operations Policies & Procedures Modifications –**  
A motion (Neuendorf, Seggerman) to approve Resolution 06-19 – Operations Policies & Procedures Modifications – was made and passed unanimously with a roll call vote as follows: Neuendorf, Seggerman, Buckingham, Brunssen and Brunkhorst
- E. **Resolution 07-19 – Small Cell Guidelines –**  
A motion (Neuendorf, Brunssen) to approve Resolution 07-19 – Small Cell Guidelines – was made and passed unanimously with a roll call vote as follows: Neuendorf, Brunssen, Buckingham, Seggerman and Brunkhorst

**(10) Information Items –**

- A. **Outages and Blinks Report -**  
Staff shared the annual Outages and Blinks Report with the Board.
- B. **Monthly Department Reports -**  
Reports pertaining to the electric utility were presented.

**Waverly Communications Utility**

**(11) Action Items -**

- A. **Ratify Trade Accounts -**  
A motion (Neuendorf, Seggerman) to ratify the trade accounts was made and passed with a unanimous vote.
- B. **Resolution 08-19 – Audibly Accessible On-Screen Guides and Menu Policy –**  
A motion (Brunkhorst, Neuendorf) to approve Resolution 08-19 – Audibly Accessible On-Screen Guides and Menu Policy – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Neuendorf, Seggerman, Buckingham and Brunssen

**(12) Information Items –**

- A. **Monthly Department Reports -**  
Reports pertaining to the communication utility were presented.

**(13) Closed Session -**

A motion (Seggerman, Brunssen) 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: Seggerman, Brunssen, Buckingham, Neuendorf 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.
- C. **Review of System Availability and Statistics**  
Staff presented a review of the communications system availability and other statistics.

**(14) 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, Buckingham, Brunssen and Brunkhorst

**(15) Approve Waverly Communications Utility Financials -**

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

**(16) Closed Session -**

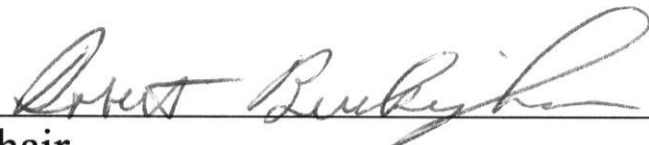
A motion (Neuendorf, Brunkhorst) to move into closed session per Iowa Code 21.5(i) was made and passed unanimously with a roll call vote as follows: Neuendorf, Brunkhorst, Seggerman, Buckingham and Brunssen

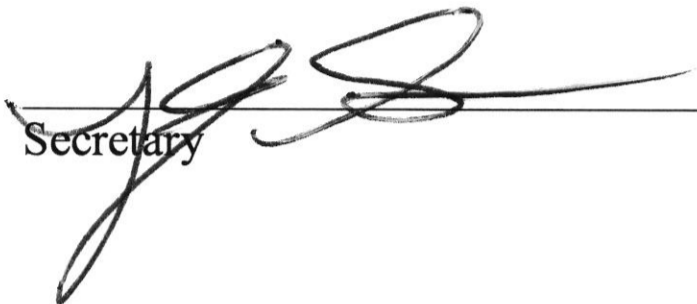
**(17) Open Session -**

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

**(18) Adjournment**

Meeting was adjourned.

  
\_\_\_\_\_ Dated February 12, 2019  
Chair

  
\_\_\_\_\_ Dated February 12, 2019  
Secretary