

WAVERLY UTILITIES BOARD OF TRUSTEES MEETING

Regular Meeting

Tuesday, February 20, 2018 – 1:00 P.M.

1002 Adams Parkway

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.

(1) Vice Chair Opening Remarks

(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 9, 2018, Waverly Utilities Regular Meeting -

A motion (Brunkhorst, Buckingham) approving the minutes of the January 9, 2018, Waverly Utilities regular Board Meeting was made and passed with a unanimous vote.

(5) Action Items –

A. Resolution 07-18 – Personnel Policy Review/Revisions -

A motion (Buckingham, Neuendorf) to approve Resolution 07-18 – Personnel Policy Review/Revisions – was made and passed unanimously with a roll call vote as follows: Buckingham, Neuendorf, Seggerman, Vyverberg and Brunkhorst

B. Resolution 08-18 – Amended 457 Plan and Trust -

A motion (Neuendorf, Seggerman) to approve Resolution 08-18 – Amended 457 Plan and Trust– was made and passed unanimously with a roll call vote as follows: Neuendorf, Seggerman, Buckingham, Vyverberg and Brunkhorst

C. Resolution 09-18 – Accepting Easements -

A motion (Seggerman, Buckingham) to approve Resolution 09-18 – Accepting Easements– was made and passed unanimously with a roll call vote as follows: Seggerman, Buckingham, Vyverberg, Brunkhorst and Neuendorf

(6) Information Items -

A. Paper Billing Surcharge -

Curt Atkins shared costs associated with the production of a customer’s paper bill and asked for feedback about how to recover those costs.

B. Community Giving Report -

Monica Welsh gave a report on the 2017 community involvement including giving time and volunteer time.

(7) Other Business –

A. Televising Meetings -

Board of Trustees and staff discussed the logistics and possibility of televising the Board meetings. Recommendation was made that we televise the May 8, 2018 and August 14, 2018 meetings. Staff will check with the City and Wartburg to finalize all of the logistics and will bring back a resolution next month for Board of Trustees’ approval.

(8) Board Calendar

Calendar for upcoming meetings was shared.

Waverly Municipal Electric Utility

(9) Action Items –

- A. **Ratify WMEU Trade Accounts -**
A motion (Buckingham, Neuendorf) to ratify the trade accounts was made and passed with a unanimous vote.
- B. **Review Preliminary Financials -**
Financials were presented and discussed. A motion (Neuendorf, Seggerman) to accept the preliminary financials was made and passed with a unanimous vote.
- C. **Resolution 10-18 – Reimbursement Resolution –**
A motion (Seggerman, Buckingham) to approve Resolution 10-18 - Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Seggerman, Buckingham, Vyverberg, Brunkhorst and Neuendorf
- D. **Resolution 11-18 – Customer Payment Plan -**
A motion (Brunkhorst, Neuendorf) to approve Resolution 11-18 – Customer Payment Plan – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Neuendorf, Seggerman, Buckingham and Vyverberg. It was also requested that the customer will come back to the Board at the April 2018 Board Meeting to discuss again.
- E. **Public Hearing on Plans, Specifications, Form of Contract and Estimate of Cost for the Furnishing 15kV Indoor Metalclad Switchgear -**
No one came forward and no documents were received by the Board Secretary.
- F. **Resolution 12-18 – Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Cost for the Furnishing 15kV Indoor Metalclad Switchgear -**
A motion (Seggerman, Buckingham) to approve Resolution 05-18 – Transfer of Property – was made and passed unanimously with a roll call vote as follows: Seggerman, Buckingham, Vyverberg, Brunkhorst and Neuendorf
- G. **Consideration of Construction Bids -**
Bid information was presented.
- H. **Resolution 13-18 – Resolution Making Award of Construction Contract for the Furnishing 15 kV Indoor Metalclad Switchgear -**
A motion (Buckingham, Neuendorf) to approve Resolution 13-18 – Resolution Making Award of Construction Contract for the Furnishing 15 kV Indoor Metalclad Switchgear – was made and passed unanimously with a roll call vote as follows: Buckingham, Neuendorf, Seggerman, Vyverberg and Brunkhorst

(10) Information Items

- A. **2017 Energy Efficiency Results -**
Curt Atkins shared results of the 2017 energy efficiency programs.
- B. **Outage Report -**
Tyler Plate reported on the 2017 unplanned power outages and system blinks.
- C. **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

(11) 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 Preliminary Financials –**
Financials were presented and discussed.

B. Marketing and Sub Growth Reports -

Reports pertaining to marketing and sub growth were presented.

(12) Open Session -

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

A. Ratify Trade Accounts -

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

B. Approve Waverly Communications Utility Preliminary Financials -

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

C. Resolution 14-18 – Telecom Collections Policy -

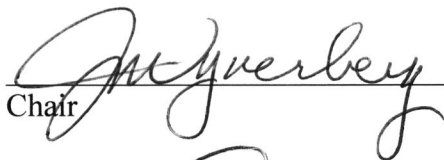
A motion (Brunkhorst, Neuendorf) to approve Resolution 14-18 – Telecom Collections Policy – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Neuendorf, Seggerman, Buckingham and Vyverberg

D. Monthly Department Reports -

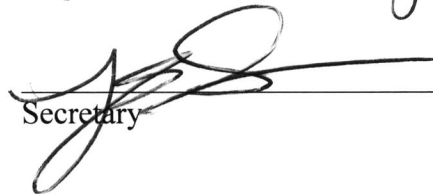
Reports pertaining to the communication utility were presented.

(13) Adjournment

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


Chair

Dated February 20, 2018


Secretary

Dated February 20, 2018