

**WAVERLY LIGHT AND POWER™
BOARD OF TRUSTEES MEETING**

Regular Meeting

Wednesday, February 8, 2012 – 6:00 P.M.
1002 Adams Parkway

(1) Roll Call -

Present:

Trustees – Drape, Knights, Koenig, Moeller, and Suhr. WLP Presenters - Diane Johnson, Gen. Mgr.; Mike Litterer, Asst. Gen. Mgr.; Cara Jensen, Accounting Manager; Angie Schroeder, Office Manager; Curt Atkins, Energy Services Manager, Jen Bloker, Utility Relations Specialist, and Chris Schaedig, Building Maintenance. Guests – Gary Boorum, Council Liaison; Kyle Richards, Guest Trustee.

(2) Agenda Management –

A motion (Knights, Koenig) approving the agenda as presented was made and passed with a unanimous vote.

(3) Public Forum –

No one came forward.

(4) Minutes of January 3, 2012, Regular Meeting -

A motion (Suhr, Koenig) approving the minutes of the January 3, 2012, regular Board Meeting was made and passed with a unanimous vote.

(5) Action Items –

A. Ratify Trade Accounts -

- i. A motion (Koenig, Knights) to ratify the trade accounts without Wartburg, GMT, CUNA, and Ael Suhr Enterprises was made and passed with a unanimous vote.
- ii. A motion (Koenig, Suhr) to ratify the trade account for Wartburg was made and passed with a unanimous vote. Moeller abstained.
- iii. A motion (Moeller, Suhr) to ratify the trade account for CUNA was made and passed with a unanimous vote. Koenig abstained.

B. Review Financials –

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

C. Resolution #3-12 – Reimbursement Resolution –

A motion (Koenig, Suhr) to approve Resolution #3-12 – Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Drape, Knights, Koenig, Moeller, and Suhr.

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

Officers will be elected for two (2) year terms.

- i. **Chair** – A motion (Moeller, Koenig) to elect Gene Drape as Chair was made and passed with a unanimous vote.
- ii. **Vice-Chair** – A motion (Koenig, Suhr) to elect Darcy Knights as Vice-Chair was made and passed with a unanimous vote.
- iii. **Secretary** – A motion (Knights, Moeller) to elect Angie Schroeder as Secretary was made and passed with a unanimous vote.

(6) Information Items

A. Monthly Department Reports –

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

Distribution and Transmission were provided to Board members for review.


- B. Community Involvement Committee Report –**
Community Involvement Committee Chair, Chris Schaedig, reported that Waverly Light and Power employees contributed 551 hours of volunteer and giving hours in 2011. This exceeded the goal for 2011 of 500 hours.
 - C. Energy Efficiency History and Trends -**
Curt Atkins reported on Waverly Light and Power's historical and forecasted energy efficiency goals.
 - D. New City Website Launch -**
Jen Bloker presented information on the new community website and Waverly Light and Power's involvement with the project.
 - E. Operations Policies -**
Mike Litterer presented to the Board updated Operations Policies and Procedures which will be located on the Waverly Light and Power Intranet for all employees to use and follow.
 - F. Dashboard -**
Dashboard results for year-end 2011 were presented.
 - G. MEAN Update -**
Diane Johnson reported on the recent MEAN meeting she attended.
- (7) **Board Committee Reports**
- A. Communication Committee – Linda Moeller**
Jen Bloker gave a report on the most recent meeting. Linda Moeller made a recommendation that this Committee is no longer needed. The Board agreed to this recommendation.
- (8) **Board Calendar**
No discussion.
- (9) **Discussion Items**
- A. Board Performance Review -**
Angie Schroeder will resend the results to Board members for discussion at the March meeting.
 - B. General Manager Performance Review -**
The Board asked Diane Johnson to create and send to the Board members a survey document based on last year's review questions. Results will be discussed at the March meeting in closed session.
 - C. Board Officer Terms -**
Item was discussed earlier in the meeting during the election of Officers. Board agreed to two (2) year terms.
- (10) **Other Business**
- A. Reid Koenig congratulated Waverly Light and Power on receiving another Tree Line USA Award.**

- B. Diane Johnson had informed Board members via e-mail earlier in the month that she had agreed to allow our building to be used as a polling facility. Board members asked to have the minutes of this meeting reflect their support of this decision to allow the Waverly Light and Power building to be used as a polling facility.

(11) Adjournment

Meeting was adjourned by Chair Drape.


_____ Dated February 8, 2012
Chair


_____ Dated February 8, 2012
Secretary

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