

**WAVERLY LIGHT AND POWER AND MUNICIPAL COMMUNICATIONS UTILITY  
BOARD OF TRUSTEES MEETING**

Regular Meeting

Tuesday, January 7, 2014 – 6:00 P.M.

1002 Adams Parkway

**(1) Roll Call -**

**Present:**

Trustees – Drape, Koenig, Knights, Suhr and Seggerman. WLP Presenters –Mike Litterer, Interim General Manager; Angie Schroeder, Office Manager; Vicki Hall, Finance and Rates Manager; Curt Atkins, Energy Services Manager; Jen Bloker, Communication & Public Information Manager. **Absent:** None.

**(2) Agenda Management –**

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

**(3) Public Forum –**

No one came forward.

**(4) Minutes of December 3, 2013, Waverly Light and Power and Waverly Communications Utility dba Waverly Light and Power Regular Meeting and December 30, 2013 Special Meeting -**

A motion (Knights, Suhr) approving the minutes of the December 3, 2013, Waverly Light and Power and Waverly Communications Utility dba Waverly Light and Power regular Board Meeting and December 30, 2013 Special Meeting was made and passed with a unanimous vote.

**Waverly Communications Utility dba Waverly Light and Power**

**(5) Action Items**

**A. Review Financials –**

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

**(6) Information Items -**

**A. Feasibility and Service Delivery Model Task Force Update –**

Mike Litterer gave the Board an update on Task Force meetings and activities.

**Waverly Light and Power**

**(7) Action Items –**

**A. Ratify Trade Accounts -**

**i.** A motion (Suhr, Knights) to ratify the trade accounts without GMT, Ael Suhr Enterprises and CMFG Life Insurance Company was made and passed with a unanimous vote.

**ii.** A motion (Knights, Seggerman) to ratify the trade account for CMFG Life Insurance Company was made and passed with a unanimous vote. Koenig abstained.

**iii.** A motion (Koenig, Knights) to ratify the trade account for Ael Suhr Enterprises was made and passed with a unanimous vote. Suhr abstained.

**B. Review Financials –**

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

**C. Internal Control – Accounts Payable and Accounts Receivable -**

A motion (Knights, Koenig) to approve the Internal Control Testing was made and passed with a unanimous vote.

**D. Resolution #01-14 – Reimbursement Resolution –**

A motion (Knights, Suhr) to approve Resolution #01-14 – Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Knights, Suhr, Koenig, Seggerman and Drape.

**E. Resolution #02-14 – CR Holland Crane Service Contract for Relocating 4 Caterpillar Generators –**

A motion (Seggerman, Suhr) to approve Resolution #02-14 – CR Holland Crane Service Contract for Relocating 4 Caterpillar Generators – was made and passed unanimously with a roll call vote as follows: Seggerman, Suhr, Koenig, Drape and Knights.

**F. Resolution #03-14 – Revision of Personnel (Pay and Timekeeping, Vacation and Travel Expense Reporting/Reimbursement) and Financial Policies and Procedures (Petty Cash) -**

A motion (Koenig, Seggerman) to approve Resolution #03-14 – Revision of Personnel (Pay and Timekeeping, Vacation and Travel Expense Reporting/Reimbursement) and Financial Policies and Procedures (Petty Cash) – was made and passed unanimously with a roll call vote as follows: Koenig, Seggerman, Suhr, Knights and Drape.

**G. Resolution #04-14 – 457 Deferred Compensation Plan -**

A motion (Knights, Suhr) to approve Resolution #04-14 – 457 Deferred Compensation Plan – was made and passed unanimously with a roll call vote as follows: Knights, Suhr, Seggerman, Koenig and Drape.

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

Officers are elected for two-year terms.

**i. Chair** – A motion (Koenig, Knights) to elect Gene Drape as Chair was made and passed with a unanimous vote.

**ii. Vice-Chair** – A motion (Koenig, Knights) to elect Ael Suhr as Vice-Chair was made and passed with a unanimous vote.

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

**(8) Discussion Items –**

**A. Contract Approval Authority -**

Staff discussed with Board contract approval authority. Staff will create a policy along with a list of current contracts to present and have approved at the next Board meeting.

**B. 7<sup>th</sup> Avenue Lot Disposition -**

Mike Litterer shared information about the 7<sup>th</sup> Avenue Lot and led a discussion about the disposal of the property. Mike Litterer is going to talk to Phil Jones, City Administrator, about available options.

**C. Strategic Planning Meeting Notes -**

Changes recommended by Reid Koenig will be incorporated into the meeting notes and brought to the next Board meeting for further discussion and/or approval.

**(9) Information Items –**

**A. Board Performance Review -**

Board received summary document showing results of 2013 performance.

**B. 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.

**(10) Board Calendar**

March agenda items will be moved to other months to accommodate the Task Force Feasibility Study presentation at this meeting.

**(11) Other Business**

None.

**(12) Closed Session –**

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


A motion (Knights, Suhr) to end the closed session and move into open session was made and passed unanimously with a roll call vote as follows: Knights, Suhr, Koenig, Seggerman and Drape.

**(13) Adjournment**

Chairman Drape adjourned the meeting.

  
Chair

Dated January 7, 2014

  
Secretary

Dated January 7, 2014