

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

Regular Meeting

Tuesday, January 3, 2012 – 6:00 P.M.

1002 Adams Parkway

(1) Roll Call -

Present:

Trustees – Drape, Knights, Moeller, and Suhr. WLP Presenters - Diane Johnson, Gen. Mgr.; Mike Litterer, Asst. Gen. Mgr.; Cara Jensen, Accounting Manager; Angie Schroeder, Office Manager; and Curt Atkins, Energy Services Manager. Guests – Gary Boorum, Council Liaison.

Absent:

Reid Koenig.

(2) Agenda Management –

Recommendation was made to move item 8, Board Calendar, to item 5. A motion (Knights, Moeller) approving the agenda as modified was made and passed with a unanimous vote.

(3) Public Forum –

No one came forward.

(4) Minutes of December 6, 2011, Regular Meeting -

A motion (Moeller, Knights) approving the minutes of the December 6, 2011, regular Board Meeting was made and passed with a unanimous vote.

(5) Board Calendar

Board members decided to move the February Board meeting from Tuesday, February 7, 2012, to Wednesday, February 8, 2012, so Board members and WLP staff would be able to attend the Chamber Annual Dinner on Tuesday, February 7, 2012.

(6) Action Items –

A. Ratify Trade Accounts -

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

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. Internal Control Testing – Cash -

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

D. Resolution #1-12 – Reimbursement Resolution –

A motion (Knights, Suhr) to approve Resolution #01-12 – Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Drape, Knights, Moeller, and Suhr.

E. Resolution #2-12 – Corporate Authorization Resolution –

A motion (Moeller, Suhr) to approve Resolution #02-12 – Corporate Authorization Resolution – was made and passed unanimously with a roll call vote as follows: Drape, Knights, Moeller, and Suhr.

(7) Information Items

A. Monthly Department Reports –

i. Finance

1. This month we chose to review the internal controls surrounding cash. The results of the testing are included in the board packet.
2. We began preparing for the end of the year and audit information.

ii. Outreach & Education –

1. Presented information to the Clean Energy Ambassadors on WLP's inverted rate. Topics of discussion during the webinar were historical data, rate structure and current findings.
2. Energy Services visited with the WSR and St. Paul middle school sixth graders in December. The teaching unit discussed was the Watts-up session. In this session, students measured various energy using appliances and calculated their operating cost.

iii. Key Accounts –

1. None at this time.

iv. Customer Programs –

1. Work continued on the implementation of the Energyorbit data tracking program.
2. Finalized the 2011 energy efficiency programs and prepared for the upcoming 2012 programs.

v. Customer Communication & Education – Jen Bloker, Utility Relations Specialist

1. Distributed new substation media release
2. Assisted Mike Litterer with phone interviews on the new substation with KWAY and KCNZ
3. Taught W-SR and St. Paul's 6th graders the "Watts Up?" segment
4. Website Maintenance
 - a. Change website banners weekly
 - b. Monitor YouTube
 - c. Update with new media release
 - d. Posted outages
 - e. Deleted John Wuertz and added Ael Suhr in the board directory listing
 - f. Revised Diane's bio and reposted
 - g. PO Box deleted off sections of website
5. Placed media ads:
 - a. Waverly Theatre (Phantom Load and Smart Savings - December)
 - b. Courier newspaper and website (Heat Pump Water Heater - December)
 - c. Civic Center sign (Christmas LED lights - December)
 - d. Waverly Newspaper (Dam special section ad - December)
6. Prepared and distributed two online newsletters, the Conduit to key accounts and the Connection to residential customers.
7. Updated and distributed key account outage call list.
8. Retained 3 quotes on printing newsletter/bill stuffer.
9. Continue to meet with Anne Duncan (Wartburg) on a partnership with WLP and Wartburg's Go Green Fair.

vi. Generation and Substations –

1. We have come to an agreement with the silencer manufacturer at the South Plant to remove the incorrect equipment, provide and install the new silencers and catalysts at the manufacturers cost. We expect to have the replacement silencers installed in February.
2. The new dam is causing a rumbling/vibration sound during extremely low water flows over the dam.
3. We are completing asbestos testing at the new west substation property. If anything comes back positive, we will have the asbestos removed before demolition. There is a well in the basement that will need to be plugged during demolition.
4. We continue to work with our engineer on the installation of the silencer, catalysts and crankcase filter for engine #10 at the North Plant. This is budgeted to take place in 2012.
5. Cannon I has developed a phase to ground fault in the generator. EWT is planning to replace the generator when Cannon II is constructed this summer. Cannon I is running at 50% until it can be replaced or repaired, we will be compensated for the lack of production. The generator will be replaced even if it can be repaired during the interim period before replacement.

vii. Distribution & Transmission – Mike Litterer, Operations Manager

1. Employees replaced the shoes/clamps on a portion of the 69 kV line that runs from the south load center to Janesville. Incorrect shoes were installed by contractors during construction in the early 90's.
2. We will be performing our yearly electrical inspections beginning this month. We take this time to inspect 10% of our lines each year and make the necessary corrections to maintain our lines, equipment and reliability.
3. A few services were installed to houses that started construction this month. The weather has remained mild allowing this work to be completed before it freezes for the winter.
4. We have one more light to install on East Bremer Avenue, it has been ordered but has not yet arrived. New lights, conduit, wiring and bases have been installed to replace the failed equipment.

B. Energy Efficiency History and Trends –

Move to February 7, 2012, meeting.

C. New City Website Launch -

Move to February 7, 2012, meeting.

(8) Board Committee Reports

A. Communication Committee – Linda Moeller

No report.

(9) Discussion Items

A. Board Performance Review

Will discuss at a later meeting.

(10) Other Business

None.


(11) Closed Session

- A. A motion (Knights, Suhr) to move into closed session was made and passed unanimously with a roll call vote as follows: Ayes – Knights, Moeller, Suhr, Drape; Absent – Koenig.
- B. 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: Ayes – Suhr, Moeller, Knights, Drape; Absent – Koenig.

(12) Adjournment

Meeting was adjourned by Chair Drape.


_____ Dated January 3, 2012
Chair


_____ Dated January 3, 2012
Secretary