

WAVERLY UTILITIES BOARD OF TRUSTEES MEETING

Regular Meeting

Tuesday, March 8, 2016 – 1:00 P.M.

1002 Adams Parkway

(1) Roll Call -

Present:

Trustees – Suhr, Vyverberg, Neuendorf, Koenig, and Seggerman. WLP Presenters –Darrel Wenzel, CEO; Vicki Hall, Director, Finance; Jen Bloker, Director, Marketing & Public Information; Curt Atkins, Director, Customer Services; Jeff Magsamen, Director, Telecom; Angie Schroeder, Board Secretary and Mike Litterer, COO. **Absent:** None.

(2) Agenda Management –

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

(3) Public Forum –

No one came forward.

(4) Minutes of February 9, 2016, Waverly Utilities Regular Meeting -

A motion (Vyverberg, Seggerman) approving the minutes of the February 9, 2016, Waverly Utilities regular Board Meeting was made and passed with a unanimous vote.

(5) Action Items –

A. Ratify Trade Accounts -

i. A motion (Seggerman, Neuendorf) to ratify the trade accounts without Ael Suhr Enterprises was made and passed with a unanimous vote.

ii. A motion (Koenig, Vyverberg) to ratify the trade accounts for Ael Suhr Enterprises was made and passed with a unanimous vote. Ael Suhr abstained.

B. Resolution 12-16 – Lease and Agreement for Joint Use of Fiber Optic Communications System and Buildings -

A motion (Vyverberg, Neuendorf) to approve Resolution 12-16 – Lease and Agreement for Joint Use of Fiber Optic Communications System and Buildings – was made and passed unanimously with a roll call vote as follows: Vyverberg, Neuendorf, Koenig, Seggerman and Suhr.

(6) Information Items

A. Monthly Reports -

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

B. Professional Service Providers -

Mike Litterer presented a listing of professional service providers that we use at Waverly Utilities.

C. Trees Forever Annual Report -

Trees Forever representatives were unable to attend the meeting so their presentation has been rescheduled for the May Board of Trustees meeting.

D. Community Involvement Report -

Matt Kittleson, Waverly Utilities employee, presented information on activities and donations made by Waverly Utilities' employees throughout 2015.

E. Closed Session

i. **Board Performance Review** - Closed session was not needed. Distributed Board Performance Review document to board members.

ii. **Personnel Matter** – This will be discussed at a later date.

(7) Other Business

None.

(8) Board Calendar

Calendar for upcoming meetings was shared.

Waverly Municipal Electric Utility

(9) Action Items –

A. Review Financials -

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

B. Resolution 13-16 – Reimbursement Resolution –

A motion (Koenig, Vyverberg) to approve Resolution 13-16 – Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Koenig, Vyverberg, Suhr, Seggerman and Neuendorf

C. Internal Control - Cash -

A motion (Seggerman, Neuendorf) to accept the Internal Control – Cash – document was made and passed with a unanimous vote.

D. Resolution 14-16 – Approve Construction Contract and Bond for the 69 kV Transmission Line West Sub to MEC Tap –

A motion (Neuendorf, Vyverberg) to approve Resolution 14-16 – Approve Construction Contract and Bond for the 69 kV Transmission Line Wst Sub to MEC Tap – was made and passed unanimously with a roll call vote as follows: Neuendorf, Vyverberg, Suhr, Seggerman and Koenig.

(10) Information Items –

A. Cash Transfers to the City of Waverly -

Recommendation for cash transfer to the City of Waverly was presented.

B. Strategic Business Plan Initiatives – Progress Report -

Board was updated about progress on the initiatives.

(11) Other Business -

None.

Waverly Communications Utility

(12) Closed Session -

A motion (Seggerman, Neuendorf) 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, Neuendorf, Koenig, Suhr and Vyverberg.

A. Review Financials –

Financials were presented and discussed.

B. Communications Utility Tasks Update -

Staff presented a document showing progress made on specific tasks for the communications utility.

C. Discussion of Resolution 15-16 – Award Bid for Service Activation Project -

(13) Open Session -

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

A. Approve Waverly Communications Utility Financials -

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

B. Approve Resolution 15-16 – Award Bid for Service Activation Project -

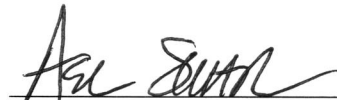
A motion (Koenig, Neuendorf) to approve Resolution 15-16 – Award Bid for Service Activation Project – was made and passed unanimously with a roll call vote as follows: Koenig, Neuendorf, Seggerman, Suhr and Vyverberg.

(14) Other Business -

None.

(15) Adjournment

Meeting was adjourned by Chairman Suhr.


Chair

Dated March 8, 2016


Secretary

Dated March 8, 2016