

**WAVERLY UTILITIES BOARD OF TRUSTEES MEETING**

Regular Meeting

Tuesday, December 14, 2021 – 1:00 P.M.

1002 Adams Parkway

**Present:**

Trustees – Buckingham, Brunkhorst, Kettleson, Neuendorf (by phone), and Baber. WLP Presenters –Darrel Wenzel, CEO; Kasey Lewis, Director, Finance; Angie Schroeder, Director, Human Resources & Board Secretary; Jen Bloker, Director, Marketing & Public Information, Jeff Magsamen, Director, Telecom and Curt Atkins, Director, Operations.

**Absent:** None.

**(1) Chair Opening Remarks -**

None

**(2) Agenda Management –**

Recommendation was made to move item 10A to after item 4. A motion (Brunkhorst, Kettleson) to approve the agenda as modified was made and passed with a unanimous vote.

**(3) Public Forum –**

No one came forward.

**(4) Minutes of November 9, 2021, Waverly Utilities Regular Meeting -**

A motion (Brunkhorst, Kettleson) approving the minutes of the November 9, 2021, Waverly Utilities Regular Board Meeting was made and passed with a unanimous vote.

**(5) Information Items –**

**A. Investment Policy Review -**

The Investment Policy was shared with no changes being recommended.

**B. Reaudit Discussion -**

Staff shared with Board their action items based on the reaudit that occurred.

**(6) Action Items –**

**A. Internal Control – Accounts Receivable -**

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

**B. Resolution 37-21 – Revise Financial Policies and Procedures – Financial Policy –**

A motion (Kettleson, Brunkhorst) to approve Resolution 37-21 – Financial Policy – was made and passed unanimously with a roll call vote as follows: Kettleson, Brunkhorst, Neuendorf, Buckingham and Baber

**C. Resolution 38-21 – Revise Personnel Policies and Procedures – Travel Policy –**

A motion (Kettleson, Brunkhorst) to approve Resolution 38-21 – Travel Policy – was made and following discussion, this item has been tabled until next month with a unanimous vote.

**D. Resolution 39-21 – Approve 2022 – 2026 Strategic Plan –**

A motion (Brunkhorst, Neuendorf) to approve Resolution 39-21 – 2022 – 2026 Strategic Plan – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Neuendorf, Kettleson, Buckingham and Baber

**(7) Other Business -**

None

**(8) Board Calendar -**

Calendar for upcoming meetings was shared.

**Waverly Municipal Electric Utility**

**(9) Action Items -**

**A. Ratify WMEU Trade Accounts -**

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

**B. Review Financials -**

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

**C. Resolution 40-21 – Reimbursement Resolution –**

A motion (Brunkhorst, Kettleison) to approve Resolution 40-21 – Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Kettleison, Neuendorf, Buckingham and Baber

**(10) Information Items –**

**A. Sand Hills Energy Solar Presentation – completed under item 4 -**

Representatives gave a presentation and answered questions about the Sand Hills Energy Solar project.

**B. EV Charging Station Stats -**

Statistics for the year 2021 were shared

**C. Monthly Department Reports -**

Reports pertaining to electric utility were presented

**Waverly Communications Utility**

**(11) Action Items -**

**A. Ratify WCU Trade Accounts -**

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

**B. Resolution 41-21 – Update Telecom Rates –**

A motion (Neuendorf, Kettleison) to approve Resolution 41-21 – Update Telecom Rates – was made and passed unanimously with a roll call vote as follows: Neuendorf, Kettleison, Buckingham, Baber and Brunkhorst

**C. Resolution 42-21 – Accept the Fiber to the Premise Feeder/Distribution and Drop Network Construction Project –**

A motion (Brunkhorst, Kettleison) to approve Resolution 42-21 – Accept the Fiber to the Premise Feeder/Distribution and Drop Network Construction Project – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Kettleison, Neuendorf, Buckingham and Baber

**(12) Information Items –**

**A. Monthly Department Reports -**

Reports pertaining to the communication utility were presented.

**(13) Closed Session -**

A motion (Kettleison, Brunkhorst) 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: Kettleison, Brunkhorst, Neuendorf, Buckingham and Baber

**A. Review WCU Financials –**

Financials were presented and discussed

**B. Marketing and Sub Growth Reports -**

Reports pertaining to marketing and sub growth were presented

**(14) Open Session -**

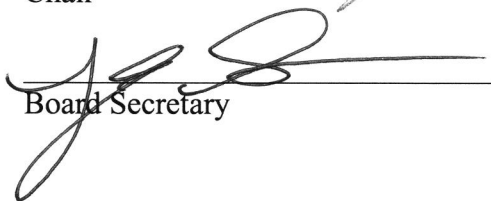
A motion (Kettleison, Baber) to move into open session was made and passed unanimously with a roll call vote as follows: Kettleison, Baber, Buckingham, Neuendorf and Brunkhorst

**A. Approve Financials -**

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

**(15) Adjournment -**  
Meeting was adjourned.

  
\_\_\_\_\_ Dated December 14, 2021  
Chair

  
\_\_\_\_\_ Dated December 14, 2021  
Board Secretary