

WAVERLY UTILITIES BOARD OF TRUSTEES MEETING

Regular Meeting

Tuesday, February 13, 2024 – 1:00 P.M.

1002 Adams Parkway

Present:

Trustees – Buckingham, Brunkhorst, Kettleon, Hansen and Kahler. WU Presenters –Angie Schroeder, Director, Human Resources & Board Secretary; Jen Bloker, Director, Marketing & Public Information; Jeff Magsamen, Director, Telecom; Kelly Meier, Director, Finance and Customer Services and Curt Atkins, Interim General Manager.

Absent: None.

NOTE: The January 9, 2024, scheduled meeting was not held because of a snowstorm. All January items were brought forward to this February meeting.

(1) Chair Opening Remarks -

None

(2) Agenda Management –

A motion (Kettleon, Hansen) to approve the agenda as modified was made and passed with a unanimous vote.

(3) Public Forum –

None

(4) Consent Agenda -

The following items were presented for approval:

A. Minutes of December 12, 2023, Waverly Utilities Regular Meeting

B. Minutes of January 31, 2024, Special Meeting

C. Ratify WMEU Trade Accounts for December 2023

D. Ratify WMEU Trade Accounts for January 2024

E. Ratify WCU Trade Accounts for December 2023

F. Ratify WCU Trade Accounts for January 2024

Consent agenda items as listed above are approved.

(5) Action Items –

A. **Election of Board of Trustees Officers (Chair, Vice Chair, Secretary) – Officers are elected for two-year terms**

i. **Chair** – A motion (Kettleon, Hansen) to elect Bob Buckingham as Chair was made and passed with a unanimous vote.

ii. **Vice-Chair** – A motion (Hansen, Brunkhorst) to elect Jes Kettleon as Vice-Chair was made and passed with a unanimous vote.

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

B. **Resolution 01-24 – Revise Drug and Alcohol-Free Workplace Policy –**

A motion (Brunkhorst, Kettleon) to approve Resolution 01-24 – Revise Drug and Alcohol-Free Workplace Policy – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Kettleon, Buckingham, Hansen, Kahler

(6) Information Items –

A. **Waverly Public Library Campaign -**

Representatives from the Waverly Public Library gave an update on their campaign progress.

B. **Trees Forever -**

Representatives from Trees Forever gave their annual update.

C. **Marketing Plan –**

Jen Bloker presented the marketing plan for the year

- (7) **Other Business -**
None
- (8) **Board Calendar -**
Calendar for upcoming meetings was shared.

Waverly Municipal Electric Utility

- (9) **Action Items –**
 - A. **Review and Approve WMEU Financials – November 2023-**
A motion (Hansen, Kettleson) to approve financials was made and passed with a unanimous vote.
 - B. **Review and Approve WMEU Financials – December 2023-**
A motion (Kettleson, Hansen) to approve financials was made and passed with a unanimous vote.
 - C. **Resolution 02-24 – Reimbursement Resolution –**
A motion (Kettleson, Hansen) to approve Resolution 02-24 – Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Kettleson, Hansen, Kahler, Buckingham and Brunkhorst
 - D. **Resolution 03-24 – Amended & Restated Total Power Requirements Power Purchase Agreement – Modernized Service Schedule M (SSM) –**
A motion (Kettleson, Hansen) to approve Resolution 03-24 – Amended & Restated Total Power Requirements Power Purchase Agreement – Modernized Service Schedule M (SSM) – was made and passed unanimously with a roll call vote as follows: Kettleson, Hansen, Buckingham, Brunkhorst, Kahler
 - E. **Resolution 04-24 – Electric Reliability Plan -**
A motion (Kettleson, Hansen) to approve Resolution 04-24 – Electric Reliability Plan– was made and passed unanimously with a roll call vote as follows: Kettleson, Hansen, Kahler, Buckingham, Brunkhorst
- (10) **Information Items –**
 - A. **CAPX Brookings Project -**
Curt Atkins gave information about about this Project
 - B. **2023 EV Charging Station Stats -**
Curt Atkins reporting on the 2023 EV charging station
 - C. **2023 Power Outages and Blinks -**
Curt Atkins presented the annual Power Outages and Blinks Report
 - D. **Monthly Department Reports -**
Reports pertaining to electric utility were presented

Waverly Communications Utility

- (11) **Action Items –**
None
- (12) **Information Items –**
 - A. **Monthly Department Reports -**
Reports pertaining to the communication utility were presented.
- (13) **Closed Session -**
A motion (Kettleson, Hansen) 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: Kettleson, Hansen, Kahler, Brunkhorst, Buckingham
 - A. **Review WCU Financials –**
Financials were presented and discussed

B. Marketing and Sub Growth Reports -

Reports pertaining to marketing and sub growth were presented

C. Telecom Stats -

Jeff Magsamen presented information about the telecom stats and trends

(14) Open Session -

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

A. Approve November 2023 Financials -

A motion (Hansen, Kettleison) to approve the Waverly Communications Utility November 2023 financials was made and passed with a unanimous vote.

B. Approve December 2023 Financials -

A motion (Kettleison, Kahler) to approve the Waverly Communications Utility December 2023 financials was made and passed with a unanimous vote.

(15) Closed Session -

A motion (Kettleison, Hansen) to move into closed session per Iowa Code 21.5(i) was made and passed unanimously with a roll call vote as follows: Kettleison, Hansen, Kahler, Brunkhorst and Buckingham

A. General Manager Position Discussion -

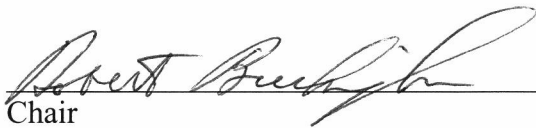
Discussion by Board about how to proceed with General Manager position

(16) Open Session -

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

(17) Adjournment -

Meeting was adjourned.


Chair

Dated February 13, 2024


Acting Board Secretary

Dated February 13, 2024