

WAVERLY UTILITIES BOARD OF TRUSTEES MEETING

Regular Meeting

Tuesday, November 14, 2023 – 1:00 P.M.

1002 Adams Parkway

Present:

Trustees – Buckingham, Brunkhorst, Kettleon, and Hansen. 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: Frederick. **Guest Trustee:** Andrew Kahler

(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 –

No one came forward.

(4) Consent Agenda -

The following items were presented for approval:

A. Minutes of October 10, 2023, Waverly Utilities Regular Meeting

B. Ratify WMEU Trade Accounts

C. Ratify WCU Trade Accounts

D. Internal Control – Accounts Payable

Consent agenda items as listed above are approved.

(5) Action Items –

A. **Resolution 52-23 – Resolution Amending Post-Issuance Compliance Policy –**

A motion (Hansen, Kettleon) to approve Resolution 52-23 – Resolution Amending Post-Issuance Compliance Policy – was made and passed unanimously with a roll call vote as follows: Hansen, Kettleon, Buckingham, and Brunkhorst

B. **Resolution 53-23 – Customer Service Policy –**

A motion (Brunkhorst, Hansen) to approve Resolution 53-23 – Customer Service Policy – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Hansen, Kettleon, and Buckingham

(6) Information Items –

A. **Strategic Business Plan Initiatives – Progress Report**

Staff gave an update on progress for the Strategic Plan initiatives

(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 -**

A motion (Kettleon, Brunkhorst) to approve financials was made and passed with a unanimous vote.

B. **Resolution 54-23 – Reimbursement Resolution –**

A motion (Kettleon, Hansen) to approve Resolution 54-23 – Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Kettleon, Hansen, Brunkhorst, and Buckingham

- C. Public Hearing to Approve 2024 WMEU Budget -**
No one came forward
- D. Resolution 55-23 – Approve 2024 WMEU Budget –**
A motion (Brunkhorst, Kettleson) to approve Resolution 55-23 – Approve 2024 WMEU Budget – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Kettleson, Buckingham, and Hansen
- E. Public Hearing on Authorization of a Loan Agreement and the Issuance of Notes to Evidence the Obligation of the City thereunder -**
No one came forward
- F. Resolution 48-23 – Resolution Instituting Proceedings to take Additional Action-**
A motion (Kettleson, Hansen) to approve Resolution 48-23 –Resolution Instituting Proceedings to take Additional Action - was made and passed unanimously with a roll call vote as follows: Kettleson, Hansen, Brunkhorst and Buckingham
- G. Resolution 49-23 – Approving Electronic Bidding Procedures and Official Statement -**
A motion (Hansen, Kettleson) to approve Resolution 49-23 – Approving Electronic Bidding Procedures and Official Statement - was made and passed unanimously with a roll call vote as follows: Hansen, Kettleson, Brunkhorst, and Buckingham
- H. Resolution 56-23 – Rules of Operation**
A motion (Kettleson, Hansen) to approve Resolution 56-23 – Rules of Operation - was made and passed unanimously with a roll call vote as follows: Kettleson, Hansen, Brunkhorst, and Buckingham
- I. Resolution 57-23 – Approving Construction Contract & Bond for the Construction of the North Load Center 69 kV Switch Replacement Project**
A motion (Hansen, Kettleson) to approve Resolution 57-23 – Approving Construction Contract & Bond for the Construction of the North Load Center 69 kV Switch Replacement Project - was made and passed unanimously with a roll call vote as follows: Hansen, Kettleson, Brunkhorst, and Buckingham

(10) Information Items –

- A. Deposit Requirements -**
Staff updated Board on their research into deposit requirements at other utilities and made their recommendation to the Board to keep our policy as it stands
- B. Monthly Department Reports -**
Reports pertaining to electric utility were presented

Waverly Communications Utility

(11) Action Items –

- A. Public Hearing to Approve Amended 2023 WCU Budget -**
No one came forward
- B. Public Hearing to Approve 2024 WCU Budget -**
No one came forward

(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, Brunkhorst and 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

(14) Open Session -

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

A. Approve Financials -

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

B. Resolution 58-23 – Approve Amended 2023 WCU Budget –

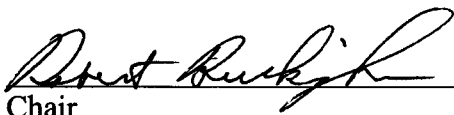
A motion (Brunkhorst, Hansen) to approve Resolution 58-23 – Approve Amended 2023 WCU Budget – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Hansen, Kettleson, and Buckingham

C. Resolution 59-23 – Approve 2024 WCU Budget –

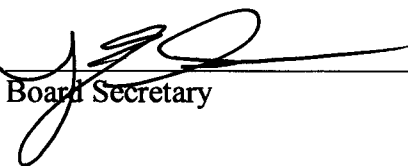
A motion (Brunkhorst, Hansen) to approve Resolution 59-23 – Approve 2024 WCU Budget – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Hansen, Kettleson, and Buckingham

(15) Adjournment -

Meeting was adjourned.


Chair

Dated November 14, 2023


Board Secretary

Dated November 14, 2023