

**WAVERLY UTILITIES BOARD OF TRUSTEES MEETING**

Regular Meeting

Tuesday, October 13, 2020 – 1:00 P.M.

Via ZOOM Meeting.

In light of the Public Emergency declared by the Governor of Iowa because of the COVID-19 outbreak, the Board of Trustees Chair determined that an in-person meeting of the Board of Trustees of Waverly Utilities was impossible or impractical without violating the Governor's mandates. When an in-person meeting is "impossible or impractical," Iowa Code Section 21.8 permits a governmental body to conduct a meeting by electronic means, so the October 13, 2020, Board of Trustees meeting was held via ZOOM.

**Present:**

Trustees – Buckingham, Brunssen, Kettleson, Neuendorf and Brunkhorst. WLP Presenters – Darrel Wenzel, CEO; Jen Bloker, Director, Marketing & Public Information; Kasey Lewis, Director, Finance; Curt Atkins, Director, Operations; Angie Schroeder, Director, Human Resources & Board Secretary and Jeff Magsamen, Director, Telecom. **Absent:** None

**(1) Chair Opening Remarks -**

None

**(2) Agenda Management –**

An item needs to be added to the agenda under Resolution #30-20 to approve a new policy titled Vacation/Sick Leave Donation Program. A motion (Brunkhorst, Kettleson) to approve the agenda as modified was made and passed with a unanimous vote.

**(3) Public Forum –**

Board Secretary received no written or verbal comments prior to the meeting.

**(4) Minutes of September 8, 2020, Waverly Utilities Regular Meeting -**

A motion (Brunssen, Brunkhorst) approving the minutes of the September 8, 2020, Waverly Utilities regular Board Meeting was made and passed with a unanimous vote.

**(5) Action Items –**

**A. Internal Control – Investments -**

A motion (Brunssen, Brunkhorst) to accept the Internal Control – Investments – document was made and passed with a unanimous vote.

**B. Resolution 30-20 – Personnel Policies and Procedures – Meals and/or Expenses & Vacation/Sick Leave Donation Program –** A motion (Brunkhorst, Neuendorf) to approve Resolution 30-20 – Personnel Policies and Procedures – Meals and/or Expenses & Vacation/Sick Leave Donation Program – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Neuendorf, Kettleson, Buckingham and Brunssen

**(6) Information Items –**

None

**(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 (Brunssen, Neuendorf) to ratify the trade accounts was made and passed with a unanimous vote.

**B. Review Financials -**

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

**C. Resolution 31-20 - Reimbursement Resolution –**

A motion (Neuendorf, Brunkhorst) to approve Resolution 31-20 - Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows:  
Neuendorf, Brunkhorst, Kettleson, Buckingham and Brunssen

**D. Resolution 32-20 – Financial Policy Revision – Financial Policy with Regard to Objectives, Cash Reserves, & Rate Making –**

A motion (Brunkhorst, Neuendorf) to approve Resolution 32-20 – Financial Policy Revision – Financial Policy with Regard to Objectives, Cash Reserves & Rate Making – was made and passed unanimously with a roll call vote as follows:  
Brunkhorst, Neuendorf, Kettleson, Brunssen and Buckingham

**E. Resolution 33-20 – Representative and Alternate Representative to Municipal Energy Agency of Nebraska Board of Directors and Management Committee –**

A motion (Neuendorf, Kettleson) to approve Resolution 33-20 – Representative and Alternate Representative to Municipal Energy Agency of Nebraska Board of Directors and Management Committee – was made and passed unanimously with a roll call vote as follows: Neuendorf, Kettleson, Buckingham, Brunssen and Brunkhorst

**F. Resolution 34-20 – Electric Vehicle Charging Station Fees –**

A motion (Brunssen, Neuendorf) to approve Resolution 34-20 – Electric Vehicle Charging Station Fees –was made and passed unanimously with a roll call vote as follows: Brunssen, Neuendorf, Brunkhorst, Kettleson and Buckingham

**G. Set Date of November 10, 2020, for Public Hearing to Approve 2021 Budget -**

A motion (Kettleson, Brunssen) to Set Date of November 10, 2020, for Public Hearing to Approve 2021 Budget was made and passed with a unanimous vote.

**(10) Information Items –**

**A. Preliminary 2021 Budget Review -**

Preliminary WMEU 2021 Budget was reviewed.

**B. Monthly Department Reports -**

Reports pertaining to electric utility were presented.

**Waverly Communications Utility**

**(11) Action Items -**

**A. Ratify WCU Trade Accounts -**

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

**B. Set Date of November 10, 2020, for Public Hearing to Approve 2021 Budget -**

A motion (Kettleson, Neuendorf) to Set Date of November 10, 2020, for Public Hearing to Approve 2021 Budget was made and passed with a unanimous vote.

**(12) Information Items –**

**A. Monthly Department Reports -**

Reports pertaining to the communication utility were presented.

**(13) Closed Session -**

A motion (Neuendorf, Kettleson) 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: Neuendorf, Kettleson, Brunkhorst, Brunssen 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

**C. Preliminary 2021 Budget Review -**

Preliminary WCU 2021 Budget was reviewed.

**(14) Open Session -**

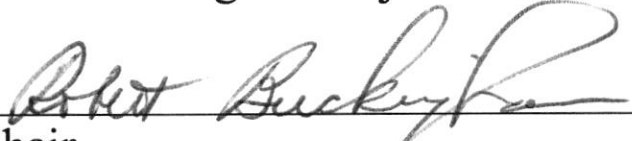
A motion (Brunkhorst, Neuendorf) to move into open session was made and passed unanimously with a roll call vote as follows: Brunkhorst, Neuendorf, Brunssen, Kettleson and Buckingham

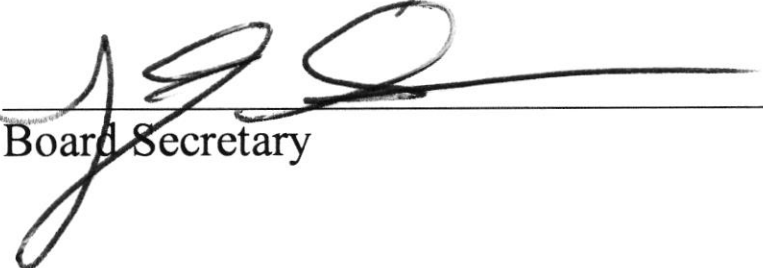
**A. Approve Financials -**

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

**(15) Adjournment -**

Meeting was adjourned.

  
\_\_\_\_\_ Dated October 13, 2020  
Chair

  
\_\_\_\_\_ Dated October 13, 2020  
Board Secretary