

**WAVERLY UTILITIES BOARD OF TRUSTEES MEETING**

Regular Meeting

Tuesday, November 12, 2019 – 1:00 P.M.

1002 Adams Parkway

**Present:**

Trustees – Buckingham, Brunkhorst and Neuendorf. Guest Trustee – Daniel Hanawalt. 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:** Brunssen and Seggerman

**(1) Chair Opening Remarks -**

None

**(2) Agenda Management –**

A request to move item 9G – Resolution 42-19 – Customer Payment Plan to before item 5A. A motion (Neuendorf, Brunkhorst) to approve the agenda as modified was made and passed with a unanimous vote.

**(3) Public Forum –**

No one came forward.

**(4) Minutes of October 8, 2019, Waverly Utilities Regular Meeting -**

A motion (Neuendorf, Brunkhorst) approving the minutes of the October 8, 2019 Waverly Utilities regular Board Meeting was made and passed with a unanimous vote.

**(5) Action Items –**

**Item 9G moved to here on agenda – Resolution 42-19 – Customer Payment Plan**

A motion (Neuendorf, Brunkhorst) to approve Resolution 42-19 – Customer Payment Plan – was made and passed unanimously with a roll call vote as follows: Neuendorf, Brunkhorst and Buckingham

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

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

**B. Resolution 36-19 – Updated Petty Cash Policy -**

A motion (Neuendorf, Brunkhorst) to approve Resolution 36-19 – Updated Petty Cash Policy – was made and passed unanimously with a roll call vote as follows: Neuendorf, Brunkhorst and Buckingham

**C. Resolution 37-19 – Waverly Utilities Customer Service Policy –**

**D. Resolution 38-19 – Rules of Operation**

A motion (Neuendorf, Brunkhorst) to table Resolution 37-19 – Waverly Utilities Customer Service Policy and Resolution 38-19 – Rules of Operation to the next meeting was made and passed with a unanimous vote.

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

- B. **Review Financials -**  
Financials were presented and discussed. A motion (Brunkhorst, Neuendorf) to accept the financials was made and passed with a unanimous vote.
  - C. **Resolution 39-19 - Reimbursement Resolution –**  
A motion (Neuendorf, Brunkhorst) to approve Resolution 39-19 - Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows:  
Neuendorf, Brunkhorst and Buckingham
  - D. **Public Hearing to Approve 2020 Waverly Municipal Electric Utility Budget -**  
No one came forward and no documents were received by the Board Secretary.
  - E. **Resolution 40-19 – Approve 2020 Waverly Municipal Electric Utility Budget -**  
A motion (Brunkhorst, Neuendorf) to approve Resolution 40-19 – Approve 2020 Waverly Municipal Electric Utility Budget – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Neuendorf and Buckingham
  - F. **Resolution 41-19 – Emergency Preparedness and Disaster Recovery Procedures-**  
A motion (Neuendorf, Brunkhorst) to approve Resolution 41-19 – Emergency Preparedness and Disaster Recovery Procedures – was made and passed unanimously with a roll call vote as follows: Neuendorf, Brunkhorst and Buckingham
  - G. **Resolution 42-19 – Customer Payment Plan -**  
Approved under item 5
- (10) **Information Items –**
- A. **Monthly Department Reports -**  
Reports pertaining to the electric utility were presented.

#### Waverly Communications Utility

- (11) **Action Items -**
- A. **Ratify WCU Trade Accounts -**  
A motion (Brunkhorst, Neuendorf) to ratify the trade accounts was made and passed with a unanimous vote.
  - B. **Public Hearing to Approve 2020 Waverly Communications Utility Budget -**  
No one came forward and no documents were received by the Board Secretary.
  - C. **Resolution 43-19 – Approve 2020 Waverly Communications Utility Budget -**  
A motion (Neuendorf, Brunkhorst) to approve Resolution 43-19 – Approve 2020 Waverly Communications Utility Budget – was made and passed unanimously with a roll call vote as follows: Neuendorf, Brunkhorst and Buckingham
  - D. **Resolution 44-19 – Fiber Extension Agreement with Steege Construction, Inc. -**  
A motion (Brunkhorst, Neuendorf) to approve Resolution 44-19 – Fiber Extension Agreement with Steege Construction, Inc. – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Neuendorf and Buckingham
- (12) **Information Items –**
- A. **Monthly Department Reports -**  
Reports pertaining to the communication utility were presented.
- (13) **Closed Session -**  
A motion (Neuendorf, 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: Neuendorf, Brunkhorst and Buckingham
- A. **Review 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 (Neuendorf, Brunkhorst) to move into open session was made and passed unanimously with a roll call vote as follows: Neuendorf, Brunkhorst and Buckingham

**A. Approve Waverly Communications Utility Financials -**

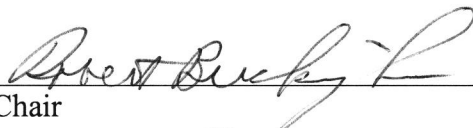
A motion (Brunkhorst, Neuendorf) to approve the Waverly Communications Utility Financials was made and passed with a unanimous vote.

**(15) Board of Trustees Comments -**

None

**(16) Adjournment -**

Meeting was adjourned.

  
\_\_\_\_\_ Dated November 12, 2019  
Chair

  
\_\_\_\_\_ Dated November 12, 2019  
Board Secretary