

**WAVERLY LIGHT AND POWER AND MUNICIPAL COMMUNICATIONS UTILITY
BOARD OF TRUSTEES MEETING**

Regular Meeting

Tuesday, October 1, 2013 – 6:00 P.M.

1002 Adams Parkway

(1) Roll Call -

Present:

Trustees – Drape, Knights, Koenig and Suhr. WLP Presenters –Mike Litterer, Interim General Manager; Angie Schroeder, Office Manager; Jen Bloker, Communications & Public Information Manager; Vicki Hall, Finance and Rates Manager and Curt Atkins. Guest Trustee – Ann Seggerman. **Absent:** Moeller.

(2) Agenda Management –

A motion (Knights, Suhr) to approve the agenda was made and passed with a unanimous vote.

(3) Public Forum –

No one came forward.

(4) Minutes of September 3, 2013, Waverly Light and Power and Waverly Communications Utility dba Waverly Light and Power Regular Meeting -

A motion (Suhr, Knights) approving the minutes of the September 3, 2013, Waverly Light and Power and Waverly Communications Utility dba Waverly Light and Power regular Board Meeting was made and passed with a unanimous vote.

Waverly Communications Utility dba Waverly Light and Power

(5) Information Items

A. Feasibility and Service Delivery Model Task Force Update – Interim General Manager

Mike Litterer gave the Board an update on Task Force meetings and activities.

B. 2014 Budget Review – Finance and Rates Manager

2014 proposed budget for the Waverly Communications Utility was presented to Board.

Waverly Light and Power

(6) Action Items –

A. Ratify Trade Accounts -

i. A motion (Knights, Suhr) to ratify the trade accounts without GMT, Ael Suhr Enterprises and CMFG Life Insurance Company was made and passed with a unanimous vote.

ii. A motion (Knights, Suhr) to ratify the trade account for CMFG Life Insurance Company was made and passed with a unanimous vote. Koenig abstained.

iii. A motion (Koenig, Knights) to ratify the trade account for Ael Suhr Enterprises was made and passed with a unanimous vote. Suhr abstained.

B. Review Financials –

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

C. Internal Control – Petty Cash -

A motion (Suhr, Koenig) to approve the Internal Control Testing was made and passed with a unanimous vote.

- D. Resolution #33-13 – Reimbursement Resolution –**
A motion (Knights, Koenig) to approve Resolution #33-13 – Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Knights, Koenig, Suhr and Drape.
 - E. Public Hearing on the Authorization of a Loan Agreement and the Issuance of Notes to Evidence the Obligation of the City Thereunder -**
No one came forward and no documents were received by the Board Secretary.
 - F. Resolution #34-13 – Resolution Instituting Proceedings to Take Additional Action for the Authorization of a Loan Agreement and the Issuance of Not to Exceed \$4,500,000 Electric Revenue Capital Loan Notes –**
A motion (Koenig, Suhr) to approve Resolution #34-13 – Resolution Instituting Proceeding to Take Additional Action for the Authorization of a Loan Agreement and the Issuance of Not to Exceed \$4,500,000 Electric Revenue Capital Loan Notes – was made and passed unanimously with a roll call vote as follows: Koenig, Suhr, Knights and Drape.
 - G. Resolution #37-13 – Resolution Approving Electronic Bidding Procedures and Official Statement -**
A motion (Knights, Koenig) to approve Resolution #37-13 – Resolution Approving Electronic Bidding Procedures and Official Statement – was made and passed unanimously with a roll call vote as follows: Knights, Koenig, Suhr and Drape.
 - H. Resolution #35-13 – Accept Collective Bargaining Agreement Between Waverly Light and Power and American Federation of State, County, and Municipal Employees, AFL-CIO Local 3489 -**
A motion (Koenig, Knights) to approve Resolution #35-13 – Accept Collective Bargaining Agreement Between Waverly Light and Power and American Federation of State, County, and Municipal Employees, AFL-CIO Local 3489 – was made and passed unanimously with a roll call vote as follows: Koenig, Knights, Drape and Suhr.
 - I. Resolution #36-13 – Financial Policy Revision – Key Account Program -**
A motion (Suhr, Knights) to approve Resolution #36-13 – Financial Policy Revision – Key Account Program – was made and passed unanimously with a roll call vote as follows: Suhr, Knights, Koenig and Drape.
- (7) Information Items –**
- A. 2014 Budget Review -**
2014 budget was presented and discussed.
 - B. 2013 Amended Budget Review -**
2013 amended budget was presented and discussed.
 - C. Updated Rules of Operation Review -**
Staff presented updates to the Rules of Operations. Approval of updates will be made at the November meeting.
 - D. Succession Planning -**
Staff presented information on succession planning strategies and efforts.
 - E. Rural Economic Development -**
Interim General Manager presented information about rural economic development opportunities.
 - F. SPP/MEAN Settlement -**
Interim General Manager updated Board about the final settlement for SPP/MEAN and how it affects Waverly Light and Power.

G. Monthly Department Reports -

Reports from Finance, Outreach and Education, Key Accounts, Customer Programs, Customer Communication and Education, Generation and Substations, and Distribution and Transmission were provided to Board members for review.

(8) Board Calendar

No discussion.

(9) Other Business

None.


(10) Closed Session – Personnel Item


A. A motion (Suhr, Koenig) to move into closed session was made and passed unanimously with a roll call vote as follows: Suhr, Koenig, Knights and Drape.

A motion (Koenig, Knights) to end the closed session and move into open session was made and passed unanimously with a roll call vote as follows: Koenig, Knights, Suhr and Drape.

(11) Adjournment

Meeting was adjourned by Chair Drape.


_____ Dated October 1, 2013
Chair


_____ Dated October 1, 2013
Secretary