

WAVERLY UTILITIES BOARD OF TRUSTEES MEETING

Regular Meeting

Tuesday, April 10, 2018 – 1:00 P.M.

1002 Adams Parkway

Present:

Trustees – Buckingham, Brunkhorst, Neuendorf, Seggerman, and Vyverberg. WLP Presenters –Darrel Wenzel, CEO; Angie Schroeder, Board Secretary; Jen Bloker, Director, Marketing & Public Information; Kasey Lewis, Director, Finance; Curt Atkins, Director, Business Operations; Jeff Magsamen, Director, Telecom; and Tyler Plate, Director, Electric Operations. **Absent:** None.

(1) Vice Chair Opening Remarks

(2) Agenda Management –

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

(3) Public Forum –

No one came forward.

(4) Minutes of March 13, 2018, Waverly Utilities Regular Meeting -

A motion (Neuendorf, Buckingham) approving the minutes of the March 13, 2018, Waverly Utilities regular Board Meeting was made and passed with a unanimous vote.

(5) Action Items –

A. Internal Control – Identity Theft-

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

B. Resolution 27-18 – Red Flag – Identity Theft Prevention Program -

A motion (Seggerman, Buckingham) to approve Resolution 27-18 – Red Flag – Identity Theft Prevention Program - was made and passed unanimously with a roll call vote as follows: Seggerman, Buckingham, Vyverberg, Brunkhorst and Neuendorf

C. Resolution 28-18 – Key and Key FOB Policy -

A motion (Neuendorf, Brunkhorst) to approve Resolution 28-18 – Key and Key FOB Policy– was made and passed unanimously with a roll call vote as follows: Neuendorf, Brunkhorst, Seggerman, Buckingham and Vyverberg

D. Resolution 29-18 – Invoice Cloud Biller Convenience Fee -

A motion (Buckingham, Seggerman) to approve Resolution 29-18 – Invoice Cloud Biller Convenience Fee - was made and passed with a roll call vote as follows: Ayes – Buckingham, Seggerman, Neuendorf, Brunkhorst and Vyverberg

(6) Information Items -

A. Technology Report -

Tyler Plate and Jeff Magsamen reported on current trends in technology and system improvements that they are watching and evaluating. They also shared the improvements we are currently working on now.

B. Strategic Business Plan Initiatives Progress Report -

Staff gave an update on the progress being made on Strategic Business Plan initiatives.

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

B. Review Financials -

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

C. Resolution 30-18 – Reimbursement Resolution –

A motion (Neuendorf, Seggerman) to approve Resolution 30-18 - Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Neuendorf, Seggerman, Buckingham, Vyverberg and Brunkhorst

D. Resolution 31-18 – 2019 Cash Transfers to the City -

A motion (Seggerman, Brunkhorst) to approve Resolution 31-18 – 2019 Cash Transfers to the City – was made and passed unanimously with a roll call vote as follows: Seggerman, Brunkhorst, Neuendorf, Buckingham and Vyverberg

E. Resolution 32-18 – MEAN & CMFG Life Insurance Company (CUNA) Agreement -

A motion (Buckingham, Neuendorf) to approve Resolution 32-18 – MEAN & CMFG Life Insurance Company (CUNA) Agreement – was made and passed unanimously with a roll call vote as follows: Buckingham, Neuendorf, Seggerman, Vyverberg.
Abstained: Brunkhorst

F. 2018 & 2019 Energy Efficiency Goals -

A motion (Seggerman, Brunkhorst) to accept the 2018 & 2019 energy efficiency goals as presented was made and passed with a unanimous vote.

(10) Information Items

A. Customer Payments and IUB Standards -

Curt Atkins provided information about Waverly Utilities' policy on customer payment plans.

B. Customer Payments Update -

Curt Atkins provided an update regarding current customer payment plans.

C. RP3 Award -

Tyler Plate shared the good news that Waverly Utilities received the American Public Power Association's (APPA) RP3 designation at the highest level of Diamond, which we will hold from 2018 to 2021.

D. Monthly Reports -

Reports pertaining to the electric utility were presented from Finance, Key Accounts, Customer Programs, Customer Communication and Education, Generation and Substations, Distribution

Waverly Communications Utility

(11) Closed Session -

A motion (Neuendorf, Seggerman) 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, Seggerman, Buckingham, Vyverberg and Brunkhorst.

A. Review Preliminary Financials –

Financials were presented and discussed.

B. Marketing and Sub Growth Reports -

Reports pertaining to marketing and sub growth were presented.

(12) 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, Seggerman, Buckingham and Vyverberg

A. Ratify Trade Accounts -

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

B. Approve Waverly Communications Utility Financials -

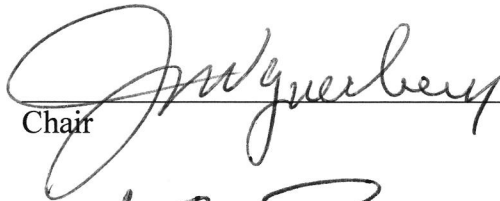
A motion (Neuendorf, Seggerman) to approve the Waverly Communications Utility Financials was made and passed with a unanimous vote.

C. Monthly Department Reports -

Reports pertaining to the communication utility were presented.

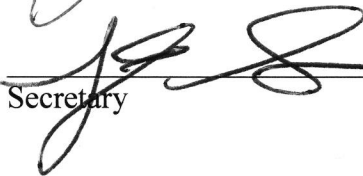
(13) Adjournment

A motion (Neuendorf, Seggerman) to adjourn the meeting was made and passed with a unanimous vote.



Chair

Dated April 10, 2018



Secretary

Dated April 10, 2018