

**WAVERLY LIGHT AND POWER™  
BOARD OF TRUSTEES MEETING**

Regular Meeting

Tuesday, April 5, 2011 – 4:00 P.M.

1002 Adams Parkway

**(1) Roll Call -**

**Present:**

Trustees – Drape, Knights, Moeller, and Wuertz. WLP Presenters - Diane Johnson, Gen. Mgr.; Mike Litterer, Asst. Gen. Mgr.; Cara Jensen, Accounting Manager; Angie Schroeder, Office Manager; Sheila Boeckman, Utility Relations Manager; and Curt Atkins, Energy Services Manager

Others Present – Dick Crayne, Chris Schmidt, and Jim Vowels

**Absent:**

Trustees – Koenig (arrived towards the end of the meeting)

**(2) Agenda Management –**

A motion (Knights, Wuertz) approving the agenda was made and passed with a unanimous vote.

**(3) Public Forum –**

No one came forward during the public forum.

**(4) Minutes of March 1, 2011, Regular Meeting -**

A motion (Wuertz, Moeller) approving the minutes of the March 1, 2011, regular Board Meeting was made and passed with a unanimous vote.

**(5) Action Items –**

**A. Ratify Trade Accounts -**

i. A motion (Wuertz, Moeller) to ratify the trade accounts without Wartburg and CUNA was made and passed with a unanimous vote.

ii. Trade accounts for Wartburg could not be approved for lack of a quorum.

iii. A motion (Wuertz, Knights) to ratify the trade account for CUNA for the months of March and April was made and passed with a unanimous vote.

**B. Review Financials –**

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

**C. Internal Control Testing – Inventory -**

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

**D. Resolution #05-11 – Reimbursement Resolution –**

A motion (Moeller, Wuertz) to approve Resolution #05-11 – Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Moeller, Wuertz, Drape, and Knights.

**E. Financial Audit -**

Russ Hissom from Baker Tilly presented the financial audit to the Board via conference call. A motion (Knights, Wuertz) to accept the financial audit as presented was made and passed with a unanimous vote.

**F. Rules of Operation -**

A motion (Wuertz, Knights) to approve the Rules of Operation as presented was made and passed with a unanimous vote.

**(6) Information Items**

**A. Finance Report – Accounting Manager**

The general operating information booklet has been updated and was included in the Board packet for members to use as a reference.

**B. 2012 Cash Transfer to the City – Accounting Manager**

Information was presented to the Board showing analysis staff completed regarding the transfer including an APPA report, MEAN franchise fee survey, delivery tax rate, and a calculation showing return on citizen's investment. After reviewing the data, the Board felt comfortable with the staff's recommendation that we continue to calculate the City transfer amount the way we have been doing it. A resolution will be brought to the next Board meeting.

**C. Energy Services Report – Energy Services Manager**

- i. Finalized lighting audits for two projects resulting in a combined savings of 10kW.
- ii. Performed commercial lighting audits for several commercial businesses.
- iii. Reviewed 13 new home plans in March which all qualified for participation in our energy efficiency programs.
- iv. Completed monthly tracking and reporting to the Office of Energy Independence (OEI) for the LED streetlight project.

**D. Utility Relations Report – Utility Relations Manager**

- i. Worked with two key accounts on preparing for outside energy audits.
- ii. Prepared and presented the World Energy Consumption sixth grade unit.
- iii. Met with news reporters and prepared news releases on the LED streetlight project, rate stabilization media release, and nuclear energy.

**E. Operations Report – Operations Manager**

- i. Maintenance work on the hydros is complete and they are ready to operate when the coffer dam is removed and the east side of the dam is operational.
- ii. The south plant switchgear project is under way and moving forward as planned.
- iii. Engine number 10 is down for the repair of minor oil leaks.
- iv. We continue to move forward with the addition of catalysts to meet the RICE regulations.
- v. Crews are finishing up the major tree trimming and stump grinding for the year and installing the new LED street lights.
- vi. The first half of the LED street and security light project has been installed in the north parts of the city.

**F. Strategy Model – General Manager**

Diane Johnson shared the seven key goals for 2011 to 2015 that staff developed along with a "dashboard" format that we will use to track and report results. She would like to schedule a strategic planning session with the board for early summer to look at the vision, mission, threats, opportunities, strengths, and weaknesses for our strategy model.

**(7) Board Committee Reports**

**A. Ad Hoc City Services Committee – John Wuertz**

John Wuertz reported on meetings this committee has had with City personnel.

**(8) Board Calendar**

No discussion.

**(9) Discussion Items**

**A. Board Performance Review**

Board discussed their review results.

**B. Creation of Board Committees**

Diane discussed the potential for setting up other Board committees to help facilitate discussion on future Board issues. A communication committee will be set up in the immediate future which will include Diane Johnson, Sheila Boeckman, Linda Moeller, and Reid Koenig.

**(10) Other Business**

None

**(11) Adjournment**

A motion (Knights, Wuertz) to adjourn was made and passed with a unanimous vote.

  
\_\_\_\_\_ Dated April 5, 2011  
Chair

  
\_\_\_\_\_ Dated April 5, 2011  
Secretary