

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

Regular Meeting

Tuesday, August 2, 2011 – 6:30 P.M.

1002 Adams Parkway

(1) Roll Call -

Present:

Trustees – Drape, Koenig, 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

(2) Agenda Management –

Added a real estate transaction to the closed session. A motion (Koenig, Knights) approving the agenda as revised was made and passed with a unanimous vote.

(3) Public Forum –

No one came forward.

(4) Minutes of July 5, 2011, Regular Meeting -

A motion (Knights, Moeller) approving the minutes of the July 5, 2011, regular Board Meeting was made and passed with a unanimous vote.

(5) Action Items –

A. Ratify Trade Accounts -

- i. A motion (Wuertz, Knights) to ratify the trade accounts without Wartburg and CUNA was made and passed with a unanimous vote.
- ii. A motion (Koenig, Knights) to ratify the trade account for Wartburg was made and passed with a unanimous vote. Moeller and Wuertz abstained.
- iii. A motion (Wuertz, Moeller) to ratify the trade account for CUNA was made and passed with a unanimous vote. Koenig abstained.

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 – Payroll -

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

D. Resolution #16-11 – Reimbursement Resolution –

A motion (Knights, Moeller) to approve Resolution #16-11 – Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Drape, Koenig, Moeller, Knights, and Wuertz.

E. Resolution #17-11 – Reconstruction of Cannon II –

A motion (Moeller, Wuertz) to approve Resolution #17-11 – Reconstruction of Cannon II – was made and passed unanimously with a roll call vote as follows: Knights, Wuertz, Drape, Koenig, and Moeller.

(6) Information Items

A. Baker Tilly Audit Engagement Letter – Accounting Manager

The audit engagement letter describing the scope of the auditors work to be performed was attached as an information item.

- B. Finance Report – Accounting Manager**
 - i. Continued work on the preliminary budget.
 - C. Financial Forecast Scenarios – Accounting Manager**

Per the Board’s request at the July 2011 Board Meeting, three scenarios from the financial forecast were presented. The scenarios include the following:

 - i. Utilization of the rate stabilization fund
 - ii. City transfer at zero
 - iii. Rate increase only at 2%

After discussion by the Board and staff, it was determined that scenario three is the route we need to pursue.
 - D. Energy Services Report – Energy Services Manager**
 - i. July was busy with HVAC load calculations and high bill audits.
 - ii. Work began on the bi-annual IUB energy efficiency report.
 - iii. Prepared 2012 department budget.
 - iv. Commercial audits and requests for information continued to be strong in July.
 - E. Utility Relations Report – Utility Relations Manager**
 - i. Continued training new staff members.
 - ii. Prepared and distributed two online newsletters.
 - iii. Website maintenance.
 - F. Rate Analysis – Utility Relations Manager**

Information was shared with the Board about a procedure for rate analysis. Staff will present selected rate classes for discussion including commercial, streetlights, security lights and residential.
 - G. Energy Sales Forecast – Utility Relations Manager**

A new energy sales forecast was presented.
 - H. Operations Report – Operations Manager**
 - i. Engine #5 continues to be down for repairs to the valves and liners.
 - ii. The catalysts and monitoring equipment have arrived for the south plant. The installation of the catalyst will be completed by the first week of August.
 - iii. MEAN representatives were here July 25 and July 26 to perform the required tests on our generating equipment.
 - iv. The underground crew is working on a three-phase overhead to underground conversion project for the line that runs from 2nd Avenue SW behind Pizza Hut and across Bremer Avenue.
 - v. The overhead crew has been working on pole replacements on the south farm line and finishing a couple items along 4th Street SW.
 - vi. The line crew spent eight days providing mutual aid to the cities of Dysart and Vinton from July 11 through July 18.
 - I. Intranet – Office Manager**

In an effort to enhance communication and information dissemination within the utility, an Intranet has been implemented for all employees. A demonstration of the Intranet was provided for Board members prior to the Board meeting.
 - J. Personnel Policies & Procedures – Office Manager**

Personnel Policies & Procedures are being revised and updated. The first group of policies and procedures was given to the Board for their information and input.
- (7) **Board Committee Reports**
- A. Communication Committee – Linda Moeller**

Linda Moeller reported on committee meetings.

(8) Board Calendar
No discussion.


(9) Discussion Items
None

(10) Other Business
None

(11) Closed Session
A motion (Koenig, Knights) to move into closed session was made and passed unanimously with a roll call vote as follows: Ayes – Knights, Wuertz, Moeller, Koenig, Drape; Absent – None.

A motion (Moeller, Wuertz) to end the closed session and move into open session was made and passed unanimously with a roll call vote as follows: Ayes – Wuertz, Moeller, Knights, Koenig, Drape; Absent – None.

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


Chair _____ Dated August 2, 2011


Secretary _____ Dated August 2, 2011