

**WAVERLY UTILITIES BOARD OF TRUSTEES MEETING**

Regular Meeting

Tuesday, February 11, 2020 – 1:00 P.M.

1002 Adams Parkway

**Present:**

Trustees – Buckingham, Brunkhorst, Brunssen (by phone), Kettelson and Neuendorf. Guest Trustee – LuAnn Ray. 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:** None.

**(1) Chair Opening Remarks -**

None

**(2) Agenda Management –**

A motion (Neuendorf, Kettelson) to approve the agenda as presented was made and passed with a unanimous vote.

**(3) Public Forum –**

No one came forward.

**(4) Minutes of January 14, 2020, Waverly Utilities Regular Meeting -**

A motion (Neuendorf, Kettelson) approving the minutes of the January 14, 2020, Waverly Utilities regular Board Meeting was made and passed with a unanimous vote.

**(5) Action Items –**

**A. Election of Board of Trustees Officers (Chair, Vice Chair, Secretary) – Officers are elected for two-year terms**

**i. Chair** – A motion (Neuendorf, Brunssen) to elect Bob Buckingham as Chair was made and passed with a unanimous vote.

**ii. Vice-Chair** – A motion (Buckingham, Brunssen) to elect Emily Neuendorf as Vice-Chair was made and passed with a unanimous vote.

**iii. Secretary** – A motion (Neuendorf, Kettelson) to elect Angie Schroeder as Secretary was made and passed with a unanimous vote.

**B. Resolution 01-20 – Approval of Economic Grant Commitment Payment per Resolution 52-16 -**

A motion (Brunkhorst, Neuendorf) to approve Resolution 01-20 – Approval of Economic Grant Commitment Payment per Resolution 52-16 – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Neuendorf, Kettelson, Buckingham and Brunssen

**C. Resolution 03-20 – Approval of Revised Expenditure and Contract Authorization Policy -**

A motion (Neuendorf, Brunkhorst) to approve Resolution 03-20 – Approval of Revised Expenditure and Contract Authorization Policy – was made and passed unanimously with a roll call vote as follows: Neuendorf, Brunkhorst, Kettelson, Buckingham and Brunssen

**(6) Information Items –**

**A. Strategic Business Plan Initiatives -**

Strategic Business Plan Initiatives were reviewed with the Board of Trustees.

**B. Community Involvement Committee Report -**

Staff reported on community involvement by Waverly Utilities’ employees for 2019.

**C. Training & Education Report -**

Staff reported on all training and education completed in 2019.

**(7) Other Business –**

None

**(8) Board Calendar -**

Calendar for upcoming meetings was shared. A Strategic Planning Session will be added on April 14, 2020, from 11:00 a.m. to 1:00 p.m. prior to the scheduled Board of Trustees Meeting that day.

**Waverly Municipal Electric Utility**

**(9) Action Items –**

**A. Ratify WMEU Trade Accounts -**

A motion (Neuendorf, Kettleison) 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 04-20 - Reimbursement Resolution –**

A motion (Brunkhorst, Neuendorf) to approve Resolution 04-20 - Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Neuendorf, Kettleison, Buckingham and Brunssen

**(10) Information Items –**

**A. 2019 Power Outages & Blinks Report**

Staff shared the annual Power Outages & Blinks Report

**B. Services to the City of Waverly -**

Staff shared information about the current Services to the City of Waverly Policy and discussed whether staff should pursue any changes to the current Policy.

**C. Monthly Department Reports -**

Reports pertaining to the electric utility were presented.

**Waverly Communications Utility**

**(11) Action Items -**

**A. Ratify WCU Trade Accounts -**

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

**(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, Kettleison, Buckingham and Brunssen

**A. Review Financials –**

Financials were presented and discussed

**B. Marketing and Sub Growth Reports -**

Reports pertaining to marketing and sub growth were presented

**C. Telecom Stats -**

Staff shared telecom statistics

**(14) Open Session -**

A motion (Neuendorf, Kettleison) to move into open session was made and passed unanimously with a roll call vote as follows: Neuendorf, Kettleison, Buckingham, Brunssen and Brunkhorst

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

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

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

None

**(16) Closed Session -**

A motion (Kettleson, Neuendorf) to move into closed session per Iowa Code 21.5(i) was made and passed unanimously with a roll call vote as follows: Kettleson, Neuendorf, Brunkhorst, Buckingham and Brunssen

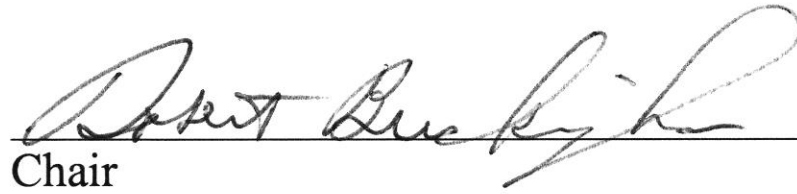
**A. CEO Performance**

**(17) Open Session -**

A motion (Neuendorf, Kettleson) to move into open session was made and passed unanimously with a roll call vote as follows: Neuendoerf, Kettleson, Buckingham, Brunssen and Brunkhorst

**(18) Adjournment -**

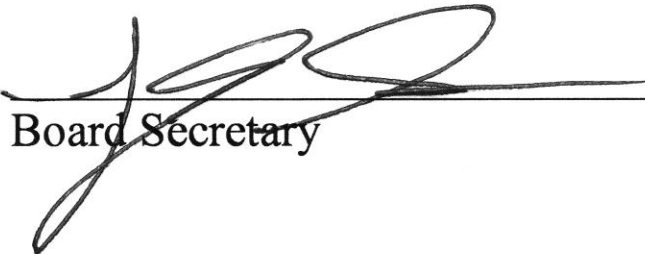
Meeting was adjourned.



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Chair

Dated February 11, 2020



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Board Secretary

Dated February 11, 2020