

WAVERLY UTILITIES BOARD OF TRUSTEES MEETING

Regular Meeting

Tuesday, March 10, 2020 – 1:00 P.M.

1002 Adams Parkway

Present:

Trustees – Buckingham, Brunkhorst, Brunssen and Neuendorf. 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:** Kettleeson.

- (1) **Chair Opening Remarks -**
None
- (2) **Agenda Management –**
A motion (Neuendorf, Brunssen) to approve the agenda as presented was made and passed with a unanimous vote.
- (3) **Public Forum –**
No one came forward.
- (4) **Minutes of February 11, 2020, Waverly Utilities Regular Meeting -**
A motion (Neuendorf, Brunssen) approving the minutes of the February 11, 2020, Waverly Utilities regular Board Meeting was made and passed with a unanimous vote.
- (5) **Action Items –**
 - A. **Internal Control – Cash -**
A motion (Buckingham, Neuendorf) to accept the Internal Control – Cash – document was made and passed with a unanimous vote.
- (6) **Information Items –**
 - A. **Professional Services Listing -**
Staff presented a listing of some of the professional service organizations we use.
- (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 (Brunssen, Brunkhorst) to ratify the trade accounts was made and passed with a unanimous vote.
 - B. **Review Financials -**
Financials were presented and discussed. A motion (Brunssen, Neuendorf) to accept the financials was made and passed with a unanimous vote.
 - C. **Resolution 05-20 - Reimbursement Resolution –**
A motion (Neuendorf, Brunkhorst) to approve Resolution 05-20 - Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows:
Neuendorf, Brunkhorst, Buckingham and Brunssen
- (10) **Information Items –**
 - A. **Cash Transfers to the City of Waverly**
Staff presented the plan for the 2021 cash transfer to the City
 - B. **Monthly Department Reports -**
Reports pertaining to the electric utility were presented.

Waverly Communications Utility

(11) Action Items -

A. Ratify WCU Trade Accounts -

A motion (Neuendorf, Brunkhorst) to ratify the trade accounts with a unanimous vote.

(12) Information Items –

A. Monthly Department Reports -

Reports pertaining to the communication utility were presented.

(13) Closed Session -

A motion (Brunssen, Neuendorf) to move into closed session per Confidential Competitive Information – was made and passed with a unanimous vote as follows: Brunssen, Neuendorf, Brunkhorst 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.

(14) 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, Brunssen.

A. Approve Waverly Communications Utility Financials -

A motion (Brunkhorst, Neuendorf) 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 (Brunssen, Neuendorf) to move into closed session per Confidential Competitive Information – was made and passed unanimously with a roll call vote as follows: Brunssen, Neuendorf, Buckingham and Brunkhorst.

A. Board Self-Assessment

(17) Open Session -

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