

WAVERLY UTILITIES BOARD OF TRUSTEES MEETING

Regular Meeting

Tuesday, May 12, 2020 – 1:00 P.M.

Also covering April 14, 2020 Agenda Items Since Meeting was Postponed
Via ZOOM Meeting.

In light of the Public Emergency declared by the Governor of Iowa because of the COVID-19 outbreak, the Board of Trustees Chair determined that an in-person meeting of the Board of Trustees of Waverly Utilities was impossible or impractical without violating the Governor's mandates. When an in-person meeting is "impossible or impractical," Iowa Code Section 21.8 permits a governmental body to conduct a meeting by electronic means, so the May 12, 2020, Board of Trustees meeting was held via ZOOM.

Present:

Trustees – Buckingham, Brunkhorst, Brunssen, Kettleison and Neuendorf. WLP Presenters –Darel 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 request by the Board Secretary was made to move item 2B – Financial Audit – from the May 12, 2020, agenda to prior to Item 5A of the April 14, 2020 agenda and to move item 11 – Closed Session – from the April 14, 2020, agenda to prior to item 10 – Closed Session – of the May 12, 2020 agenda. A motion (Neuendorf, Brunssen) to approve the agenda as amended was made and passed with a unanimous vote.

April 14, 2020, Board Meeting Agenda Items

(3) Public Forum for April 14, 2020 Agenda –

Board Secretary received no written or verbal comments prior to the meeting.

(4) Minutes of March 10, 2020, Waverly Utilities Regular Meeting -

A motion (Neuendorf, Brunkhorst) approving the minutes of the March 10, 2020, Waverly Utilities regular Board Meeting was made and passed with a unanimous vote.

(5) Action Items for April 14, 2020 Agenda–

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 06-20 – Accepting Easements -

A motion (Neuendorf, Kettleison) to approve Resolution 06-20 – Accepting Easements – was made and passed unanimously with a roll call vote as follows: Neuendorf, Kettleison, Brunkhorst, Buckingham and Brunssen

C. Resolution 07-20 – Red Flag Rules – Identity Theft Prevention

A motion (Brunssen, Kettleison) to approve Resolution 06-20 – Red Flag Rules – Identity Theft Prevention – was made and passed unanimously with a roll call vote as follows: Brunssen, Kettleison, Neuendorf, Brunkhorst and Buckingham

(6) Information Items –

A. Insurance Coverage Review -

Staff presented the Statement of Values for the 2020 to 2021 plan year.

B. Strategic Business Plan Initiatives

The Strategic Business Plan progress was presented by staff.

Waverly Municipal Electric Utility

(7) Action Items for April 14, 2020 Agenda –

A. Ratify WMEU Trade Accounts -

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

B. Review Financials -

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

C. Resolution 08-20 - Reimbursement Resolution –

A motion (Brunkhorst, Neuendorf) to approve Resolution 08-20 - Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Neuendorf, Kettleon, Buckingham and Brunssen

D. Resolution 09-20 – Cash Transfers to the City of Waverly -

A motion (Brunkhorst, Kettleon) to approve Resolution 09-20 – Cash Transfers to the City of Waverly – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Kettleon, Neuendorf, Buckingham and Brunssen

(8) Information Items for April 14, 2020 Agenda –

A. Monthly Department Reports -

Reports pertaining to the electric utility were presented.

Waverly Communications Utility

(9) Action Items for April 14, 2020 Agenda-

A. Ratify WCU Trade Accounts -

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

(10) Information Items –

A. Monthly Department Reports -

Reports pertaining to the communication utility were presented.

May 12, 2020, Board Meeting Agenda Items

(1) Public Forum for May 12, 2020 Agenda –

Board Secretary received no written or verbal comments prior to the meeting.

(2) Action Items for May 12, 2020 Agenda–

A. Internal Control – Inventory -

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

B. Financial Audit (was presented and approved earlier in the meeting) -

A motion (Brunssen, Kettleon) to accept the Financial Audit was made and passed with a unanimous vote.

C. Resolution 10-20 – Vacation Buyout Revision for 2020 -

A motion (Brunkhorst, Neuendorf) to approve Resolution 10-20 – Vacation Buyout for 2020 – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Neuendorf, Kettleon, Buckingham and Brunssen

(3) Information Items for May 12, 2020 Agenda -

None

(4) Other Business for May 12, 2020 Agenda -

None

(5) Board Calendar -

Calendar for upcoming meetings was shared.

Waverly Municipal Electric Utility

(6) Action Items for May 12, 2020 Agenda -

A. Ratify WMEU Trade Accounts -

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

B. Review Financials -

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

C. Resolution 11-20 - Reimbursement Resolution -

A motion (Brunssen, Kettleon) to approve Resolution 11-20 - Reimbursement Resolution - was made and passed unanimously with a roll call vote as follows: Brunssen, Kettleon, Buckingham, Neuendorf and Brunkhorst

(7) Information Items for May 12, 2020 Agenda -

A. Monthly Department Reports -

Reports pertaining to electric utility were presented.

Waverly Communications Utility

(8) Action Items for May 12, 2020 Agenda -

A. Ratify WCU Trade Accounts -

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

B. Resolution 12-20 - Update Cable TV Rates -

A motion (Neuendorf, Brunkhorst) to approve Resolution 12-20 - Update Cable TV Rates - was made and passed unanimously with a roll call vote as follows: Neuendorf, Brunkhorst, Kettleon, Buckingham and Brunssen

C. Resolution 13-20 - Update Miscellaneous Charges -

A motion (Neuendorf, Brunkhorst) to approve Resolution 13-20 - Update Miscellaneous Charges - was made and passed unanimously with a roll call vote as follows: Neuendorf, Brunkhorst, Kettleon, Buckingham and Brunssen

(9) Information Items for May 12, 2020 Agenda -

A. Monthly Department Reports -

Reports pertaining to the communication utility were presented.

(10) Closed Session -

A motion (Brunssen, Neuendorf) 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: Brunssen, Neuendorf, Brunkhorst, Kettleon and Brunssen

A. Review WCU Financials for February 2020 and March 2020-

Financials were presented and discussed

B. Marketing and Sub Growth Reports for March 2020 and April 2020-

Reports pertaining to marketing and sub growth were presented

(11) 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, Buckingham, Kettleston and Brunssen

A. Approve February 2020 Waverly Communications Utility Financials -

A motion (Neuendorf, Kettleston) to approve the February 2020 Waverly Communications Utility Financials was made and passed with a unanimous vote.

B. Approve March 2020 Waverly Communications Utility Financials -

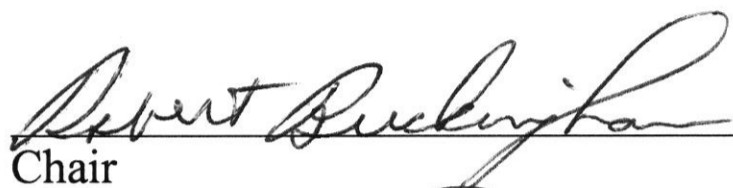
A motion (Kettleston, Neuendorf) to approve the March 2020 Waverly Communications Utility Financials was made and passed with a unanimous vote.

(12) Board of Trustees Comments -

None

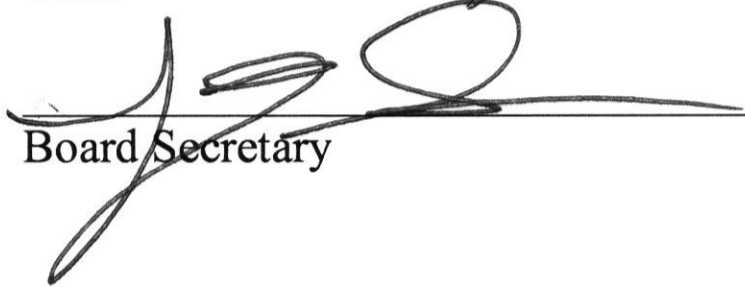
(13) Adjournment -

Meeting was adjourned.



Chair

Dated May 12, 2020



Board Secretary

Dated May 12, 2020