

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

Regular Meeting

Tuesday, September 6, 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; and Curt Atkins, Energy Services Manager. Guests – Mike Byl, Guest Trustee; Tab Ray, Meredith Borchardt, Shannon Ramsey, and Patty Petersen.

(2) Agenda Management –

Move Trees Forever agenda item to first item after minutes. A motion (Knights, Koenig) approving the agenda as revised was made and passed with a unanimous vote.

(3) Public Forum –

No one came forward.

(4) Minutes of August 2, 2011, Regular Meeting -

A motion (Knights, Wuertz) approving the minutes of the August 2, 2011, regular Board Meeting was made and passed with a unanimous vote.

(5) Action Items –

A. Ratify Trade Accounts -

- i. A motion (Moeller, Wuertz) 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 (Moeller, Wuertz) 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, Koenig) to accept the financials was made and passed with a unanimous vote.

C. Resolution #18-11 – Reimbursement Resolution –

A motion (Moeller, Wuertz) to approve Resolution #18-11 – Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Drape, Koenig, Moeller, Knights, and Wuertz.

D. Resolution #19-11 – Notice and Confirmation of Adjustments Letter –

A motion (Koenig, Wuertz) to approve Resolution #19-11 – Notice and Confirmation of Adjustments Letter – was made and passed unanimously with a roll call vote as follows: Knights, Wuertz, Drape, Koenig, and Moeller.

E. Resolution #20-11 – Wind Turbine Contract -

Item was moved to the October agenda.

F. Resolution #21-11 – Alternate Representative to MEAN Board of Directors -

A motion (Knights, Wuertz) to approve Resolution #21-11 – Alternate Representative to MEAN Board of Directors – was made and passed unanimously with a roll call vote as follows: Wuertz, Drape, Koenig, Moeller, and Knights.

G. Resolution #22-11 – Alternate Representative to MEAN Management Committee -

A motion (Moeller, Wuertz) to approve Resolution #22-11 – Alternate Representative to MEAN Management Committee – was made and passed unanimously with a roll call vote as follows: Drape, Koenig, Moeller, Knights, and Wuertz.

H. Resolution #23-11 – Electric Cost Adjustment -

A motion (Knights, Koenig) to approve Resolution #23-11 – Electric Cost Adjustment – was made and passed unanimously with a roll call vote as follows: Koenig, Moeller, Knights, Wuertz, and Drape.

(6) Information Items

A. Trees Forever Annual Report – Meredith Borchardt, Shannon Ramsey, and Patty Petersen -

Trees Forever representatives presented Waverly Light and Power with their Annual Report.

B. Finance Report –

Time was spent during the past month preparing the preliminary budget.

C. Preliminary Budget Review -

Board reviewed the preliminary 2012 budget information.

D. Energy Services Report –

- i. In August, several residential and commercial rebate incentives were completed.
- ii. Analysis of current programs was completed.
- iii. Requests for high bill and energy audits were minimal in August.

E. Energy Efficiency Six-Month Report -

The mid-year conservation analysis indicates our energy efficiency programs are on track to achieve the 2011 kWh reduction goal of 1.3 million kWh.

F. Operations Report –

- i. Engine #5 continues to be down for repairs to the valves and liners.
- ii. The catalysts and monitoring equipment have been installed, tested, and are in service at the south plant.
- iii. Final coordination of the hydros and the new dam are complete.
- 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 various pole replacements on the south and northeast farm lines.

G. Personnel Policies & Procedures -

Draft documents for the Personnel Policies & Procedures Manual were reviewed by the Board.

H. Benefit Broker Summary -

A report was given on the process that was conducted to select a new benefit broker for Waverly Light and Power benefit plans. The Accel Group, part of First Insurance Services, in Waverly was selected as our new broker.

(7) Board Committee Reports

A. Communication Committee – Linda Moeller

No meeting was held in August.

(8) Board Calendar

No discussion.

(9) Discussion Items

None


(10) Other Business

None

(11) Adjournment

Meeting was adjourned by Chair Drape.


_____ Dated September 6, 2011
Chair


_____ Dated September 6, 2011
Secretary