

**WAVERLY LIGHT AND POWER AND MUNICIPAL COMMUNICATIONS UTILITY
BOARD OF TRUSTEES MEETING**

Regular Meeting

Tuesday, December 3, 2013 – 6:00 P.M.

1002 Adams Parkway

(1) Roll Call -

Present:

Trustees – Knights (As Chair), Koenig, Suhr and Moeller. WLP Presenters –Mike Litterer, Interim General Manager; Angie Schroeder, Office Manager; Vicki Hall, Finance and Rates Manager; Curt Atkins, Energy Services Manager; Jen Bloker, Communication & Public Information Manager. Guest Trustee – Ann Seggerman. **Absent:** Drape.

(2) Agenda Management –

A recommendation was made to move the Trees Forever agenda item (8) A to immediately following item (6) A. A motion (Suhr, Moeller) to approve the agenda as revised was made and passed with a unanimous vote.

(3) Public Forum –

No one came forward.

(4) Minutes of November 5, 2013, Waverly Light and Power and Waverly Communications Utility dba Waverly Light and Power Regular Meeting -

A motion (Moeller, Suhr) approving the minutes of the November 5, 2013, Waverly Light and Power and Waverly Communications Utility dba Waverly Light and Power regular Board Meeting was made and passed with a unanimous vote.

Waverly Communications Utility dba Waverly Light and Power

(5) Action Items

A. Review Financials –

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

B. Resolution #47-13 – Magellan Advisors Consulting Services Agreement –

A motion (Suhr, Moeller) to approve Resolution #47-13 – Magellan Advisors Consulting Services Agreement – was made and passed unanimously with a roll call vote as follows: Suhr, Moeller, Knights and Koenig.

(6) Information Items -

A. Feasibility and Service Delivery Model Task Force Update –

Mike Litterer gave the Board an update on Task Force meetings and activities.

Waverly Light and Power

(7) Information Items –

A. Trees Forever Annual Report – Meredith Borchardt

Meredith Borchardt presented the 2012 Annual Report for Waverly Trees Forever

(8) Action Items –

A. Ratify Trade Accounts -

i. A motion (Koenig, Suhr) to ratify the trade accounts without GMT, Ael Suhr Enterprises and CMFG Life Insurance Company was made and passed with a unanimous vote.

- ii. A motion (Moeller, Suhr) to ratify the trade account for CMFG Life Insurance Company was made and passed with a unanimous vote. Koenig abstained.
 - iii. A motion (Koenig, Moeller) to ratify the trade account for Ael Suhr Enterprises was made and passed with a unanimous vote. Suhr abstained.
 - B. Review Financials –**
Financials were presented and discussed. A motion (Koenig, Suhr) to accept the financials was made and passed with a unanimous vote.
 - C. Internal Control – Payroll and Investments -**
A motion (Moeller, Koenig) to approve the Internal Control Testing was made and passed with a unanimous vote.
 - D. Resolution #48-13 – Reimbursement Resolution –**
A motion (Koenig, Moeller) to approve Resolution #48-13 – Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Koenig, Moeller, Knights and Suhr.
 - E. Public Hearing for the Plans, Specifications and Form of Contract for the 69 kV West Substation Construction Contract -**
No one came forward and no documents were received by the Board Secretary.
 - F. Resolution #49-13 – Plans, Specifications and Form of Contract for the 69 kV West Substation Construction Contract –**
A motion (Koenig, Moeller) to approve Resolution #49-13 – Plans, Specifications and Form of Contract for the 69 kV West Substation Construction Contract – was made and passed unanimously with a roll call vote as follows: Koenig, Moeller, Suhr and Knights.
 - G. Resolution #50-13 – Resolution Appointing Mike Litterer as Waverly Light and Power Representative on the Brookings-Twin Cities Transmission Project Coordinating Committee -**
A motion (Suhr, Koenig) to approve Resolution #50-13 – Resolution Appointing Mike Litterer as Waverly Light and Power Representative on the Brookings-Twin Cities Transmission Project Coordinating Committee – was made and passed unanimously with a roll call vote as follows: Suhr, Koenig, Moeller and Knights.
 - H. Discuss and Approve Membership to Greater Cedar Valley Alliance in the Amounts Agreed to -**
A motion (Suhr, Moeller) to contribute \$5,000 in 2014 for membership in the Greater Cedar Valley Alliance was made and passed with a unanimous vote.
- (9) Information Items –**
- A. Trees Forever Annual Report -**
Moved up on agenda.
 - B. Board of Trustees Strategic Planning Meeting Notes -**
Notes from the Strategic Planning Meeting held on October 28-29, 2014, were discussed. Board members will continue reviewing document and discuss at the next meeting.
 - C. MEAN Service Schedule M Exhibit D and Notice to Service Schedule M Participants -**
Mike Litterer shared information from MEAN.
 - D. Conflict of Interest Documents -**
Board members turned in their Conflict of Interest documents. Still need to receive three documents.

E. Monthly Department Reports -

Reports from Finance, Outreach and Education, Key Accounts, Customer Programs, Customer Communication and Education, Generation and Substations, and Distribution and Transmission were provided to Board members for review.

(10) Board Calendar

Election of Officers will be added to the agenda for January 2014.

(11) Other Business

None.

(12) Closed Session –

None was needed.

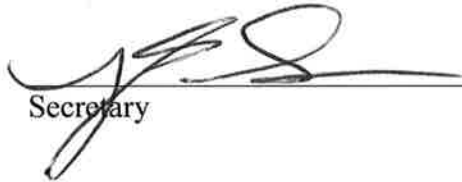
(13) Adjournment

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



Chair

Dated December 3, 2013



Secretary

Dated December 3, 2013