

WAVERLY UTILITIES BOARD OF TRUSTEES MEETING

Regular Meeting

Tuesday, April 9, 2024 – 1:00 P.M.

1002 Adams Parkway

Present:

Trustees – Buckingham, Brunkhorst, Kettleison (arrived late), Hansen and Kahler. WU Presenters – Jen Bloker, Director, Marketing & Public Information; Jeff Magsamen, Director, Telecom; Kelly Meier, Director, Finance and Customer Services; Angie Schroeder, Director, Human Resources & Board Secretary and Curt Atkins, Interim General Manager. **Absent:** None

(1) Chair Opening Remarks -

None

(2) Agenda Management –

A motion (Hansen, Kahler) to approve the agenda as modified was made and passed with a unanimous vote.

(3) Public Forum –

None

(4) Consent Agenda -

The following items were presented for approval:

- A. Minutes of March 12, 2024, Waverly Utilities Regular Meeting
- B. Ratify WMEU Trade Accounts
- C. Ratify WCU Trade Accounts
- D. Internal Control – Identity Theft

Consent agenda items as listed above are approved.

(5) Action Items –

A. Resolution 09-24 – Revisions to Personnel Policies & Procedures –

A motion (Hansen, Kahler) to approve Resolution 09-24 – Revisions to Personnel Policies & Procedures – was made and passed unanimously with a roll call vote as follows: Hansen, Kahler, Buckingham and Brunkhorst (Kettleison not here yet)

B. Resolution 10-24 – Customer Service Policy –

A motion (Kahler, Hansen) to approve Resolution 10-24 – Customer Service Policy – was made and passed unanimously with a roll call vote as follows: Kahler, Hansen, Buckingham and Brunkhorst (Kettleison not here yet)

(6) Information Items –

A. Holiday Calendar -

Curt Atkins reported to the Board that the City of Waverly recently added Juneteenth as a holiday on their calendar. The board discussed whether Waverly Utilities should add this holiday to remain consistent with the City of Waverly for when we are open and closed. The Board asked staff to bring a resolution to the next meeting to add the holiday to the schedule.

(7) Other Business -

None

(8) Board Calendar -

Calendar for upcoming meetings was shared.

Waverly Municipal Electric Utility

(9) Action Items –

A. Review and Approve WMEU Financials -

A motion (Kettleison, Brunkhorst) to approve financials was made and passed with a unanimous vote.

B. Resolution 11-24 – Reimbursement Resolution –

A motion (Brunkhorst, Hansen) to approve Resolution 11-24 – Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Hansen, Kahler, Kettleson, and Buckingham

C. Resolution 12-24 – Cash Transfers to the City of Waverly –

A motion (Brunkhorst, Kettleson) to approve Resolution 12-24 – Cash Transfers to the City of Waverly – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Kettleson, Kahler, Hansen, and Buckingham

D. Resolution 13-24 – Accept Waverly Utilities Electric Rate Schedules Document as Reformatted – No Rate Changes -

A motion (Hansen, Brunkhorst) to approve Resolution 13-24 – Accept Waverly Utilities Electric Rate Schedules Document as Reformatted– was made and passed unanimously with a roll call vote as follows: Hansen, Brunkhorst, Kahler, Buckingham, and Kettleson

(10) Information Items –

A. Monthly Department Reports -

Reports pertaining to electric utility were presented

Waverly Communications Utility

(11) Action Items –

A. Resolution 14-24 – Waverly Communications Utility Rates Schedule –

A motion (Brunkhorst, Kettleson) to approve Resolution 14-24 – Waverly Communications Utility Rates Schedule – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Kettleson, Kahler, Hansen, and Buckingham

(12) Information Items –

A. Monthly Department Reports -

Reports pertaining to the communication utility were presented.

(13) Closed Session -

A motion (Kettleson, Hansen) 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: Kettleson, Hansen, Kahler, Brunkhorst, and Buckingham

A. Review WCU Financials –

Financials were presented and discussed

B. Marketing and Sub Growth Reports -

Reports pertaining to marketing and sub growth were presented

(14) Open Session -

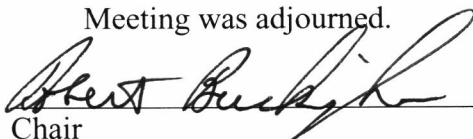
A motion (Kettleson, Hansen) to move into open session was made and passed unanimously with a roll call vote as follows: Kettleson, Hansen, Brunkhorst, Kahler, and Buckingham

A. Approve Financials -

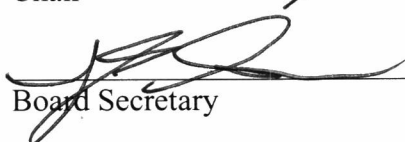
A motion (Kettleson, Kahler) to approve the Waverly Communications Utility financials was made and passed with a unanimous vote.

(15) Adjournment -

Meeting was adjourned.


Chair

Dated April 9, 2024


Board Secretary

Dated April 9, 2024