

**WAVERLY UTILITIES BOARD OF TRUSTEES MEETING**

Regular Meeting

Tuesday, December 10, 2024 – 1:00 P.M.

1002 Adams Parkway

**Present:**

Trustees – Buckingham, Brunkhorst, Hansen (Phone), Kettleson 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, General Manager. **Absent:** None

**(1) Chair Opening Remarks -**

None

**(2) Agenda Management –**

A motion (Kettleson, Kahler) to approve the agenda as presented 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 November 12, 2024, Waverly Utilities Regular Meeting
- B. Ratify WMEU Trade Accounts
- C. Ratify WCU Trade Accounts
- D. Internal Control – Accounts Receivable

Consent agenda items as listed above are approved by a unanimous voice vote.

**(5) Action Items –**

**A. Resolution 40-24 –Financial Policy Review -**

A motion (Hansen, Kettleson) to approve Resolution 40-24 – Financial Policy Review – was made and passed unanimously with a roll call vote as follows: Hansen, Kettleson, Kahler, Buckingham and Brunkhorst

**B. Resolution 41-24 –Capitalization Policy -**

A motion (Brunkhorst, Kettleson) to approve Resolution 41-24 – Capitalization Policy – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Kettleson, Kahler, Hansen and Buckingham

**(6) Information Items –**

**A. Investment Policy Review -**

Staff reviewed the Investment Policy with no modification recommendations.

**(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 (Kettleson, Brunkhorst) to approve financials was made and passed with a unanimous vote.

**B. Resolution 42-24 –Reimbursement Resolution -**

A motion (Brunkhorst, Kettleson) to approve Resolution 42-24 – Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Kettleson, Kahler, Hansen and Buckingham

- C. Public Hearing on Plans, Specifications, Form of Contract and Estimate of Cost for the 69kV Transmission Line Reconstruction Project -**  
No one came forward.
- D. Resolution 43-24 – Adopting Plans, Specifications, Form of Contract and Estimate of Cost for the 69kV Transmission Line Reconstruction Project -**  
A motion (Brunkhorst, Kettleson) to approve Resolution 43-24 – Adopting Plans, Specifications, Form of Contract and Estimate of Cost for the 69kV Transmission Line Reconstruction Project – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Kettleson, Buckingham, Hansen and Kahler
- E. Consideration of Construction Bids -**  
Construction Bids were presented
- F. Resolution 44-24 –Resolution Making Award of Construction Contract for the 69kV Transmission Line Reconstruction Project -**  
A motion (Brunkhorst, Hansen) to approve Resolution 44-24 – Resolution Making Award of Construction Contract for the 69kV Transmission Line Reconstruction Project– was made and passed unanimously with a roll call vote as follows: Brunkhorst, Hansen, Kahler, Buckingham and Kettleson
- G. Resolution 45-24 – Resolution Ordering Purchase of the 69kV Circuit Breaker, and Fixing a Date for Hearing Thereon and Taking of Bids Therefor -**  
A motion (Hansen, Kahler) to approve Resolution 45-24 – Resolution Ordering Purchase of the 69kV Circuit Breaker, and Fixing a Date for Hearing Thereon and Taking of Bids Therefor – was made and passed unanimously with a roll call vote as follows: Hansen, Kahler, Buckingham, Kettleson and Brunkhorst
- H. Resolution 46-24 – Agreement for Purchase between the Municipal Energy Agency of Nebraska and Jerry Roling Motors Inc. -**  
A motion (Kettleson, Kahler) to approve Resolution 46-24 –Agreement for Purchase between the Municipal energy Agency of Nebraska and Jerry Roling Motors Inc. – was made and passed unanimously with a roll call vote as follows: Kettleson, Kahler, Buckingham, Hansen and Brunkhorst
- I. Resolution 47-24 –Interconnection Agreement between Waverly Utilities and Jerry Roling Motors, Inc. -**  
A motion (Kahler, Kettleson) to approve Resolution 47-24 - Interconnection Agreement between Waverly Utilities and Jerry Roling Motors, Inc. – was made and passed unanimously with a roll call vote as follows: Kahler, Kettleson, Hansen, Buckingham and Brunkhorst
- J. Resolution 48-24 – Acceptance of Bid for New Mini Excavator & Trailer -**  
A motion (Brunkhorst, Kettleson) to approve Resolution 48-24 - Acceptance of Bid for New Mini Excavator & Trailer – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Kettleson, Buckingham, Hansen and Kahler
- K. Resolution 49-24 – Acceptance of Bid for New Potholer & Trailer -**  
A motion (Kettleson, Hansen) to approve Resolution 49-24 - Acceptance of Bid for New Potholer & Trailer – was made and passed unanimously with a roll call vote as follows: Kettleson, Hansen, Kahler, Buckingham and Brunkhorst
- L. Resolution 50-24 – Resolution Approving Consent & Acknowledgement Agreement between Waverly Utilities and Sandhills Energy -**  
A motion (Kettleson, Kahler) to approve Resolution 50-24 – Resolution Approving Consent & Acknowledgement Agreement between Waverly Utilities and Sandhills Energy – was made and passed unanimously with a roll call vote as follows: Kettleson, Kahler, Buckingham, Hansen and Brunkhorst

**M. Resolution 51-24 – Resolution Approving First Amendment to Purchase Power Agreement with Sandhills Energy -**

A motion (Kettleson, Hansen) to approve Resolution 51-24 – Resolution Approving First Amendment to Purchase Power Agreement with Sandhills Energy – was made and passed unanimously with a roll call vote as follows: Kettleson, Hansen, Buckingham, Brunkhorst and Kahler

**(10) Information Items –**

**A. Monthly Department Reports -**

Reports pertaining to electric utility were presented

**Waverly Communications Utility**

**(11) Action Items –**

**A. Resolution 52-24 – Approve Communications Rates -**

A motion (Kahler, Kettleson) to approve Resolution 52-24 – Approve Communications Rates – was made and passed unanimously with a roll call vote as follows: Kahler, Kettleson, Brunkhorst, Buckingham and Hansen

**(12) Information Items –**

**A. Monthly Department Reports -**

Reports pertaining to the communication utility were presented.

**(13) Closed Session -**

A motion (Kettleson, Kahler) 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, Kahler, Hansen, 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) Closed Session -**

A motion (Kettleson, Kahler) to move into closed session per Iowa Code 21.5(i) was made and passed unanimously with a roll call vote as follows: Kettleson, Kahler, Hansen, Brunkhorst and Buckingham

**A. General Manager Performance Review**

**(16) Open Session -**

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

**(17) Adjournment -**

Meeting was adjourned.

  
\_\_\_\_\_ Dated December 10, 2024  
Chair

  
\_\_\_\_\_ Dated December 10, 2024  
Board Secretary