

**WAVERLY UTILITIES BOARD OF TRUSTEES MEETING**

Regular Meeting

Tuesday, June 11, 2024 – 1:00 P.M.

1002 Adams Parkway

**Present:**

Trustees – Buckingham, Brunkhorst, Hansen, Kettleon and Kahler. Guest Trustee – Phil Jones. 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 (Brunkhorst, Kettleon) 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 May 14, 2024, Waverly Utilities Regular Meeting

B. Ratify WMEU Trade Accounts

C. Ratify WCU Trade Accounts

D. Internal Control – Long-Term Debt

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

**(5) Action Items –**

**A. Resolution 22-24 – Revisions to or Review of Personnel Policies & Procedures –**

A motion (Brunkhorst, Kahler) to approve Resolution 22-24 – Revisions to or Review of Personnel Policies & Procedures – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Kahler, Hansen, Buckingham and Kettleon

**(6) Information Items –**

**A. Strategic Business Plan Initiatives – Progress Report**

Staff gave updates on Strategic Business Plan initiatives.

**(7) Other Business -**

Curt Atkins updated Board of Trustees on the most recent MEAN meeting that he attended.

**(8) Board Calendar -**

Calendar for upcoming meetings was shared. Recommended to move the September 10, 2024, Board of Trustees meeting to September 17, 2024. All Board members agreed to move to this date.

**Waverly Municipal Electric Utility**

**(9) Action Items –**

**A. Review and Approve WMEU Financials -**

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

**B. Resolution 23-24 –Reimbursement Resolution -**

A motion (Brunkhorst, Kahler) to approve Resolution 23-24 – Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Kahler, Hansen, Buckingham and Kettleon

**(10) Information Items –**

**A. Financial Ratios -**

Kelly Meier reported on the financial ratios

**B. General Operating Information -**

Kelly Meier presented the General Operating Information booklet

**C. Monthly Department Reports -**

Reports pertaining to electric utility were presented

**Waverly Communications Utility**

**(11) Action Items –**

**Resolution 24-24 – Update Telecom Rates –**

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

**(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, Brunkhorst, Kahler 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 -**

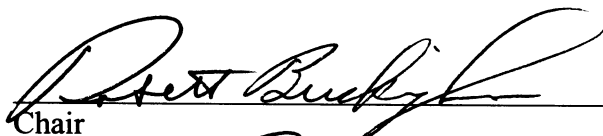
A motion (Hansen, Kettleson) to move into open session was made and passed unanimously with a roll call vote as follows: Hansen, Kettleson, Brunkhorst, Buckingham and Kahler

**A. Approve Financials -**

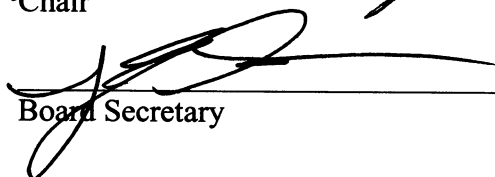
A motion (Kettleson, Hansen) to approve the Waverly Communications Utility financials was made and passed with a unanimous vote.

**(15) Adjournment -**

Meeting was adjourned.

  
Chair

Dated June 11, 2024

  
Board Secretary

Dated June 11, 2024