

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

Regular Meeting

Tuesday, November 1, 2011 – 6:30 P.M.

1002 Adams Parkway

(1) Roll Call -

Present:

Trustees – Drape, Koenig, Moeller, and Suhr. 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 – Gary Boorum, Council Liaison; Jeff Strickler.

Absent:

Knights.

(2) Agenda Management –

A motion (Koenig, Moeller) approving the agenda was made and passed with a unanimous vote.

(3) Public Forum –

No one came forward.

(4) Minutes of October 4, 2011, Regular Meeting -

A motion (Moeller, Koenig) approving the minutes of the October 4, 2011, regular Board Meeting was made and passed with a unanimous vote.

(5) Public Hearing on Approval of 2012 Budget -

No one came forward.

(6) Action Items –

A. Ratify Trade Accounts -

- i. A motion (Koenig, Suhr) to ratify the trade accounts without Wartburg, GMT, CUNA, and Ael Suhr Enterprises was made and passed with a unanimous vote.
- ii. A motion (Koenig, Suhr) to ratify the trade account for Wartburg was made and passed with a unanimous vote. Moeller abstained.
- iii. A motion (Moeller, Suhr) to ratify the trade account for CUNA was made and passed with a unanimous vote. Koenig abstained.
- iv. A motion (Moeller, Koenig) 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, Moeller) to accept the financials was made and passed with a unanimous vote.

C. Internal Control Testing – Accounts Payable -

A motion (Moeller, Koenig) to approve the Internal Control Testing was made and passed with a unanimous vote.

D. Resolution #28-11 – Reimbursement Resolution –

A motion (Koenig, Moeller) to approve Resolution #28-11 – Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Drape, Koenig, Moeller, and Suhr.

E. Resolution #29-11 – Approval of 2012 Budget -

A motion (Koenig, Moeller) to approve Resolution #29-11 – Approval of 2012 Budget – was made and passed unanimously with a roll call vote as follows: Koenig, Moeller, and Drape. Suhr abstained.

F. Resolution #30-11 – Cannon II Reconstruction Contract -

A motion (Moeller, Koenig) to approve Resolution #30-11 – Cannon II Reconstruction Contract – was made and passed unanimously with a roll call vote as follows: Moeller, Koenig, Suhr, and Drape.

G. Approve Final Policies and Procedures -

A motion (Suhr, Koenig) to approve the Final Policies and Procedures with one minor change to the Travel Expense Reporting/Reimbursement Policy was made and passed with a unanimous vote.

(7) Information Items

A. Monthly Department Reports –

i. Finance

1. Reviewed the internal controls surrounding accounts payable
2. Revised the proposed budget presented at this meeting.
3. Completed the hiring process for the Accounting and Administrative Support Specialist position.

ii. Outreach and Education

Attended MidAmerican Energy's 2011 fall meeting. Meeting topics included environmental regulations and what the future holds for electric utility rates.

iii. Key Accounts

1. Distributed the third quarter energy reports to key account customers.
2. Attended training at the APPA Fall Institute.

iv. Customer Programs

1. Worked on developing processes for the tracking of our energy efficiency programs in 2012.
2. Continued to be a busy month for customer-related inquiries to our energy efficiency programs and home energy audits.

v. Customer Communication & Education

1. Distributed Appliance Recycling Event results media release.
2. Taught 6th grade education program (renewable and nonrenewable energy types).
3. Maintained website.
4. Placed T12/EE Incandescent Bulbs/Notice of Complaints/Project Share in October newsletter/bill stuffer.
5. Placed media ads.
6. Prepared and distributed two online newsletters, the Conduit to key accounts and the Connection to residential customers.

vi. Generation and Substations

1. Continued repairs to Engine # 5 valves and liners.
2. The catalyst/silencer manufacturer will be here October 28th with a 3rd party contractor to take sound readings from the new silencers. Initial readings indicate the silencers are not performing to our specifications for sound attenuation. The manufacturer has agreed to correct the problem. Once we have the sound readings we can determine what the solution will be. The options are to replace the new silencers or to install resonator on the exhaust stack.

vii. Distribution & Transmission

1. We have an overhead line that runs from our south substation to the main lift station and then across the river to feed Terex. We had 2 sets of cables on the portion of the line that runs from the main lift station to Terex, one set that is currently used at 7200 volts and an extra set of cables that was used to feed

Terex when they were taking power at 2400 volts. The overhead crew removed the 2400 volt circuit this month since it is no longer needed. They also performed tree trimming in that area. This circuit is a back-up for the north east portion of town and the farm lines.

2. Two sets of substation cables are currently being replaced at the South Substation. The cables were the original cables from 1976 and run from the switchgear out to the H-structure where the lines take off to feed two areas of our service territory.
3. Employees are installing conduit along 12th Street NW on an overhead to underground conversion where we have conflicts with trees along that stretch of road. The underground crew will also be replacing street light poles and wires along East Bremer Avenue from Kwik Star going east for 3 blocks where the wires have faulted and the poles are in need of replacement.
4. Cedar Falls Utilities recently called to ask for help to finish the installation of underground cables as part of their recovery from the wind storm last year and their overhead to underground conversion. We are currently working on an agreement to provide two distribution employees for about 4 weeks to assist their crews. We have a close working relationship with CFU and this benefits both cities when we can help each other in times of need.

B. Purchase of Substation Property –

We closed on the property at 1200 1st Avenue NW on October 28, 2011. A public hearing is set for November 3, 2011, at the city of Waverly Planning and Zoning meeting to request approval for a special use permit to move our West Substation to the property.

C. 2012 Benefits Information -

Benefits open enrollment will be held for all employees beginning on November 3, 2011. Information about specific health benefits for 2012 was shared with the Board.

(8) Board Committee Reports

A. Communication Committee – Linda Moeller

Committee held a meeting in October to discuss various projects.

(9) Board Calendar

No discussion.

(10) Discussion Items

None

(11) Other Business

- A. Diane Johnson and Curt Atkins reported on the Fall 2011 APPA Institute they attended in late October.
- B. Board members all agreed to move the meeting time back to 6:00 p.m.

(12) Adjournment

Meeting was adjourned by Chair Drape.


_____ Dated November 1, 2011
Chair


_____ Dated November 1, 2011
Secretary