

**WAVERLY UTILITIES BOARD OF TRUSTEES MEETING**

Regular Meeting

Tuesday, November 10, 2020 – 1:00 P.M.

Via ZOOM Meeting.

In light of the Public Emergency declared by the Governor of Iowa because of the COVID-19 outbreak, the Board of Trustees Chair determined that an in-person meeting of the Board of Trustees of Waverly Utilities was impossible or impractical without violating the Governor's mandates. When an in-person meeting is "impossible or impractical," Iowa Code Section 21.8 permits a governmental body to conduct a meeting by electronic means, so the November 10, 2020, Board of Trustees meeting was held via ZOOM.

**Present:**

Trustees – Buckingham, Brunssen, Kettleson, Neuendorf and Brunkhorst. WLP Presenters –Darrel Wenzel, CEO; Jen Bloker, Director, Marketing & Public Information; Kasey Lewis, Director, Finance; Curt Atkins, Director, Operations; Angie Schroeder, Director, Human Resources & Board Secretary and Jeff Magsamen, Director, Telecom. **Absent:** None

**(1) Chair Opening Remarks -**

None

**(2) Agenda Management –**

A motion (Brunssen, Neuendorf) to approve the agenda was made and passed with a unanimous vote.

**(3) Public Forum –**

Board Secretary received no written or verbal comments prior to the meeting.

**(4) Minutes of October 13, 2020, Waverly Utilities Regular Meeting -**

A motion (Neuendorf, Brunssen) approving the minutes of the October 13, 2020, Waverly Utilities regular Board Meeting was made and passed with a unanimous vote.

**(5) Action Items –**

**A. Internal Control – Accounts Payable -**

A motion (Neuendorf, Brunssen) to accept the Internal Control – Accounts Payable – document was made and passed with a unanimous vote.

**B. Resolution 35-20 – Customer Service Policy –** A motion (Neuendorf, Brunkhorst) to approve Resolution 35-20 – Customer Service Policy – was made and passed unanimously with a roll call vote as follows: Neuendorf, Brunkhorst, Kettleson, Buckingham and Brunssen

**C. Resolution 36-20 – Rules of Operation –** A motion (Brunssen, Kettleson) to approve Resolution 36-20 – Rules of Operation – was made and passed unanimously with a roll call vote as follows: Brunssen, Kettleson, Neuendorf, Brunkhorst and Buckingham

**(6) Information Items –**

None

**(7) Other Business -**

None

**(8) Board Calendar -**

Calendar for upcoming meetings was shared.

**Waverly Municipal Electric Utility**

**(9) Action Items -**

**A. Ratify WMEU Trade Accounts -**

A motion (Neuendorf, Kettleson) to ratify the trade accounts was made and passed with a unanimous vote.

**B. Review Financials -**

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

**C. Resolution 37-20 - Reimbursement Resolution –**

A motion (Neuendorf, Brunssen) to approve Resolution 37-20 - Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Neuendorf, Brunssen, Brunkhorst, Kettleison and Buckingham

**D. Resolution 38-20 – Emergency Preparedness and Disaster Recovery Procedures–**

A motion (Brunssen, Kettleison) to approve Resolution 38-20 – Emergency Preparedness and Disaster Recovery Procedures – was made and passed unanimously with a roll call vote as follows: Brunssen, Kettleison, Brunkhorst, Neuendorf and Buckingham

**E. Public Hearing to Approve 2021 Waverly Municipal Electric Utility Budget -**  
Board Secretary received no written or verbal comments prior to the meeting.

**F. Resolution 39-20 – Approve 2021 Waverly Municipal Electric Utility Budget –**

A motion (Neuendorf, Brunkhorst) to approve Resolution 39-20 – Approve 2021 Waverly Municipal Electric Utility Budget – was made and passed unanimously with a roll call vote as follows: Neuendorf, Brunkhorst, Kettleison, Buckingham and Brunssen

**(10) Information Items –**

**A. Monthly Department Reports -**

Reports pertaining to electric utility were presented.

**Waverly Communications Utility**

**(11) Action Items -**

**A. Ratify WCU Trade Accounts -**

A motion (Neuendorf, Kettleison) to ratify the trade accounts was made and passed with a unanimous vote.

**B. Resolution 40-20 – Approve 28E Optical Transport Network Agreement -**

A motion (Neuendorf, Brunssen) to approve Resolution 40-20 – Approve 28E Optical Transport Network Agreement – was made and passed unanimously with a roll call vote as follows: Neuendorf, Brunssen, Brunkhorst, Kettleison and Buckingham

**C. Public Hearing to Approve 2021 Waverly Communication Utility Budget -**

Board Secretary received no written or verbal comments prior to the meeting.

**D. Set Date of November 23, 2020, for Public Hearing to Approve Amended 2020 Budget -**

A motion (Kettleison, Brunssen) to Set Date of November 23, 2020, for Public Hearing to Approve Amended 2020 Budget was made and passed with a unanimous vote.

**(12) Information Items –**

**A. Monthly Department Reports -**

Reports pertaining to the communication utility were presented.

**(13) Closed Session -**

A motion (Neuendorf, Brunssen) 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: Neuendorf, Brunssen, Brunkhorst, Kettleison 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

**C. Review of Resolution 41-20 – Approve 2021 Waverly Communications Utility Budget -**

Resolution 41-20 – Approve 2021 Waverly Communications Utility Budget - was reviewed.

**(14) Open Session -**

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

**A. Approve Financials -**

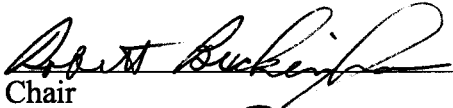
A motion (Neuendorf, Brunkhorst) to approve the Waverly Communications Utility Financials was made and passed with a unanimous vote.

**B. Resolution 41- 20 – Approve 2021 Waverly Communications Utility Budget -**

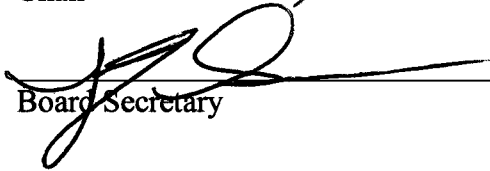
A motion (Brunkhorst, Kettleon) to approve Resolution 41-20 – Approve 2021 Waverly Communications Utility Budget – was made and passed unanimously with a roll call vote as follows: Brunkhorst, Kettleon, Neuendorf, Buckingham and Brunssen

**(15) Adjournment -**

Meeting was adjourned.

  
Chair

Dated November 10, 2020

  
Board Secretary

Dated November 10, 2020