

**Minutes for the  
Board of Lowell Light & Power's  
Regular Meeting – December 8, 2016**

**I. CALL TO ORDER AND ROLL CALL:**

The meeting was called to order at 6:00 p.m. by Chairman Beachum. General Manager Steve Donkersloot called the roll.

It was MOVED by SALZWEDEL, SUPPORTED BY CHAMBERS to excuse Schrauben's absence.

**Present:** Board Members: Perry Beachum, Tina Cadwallader, Jim Salzwedel, Marty Chambers and Andrew Schrauben (arrived at 6:02 after the action of the Board to excuse his absence).

**Absent:** None

Yea: 4      Nay: 0      Absent: 1      Motion Carried

**Also Present:** General Manager Steve Donkersloot, Utility Services Coordinator Sharon Morris, Staff Accountant Julie Stewart, Distribution/Transmission Manager Ryan Teachworth, Generation Supervisor Doug Barnes, and Lowell City Councilman Alan Teelander.

**II. APPROVAL OF AGENDA:**

It was MOVED by SALZWEDEL, SUPPORTED BY CADWALLADER, to approve the agenda as presented.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

**III. APPROVAL OF MINUTES:**

It was MOVED BY CADWALLADER, SUPPORTED BY SCHRAUBEN, to approve the meeting minutes of the November 10, 2016 Regular Meeting with one minor change.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

**IV. PUBLIC COMMENTS (for items not on the agenda):**

There was no public comment (for items not on the agenda).

**V. ACTION ITEMS:**

**A. PTO LEAVE DONATION PROGRAM POLICY**

At the November Board meeting, a new policy was introduced for the Board's review and discussion.

This policy was created for employees who have experienced serious medical issues for themselves or a family member which required the use of all or a significant portion of their PTO. This policy will allow employees to both donate and received PTO from a PTO bank.

Donkersloot reviewed the final copy of the policy.

It was MOVED BY SCHRAUBEN, SUPPORTED BY SALZWEDEL, to approve this PTO Leave Donation Policy.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

**B. Roof Top Air Handling Unit Purchase**

Donkersloot wrote the LL&P Board the following e-mail on Friday, November 18<sup>th</sup>:

Within the last week, two of the three roof top units (RTU's), which supply heat to our office building, failed completely (heat exchangers cracked) and were taken out of service. We received quotes from four vendors (FHC,

Canfields, Artic, and Hurst) to repair the two RTU's, as well as to completely replace them. The low bid for the repair cot came in at \$7,951 (from Canfield's). The low bid for the replacement or both units came in at \$13,704 (from Canfield's). Considering that the two units are somewhere between 15 and 20 years old, it make the most sense to replace the units entirely for just \$5,753 more than repairing them. I discussed this with Chairman Beachum earlier this week. He felt the same way and gave me the approval to go forward with this immediately so we do not have to wait until the December 8<sup>th</sup> Board Meeting to have the heat restored for the majority of the office.

Since that email, the two new RTUs have been purchased and installed. This needs to be formally approved by the Board.

It was MOVED BY SCHRAUBEN, SUPPORTED BY CADWALLADER, to approve the \$14,704 invoice from Canfield Plumbing and Heating, Inc.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

**VI. INFORMATIONAL ITEMS:**

- A. **Performance Data:** Donkersloot reported on November data.
- B. **Monthly Outage Report:** There were five outages in the month of November. Donkersloot gave a detailed overview of this report.
- C. **Income Statement:** Donkersloot reported on the November 2016 Income Statement.
- D. **Capital Projects Report:** Donkersloot reported on the Capital Project Report.
- E. **Manager's Report:** Donkersloot gave updates to the Board on the following items:
  - A. **MPPA/MMEA:** Donkersloot reported on Senate Bills 437 and 438.

**B. System/Generation Upgrade Progress:**

- a. **Bio-digester:** Donkersloot reported on this.
- b. **Siemens (Rolls-Royce):** We are eligible to receive 3.5 MW (less the forced outage rate as determined by MISO) of capacity credits in the MISO market starting June 1, 2017.
- c. **Five Year Plan:** Materials have arrived; this project has been pushed back. This is due to the Fiber Extension to City Facilities Project that has been moved up in priority.
- d. **Other System Projects:** King Milling discussions continue regarding moving their overhead to underground. King Milling is meeting with their engineer in the next 45 days to put together a scope of work.

**C. LL&P Long Term Natural Gas Supply:** Ongoing conversations continue on this. Donkersloot gave an update.

**D. Standby Generator & Gas Compressor Options:** This has been discussed numerous times over the past several months. We expect to purchase a standby generator in the Spring of 2017.

**E. Lowell Schools Solar Project:** Nothing new at this time.

**F. Advance Meter Infrastructure (AMI) Project:** The remaining meters for our inventory are on order and still need to be installed. They should arrive sometime in January/February. In addition, our SUS Platform/Mobil App has been moving slowly due to our software vendor delaying this project.

**G. Transmission Investment Service Committee:** Nothing new at this time; waiting to hear back from ITC.

- H. **Fiber to the Home**: Steve will be meeting with Ryan Peel, President of Vergennes Broadband, next week regarding his desire to hang fiber on our poles.
- I. **Fiber Extension to City Facilities and City-Wide Phone Project**: Donkersloot and Chief Bukula made a presentation at the November 21<sup>st</sup> City Council meeting and received unanimous support to move forward on this project.
- J. **Diesel Generator Removal at Broadway Building**: The large cooling tower has been removed on the south side of the Broadway Building.
- K. **Line Shack**: Donkersloot and Burns will be meeting with the City Attorney to analyze options for selling or leasing the building. An RFP will eventually need to be developed so others who may be interested in the building have an opportunity to purchase or lease it.
- L. **Alden Ridge Housing Development**: Nothing new at this time. There is a new development at Alden Nash and Foreman called Harvest Meadows Condominiums with 120-130 condos that would like to be served by Lowell Light and Power. Donkersloot and Teachworth have a meeting scheduled with them.
- M. Currently, we have been sending electronic copies of the Board packet to Council Member Teelander and he brings his tablet to the Board Meetings and it is working well. Donkersloot asked the Board Members if they would like a tablet and we could go paperless. Zeeland has been doing this with their members and it is going well. The Board was receptive to this concept.
- N. **Payables**: November's payables were presented.
- F. **Schedule of Meetings**: December/January was presented.

VII. **NEXT REGULAR LLP BOARD MEETING**:

The next Board Meeting will be held on Thursday, January 12, 2017.

**VIII. BOARD COMMENT:**

**Schrauben:** Welcomed Marty Chambers to the Board. Andrew was encouraged to see the public discussing the biodigester. Happy Holidays.

**Salzwedel:** Welcomed Marty to the Board. Jim stated this Board will be more detailed than the Planning Commission. Happy Holidays!

**Cadwallader:** Tina echoed Schrauben's comment.

**Chambers:** Thanked the Board for a warm welcome. He is happy to be on this Board and continues to be impressed with the Lowell Light and Power's dedication to this community.

**Teelander:** Welcomed Marty and stated he will be a great addition to the LL&P Board.

**Beachum:** Regrets the Board and Council didn't take earlier action regarding the biodigester, welcomed Marty and indicated how much he will learn about the power industry.

**IX. ADJOURNAMENT:**

It was MOVED BY SALZWEDEL, supported by CADWALLADER, to adjourn the Regular Meeting at 7:51 p.m.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

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Chairman Beachum

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Date