

**Minutes for the  
Board of Lowell Light & Power's  
Regular Meeting – June 9, 2016**

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

The meeting was called to order at 6:03 p.m. by Chairman Canfield. Assistant General Manager Steve Donkersloot called the roll.

**Present:** Board Members: Perry Beachum, Greg Canfield, Tamela Spicer, Tina Cadwallader and Andrew Schrauben.

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

BEACHUM made the following additions to the agenda: Under Action Items, Item C. "Special Meeting Dates" regarding the General Manager hiring process and Item D. "Greg Pierce's Compensation for the General Manager search". Perry also added a Closed Session to this meeting for Greg Pierce to give an update on the General Manager candidates.

Donkersloot deleted Item 3 on the agenda, "Election of the Board Chair and Vice Chair". That is voted in July.

**II. APPROVAL OF AGENDA:**

It was MOVED by SPICER, SUPPORTED BY BEACHUM, to approve the amended agenda.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

**III. APPROVAL OF MINUTES:**

There was one minor change on the minutes. It was MOVED BY SCHRAUBEN, SUPPORTED BY BEACHUM, to approve the meeting minutes of the May 12, 2016 regular meeting as amended.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

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

There was no public.

**V. ACTION ITEMS:**

**A. Siemens (Rolls Royce) C.T. Equipment Purchase:**

Donkersloot stated there are two major items that need to be purchased. These were expected and budgeted.

1. Water Injection Skid: OnPower's price is \$24,150.

This is a specialized item that pertains specifically to the Siemens C.T. Thus, we are not able to get multiple quotes for this item.

2. Lagging/insulation of the C.T. Exhaust: \$18,880.

The lagging/insulation of the C.T. exhaust is another unique item that can be manufactured/done by only two vendors (that Doug knows of) within the State of Michigan. We contacted the second vendor, but they were not willing to furnish a quote as this item for them was too small.

Doug explained and answered any questions the Board had.

It was MOVED BY BEACHUM, SUPPORTED BY CADWALLADER, to approve the purchase of the Water Injection Skid from OnPower for \$24,150.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

It was MOVED BY CADWALLADER, SUPPORTED BY BEACHUM, to approve the purchase of the Lagging/Insulation of the C.T. Exhaust from Shoreline Metal Fabricators, Inc. for \$18,880.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

**B. FY 2017 Regular Board Meeting Dates:**

It is customary for the Board to review and approve meeting dates for the next fiscal year. Donkersloot proposed the meeting dates for the 2<sup>nd</sup> Thursday of the month, except in August. Due to Donkersloot's planned vacation, Steve proposed the August date be moved the third Thursday.

Perry Beachum talked with the Board about moving the July and August dates to Wednesday's to allow for those who would like to attend the Summer Sizzling Concerts on Thursday. There was Board discussion.

It was MOVED BY BEACHUM, SUPPORTED BY CADWALLADER, to move the July meeting to Wednesday, July 13 and the August meeting to Wednesday, August 17 and approved the regular Board Meetings for the second Thursday of the month.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

**C. Special Meeting Dates:**

Beachum discussed his concern regarding the Mayor not reappointing Tina and Andrew and not filing Tamela's vacancy on the Board. Perry stated he would like to have a couple special meetings so that LLP can move forward on hiring a General Manager while the LLP Board is currently intact.

It was MOVED BY BEACHUM, SUPPORTED BY CADWALLADER, to schedule two special meetings the week of June 20<sup>th</sup>.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

**D. Greg Pierce's Compensation:**

Beachum discussed putting Greg Pierce on a retainer for six months, at \$120/hourly rate not to exceed \$3,500 per month to help with the transition of the General Manager search and the ability to tap into his resources as needed.

Spicer was concerned about approving this without having a contract in writing. There was Board discussion.

It was MOVED BY SCHRAUBEN, SUPPORTED BY CADWALLADER, to pay Greg Pierce \$120 hourly rate, not to exceed \$3,500 per month to assist in the General Manager search. The contract will end once a General Manager is hired.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

**VI. INFORMATIONAL ITEMS:**

**A. Performance Data:** Donkersloot reported on May's data.

**B. Monthly Outage Report:** Donkersloot gave a detailed overview of this report.

**C. Income Statement:** Donkersloot reported on the May 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:** Steve stated the June meeting was delayed due to the APPA's national conference. Steve gave an update on the Belle River Meeting.

b. **APPA Update:** The National Conference is scheduled in Phoenix, AZ June 10<sup>th</sup>-15<sup>th</sup>. Due to personnel transition, no one will be attending from LL&P this year.

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

**Bio-digester:** Due to the odor situation, they have replaced the carbon filter (which hadn't been done for 10 months); they believe this should be done more frequently. They sealed off the pit that holds fats, oils and greases, which now goes through the filter. There has been a noticeable difference.

**Siemens (Rolls-Royce):** The last two major pieces of equipment needed for the completion of the Siemens C.T. were an Action Item and we will be moving forward.

**Five Year Plan:** Meetings have gone well with GRP with final discussions.

**Other System Projects:** The SCADA Project continues moving forward. Ryan gave an overview of what he and the staff have been working on.

d. **LL&P Long Term Natural Gas Supply:** No major update.

e. **FY 2017 Operating and Capital Budget:** Donkersloot presented to City Council during their May 16<sup>th</sup> meeting. The City Council approved LL&P's budget during the June 6<sup>th</sup> council meeting.

- f. **Lowell Schools Solar Project:** Nothing new at this time.
- g. **Advance Meter Infrastructure (AMI) Project:** The AMI project is moving along nicely. Ryan and his staff have done a tremendous job. The gateways are installed; the relays and field tool have arrived. Fiber work is complete at the fairground. Eaton Cooper was on site for a couple days doing further installation and testing. The community will be educated through a City Hall meeting and social media.
- h. **Gridliance Transmission Meeting:** Donkersloot gave an update.
- i. **Fiber to the Home:** Donkersloot gave an update.
- j. **City-Wide Phone Project:** The project continues moving forward.
- k. **Diesel Generator Removal and Broadway Building:**  
Donkersloot received an estimate to have these removed from the building to sell these since they are decommissioned. The cost to remove them is estimated to cost \$60,000 for removing the generators.
- l. **Alden Ridge Housing Development:** Nothing new to report.
- m. **Payables:** May was available.

F. **Schedule of Meetings:** June/July was presented.

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

The next Board meeting will be held on Wednesday, July 13, 2016.

VIII. **BOARD COMMENT:**

**Schrauben:** Thanked Tamela for serving on the Board and wished her good luck as she transitions from Lowell.

**Cadwallader:** Appreciates the value Tamela brought to the Board. Was pleased to see the community's participation during the Memorial Day parade.

**Beachum:** Discussed the getting brickwork done at the LLP building. Perry discussed looking at a standby generator. He would like to make sure it will run the City if needed. Perry asked about Tom Russo participating in the RP3 panel.

**Spicer:** Thanked Greg Pierce for getting her up-to-speed when she joined the Board. She is impressed with the LLP staff and is honored to have been a part of the Board. Tamela is proud of the staff. Although she is moving out of town, Lowell will always be home to her.

**Councilman Teelander:** Alan stated it was a pleasure getting to know Tamela for the short time. He is interested in signing up for some classes to learn more.

**Canfield:** Thanked Tamela for her service on the Board; she brought value to the Board from a different perspective. Greg is proud and impressed with the entire staff at LL&P.

**IX. CLOSED SESSION:** It was MOVED BY SCHRAUBEN, SUPPORTED BY SPICER, to go into Closed Session at 7:53 p.m.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

It was MOVED BY BEACHUM. SUPPORTED BY SPICER, to come out of closed session at 9:50 p.m.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

Special meeting dates were selected, June 21 or June 23, 1:00-6:00, whichever date worked best for General Manager selected candidates to interview.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

**X. ADJOURNAMENT:**

It was MOVED BY BEACHUM, supported by SPICER, to adjourn the regular meeting at 9:55 p.m.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

\_\_\_\_\_  
Chairman Canfield

\_\_\_\_\_  
Date