

**Minutes for the
Board of Lowell Light & Power's
Regular Meeting – November 10, 2016**

I. CALL TO ORDER AND ROLL CALL:

The meeting was called to order at 6:02 p.m. by Vice Chairman Beachum. General Manager Steve Donkersloot called the roll.

Present: Board Members: Perry Beachum, Tina Cadwallader, Jim Salzwedel and Andrew Schrauben.

Absent: None

Chairman Canfield was recently elected to the City Council. As a result, Greg is no longer on the Lowell Light and Power Board.

Yea: 4 Nay: 0 Absent: 0 Motion Carried

Also Present: General Manager Steve Donkersloot, Plant Accountant Megan Keyser, Human Resource Specialist Anna Lindhurst, Distribution/Transmission Manager Ryan Teachworth, Generation Supervisor Doug Barnes, and Lowell City Councilman Alan Teelander.

II. APPROVAL OF AGENDA:

Donkersloot made an addition to the agenda. Under II. A. New Chairman and Vice Chairman appointment.

It was MOVED by SALZWEDEL, SUPPORTED BY SCHRAUBEN, to approve the agenda as amended.

Yea: 4 Nay: 0 Absent: 0 Motion Carried

A. APPOINTMENT OF NEW CHAIR AND VICE CHAIR:

It was MOVED by SALZWEDEL, SUPPORTED BY SCHRAUBEN, to appoint Beachum as Chair of the LL&P Board.

Yea: 4 Nay: 0 Absent: 0 Motion Carried

It was MOVED by BEACHUM, SUPPORTED BY SALZWEDEL, to appoint Schrauben as Vice Chair of the LL&P Board.

Yea: 4 Nay: 0 Absent: 0 Motion Carried

III. APPROVAL OF MINUTES:

It was MOVED BY SCHRAUBEN, SUPPORTED BY SALZWEDEL, to approve the meeting minutes of the October 13, 2016 Regular Meeting as presented.

Yea: 4 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. PTO LEAVE DONATION PROGRAM POLICY REVIEW AND DISCUSSION:

Over the past year, multiple LL&P employees have personally experienced or have had family members experience serious medical issues. Typically with these events, the employee exhausts or uses a significant portion of their PTO.

Donkersloot presented a draft PTO leave donation program summary. There was Board discussion. A finalized policy will be presented at December's Regular Board Meeting.

VI. ACTION ITEMS:

A. OnPower Labor/Engineering Approval

An invoice for \$20,165.68 from OnPower for labor and engineering work performed thus far to assist in the commissioning of the Sieman's C.T. was presented.

This was discussed at last month's meeting as we were aware additional invoices would be received that would ultimately put us over our initial estimate for this portion of the project. However, this is a service and expense we need to incur to continue the process of commissioning the C.T. We have available cash needed from other projects (that will come in under budget) as part of the overall capital project budget to cover this expense. There was Board discussion.

It was MOVED BY CADWALLADER, SUPPORTED BY SCHRAUBEN, to approve the invoice from OnPower for labor and engineering work for \$20,165.68.

Yea: 4 Nay: 0 Absent: 0 Motion Carried

B. Bank Account Signature Approval

It is staff's recommendation to open a new savings (money market) account with Huntington Bank to hold our Vehicle Replacement Fund capital referenced in our Capital Budget. LL&P intends to add to this account on a consistent basis throughout the year, with an initial on-time transfer of \$30,000-\$40,000.

All LL&P accounts require two signatures. The current signers are LL&P employees Steve Donkersloot & Ryan Teachworth and board members Greg Canfield and Perry Beachum. With Greg no longer on the LL&P board, Andrew Schrauben replaced Greg as a signer.

It was MOVED BY SALZWEDEL, SUPPORTED BY CADWALLADER, to open the new vehicle replacement savings (money market account) and include signers: Steve Donkersloot, Ryan Teachworth, Andrew Schrauben and Perry Beachum.

Yea: 4 Nay: 0 Absent: 0 Motion Carried

VII. INFORMATIONAL ITEMS:

- A. Performance Data: Donkersloot reported on October data.
- B. Monthly Outage Report: There were two outages in the month of October. Donkersloot gave a detailed overview of this report.
- C. Income Statement: Donkersloot reported on the October 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 details of Senate Bills 437 & 438.
 - B. System/Generation Upgrade Progress:
 - a. Bio-digester: There was Board discussion.
 - b. Siemens (Rolls-Royce): Doug Barnes gave a detailed update.
 - c. Five Year Plan: Most material have arrived, work will take place in the next couple months.
 - d. Other System Projects: The SCADA system project is complete.

King Milling discussions are in the process regarding moving their overhead to underground service. In addition, they are looking at moving to one primary meter.
 - C. LL&P Long Term Natural Gas Supply: Donkersloot gave an update on his meetings.

D. Standby Generator & Gas Compressor Options: Donkersloot provided details on the Emergency Action Refuge Plan meeting with Mike Burns, Greg Pratt and Steve Turnbull.

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

F. Advance Meter Infrastructure (AMI) Project: All except four A-Bottom services of the planned AMI installations have taken place.

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

H. Fiber to the Home: Nothing new at this time.

I. Fiber Extension to City Facilities and City-Wide Phone Project: Donkersloot will give a presentation to the City Council on November 21st and will seek project approval.

J. Diesel Generator Removal at Broadway Building: Staff spent significant time disconnecting and prepping the six heat exchangers, cooling tower and auxiliary equipment for Lanco.

K. Line Shack: Nothing new at this time.

L. Alden Ridge Housing Development: Nothing new at this time

M. Payables: October was available.

F. Schedule of Meetings: November/December was presented.

VIII. NEXT REGULAR LLP BOARD MEETING:

The next Board Meeting will be held on Thursday, December 8, 2016.

IX. BOARD COMMENT:

Schraubens: Congratulated Greg Canfield for getting more than half the votes for City Council and thanked all those that came out to vote. Andrew was honored to be voted Vice Chair of the LL&P Board. He thanked the community for providing a safe and wonderful environment for the kids to trick or treat.

Cadwallader: Thanked and appreciated Perry for stepping up as Chair and Andrew as Vice Chair. Christmas through Lowell is this weekend.

Salzweidel: Congratulated Greg Canfield for being elected on City Council and thanked him for his 10 years of service on the Lowell Light and Power Board. Jim ran out of candy and gave away quarters for Halloween.

Teelander: Alan congratulated Greg. He said that we'll get the bio-digester fixed.

Beachum: Perry thanked Greg for his years of serving on the LL&P Board. He thanked the public who shows up to the meetings and stays informed. The Arts Council is pursuing their temporary occupancy for being on Main Street. There is a vacancy on the LL&P Board. Beachum encouraged interested volunteers to send a letter of interest to the City. Lowell Red Arrow regional finals are Friday night at Red Arrow Stadium.

X. ADJOURNAMENT:

It was MOVED BY SCHRAUBEN, supported by SALZWEDEL, to adjourn the Regular Meeting at 7:55 p.m.

Yea: 4 Nay: 0 Absent: 0 Motion Carried

Chairman Beachum

Date