

**Minutes for the  
Board of Lowell Light & Power's  
Regular Meeting – May 10, 2018**

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

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

**Present:** Board Members: Perry Beachum, Jeff Dickerman, and Dave Vankeulen

**Tardy:** Tina Cadwallader arrived at 7:30 during Action Item E.

**Absent:** Andrew Schrauben

**Also Present:** General Manager Steve Donkersloot, Distribution Manager Ryan Teachworth, Utility Services Coordinator Sharon Morris, Staff Accountant Julie Stewart, and Lowell City Council Liaison Marty Chambers

**II. APPROVAL OF AGENDA:**

It was MOVED BY DICKERMAN, SUPPORTED BY VANKEULEN, to approve the agenda as presented.

Yea: 3      Nay: 0      Absent: 2      Motion Carried

**III. APPROVAL OF MINUTES:**

It was MOVED BY DICKERMAN, SUPPORTED BY VANKEULEN, to approve the April 12, 2018 Regular Board Meeting Minutes.

Yea: 3      Nay: 0      Absent: 2      Motion Carried

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

There was no public comment

**V. ACTION ITEMS:**

**A. FY 2019 Benefit Renewals**

Donkersloot stated there is no increase to our dental renewal plan.

It was MOVED BY VANKEULEN, SUPPORTED BY DICKERMAN, to approve the Dental Renewal Plan.

Yea: 3      Nay: 0      Absent: 2      Motion Carried

Over the last month, Donkersloot has been in discussions with the IBEW about offering their Family Medical Care Plan (FMCP) #17 to the employees that are in the union. Donkersloot reviewed details for the Letter of Authorization (LOA) with the IBEW to provide additional information regarding the FMCP #17.

It was MOVED BY DICKERMAN, SUPPORTED BY VANKEULEN, to adopt the IBEW Family Medical Care Plan (FMCP) #17.

Yea: 3      Nay: 0      Absent: 2      Motion Carried

Donkersloot reviewed several non-union Priority Health plans including the current HMO 500 and the increase to the plan, deductible, and out-of-pocket limit.

Donkersloot gave details regarding the Priority Health's HealthybyChoice incentives HMO Plan. He described the benefits of the two benefit levels: "Choice" and "Standard".

There was Board discussion.

It was MOVED BY VANKEULEN, SUPPORTED BY DICKERMAN, to approve Priority Health's HealthbyChoice Plan for Non-IBEW employees.

**Roll Call Vote:** Beachum, VanKuelen & Dickerman

**Absent:** Cadwallader & Schrauben

Yea: 3      Nay: 0      Absent: 2      Motion Carried

**B. FY 2019 Operating and Capital Budget**

Donkersloot gave a detailed synopsis of the Budgets and changes from March's Draft Budgets.

It was MOVED BY DICKERMAN, SUPPORTED BY VANKEULEN, to approved the revised March's FY 2019 Operating and Capital Budgets as presented and to send to the Lowell City Council for final approval.

Yea: 3      Nay: 0      Absent: 2      Motion Carried

**C. Adoption of Tree Trimming on Private Property Policy**

The adoption of the Tree Trimming on Private Property Policy was reviewed and discussed at last month's meeting.

The consensus by the Board that was before adopting this, the policy should be reviewed and the customer waiver form (referenced in the policy) should be drafted by our city attorney.

Donkersloot included the final versions of both items that have been approved by our city attorney.

It was MOVED BY DICKERMAN, SUPPORTED BY VANKEULEN, to adopt the Tree Trimming on Private Property Policy 6-11 in our Engineering and Operating Manual.

Yea: 3      Nay: 0      Absent: 2      Motion Carried

**D. Update to Policy 5-15, Procurement**

Last month the Board had a very good discussion about potentially increasing the LL&P staff's maximum spending authority in Policy 5-15, Procurement, since the \$10,000 limit has been in place for at least 16 years and believed to be an arbitrary amount not tied to anything in particular.

Ultimately, after much discussion, the Board felt the spending authority should tie to some, yet to be determined, percentage of a fiscal year's budgeted total revenue.

There was discussion about the topic but a consensus that the Board would like all Board Members present before making a decision.

It was MOVED BY DICKERMAN, SUPPORTED BY VANKUELEN, to table this to next meeting to have the full Board Member input.

Yea: 3      Nay: 0      Absent: 2      Motion Carried

**E. Hours of Operation Letter of Authorization (LOA) with the EBEW**

Donkersloot provided a Letter of Authorization (LOA) with the IBEW to the Board. The LOA is to amend our current Agreement to allow LL&P Management to exercise a 4 day per week, 10 hours per day, schedule with the bargaining unit employees.

This schedule benefits our bargaining unit employees, management, and the ratepayers. This schedule will likely be from June – October when the daylight hours are longer. This will increase productivity as necessary but routine tasks (truck inspections, site mobilization, job set-up and take-down) will only need to be conducted four days per week instead of five.

Board Member Tina Cadwallader arrived during this discussion.

It was MOVED BY DICKERMAN, SUPPORTED BY VANKEULEN, to approve the Hours of Operation LOA with the IBEW.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

**F. Line Crew Foreman LOA with the IBEW**

Donkersloot reviewed the LOA with the IBEW to add the job classification of the Line Crew Foreman to our IBEW Agreement.

Moving forward, LL&P plans to have two crews. This means someone within the bargaining unit will need to be promoted (to Line Crew Foreman) to run our second crew. Without a job classification in our Agreement, this cannot be done.

It was MOVED BY CADWALLADER, SUPPORTED BY VANKEULEN, to approve this Line Crew Foreman LOA with the IBEW.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

**G. Holiday Overtime LOA with the IBEW**

Donkersloot review the LOA with the IBEW to amend the current Agreement so that a bargaining unit employee is paid overtime (time and a half) if they are required to work on a LL&P holiday. This has always been our policy and is currently our policy for non-union employees.

It was MOVED BY CADWALLADER, SUPPORTED BY VANKEULEN, to approve tis Holiday Overtime LOA with the IBEW.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

**VI. INFORMATIONAL ITEMS:**

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

**B. Monthly Outage Report:** Five outages occurred in the month of April.

**C. Income Statement:** Donkersloot reported on the April 2018 Income Statement.

D. **Capital Projects Report:** Donkersloot reported on the April 2018 Capital Project Report.

E. **Manager's Report:** Donkersloot gave updates to the Board on the following:

**A. MPPA/MMEA/APPA Update:**

a. **MPPA:** The Stakeholders meeting is Wednesday, May 23<sup>rd</sup> in Grand Rapids.

b. **APPA:** Mark, Rich, Zac and Steve represented LL&P and the entire community well at this year's APPA Lineworkers Rodeo.

Perry, Tom and Steve attend the APPA Awards Breakfast and received the RP3 Diamond Award.

Perry gave an update on the Rodeo and photos were shown to the Board.

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

a. **Bio-digester:** A joint meeting with the City Council is scheduled for Monday, May 7<sup>th</sup>.

b. **Five Year Plan:** The new Circuit #203 Project (#102 in the Five-Year Plan) started (with pulling wire).

c. **Other System Projects:** South Broadway Project is moving along as scheduled. The new three-phase riser and pad-mount transformer was installed to feed Shell.

C. **LL&P Long Term Natural Gas Supply:** The regulator stand construction is expected to start in mid-July.

D. **Solar:** Performance Services was not able to provide all the information requested nor come in at the price-point they initially

committed to by the April 25<sup>th</sup> deadline. Thus, the LOI has been terminated.

We will likely be moving forward with a solar PPA with the MPPA.

**E. Hours of Operation:** The outside staff's hours of operation was discussed as an action item on the agenda.

**F. Cyber Audit:** A letter of recommendation was provided by Addorio.

**G. Graduation:** Rich Mutchler attended his final Lineman Apprenticeship class. Congratulations to Rich!

**H. Work Anniversary's:** Congratulations to Gail, April 3<sup>rd</sup> marked her 23<sup>rd</sup> year anniversary. April 4<sup>th</sup> marked Ryan's 2<sup>nd</sup> year at LL&P. Thank you for your continued support to LL&P.

**I. Payables:** April payables were included.

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

**VII. NEXT REGULAR LL&P BOARD MEETING:**

There was a schedule conflict for Wednesday, June 13<sup>th</sup>.

It was MOVED BY CADWALLADER, SUPPORTED BY VANKEULEN, to change June's Regular Meeting to Tuesday, June 12<sup>th</sup>.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

The next Board Meeting will be held on Tuesday, June 12<sup>th</sup>.

**VIII. BOARD COMMENT:**

VanKeulen continues to be grateful for the LL&P staff.

Cadwallader is pleased to have LL&P service as thousands of customers are without power that have Consumers Energy.

Dickerman congratulated the LL&P staff on the RP3 Diamond Award. Jeff thanked Donkersloot for an excellent job negotiating the Biodigester Termination Agreements.

Beachum is hoping the Board continues to support the LL&P Rodeo participation. Perry continued talking about Rodeo stories.

**ADJOURNMENT:**

It was MOVED BY DICKERMAN, SUPPORTED BY VANKEULEN, to adjourn the Regular Board Meeting at 9:14 p.m.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

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Chairman Beachum

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Date