

**Minutes for the
Board of Lowell Light & Power's
Regular Meeting – November 8, 2018**

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.

Present: Board Members: Perry Beachum, Jeff Dickerman, Dave VanKeulen and Andrew Schrauben

Absent: Tina Cadwallader

It was MOVED BY DICKERMAN, SUPPORTED BY SCHRAUBEN, to excuse Tina's absence.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

Also Present: General Manager Steve Donkersloot, Distribution Manager Ryan Teachworth, Generation Superintendent Casey Mier, Staff Accountant Julie Stewart and City Councilman Marty Chambers

II. APPROVAL OF AGENDA:

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

Yea: 4 Nay: 0 Absent: 1 Motion Carried

III. APPROVAL OF MINUTES:

It was MOVED BY SCHRAUBEN, SUPPORTED BY DICKERMAN, to approve the October 11, 2018 Regular Board Meeting Minutes.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

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

There was no public comment.

V. ACTION ITEMS:

A. CT Fire and Gas Detection System

There is no fire and gas detection in the generation room or the battery room.

Two options were analyzed to add monitoring to the generation and battery room. The two options were continuing to utilize the existing monitoring system by adding devices to it or installing an alternate manufacturer's monitoring system and devices.

After consulting with multiple manufacturer's reps, coordinated site visits, comparing multiple quotes, compared quality of equipment and analyzed integration efforts.

The best solution was determined to continue using our existing monitoring system and expand upon it. This will allow us to have standardize equipment allowing for easier operation and maintenance.

The total cost to expand the existing monitoring system is \$34,513. The total cost includes material (\$22,103), engineering and documentation (\$8,910), and field start up service (\$3,500). The material would be purchased directly from the manufacturer Det-Tronics.

It was MOVED BY DICKERMAN, SUPPORTED BY VANKEULEN, to approve the total project expense of \$34,513 to expand upon the existing fire and gas monitoring system in the generation facility. The physical installation of the new devices/wiring would be performed by internal staff.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

VI. INFORMATIONAL ITEMS:

- A. Performance Data:** Donkersloot reported on October's data.
- B. Monthly Outage Report:** Four outages occurred in the month of October.
- C. Income Statement:** Donkersloot reported on the October 2018 Income Statement.
- D. Capital Projects Report:** Donkersloot reported on the October 2018 Capital Project Report.
- E. Board Training Session – LL&P's Energy Portfolio:** Donkersloot gave a detailed report.
- F. Manager's Report:** Donkersloot gave updates to the Board on the following:
 - A. MPPA/MMEA/APPA Update:**
 - a. MPPA:** Donkersloot gave an update on their AFEC Project conference call. The November Board Meeting is scheduled for next week.
 - b. MMEA:** Has hired a new director Katie Abraham. Katie comes from American Petroleum Institute ("API") where she served as an Associate Director. Katie has a J.D. and Master of Environmental Law and Policy from Vermont Law School and a B.A. from Kalamazoo College. MMEA is excited to have Katie join the team.
 - B. System/Generation Upgrade Progress:**
 - a. Five Year Plan:** Nothing new at this time.

- b. **Other Distribution Projects:** November 10th is the target date to convert King Milling's main feed over to their new switch.

Staff spent the majority of their time assisting Casey and Tom in the generation facility and tree trimming/removing two large trees.

- c. **Generation Update:** Casey gave a detailed update on the generation department. They have made a lot of progress in the past month with tours, safety system research, equipment understanding, and process improvements. The tours with Cherry Creek Elementary 4th graders were a success. This gave the kids a better understanding of Lowell Light and Power and how electricity is generated and delivered to their homes.

Evaluations of the fire and gas detection monitoring system for the generation room and battery room have been completed.

- C. **LL&P Long Term Natural Gas Supply:** The regulator stand portion of the project is complete. The pipeline tie-in to the main pressure line on M-21 is complete. The final stage of this project is connecting the high-pressure line under the river to the regulator stand.

- D. **Energy Center Space:** Litehouse has indicated they are good with the lease agreement terms (\$2.01/square ft for interior and exterior space with annual CPI adjustments and the purchase of the lift station and pipeline).

- E. **Engine Room Generator Removal:** Farabee Inc. confirmed via a conference call that their schedule will allow for the removal of the three generators in the office building by year end.

- F. **MERS Update:** Donkersloot gave an overview of the round-table discussion led by MERS CEO Chris DeRose.

- G. **Internet Upgrades:** Progress is moving slow.

- H. **Cyber Security:** Donkersloot met with Bity Lyft to discuss a potential cyber audit, assessment, and business continuity plan.
- I. **Office Furniture Update:** The final finishes were selected and measurements were double-checked. The order has been placed and furniture is expected to be delivered and installed by the end of the year.
- J. **Customer Deposit Discussion:** Donkersloot discussed in detail options moving forward for our customers who in in landlord/tenant situations. The Board's consensus is to have Donkersloot move forward with the City to change the Code of Ordinances to accurately reflect a two-month deposit. Also, to have Dick Wendt develop a contract to allow for a third option in landlord/tenant situations.
- K. **Potential Rate Adjustment:** Donkersloot discussed in detail the cost of service and rate design study information.
- L. **Potential Communication Investment in Radios:** Ron tested two portable radios.
- M. **Cherry Creek School:** This year's partnership with the 4th grade classes at Cherry Creek was a success.
- N. **Work Anniversaries:** On October 11th, Mark Droog celebrated his 19th year with LL&P.
- O. **Payables:** October payables are included in your packet.
- G. **Schedule of Meetings:** November/December was presented.
- VII. **NEXT REGULAR LL&P BOARD MEETING:** Scheduled for Thursday, December 13th.
- VIII. **BOARD COMMENT:**

Dickerman encouraged staff to keep up the good work.

Schrauben enjoys the Board training sessions. Andrew is looking forward to Cherry Creek 4th grade education in two years where he plans to attend with his son.

Marty commented on his trip to Colorado, specifically about watching a helicopter haul electric poles to 1,800 ft elevation and string wire.

Beachum commented that he is thrilled to see LL&P employees enjoy coming to work. Perry wished the banks would have come to us, rather than us investigating the best banking option for LL&P.

IX. ADJOURNMENT:

It was MOVED BY DICKERMAN, SUPPORTED BY VANKEULEN, to adjourn the Regular Board Meeting at 8:43 p.m.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

Chairman Beachum

Date