

**Minutes for the
Board of Lowell Light & Power's
Regular Meeting – January 10, 2019**

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, Tina Cadwallader, and Andrew Schrauben

Absent: None

Also Present: General Manager Steve Donkersloot, Distribution Manager Ryan Teachworth, Generation Superintendent Casey Mier, Utility Services Coordinator Sharon Morris and Staff Accountant Julie Stewart

II. APPROVAL OF AGENDA:

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

Yea: 5 Nay: 0 Absent: 0 Motion Carried

III. APPROVAL OF MINUTES:

It was MOVED BY VANKEULEN, SUPPORTED BY SCHRAUBEN, to approve the December 13, 2018 Regular Board Meeting Minutes.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

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

There was no public comment.

V. ACTION ITEMS:

A. Potential Change to February Board Meeting Date

Donkersloot pointed out the February Board Meeting is scheduled for Thursday, February 14th -- Valentine's Day. Steve proposed having the Board Meeting on Tuesday, February 12th if the Board wanted to change the meeting date.

It was MOVED BY VANKEULEN, SUPPORTED BY CADWALLADER, to approve changing the Board Meeting date from Thursday, February 14th, to Tuesday, February 12th.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

B. Adoption of Standard Pole Attachment Agreement & Senate Bill 637 Addendum

Last year, MMEA contracted with Mclean Engineering to develop a Standard Pole Attachment Agreement for the potential use of all member utilities.

Shortly after that took place, there was discussion within the Michigan Legislature about the potential for Small Cell (5G) Wireless Bill, now known as Public Act (PA) 365 or Senate Bill (SB) 637. At the time, we knew if this legislation passed, an Addendum to the already developed Standard Pole Attachment Agree would be needed.

At the end of 2018, PA 365/SB 637 passed through the legislature and was signed into law.

The Standard Pole Attachment Agreement and the SB 637 Addendum, along with the executive summary from McClean Engineering was discussed in detail.

It was MOVED BY CADWALLADER, SUPPORTED BY DICKERMAN, to adopt these two items as LL&P standard documents with respect to pole

attachments going forward and use them to replace existing pole attachment agreements (Comcast, Vergennes Broadband, etc.) that are currently in place.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

VI. INFORMATIONAL ITEMS:

- A. Performance Data:** Donkersloot reported on December's data.
- B. Monthly Outage Report:** There were four outages in the month of December.
- C. Income Statement:** Donkersloot reported on the December 2018 Income Statement.
- D. Capital Projects Report:** Donkersloot reported on the December 2018 Capital Project Report.
- E. Board Training Session – Collection Process:** Stewart gave a presentation.
- F. Manager's Report:** Donkersloot gave updates to the Board on the following:

A. MPPA/MMEA/APPA Update:

The Standard Pole Attachment Contract and SB 637 Addendum was discussed as an Action Item.

B. System/Generation Upgrade Progress:

- a. Five Year Plan:** Ryan gave a detailed update on the Doc Addition and new circuit #204 projects.
- b. Other Distribution Projects:** Staff spent time on the Two Rivers Apartments and Impact Church constructions projects. In

addition, staff moved the old furniture and installed some in the Energy Center in Casey and Tom's office.

- c. **Generation Update:** Casey gave a detailed update on many projects they are working on in the generation department.

- C. **Fencing for Regulator Stand:** The City Manager added this as an agenda item for the January 10th DDA Meeting. The fence will be a privacy, chain-linked fence rather than a decorative vinyl fence.

- D. **Engine Room Generator Removal:** Nothing new at this time.

- E. **Energy Center Space:** Steve and Ryan met with Litehouse and their construction manager to review their engineering/design plans. Litehouse is finalizing their plans, which is the last major item needed to finish the lease.

- F. **MERS Update:** Donkersloot provided ballpark projections results for closing the Hybrid Plan and opening a Defined Contribution Plan for new hires (to be 100% clear, doing this would not impact, in any way, past or active employees). There was Board discussion. The Board would like Donkersloot to bring back more information in the near future.

- G. **Internet Upgrades:** We are still on target for a cut-over to Vergennes Broadband on President's Day.

- H. **Cyber Security:** Nothing new at this time.

- I. **Office Furniture Update:** The new furniture is installed and it looks great!

- J. **Rotary Fundraising Opportunity:** Steve was appointed to the Lowell Rotary fundraising committee. He believes there may be a way, within the LL&P's current Benevolence Policy, to potentially assist Rotary with some fundraising opportunities if the LL&P

Board is interested. Donkersloot will share his thoughts in the near future with the Board.

K. After-the Holiday Party: The “event room” at Big Boiler has been reserved for Friday, February 8th.

L. Work Anniversaries: December marked Julie and Sharon’s 8th year and Zac’s 1st year.

M. Payables: December payables are included in your packet.

G. Schedule of Meetings: January/February was presented.

VII. NEXT REGULAR LL&P BOARD MEETING: Has been changed from Thursday, February 14th to Tuesday, February 12th, 2019, in Action Item A.

VIII. BOARD COMMENT:

Cadwallader thanked Julie for her collection process presentation.

Dave was amazed to hear how much is done with LL&P payroll. Dave appreciates all the work LL&P staff puts in on a day-to-day basis.

Dickerman said he appreciates the staff training sessions; he never realized how much the staff does behind the scenes.

Beachum discussed this week’s Lowell Ledger headline which reads, “Lowell Light and Power Discussed Rate Increases”. Perry said it should actually read: “Lowell Light and Power Discussed Rate Adjustments”. At the current time, one rate class is subsidizing the others and this small adjustment helps more closely align each customer rate class to pay their fair cost of service. If you watched TV last night, Consumers Power approved a rate increase.

Perry would also like Steve, Ryan and Casey to figure out the best date to schedule one of LL&P’s Board Meeting at the Energy Center.

IX. ADJOURNMENT:

It was MOVED BY DICKERMAN, SUPPORTED BY VANKEULEN, to adjourn the Regular Board Meeting at 8:45 p.m.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

Chairman Beachum

Date