

**MINUTES
BOARD OF LOWELL LIGHT AND POWER
REGULAR MEETING OF FEBRUARY 13, 2014**

I. **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 5:35 p.m. by Chairman Canfield and General Manager Greg Pierce called the roll.

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

Absent: None

Also Present: General Manager Greg Pierce, Electric Distribution Manager Russo, Chief Accountant Donkersloot, Utility Services Coordinator Morris, Lowell City Mayor Hodges and Lowell City Manager Mark Howe

II. **APPROVAL OF AGENDA:**

It was MOVED BY BEACHUM, supported by SPICER to approve the agenda as presented.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

III. **APPROVAL OF MINUTES:**

It was MOVED BY BEACHUM, supported by CADWALLADER to approve the minutes of the January 9, 2014 regular meeting minutes, with one minor change.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

It was MOVED BY BEACHUM, supported by CADWALLADER to approve the minutes of the January 9, 2014 closed session meeting.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

IV. PUBLIC COMMENTS: (Items not on the agenda):

None

V. ACTION ITEMS:

A. 2013-2014 Capital Plan Amended :

The Capital plan was amended to reflect the addition of the Biodigester project.

It was MOVED BY BEACHUM, supported by SCHRAUBEN to adopt the amended 2013-2014 Capital Expense budget.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

B. Theka Invoice:

We are beginning the next phase of the Rolls Royce turbine installation. Newkirk/Theka has estimated \$90,300 for them to assist with engineering, design and oversight to complete their portion of the work.

It was MOVED BY BEACHUM, supported by SPICER to approve the estimated engineering cost for Newkirk/Theka Engineering of \$90,300.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

C. Policy Revision for Collections:

We currently use ONLINE Services, a third party collector to handle our delinquent accounts. In order for a third party collector to continue attempting collection through a mobile device, by calling or texting, a customer consent or specific policy language must be in place. A recent court ruling recognized that contacting a customer via their mobile device could result in additional charges for the customer. The best way for us to address this issue is to add the specific language to our Collection Policy.

The language in Section 3.8 of our policy would read; "In order of Light and Power to serve a customer's account or to collect any amounts a customer may owe, Light and Power may contact a customer by telephone at any telephone number associated with the customer's account, including

wireless telephone numbers, which could result in charges to the customer. Light and Power may also contact a customer by sending text messages or emails, using any email address a customer provides Light & Power. Methods of contact may include using pre-recorded/artificial voice messages and/or use of an automatic dialing device.”

It was MOVED BY BEACHUM, supported by CADWALLADER to approve the language change to Section 3.8 of our Customer Billing Policies.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

D. 2014 Bank Signatures:

Bank signatures are required each year for our Huntington, Chase, and Fifth Third bank accounts.

Andy Johnston was removed from the authorized bank signers when he resigned from the Board. Currently Perry Beachum, Greg Canfield, Steve Donkersloot, Greg Pierce and Tom Russo as authorized bank signers on these accounts.

It was MOVED BY CADWALLADER, supported by BEACHUM to add SPICER as a 6th bank signer to fill the vacancy left by Andy Johnston.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

IV. INFORMATIONAL ITEMS:

A. Performance Data: Pierce reported on January’s data.

B. Income Statement (January 2014): Pierce reported on January’s Income Statement.

Pierce reviewed the Capital Expense Summary and detailed Capital Expense Report.

B. Manager’s Report: Pierce gave updates to the Board on the following items.

- **MPPA/MMEA/APPA Updates:** Legislative Rally in Washington is March 10-12, Russo and Beachum are attending the Lineworkers

Rodeo/Engineering and Operations conference is April 4-9 in Oklahoma City. The APPA Annual meeting is in Denver, June 14-18.

- **System/Generation Upgrade Progress:** There were no outages in the month of January.
- **Energy Efficiency:** Pierce reviewed the final data for 2013.
- **Communication Plan:** We working on developing stronger communications techniques using Facebook, our website and the new LLP Blog to help keep our customers updated on current news, and outage information.
- **Biodigestion Update:** Lowell Energy AD is planning a ground breaking ceremony on February 20th at 9:00 am.
- **Budgeting 2014-2015:** Preliminary budgeting is underway.
- **City Wide After Holiday Party:** The City After Holiday Party took place at the Main Street Inn, January 11th.
- **Payables:** Pierce presented January payables.

D. **Schedule of Meetings:** February was presented.

E. **Complaint Register:** There were no new complaints.

VII. **NEXT REGULAR LLP BOARD MEETING:** The next Board meeting will be held, Thursday, March 13, 2014.

VIII. **BOARD COMMENT:**

Schrauben, Beachum , Spicer and Mayor Hodges congratulated Greg Canfield on receiving Person of the Year award.

Beachum addressed concerns regarding deregulation.

Mayor Hodges stated the strategic planning is underway with the direction of City Manager Howe.

Howe stated he and Pierce are planning a tabletop exercise in March to review notes from last year's flood and develop a plan for other potential floods.

Canfield expressed appreciation to LLP for keeping the lights on and the DPW for all their hard work keeping the roads cleared this winter.

It was MOVED BY BEACHUM, supported by CADWALLADER to go into closed session at 7:10 p.m. to discuss IBEW union negotiations.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

It was MOVED BY BEACHUM, supported by CADWALLADER to come out of closed session at 7:30 p.m. and return to the regular meeting.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

Due to schedule requirements of the Board, members agreed to change the regular Board meeting time from 5:30 p.m. to 6:00 p.m. on the second Thursday of the month.

IX. **ADJOURNMENT**: IT WAS MOVED BY BEACHUM and a supported by SPICER to adjourn the regular meeting at 7:35 p.m.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

Chairman Canfield

Date