

**MINUTES  
BOARD OF LOWELL LIGHT AND POWER  
REGULAR MEETING MARCH 12, 2015**

I. **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 6:05 p.m. by Chairman Canfield and General Manager Greg Pierce called the roll.

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

Absent: Perry Beachum (It was MOVED by SPICER, supported by SCHRAUBEN, to excuse Beachum's absence)

Yea: 4      Nay:      Absent: 1      Motion Carried

Also Present: General Manager Greg Pierce, Electric Distribution Manager Russo, Chief Financial Officer Steve Donkersloot and City of Lowell Mayor Hodges.

II. **APPROVAL OF AGENDA:**

Pierce asked to add LEAD to the agenda after public comment and before Action Items to give a Biodigester Update.

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

Yea: 4      Nay: 0      Absent: 1      Motion Carried

III. **APPROVAL OF MINUTES:**

It was MOVED BY SCHRAUBEN, SUPPORTED BY SPICER to approve the minutes of the February 12, 2015 regular meeting.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

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

There was no public comment.

**Biodigester Update**

Greg Northrup from LEAD gave an update on the Biodigester project.

V. **ACTION ITEMS:**

A. **Theka Engineering Invoice:**

Pierce presented Theka Engineering Invoice for \$20,515.48 for labor and materials associated with the Rolls Royce Combustion Turbine. These expenses are part of the 2015 Capital Plan Budget and were slightly under the budgeted amount.

It was MOVED BY SPICER, supported by SCHRAUBEN, to approve Theka Engineering invoice for \$20,515.48.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

B. **2015-2016 Annual Operating Budget :**

Pierce reviewed a draft of the 2015-2016 Annual Operating budget. Last month the Board reviewed and discussed the Long Range Financial Projections which are the basis for developing a draft Operating Budget. Pierce specifically gave an update on kWh revenue stream. After reviewing Commercial key accounts, an anomaly was found with King Milling. A fuse that controls one of the meters on their system had blown and that meter was not recording kWh usage. King Milling will pay for the estimated usage not recorded on this meter over a five month period.

Donkersloot discussed details of the draft Operating Budget and how it relates closely with the financial projections.

It was MOVED BY SPICER, supported by SCHRAUBEN, to recommend the draft budget to the City for their preliminary budgeting process.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

### C. LLP Engineering and Operating Policy revisions:

Last month the Board reviewed the LLP Engineering and Operating Policies. Pierce reviewed a draft of the revised minor language revisions to improve clarity.

It was MOVED BY SPICER, supported by SCHRAUBEN, to adopt the revised LLP Engineering and Operating Policy (s), Section 6.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

## VI. INFORMATIONAL ITEMS:

A. Performance Data: Pierce reported on February data

B. Income Statement (February 2015): Pierce reported on February's Income Statement.

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

C. Manager's Report: Pierce gave updates to the Board on the following items:

- **MPPA/MMEA:** Pierce gave details on the Washington Legislative Rally.
- **APPA Update:** APPA Lineworkers Rodeo/Operations and Technical Conference is May 15-20 in Sacramento, CA. Tom and Greg will be making a presentation on the Bio digester during the conference.
- **System/Generation Upgrade Progress:** The Bio digester continues to move closer to full operation.

We had one outage in the month of February (outage report).

D. LLP Policy Review: The next policy review will be the Personnel Handbook. This is a large task since we will now be including the IBEW contract in the Handbook. It may be May before we have a draft to review.

**E. LLP Annual Operating Budget:** Staff will be working on the Capital Plans and the final Operating Budget over the next couple months for final review and approval in May.

**F. Energy Optimization:** Pierce presented the final 2014 report.

**G. Adopt-A-Road:** Clean-Up dates are April 22, July 22, and Oct, 6.

**H. Payables:** Pierce presented February payables.

**I. Schedule of Meetings:** March/April was presented.

**J. COMPLAINT REGISTER:** There we no new complaints.

**VI. NEXT REGULAR LLP BOARD MEETING:** The next Board meeting will be held, Thursday, April 16, 2015. This is a revised date. The regularly scheduled meeting on April 9 has been moved to April 16.

#### **VIII. BOARD COMMENT:**

Schrauben attended a school engineering regional competition and enjoyed the robots that were created by high school students, our future engineers.

Spicer stated she would like to see an engineering competition with local high school students at the LEAD facility. Tamela thanked the Lowell Light and Power staff for their dedication to the utility and to the community.

Cadwallader mentioned the community Expo. Tina was in favor of an engineering competition.

Mayor Hodges stated the City Union Contract has been settled. Downtown lamp posts have been removed to see if there is sufficient lighting. The planning commission approved a BBQ restaurant and a small grocery store. Laughfest was a success last weekend.

Canfield stated it was brought to his attention that a new LLP employee is part of the Reserves. He would like to discuss a LLP employee policy next month that would allow any employee to receive some type of equitable compensation for voluntary civic activities. Greg congratulated Greg and Steve on the budget process and the LLP staff on generation.

**IX. ADJOURNMENT:** It was MOVED BY SPICER, supported by SCHRAUBEN, to adjourn the regular meeting at 8:16 p.m.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

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Chairman Canfield

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Date