

**Minutes for the
Board of Lowell Light & Power's
Regular Meeting – December 14, 2017**

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, Andrew Schrauben, and Tina Cadwallader

Absent: None

Also Present: General Manager Steve Donkersloot, Utility Services Coordinator Sharon Morris, Plant Accountant Megan Keyser, Distribution/Transmission Manager Ryan Teachworth, and Lowell City Council Liaison Marty Chambers

II. APPROVAL OF AGENDA:

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

Yea: 4 Nay: 0 Absent: 0 Motion Carried

III. APPROVAL OF MINUTES:

It was MOVED BY CADWALLADER, SUPPORTED BY SCHRAUBEN, to approve the November 9, 2017 Regular Board Meeting Minutes.

Yea: 4 Nay: 0 Absent: 0 Motion Carried

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

There was no public comment

V. ACTION ITEMS:

A. Approval of Solar C.T. Motor Control Center (MCC) Panel Purchase

In November, one of the ventilation fans for the Solar C.T. stopped working as a result of a bad bucket in the Solar Motor Control Center (MCC) Panel. There were no more available buckets to use for the repair of the ventilation fan. This left us two options to resolve the problem: (1) purchase a new bucket or (2) purchase a new MCC Panel. After assessing the situation, staff recommended purchasing a new MCC Panel for several reasons including:

1. The quote for a replacement bucket came in at \$3,200.
2. We have had previous problems with our buckets in our Solar C.T. Panel and strongly believe that is a matter of time before another bucket goes bad; meaning we will need to purchase additional buckets at \$3,200 per bucket in the future.
3. The Solar MCC Panel that we have is a Model 5 and is at least 30+ years old.
4. The MCC Panel we are recommending purchasing is a Model 6; the most current model made today.
 - a. Our Siemens MCC Panel is already a Model 6, which means buckets could be swapped between the two panels (if needed).
 - b. Training other staff will be easier as they will only need to learn the “in’s and out’s” of one type of MCC Panel, rather two.
5. The MCC Panel we are recommending will be brand new and custom made for us at a cost of \$14,870.

Only one quote was obtained because this is a specialty item that must be made by Schneider Electric/Square D.

It was MOVED BY DICKERMAN, SUPPORTED BY CADWALLADER, to approve the purchase of a new MCC Panel from Schneider Electric for \$14,870.

Yea: 4 Nay: 0 Absent: 0 Motion Carried

VI. INFORMATIONAL ITEMS:

- A. Performance Data:** Donkersloot reported on November's data.
- B. Monthly Outage Report:** There were two outages in the month of November.
- C. Income Statement:** Donkersloot reported on the November 2017 Income Statement.
- D. Capital Projects Report:** Donkersloot reported on the November 2017 Capital Project Report.
- E. Manager's Report:** Donkersloot gave updates to the Board on the following.
 - A. MPPA/MMEA/APPA Update:**
 - a. MPPA:** Paw Paw was approved as the newest member of MPPA. Donkersloot gave an update on the REP and EWR plans.
 - B. System/Generation Upgrade Progress:**
 - a. Bio-digester:** Nothing new at this time.
 - b. Five Year Plan:** Ryan showed photos of the Grand River project and explained the progress (Project #109).
 - c. Other System Projects:** Staff spent time fixing/replacing numerous street lights and installing new services in Highland Hills and Harvest Meadows.

- C. **LL&P Long Term Natural Gas Supply**: Language for the easement is still being ironed out between CE's legal counsel and Dick Wendt. Donkersloot presented the specifics and economics of his calculations.
- D. **Solar**: Performance Services has produced a Letter of Intent (LOI) that is currently being reviewed by Dick Wendt. Donkersloot shared an economic analysis based on the projected price per kWh. The Board encouraged Donkersloot to move forward on the LOI; land and PPA discussions would commence over the next 60-90 days after a signed LOI.
- E. **Cyber Audit**: Betsy completed a questionnaire and had conference calls with the other two vendors that are being considered to perform a cyber audit of our IT infrastructure and equipment. We are now waiting on the vendors to provide us a formal proposal/quote.
- F. **Administrative Updates**: This past week, LL&P moved to the Microsoft Office 365 platform; a major IT upgrade. Not only did this upgrade our Microsoft Office programs from the 2007 to the 2016 versions, but 365 offers improved security, e-mail features, and more.
- G. **Roof Repair Update**: The Energy Center and Line Shack roof repair work has been completed (you may remember this was approved by the Board back in June). The office building has been started but has not been finished.
- H. **FY 2019 Capital Budget**: While our FY 2019 draft budget will not be presented to the Board until March (and our final budget until May), department heads have been directed to start thinking about large capital items (\$10+K) they would like considered in the Fiscal Year 2019 Capital Budget. Donkersloot encouraged the Board to do the same over the next few months.
- I. **Fiber to the Home**: Nothing new at this time.

- J. **Christmas Parade:** The office and line staff did an excellent job decorating one of our trucks for the Christmas Parade.

- K. **New Board Member:** Dave VanKeulen was appointed to fill the vacant position on the LL&P Board. Dave will be eligible to start serving after February 10th (this is his one-year anniversary of living within the City Limits, a requirement in the City Charter).

- L. **Holiday Schedule:** LL&P will be closed on the 25th and 26th in observance of Christmas Eve and Christmas, as well as on the 1st of January for New Year's Day.

- M. **Payables:** November payables were included.

F. **Schedule of Meetings:** December/January was presented.

In addition, Donkersloot updated the Board on a few other issues.

VII. NEXT REGULAR LL&P BOARD MEETING:

The next Board Meeting will be held on Thursday, January 11, 2018.

VIII. BOARD COMMENT:

Cadwallader questioned why the staff did not have New Year's Eve off? Tina also encouraged LL&P to implement, "Bring your Child to Work Day".

Chambers wished everyone a Merry Christmas and a Happy New Year.

Schrauben appreciates the LL&P line crew keeping the power on and the DPW for plowing and keeping the sidewalks cleared.

Dickerman appreciates the detailed information Donkersloot presents to the Board so they can make an informed decision.

Beachum echoed Dickerman's comment. Perry is pleased with the entire staff at Lowell Light and Power. Perry would like to have one of the 2018

meetings at the Energy Center. Perry asked Steve to share is ideas for an “After a Holiday Party”.

IX. ADJOURNMENT:

It was MOVED BY DICKERMAN, SUPPORTED BY CADWALLADER, to adjourn the Regular Board Meeting at 7:52 p.m.

Yea: 4 Nay: 0 Absent: 0 Motion Carried

Chairman Beachum

Date