

**Minutes for the  
Board of Lowell Light & Power's  
Regular Meeting – February 12, 2019**

**I. CALL TO ORDER AND ROLL CALL:**

The meeting was called to order at 6:05 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 VANKEULEN, to excuse Tina's absence.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

**Also Present:** General Manager Steve Donkersloot, Generation Superintendent Casey Mier, Generation Assistant Tom Russo, Utility Services Coordinator Sharon Morris and Plant Accountant Megan Mora

**II. APPROVAL OF AGENDA:**

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

Yea: 4      Nay: 0      Absent: 1      Motion Carried

**III. APPROVAL OF MINUTES:**

It was MOVED BY VANKEULEN, SUPPORTED BY SCHRAUBEN, to approve the January 10, 2019 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. Potential Governance Workshop**

Chairman Beachum requested Donkersloot research the possibility of a Governance Training Workshop/Class for the LL&P Board.

Donkersloot discussed specifics on what would be covered in the training. The information would be tailored specifically to LL&P.

It was MOVED BY DICKERMAN, SUPPORTED BY VANKEULEN, for Donkersloot to find a date that works well for the LL&P Board Members and hire APPA's Governance Training Staff for \$4,500 plus expenses.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

**B. Solar Proposal for New Control System**

The Solar Turbine was originally designed and built in 1988. It was purchased by Lowell Light and Power in 2011 with all the original equipment and control system. There are multiple deficiencies including components that are obsolete, failed, and not repairable.

Each component was analyzed.

Donkersloot discussed the details about issuing an installment purchase agreement (IPA) through the City based on the proposals we received from four banks. A graph was presented and discussed to compare and contrast paying cash vs issuing debt.

Donkersloot gave the recommendation to the Board to move forward with the IPA to finance the purchase which will be payable over the next three years.

It was MOVED BY SHCRAUBEN, SUPPORTED BY DICKERMAN, to approve the purchase of the upgrade of the Solar C.T. in the amount of \$497,553.80 by utilizing an IPA.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

**C. Installment Purchase Agreement Payment Agreement Between the City & LL&P**

It was MOVED BY DICKERMAN, SUPPORTED BY SCHRAUBEN, to approve the IPA Payment Agreement with the City.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

**VI. INFORMATIONAL ITEMS:**

- A. Performance Data:** Donkersloot reported on January's data.
- B. Monthly Outage Report:** There were no outages in the month of January. The February 7<sup>th</sup> Ice Storm was discussed in detail.
- C. Income Statement:** Donkersloot reported on the January 2019 Income Statement.
- D. Capital Projects Report:** Donkersloot reported on the January 2019 Capital Project Report.
- E. Board Training Session:** Donkersloot and the Board had a discussion to identify and clarify what the roles are of the Board and LL&P staff.
- F. Manager's Report:** Donkersloot gave updates to the Board on the following:

- A. MPPA/MMEA/APPA Update:** MPPA is exploring the possibility of constructing a natural gas plant in Coldwater with the potential for LL&P to be a participant.
- B. Distribution/Generation Update:**
- a. Ice Storm:** A detailed description was given by Donkersloot regarding the outages and staff work due to the ice storm.
  - b. Five Year Plan:** Donkersloot gave an update on the progression of projects #106 & #107 in the Five Year Plan. A detailed update was also given on the Doc Addition and the recent AT&T situation.
  - c. Other Distribution Projects:** Distribution department spent their spare time preparing the engine room for the generator removal for Farabee.
  - d. Generation Update:** Tom gave a brief summary of Casey's update from the manager's report of maintenance on equipment and systems throughout the month.
- C. GIS:** Donkersloot had a discussion with the Board on the benefits and beginning the process of researching a Geographic Information System.
- D. City Department Head Strategic Planning Session:** Donkersloot gave a summary of the third annual meeting organized by Mike Burns. The main topics of discussion were Pension Funding, Infrastructure and Staffing/Services/Systems.
- E. Fencing for Regulator Station:** Installation of the fence has been delayed due to weather conditions.
- F. Engine Room Generator Removal:** Donkersloot gave an update on Farabee's removal progress.

- G. **Energy Center Space:** A lease was sent to Litehouse and an acceptance or counter proposal is still pending.
- H. **MERS Update:** A survey was sent from the MMEA to other municipals in regards to their retirement benefits. Results will be available on February 18<sup>th</sup>.
- I. **Internet Upgrades:** On target for cut-over to Vergennes Broadband on President's Day.
- J. **Cyber Security:** Three vendors gave us their proposals, varying in scope, cost & philosophy. A decision was made to hold off on choosing a vendor until further information is gathered.
- K. **Work Anniversaries:** January 5<sup>th</sup> marked Ron van Overbeek's 21<sup>st</sup> year with LL&P.
- L. **Payables:** January payables were included in the packet.

G. **Schedule of Meetings:** February/March was presented.

VII. **NEXT REGULAR LL&P BOARD MEETING:** Scheduled for Thursday, March 14, 2019.

VIII. **BOARD COMMENT:**

Dickerman stated he was glad to see Farabee starting the removal of the generators. He also gave his appreciation to Tom & Casey regarding the Solar proposal, and the entire staff for their work during the ice storm.

Dave also gave his thanks to staff on their work during the ice storm.

Schrauben also commented on the outages and the ice storm. He proposed an idea to formally compare our outages and stats to those outside of our service area. He also suggested a board training session regarding outages and the process it takes to restore power. Schrauben thanked Beachum for effort in his role as Chairman.

Beachum commented about the aftermath of debris due to the ice storm and stated that the City is working on a way to remedy this for Lowell residents. Perry also spoke about the APPA Lineman's Rodeo and the scheduled trip to the National Renewable Energy Lab while they will be there.

**X. CLOSED SESSION:**

It was MOVED BY DICKERMAN, SUPPORTED BY VANKEULEN, to go into Closed Session for consideration to purchase real property at 9:45 p.m.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

It was MOVED BY SCHRAUBEN, SUPPORTED BY DICKERMAN, to come out of closed session at 11:01 p.m.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

**IX. ADJOURNMENT:**

It was MOVED BY SCHRAUBEN, SUPPORTED BY DICKERMAN, to adjourn the Regular Board Meeting at 11:02 p.m.

Yea: 4      Nay: 0      Absent: 0      Motion Carried

\_\_\_\_\_  
Chairman Beachum

\_\_\_\_\_  
Date