

**Minutes for the
Board of Lowell Light & Power's
Regular Meeting – March 14, 2019**

I. CALL TO ORDER AND ROLL CALL:

The meeting was called to order at 6:04 p.m. by Chairman Beachum. General Manager Steve Donkersloot called the roll.

Present: Board Members: Perry Beachum, Jeff Dickerman, Tina Cadwallader, and Andrew Schrauben

Absent: Dave VanKeulen

It was MOVED BY DICKERMAN, SUPPORTED BY SCHRAUBEN, to excuse Dave's absence; he had a previous commitment.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

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

II. APPROVAL OF AGENDA:

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

Yea: 4 Nay: 0 Absent: 1 Motion Carried

III. APPROVAL OF MINUTES:

It was MOVED BY DICKERMAN, SUPPORTED BY SCHRAUBEN, to approve the February 12, 2019 Regular Board Meeting Minutes.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

It was MOVED BY SCHRAUBEN, SUPPORTED BY DICKERMAN, to approve the February 12, 2019 Closed Session Meeting Minutes.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

It was MOVED BY CADWALLADER, SUPPORTED BY DICKERMAN, to approve the February 28, 2019 Special Meeting with the City Council.

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. FY 2020 Operating and Capital Budget

According to Section 16.3 of the City Charter, in March of each year, LL&P must submit a copy of our next fiscal year's budget to the City.

Donkersloot reviewed the draft budget in detail with the Board and answered several questions from Board Members.

It was MOVED BY SCHAUBEN, SUPPORTED BY CADWALLADER, to approve the Operating and Capital Budget for Fiscal Year 2020 to send to the City for their preliminary budgeting process.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

B. Adoption of Amended Standard Pole Attachment Agreement

In January 2019, the LL&P Board adopted a Standard Pole Attachment Agreement, drafted by the MMEA and McClean Engineering on behalf of LL&P and the other 39 municipal electric utilities in the State of Michigan,

to replace the current Pole Attachment and/or Joint Use Pole Agreements that are in place. Since then, correspondence amongst third-party attachers has taken place. After reviewing the comments and requested changes, a few minor changes were made, these minor changes do not impact the “meat” of the Agreement.

Donkersloot highlighted the minor changes that were made to the Agreement.

It was MOVED BY DICKERMAN, SUPPORTED BY SCHRAUBEN, to approve the amended Standard Pole Attachment Agreement.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

VI. INFORMATIONAL ITEMS:

- A. **Performance Data:** Donkersloot reported on February’s data.
- B. **Monthly Outage Report:** There were 16 outages in the month of February due to the Ice Storm, which was discussed at last month’s meeting in detail.
- C. **Income Statement:** Donkersloot reported on the February 2019 Income Statement.
- D. **Capital Projects Report:** Donkersloot reported on the February 2019 Capital Project Report.
- E. **Board Training Session:** Ron and Anna gave a presentation regarding our Worker’s Compensation Process.
- F. **Manager’s Report:** Donkersloot gave updates to the Board on the following:
 - A. **MPPA/MMEA/APPA Update:** Executive Director Jim Weeks is retiring this month. Katie Abraham will be taking over his position.

Donkersloot gave an update on his most recent trip to the APPA Legislative Rally.

B. Distribution/Generation Update:

a. **Five Year Plan:** Donkersloot gave an update on the progress of project #107 in the Five Year Plan.

b. **Other Distribution Projects:** Staff spent significant time fixing and “cleaning things up” after the Ice Storm. Ryan and Steve provided details during the meeting.

c. **Generation Update:** Casey provided a detailed update of the Generation Department.

C. **GIS:** Next month the Board should expect a proposal for a GIS Solution.

D. **Pole Attachment Agreement:** Notices to terminate and replace our current Pole Attachment Agreement with AT&T and Comcast were sent out to both vendors.

E. **Fencing for Regulator Station:** Nothing new at this time.

F. **Engine Room Generator Removal:** Farabee has finished removing the engines.

G. **Energy Center Space:** A lease is extremely close to be finalized with Litehouse.

H. **MERS Update:** Donkersloot gave details of his Defined Contribution Retirement Benefit survey finding he received from other MMEA Members.

I. **Internet Upgrades:** The internet and phone internet connections for all city departments have been switched from Comcast to Vergennes Broadband.

J. **Cyber Security**: Nothing new at this time.

K. **Work Anniversaries**: There were no anniversaries in the month of February.

L. **Payables**: February payables were included in the packet.

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

VII. **NEXT REGULAR LL&P BOARD MEETING**: Scheduled for Thursday, April 11, 2019.

VIII. **BOARD COMMENT**:

Donkersloot mentioned the Lowell Expo will take place on Saturday, March 23rd from 9-3. Lowell Light and Power will have a booth.

The APPA Governance Workshop will take place at LL&P's Board room, Wednesday, May 1st from early afternoon until evening.

Cadwallader thanked the Lowell Light and Power staff for their hard work and dedication during the ice storm with the outages.

Schrauben really enjoys the Board Training sessions that staff has provides.

Dickerman thanked the staff for all they do on a daily basis.

Beachum stated at the end of March, LL&P will be sending a line crew to compete in the National Lineworkers Rodeo in Colorado. Staff attending the Lineworkers Rodeo will be touring the National Renewable Energy Lab during their trip.

IX. ADJOURNMENT:

It was MOVED BY DICKERMAN, SUPPORTED BY CADWALLADER, to adjourn the Regular Board Meeting at 9:44 p.m.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

Chairman Beachum

Date