

**Minutes for the
Board of Lowell Light & Power's
Regular Meeting – April 11, 2019**

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 Dave VanKeulen

Not Present: Tina Cadwallader

It was MOVED BY DICKERMAN, SUPPORTED BY VANKEULEN, to excuse Tina's tardiness.

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, Plant Accountant Megan Mora and Lowell City Councilman Marty Chambers

II. APPROVAL OF AGENDA:

Beachum requested to add Action Item G - Special Meeting to review the General Manager.

It was MOVED BY DICKERMAN, SUPPORTED BY VANKEULEN, 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 DICKERMAN, to approve the March 14, 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. Geographic Information System (GIS) Approval

Cadwallader arrived during discussion at 6:12 pm.

Donkersloot discussed the GIS electronic mapping system, which was in LL&P's Strategic Objectives and a budgeted item in the FY 2019 Capital Budget. Currently, LL&P has paper maps that are updated every year by GRP using the hand-drawn updates by our distribution staff.

Based on visits with Grand Haven and Zeeland, the majority of the MMEA utilities use ESRI. A demo with ESRI took place where staff learned that ESRI offers many advantages compared to other GIS vendors, including the ability to share maps for mutual aid events and the potential for almost every other department of a City (Water, Wastewater, Fire, Police, DPW) to piggy-back on the GIS Platform for their infrastructure and operational needs; resulting in a comprehensive electronic mapping system that can be utilized for long-term planning amongst departments.

To complete our "background check", a call with GRP and ESRI took place for the purpose of determining whether or not the two can easily integrate and "talk to each other", changes that will need to be "pushed" to GRP so our System Model (that they use for engineering calculation/purposes) and maps can stay in sync. The call was productive and Michael from GRP gave the thumbs up.

It was MOVED BY SCHRAUBEN, SUPPORTED BY CADWALLADER, to approve ESRI's proposal and for LL&P Management to make the user changes they feel are most prudent on an ongoing basis.

Yea: 4 Nay: 0 Absent: 0 Motion Carried

B. Benefit Agent/Broker Termination and Replacement

BHS Insurance provided a proposal to become LL&P's benefits coordinator, which offered new benefits like a single point of contact for all employees with online access so each employee can make changes and update their plan. Employees are able to add/delete a dependent, change their address and contact information as well as research coverages.

In addition to managing employee benefits, BHS offers a broad variety of valuable HR services to maintain accurate and current HR practices with government compliance, records storage and retention, employee relations advice and coaching to name a few; all at no additional cost.

It was MOVED BY DICKERMAN, SUPPORTED BY CADWALLADER, to change our benefits coordinator from Cornerstone, located in Toledo, OH to BHS Insurance, located in Grandville.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

C. Material Bid Approval for Project #106 (In Five Year Plan)

In September 2018, the Board approved GRP's Engineering Service Proposal for the construction of a new circuit, #204, from the substation underneath the river, followed by the rebuilding of our single-phase line with three-phase along Grand River Dr. from Springside Drive to Segwun Avenue (Project #106 in the Five Year Plan). This will allow circuit #207 to be cut open to the north and east leaving everything to the south on circuit #204, resulting in reduced load on circuit #207 and sectionalizing all of the residential load south of the Grand River.

As part of GRP's scope of work, they issued RFPs for the material needed for the project.

Bid results for medium voltage underground cable were: Irby - \$130,244.80, Power Line Supply - \$126,260.00, RESCO - \$135,346, WESCO \$138,000.

Michael McGeehan, President of GRP, reviewed the bids and recommended we accept Power Line Supply's bid of \$126,260.

Bid result summary for the electric material were: Power Line Supply - \$54,567.07, RESCO - \$59,099.25, WESCO \$171,055.55.

Michael McGeehan, President of GRP, reviewed the bids and recommended we accept Power Line Supply's bid of \$54,567.07.

Bid results for conduit material were: Power Line Supply - \$15,525.18, RESCO - \$8,404.98, WESCO - \$14,540.55.

Michael McGeehan, President of GRP, reviewed the bids and recommended we accept WESCO's bid of \$14,540.55 which is the lowest complete bid. RESCO's bid was lower but is not complete.

It was MOVED BY DICKERMAN, SUPPORTED BY VANKEULEN, to accept Power Line Supply's bid of \$126,260 for medium voltage cable; Power Line Supply's bid of \$54,567.07 for electric material; and WESCO's bid of \$14,540.55 for conduit material.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

D. Directional Bore Bid Approval for Project #106 & #110 (in Five Year Plan)

In September 2018, the Board approved GRP's Engineering Service Proposal for the construction of a new circuit, #204, from the substation underneath the river, followed by rebuilding our single-phase line with three-phase along Grand River Drive from Springside Drive to Segwun

Avenue (Project #106 in the Five Year Plan). This will allow Circuit #207 to be cut open to the north and east leaving everything to the south on circuit #204 resulting in reduced load on circuit #207. As part of GRP's scope of work, they issued an RFP for the directional bore work underneath the Grand River by the substation. Due to economies of scale and to realize cost savings over the entirety of our Five Year Plan, we directed GRP to add a second directional bore underneath the Grand River by the Jackson Street Bridge to the RFP; a component of (Project #110 in our Five Year Plan).

Three bids were received for Circuit #204 (Project #106): Dig-It - \$379,271.90, Roemer Utility Services, LLC - \$302,209.30, and Severance Electric Co., Inc - \$140,607.50. Two bids were received for Circuit #208 (Project #110): Roemer Utility Services, LLC- \$220,812.50 and Severance Electric Co., Inc - \$76,400.

Michael McGeehan, President of GRP, reviewed the bids and has recommended we accept Severance Electric's bids of \$140,607.50 and \$76,400. This will allow LL&P to take advantage of cost savings for Project #110.

It was MOVED BY VANKEULEN, SUPPORTED BY DICKERMAN, to accept Severance Electric bids of \$140,607.50 for Circuit #204 (Project #106), and Severance Electric bid of \$76,400 for Circuit #208 (Project #110).

Yea: 5 Nay: 0 Absent: 0 Motion Carried

E. Material Bid Approval for Project #105

In September 2018, the Board approved GRP's Engineering Service Proposal to upgrade the voltage on circuit #205 from 4,160V to 12,470V on the north side of W. Main Street in the Doc Addition area (Project #105 in the Five Year Plan). This will reduce our power losses which directly translates into costs savings for LL&P. In addition, we will be going from overhead to underground with the electric infrastructure for this project, which will improve the aesthetics and eliminate the need to tree trim in the area.

RFP's were issued for electrical material. Bid results were: Irby - \$45,430.35, Power Line Supply - \$49,810.47, RESCO - \$52,922.82, and WESCO - \$54,491.47.

Michael McGeehan, President of GRP, reviewed the bids and has recommended we accept Power Line Supply's bid of \$49,810.47 because it is the lowest complete bid.

Conduit Materials bid results were: Irby - \$30,977.05, Power Line Supply - \$32,525.26, RESCO - \$20,993.15, and WESCO - \$32,820.37.

Michael McGeehan, President of GRP, reviewed the bids and has recommended that we accept Power Line Supply's bid of \$32,525.26 because it is the lowest complete bid.

Padmount Transformer bids include: Irby - \$16,670, Power Line Supply - \$23,206.21, RESCO - \$20,675, and WESCO - \$24,674.12.

Michael McGeehan, President of GRP, reviewed the bids and has recommended that we accept RESCO's bid of \$20,675 instead of Irby's low bid because Municipal Utilities in the area have reported several issues with delivery and construction of the GE transformers which Irby quoted.

It was MOVED BY VANKEULEN, SUPPORTED BY DICKERMAN, to accept Power Line Supply's bid of \$49,810.47 for electrical materials; Power Line Supply's bid of \$32,525.26 conduit materials; and RESCO's bid of \$20,675 for padmount transformers.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

F. Lowell Township Easement Acceptance

Lowell Township Board has approved two easements that will allow LL&P to construct a new circuit from our substation, heading south through the new Township Park and underneath the Grand River, to Grand River Drive.

It was MOVED BY VANKEULEN, SUPPORTED BY SCHRAUBEN, to accept these two easements from Lowell Township to go to City Council for final approval.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

G. Set Special Meeting Date for General Manager’s Review

Perry Beachum added this to the agenda. He would like to meet with the Board to determine Steve’s review prior to final budgeting.

It was MOVED BY DICKERMAM, SUPPORTED BY VANKEULEN, to approve a Special Meeting on Thursday, April 25th.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

VI. INFORMATIONAL ITEMS:

- A. **Performance Data:** Donkersloot reported on March’s data.
- B. **Monthly Outage Report:** There were three outages in the month of March.
- C. **Income Statement:** Donkersloot reported on the March 2019 Income Statement.
- D. **Capital Projects Report:** Donkersloot reported on the March 2019 Capital Project Report.
- E. **Manager’s Report:** Donkersloot gave updates to the Board on the following:
 - A. **MPPA/MMEA/APPa Update:** The APPA Governance Workshop is scheduled for Wednesday, May 1st from 1:30-8:00 p.m.

Board Members Beachum, Dickerman and Councilmember Chambers discussed the Lineworkers Rodeo and showed pictures of this event.

B. Distribution/Generation Update:

a. Five Year Plan: Circuit #203 construction is complete.

Plans have been put in place to complete the distribution capacitor bank project (#107 in our Five Year Plan).

The material and directional bore projects received Board approval during the Action Items discussion.

b. Other Distribution Projects: Ryan provided an update on Harvest Meadows and trees near the High School as staff spent significant time tracking down the root cause of the outage on March 24th on circuit #202.

c. Generation Update: Casey provided a detailed update of the Generation Department and showed videos of the CO₂ fire suppression system test.

C. GIS: This was discussed during the Action Items.

D. Pole Attachment Agreement: Nothing new at this time.

E. Fencing for Regulator Station: The fencing around the regulator has been installed.

F. Energy Center Space: The lease has been revised by attorney Dick Wendt and sent to Lighthouse.

G. MERS Update: MERS has temporarily stopped running ballpark projections because they have transitioned to new actuarial consultants who use a different software. MERS is waiting to

start running them again until their internal actuarial team has been trained on the new software (likely sometime in July 2019).

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

I. **Work Anniversaries**: There were no anniversaries in the month of March.

J. **Payables**: March payables were included in the packet.

F. **Schedule of Meetings** April/May was presented.

VII. **NEXT REGULAR LL&P BOARD MEETING**: Scheduled for Thursday, May 9, 2019.

VIII. **BOARD COMMENT**:

Perry, Tina and Marty would like to volunteer for the Municipal Fall Rodeo scheduled in Cadillac, MI.

Dickerman and Chambers enjoyed their first Rodeo experience in Colorado Springs and spending time with LL&P's line staff.

IX. **ADJOURNMENT**:

It was MOVED BY VANKEULEN, SUPPORTED BY DICKERMAN, to adjourn the Regular Board Meeting at 8:10 p.m.

Yea: 4 Nay: 0 Absent: 0 Motion Carried

Chairman Beachum

Date