

**Minutes for the
Board of Lowell Light & Power's
Regular Meeting – July 10, 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, and Dave VanKeulen

Absent: Andrew Schrauben

Tardy: Tina Cadwallader – arrived at 6:08 p.m.

It was MOVED BY DICKERMAN, SUPPORTED BY VANKEULEN, to excuse Cadwallader's and Schrauben's absence.

Yea: 3 Nay: 0 Absent: 2 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

II. APPROVAL OF AGENDA:

Donkersloot made one addition to the agenda. Action Item B; Amendment to LL&P MERS 457 Plan.

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

Yea: 3 Nay: 0 Absent: 2 Motion Carried

III. APPROVAL OF MINUTES:

It was MOVED BY DICKERMAN, SUPPORTED BY VANKEULEN, to approve the June 12, 2019 Regular Meeting Minutes.

Yea: 3 Nay: 0 Absent: 2 Motion Carried

It was MOVED BY DICKERMAN, SUPPORTED BY VANKEULEN, to approve the June 26, 2019 Special Meeting Minutes.

Yea: 3 Nay: 0 Absent: 2 Motion Carried

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

There was no public comment.

V. ACTION ITEMS:

A. FY 2019 Write-Offs from FY 2018 Bad Debts

Each year, LL&P writes off the balances from accounts that have been closed, collection attempted and/or lienied, and that have had no activity since June of the previous year. The current write-off list for 2019 is in the amount of \$2,779.58, which is 0.0325% of Fiscal Year 2018's total electric sales and late fees. When comparing to last year, write-offs decreased by 12.92%.

Cadwallader arrive at 6:08 during this discussion.

It was MOVED BY VANKEULEN, SUPPORTED BY DICKERMAN, to approve \$2,779.58 IN WRITE-OFFS.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

B. Amendment to LL&P MERS 457 Plan

LL&P currently offers a MERS 457 Plan. Adding the Roth Contribution would be a post-tax modification to our existing plan. This would not cost LL&P anything and would offer employees another option to save for retirement. The City adopted this contribution method in 2016 when their 457 Plan was implemented. If the Board decides to adopt this, it would go to the City Council for final approval.

It was MOVED BY VANKEULEN, SUPPORTED BY DICKERMAN, to accept Amend the LL&P MERS 457 Plan as presented and take it to City Council for final approval.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

VI. INFORMATIONAL ITEMS:

- A. Performance Data:** Donkersloot reported on June's data.
- B. Monthly Outage Report:** There were five outages in the month of June.
- C. Income Statement:** Donkersloot reported on the June 2019 Income Statement.
- D. Capital Projects Report:** Donkersloot reported on the June 2019 Capital Project Report.
- E. Board Training** Donkersloot reviewed the MERS 2018 Actuarial Valuation.
- F. Manager's Report:** Donkersloot provided written updates to the Board on the following:
 - MPPA/MMEA/APPA Update
 - Distribution/Generation Update
 - Transmission Update

- Energy Center Space
- GIS Update
- Business Continuity/Disaster Response Plan
- MERS Update
- IT Upgrades
- Cyber Security
- Strategic Plan Action Item
- Work Anniversaries
- June Payables

G. Schedule of Meetings: July/August was presented.

VII. NEXT REGULAR LL&P BOARD MEETING: Scheduled for Wednesday, August 14, 2019.

VIII. BOARD COMMENT:

Dickerman thanked the outside line staff for all their hard work during the hot summer. Jeff appreciates all the office staff hard work collecting and reducing our write-offs. Jeff commented that the unfunded pension liability is a “big deal”. The Board is responsible for fulfilling promises made to staff and the current retirees.

Tina is pleased with the reduced write-offs and with the article written by Lowell’s First Look titled, “The Tail of a Utility Pole”.

Dave VanKeulen stated that next month may be his last Board meeting as he sold his house in town and found a house outside of town. Dave feels great about his new home; the most difficult decision was to have to leave his position on the Board. He enjoys his role on the Board and wanted to fulfill his term.

Perry congratulated Dave on his new home and announced there will likely be an open position on the LL&P Board for anyone interested that has lived in Lowell for more than one year.

IX. ADJOURNMENT:

It was MOVED BY VANKEULEN, SUPPORTED BY DICKERMAN, to adjourn the Regular Board Meeting at 7:38 p.m.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

Chairman Beachum

Date