

**Minutes for the
Board of Lowell Light & Power's
Regular Meeting – January 9, 2020**

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, Andrew Schrauben, Jeff Dickerman, and Daniel Crawford

Absent: Tina Cadwallader

Also Present: General Manager Steve Donkersloot, Generation Superintendent Casey Mier, Utility Services Coordinator Sharon Morris, Staff Account Julie Stewart, Lowell City Councilman Marty Chambers, and Lowell City Manager Mike Burns

It was MOVED BY DICKERMAN, SUPPORTED BY SCHRAUBEN, to excuse Cadwallader's absence.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

II. APPROVAL OF AGENDA:

Donkersloot added MERS Defined Contribution Plan to the agenda as Action Item A. The other action items moved down in the agenda accordingly.

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

Yea: 4 Nay: 0 Absent: 1 Motion Carried

III. APPROVAL OF MINUTES:

Minor corrections were made to the meeting minutes.

It was MOVED BY DICKERMAN, SUPPORTED BY SCHRAUBEN,
to approve the December Regular Board Meeting Minutes as amended.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

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

There were no members of the public in attendance.

V. ACTION ITEMS:

A. MERS Defined Contribution Plan:

The Board had previously discussed, on multiple occasions, opening a new Defined Contribution Plan that new hires would be enrolled in (instead of the current Hybrid Plan). Donkersloot bought a MERS Defined Contribution Adoption Agreement to the Board Meeting for the Board's review.

The Agreement, at this time, would only be for non-union employees. The expectation is for the Agreement to also be adopted for union employees during the upcoming bargaining negotiations. In addition, the Agreement proposed that employees can contribute 1%-15% of their earnings to the DC plan. The Employer will contribute a flat (or base) 9% plus a match up to 3% (making the maximum employer contribution 12%). The other proposed DC provisions (i.e. vesting schedule, ability to take out a loan, etc.) align with the DC portion of the LL&P Hybrid Plan.

It was MOVED BY DICKERMAN, SUPPORTED BY CRAWFORD, to adopt the MERS Defined Contribution Plan Agreement and take to the Lowell City Council for final approval.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

B. Interdepartmental Loan from LL&P to the City of Lowell Downtown Development Authority (DDA):

At the January 6, 2020 City Council Meeting, City Manager Mike Burns presented Resolutions 01-20, 02-20 and their supporting documentation. Resolution 01-20 was unanimously approved, which resolved all the issues pertaining to the Unity Schools Investors LLC. Resolution 02-20, which is required for the transfer of property, must sit at Council for 20 days per City Charter before action can be taken.

As part of the Resolution 01-20, the DDA will be purchasing 238 High Street for \$225,000. As was discussed at the joint LL&P and City Council Meeting on February 28, 2019, there was a verbal consensus by the LL&P Board to loan the DDA up to \$165,000 for the purchase of 238 High Street if the opportunity ever presented itself. As such, the proposed interdepartmental loan from LL&P to the DDA is for \$165,000, which will be repaid in five equal principal installments of \$33,000 plus accrued interest at a rate of 1.75%. The first payment is due July 1, 2020.

It was MOVED BY SCHRAUBEN, SUPPORTED BY CRAWFORD, to adopt the Resolution Approving and Authorizing an Interdepartmental Loan from LL&P to the City of Lowell Downtown Development Authority for \$165,000.

Yea: 3 Nay: 1 Absent: 1 Motion Carried

C. Policy 5-5, Customer Charges, Update to Allow for Third Party Collection Fees to be Pass on to Customer

In a continued effort to optimize our customer collection policies, LL&P staff is recommending that the LL&P Board update Policy 5-5, Customer Charges, to allow for our 27% third party collection fee to be passes on to the delinquent customer.

It was MOVED BY DICKERMAN, SUPPORTED BY SCHRAUBEN, to update Policy 5-5, Customer Charges as presented.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

VI. INFORMATIONAL ITEMS:

- A. Performance Data:** Donkersloot reported on December's data.
- B. Monthly Outage Report:** There were no outages in the month of December.
- C. Income Statement:** Donkersloot reported on the December 2019 Income Statement.
- D. Capital Projects Report:** Donkersloot reported on the December 2019 Capital Projects Report.
- E. Board Training Session:** Casey Mier gave an Arc Flash Presentation.
- F. Manager's Report:** Donkersloot provided written updates to the Board on the following:
- MPPA/MMEA/APPA Update
 - Distribution & Generation Projects
 - Strategic Planning
 - Transmission Update
 - Potential Industrial Park in Lowell Township
 - Energy Center Space
 - GIS Update
 - Business Continuity/Disaster Response Plan
 - Pole Attachment Agreements
 - Line Shack RFP
 - After-the-Holiday Party
 - Mutual Aid
 - Holiday Lighting Competition
 - Work Anniversaries
 - December Payables

Donkersloot announced staff changes and gave an update regarding upcoming IBEW negotiations and retire health care options.

Schedule of Meetings: January/February was presented.

VII. NEXT REGULAR LL&P BOARD MEETING: Scheduled for Thursday, February 13, 2020.

VIII. BOARD COMMENT:

Crawford thanked the crew who helped with mutual aid over their holidays and congratulated those who celebrated work anniversaries.

Dickerman reiterated Crawford's comments.

Schrauben stated December was a good hiring month in years past. Andrew wished everyone a Happy New Year.

Beachum asked about the timing of deposit refunds. Donkersloot stated letters were sent to customers and they have one week to respond if they want to receive a check; otherwise deposits will be applied to all the accounts before the February bills are mailed. Perry also asked the status of the new truck

IX. ADJOURNMENT

It was MOVED BY DICKERMAN, SUPPORTED BY CRAWFORD, to adjourn the Regular Board Meeting at 7:43 p.m.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

Chairman Beachum

Date