

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

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

The meeting was a Virtual Board Meeting. 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, Daniel Crawford, Andrew Schrauben, Jeff Dickerman, and Tina Cadwallader

**Absent:** None

**Also Present:** General Manager Steve Donkersloot, Generation Superintendent Casey Mier, Distribution Manager Ryan Teachworth, Staff Accountant Julie Stewart, Senior Lineman Mark Droog, and Plant Accountant Megan Mora.

**II. APPROVAL OF AGENDA:**

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

Yea: 5      Nay: 0      Absent: 0      Motion Carried

**III. APPROVAL OF MINUTES:**

It was MOVED BY SCHRAUBEN, SUPPORTED BY CADWALLADER, to approve the March Regular Board Meeting Minutes.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

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

There was no public on the call.

**V. ACTION ITEMS:**

**A. Employee Handbook Modification:**

In March, the Board approved the working agreement between LL&P and Local 876 of the IBEW. There were a few changes in the agreement that should be made to the Non-Union Personnel Handbook so non-union employees have the same benefits as union employees.

It was MOVED BY SCHRAUBEN, SUPPORTED BY DICKERMAN, to approve the Non-Union Personnel Handbook Revisions.

Roll Call Vote: Beachum, Schrauben, Crawford, Dickerman & Cadwallader were all Yea.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

**B. COVID-19 Discussion and Potential Board Action:**

Donkersloot discussed how the COVID-19 Virus is impacting LL&P and other electric utilities. There was Board discussion on the following items: Department staffing and work schedule, normal operations, electric sales and cash flow, and mutual aid.

There was also Board discussion on future considerations regarding disconnects for non-payment, late fees, additional modifications to staff and work schedules, and what will be done if the Governor's Shelter in Place Order is extended.

It was MOVED BY BEACHUM, SUPPORTED BY CADWALADER, to eliminate the \$10 portion of the late fee for April and review the late fee on a month-to-month basis moving forward.

Roll Call Vote: Beachum, Schrauben, Crawford, Dickerman & Cadwallader were all Yea.

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 two outages in the month of March.
- C. Income Statement:** Donkersloot reported on the March 2020 Income Statement.
- D. Capital Projects Report:** Donkersloot reported on the March 2020 Capital Projects Report.
- E. Manager's Report:** Donkersloot provided written updates to the Board on the following:
- MPPA/MMEA/APPA Update
  - Distribution & Generation Projects
  - Retiree Health Care Exchange
  - Electronic Inventory Management System
  - Draw Down Revenue Bond
  - New Housing Development
  - Transmission Update
  - Potential Industrial Park in Lowell Township
  - Energy Center Space
  - GIS Update
  - Business Continuity/Disaster Response Plan
  - Pole Attachment Agreements
  - Line Shack RFP
  - Work Anniversaries
  - March Payables

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

**VII. NEXT REGULAR LL&P BOARD MEETING:** Scheduled for Wednesday, May 13, 2020.

**VIII. BOARD COMMENT:**

The Board Members all commented on the health and safety of the staff and community.

**IX. ADJOURNMENT**

It was MOVED BY DICKERMAN, SUPPORTED BY CRAWFORD, to adjourn the Regular Board Meeting at 9:08 p.m.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

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Chairman Beachum

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Date