

**Minutes for the  
Board of Lowell Light & Power's  
Regular Meeting – October 15, 2020**

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

The meeting was called to order by Chairman Beachum at 6:02 p.m.  
General Manager Steve Donkersloot called the roll.

**Present:** Board Members: Perry Beachum, Andrew Schrauben, Tina Cadwallader, and Daniel Crawford; Jeff Dickerman arrived late at 7:15 pm, during Action item C.

**Absent:** None

**Also Present:** General Manager Steve Donkersloot, Mark Mundt and Jim Salzwedel (Showboat Committee Fundraising Members) and Lowell City Council Member Marty Chambers

**Present by Phone:** Generation Superintendent Casey Mier, Utility Services Coordinator Sharon Morris and Distribution Manager Ryan Teachworth

**II. APPROVAL OF AGENDA:**

It was MOVED BY CRAWFORD, 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 CADWALLADER, SUPPORTED BY SCHAUBEN, to approve the September 9, 2020 Special Board Meeting Minutes.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

It was MOVED BY CADWALLADER, SUPPORTED BY SCHAUBEN, to approve the September 10, 2020 Regular Board Meeting Minutes.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

It was MOVED BY CADWALLADER, SUPPORTED BY SCHAUBEN, to approve the September 29, 2020, AM Special Board Meeting Minutes.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

It was MOVED BY CADWALLADER, SUPPORTED BY SCHAUBEN, to approve the September 29, 2020 PM Special Board Meeting Minutes.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

It was MOVED BY CADWALLADER, SUPPORTED BY SCHAUBEN, to approve the September 30, 2020 Special Board Meeting Minutes.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

It was MOVED BY CADWALLADER, SUPPORTED BY CRAWFORD, to approve the September 30, 2020 Closed Session Meeting Minutes.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

It was MOVED BY CRAWFORD, SUPPORTED BY SCHRAUBEN, to approve the October 12, 2020 Special 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 for items not on the agenda.

**V. ACTION ITEMS:**

**A. Showboat Committee Benevolence Request:**

Jim Salzwedel and Mark Mundt requested money from LL&P's benevolence fund towards the Lowell Showboat Committee's fundraising efforts.

The Board decided to table the request and revisit it at November's Board Meeting.

**B. Fiscal Year 2020 Audit Presentation and Acceptance:**

Peter Haefner, from Vredeveld Haefner LLC, gave a presentation that summarized our FY 2020 audit. Lowell Light and Power received a clean audit – the highest opinion that can be received.

It was MOVED BY CADWALLADER, SUPPORTED BY SCHRAUBEN, to approve the Fiscal Year 2020 audit.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

**C. Review Potential Adoption of a "Paternal Leave" Policy:**

Board Member Dickerman arrived during this discussion at 7:15 p.m.

Donkersloot discussed in detail a draft policy was put together for the Board's input. There was Board discussion. Donkersloot recommended he update the draft and revisit next month.

**D. Review and Potential Adoption of a "Generation Department Standby Pay" Policy:**

Donkersloot discussed in detail the draft policy for "Standby Pay" for the generation department. There was Board discussion. Casey made comments regarding the policy. He and Steve worked together on this policy.

It was MOVED BY CRAWFORD, SUPPORTED BY DICKERMAN, to adopt the Generation Department Stand-by & Call-Out Policy, Section 3.3, Policy 3-6.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

**E. Energy Center Construction Projects and Improvements:**

Donkersloot reported on Energy Center Construction Improvement Projects; roof replacements, parking lot modifications and improvements and interior renovations.

It was MOVED BY DICKERMAN, SUPPORTED BY CADWALLADER, to approved the updated exterior project cost amount not to exceed \$589,630.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

**F. Vergennes Broadband Conduit Occupancy Request:**

Last month, there was board discussion and consensus to table the \$15,000 underground conduit system rate study proposal. Ryan Peel, President of Vergennes Broadband, is requesting the Board reconsider their position about third-party occupancy of LL&P's conduit until a rate study has been completed. There was Board discussion. The Board's consensus is to modify our current Underground Lease Agreement such that a third-party can utilize LL&P's underground conduit at no cost. However, if a rate study is conducted in the future, the third-party must pay the calculated rate from thereon forward or remove their infrastructure.

**VI. INFORMATIONAL ITEMS:**

- A. Performance Data:** Donkersloot reported on September's data.
- B. Monthly Outage Report:** There were two outages in the month of September.
- C. Income Statement:** Donkersloot reported on the September 2020 Income Statement.

D. **Capital Projects Report:** Donkersloot reported on the September 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
- Energy Center Projects
- New Employee Update
- RP3 Application
- Transformer Fire Follow-Up
- Security Deposit Refunds
- Stoney Bluff Housing Development
- Potential Industrial Park in Lowell Township
- GIS Update
- NTH Meeting
- Work Anniversaries
- September Payables

F. **Schedule of Meetings: October/November was presented.**

VII. **NEXT REGULAR LL&P BOARD MEETING:** Scheduled for Thursday, November 12, 2020.

VIII. **BOARD COMMENT:**

Jeff gave kudos to Anna for going through the General Manager process with them.

Daniel commented the battery storage at the warehouse looks amazing; he thanked the entire staff for their hard work.

Tina will miss Steve for his “numbers mind”. She thanked staff for the amazing battery clean up at the Energy Center.

Andrew thanked the staff for a great audit.

Perry would like to see a bill stuffer go out with the next customer bills as a “customer reminder” stating there is a “no charge” reoccurring payment options for customers to sign up through their bank account or by credit card. Perry thanked the Board and staff for all their efforts.

**IX. ADJOURNMENT**

It was MOVED BY DICKERMAN, SUPPORTED BY SCHRAUBEN, to adjourn the Regular Board Meeting at 9:37 p.m.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

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Chairman Beachum

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Date