

**Minutes for the  
Board of Lowell Light & Power's  
Regular Meeting – August 14, 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

**Absent:** None

**Tardy:** Tina Cadwallader – arrived at 6:13 p.m. during Action Item C.

It was MOVED BY DICKERMAN, SUPPORTED BY VANKEULEN, to excuse Cadwallader's absence as they knew she would be arriving late.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

**Also Present:** General Manager Steve Donkersloot, Distribution Manager Ryan Teachworth, Generation Superintendent Casey Mier, Generation Assistant Tom Russo, Safety Coordinator Ron Vanoverbeek, and Plant Accountant Megan Mora

**II. APPROVAL OF AGENDA:**

Donkersloot made one addition to the agenda: Action Item F - GIS Proposal Consideration.

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 DICKERMAN, SUPPORTED BY VANKEULEN, to approve the July 10, 2019 Regular Meeting Minutes.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

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

Daniel Crawford was in the audience; he is interested in taking Dave's position on the LL&P Board and sat in on his first LL&P meeting.

**V. ACTION ITEMS:**

**A. RP<sub>3</sub> Resolution of Appreciation**

Chairman Beachum presented Tom Russo with a Resolution of Appreciation which was adopted by the American Public Power (APPA) earlier this year and was sent to Tom in honor his commitment to LL&P and Public Power.

Tom has served on the RP<sub>3</sub> review panel from 2013-2019 (6 years).

It was MOVED BY DICKERMAN, SUPPORTED BY VANKEULEN, to adopt the RP<sub>3</sub>'s Panel resolution for LL&P's official record.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

**B. Pink Arrow Assistance Approval**

Chairman Beachum read a letter from the Pink Arrow Committee requesting LL&P's staff and vehicles assistance in putting up and taking down banners/T-shirts on Main Street, as well as with an electric panel at Impact Church.

It was MOVED BY DICKERMAN, SUPPORTED BY SCHRAUBEN, to approve assisting the Pink Arrow's request for assistance during Fiscal Year 2020.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

C.      **Amendment to Policy 3-4, Section 4.3, "Termination of Employment"**

An additional paragraph was added to allow lineman to keep their climbing gear (or purchase it depending on their total years of service) upon termination of service.

It was MOVED BY CADWALLADER, SUPPORTED BY VANKEULEN, to approve the addition of this language.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

D.      **Amendment to Policy 3-8, Section 3.8, "Removal of Utility Assets"**

The current policy was very vague and did not adequately protect LL&P and LL&P staff. Donkersloot reviewed the proposed language which included removal or use of utility personal assets. See additional language in Policy 3-3, Section 3.8.

It was MOVED BY CADWALLADER, SUPPORTED BY DICKERMAN, to approve the Removal or Use of Utility and Personal Assets proposed new policy.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

E.      **Adoption of "Social Media" Policy**

In keeping up with industry leading best practices, Donkersloot discussed the addition of a Social Media policy in detail; this is Policy 3-3, Section 3.11.

It was MOVED BY CADWALLADER, SUPPORTED BY VANKEULEN, to approve the Social Media Policy.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

F. **GIS Proposal Consideration**

LL&P was looking for a vendor to convert existing system maps to be used in ESRI, LL&P's GIS vendor. Donkersloot discussed three proposals from GRP Engineering, Power System Engineering, and Milsoft in detail. Many pros and cons were discussed. Ultimately, the proposal from Milsoft was recommended due to their ability to integrate with Daffron (who has been purchased by Milsoft) and their connectivity model which will simplify the process of editing the maps.

It was MOVED BY SCHRAUBEN, SUPPORTED BY VANKEULEN to approve the Milsoft Utility Solutions Proposal for \$27,500.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

VI. **INFORMATIONAL ITEMS:**

- A. **Performance Data:** Donkersloot reported on July's data.
- B. **Monthly Outage Report:** There were ten outages in the month of July.
- C. **Income Statement:** Donkersloot reported on the July 2019 Income Statement.
- D. **Capital Projects Report:** Donkersloot reported on the July 2019 Capital Project Report.
- E. **Board Training** van Overbeek and Teachworth presented on the Miss Dig and Trenching process.
- F. **Manager's Report:** Donkersloot provided written updates to the Board on the following:
  - MPPA/MMEA/APPA Update

- Distribution/Generation Update
- Other Distributions Projects
- Generation Projects
- Transmission Update
- Energy Center Space
- GIS Update
- MERS Update
- IT Upgrades
- Pole Attachment Agreements with AT&T and Comcast
- Cyber Security
- Employee Assistance Program
- Teambuilding Session
- Work Anniversaries
- July Payables

**G. Schedule of Meetings:** August/September was presented.

**VII. NEXT REGULAR LL&P BOARD MEETING:** Scheduled for Thursday, September 12, 2019.

**VIII. BOARD COMMENT:**

Dickerman congratulated Tom on the RP<sub>3</sub> award. Jeff said Dave brings a lot to the Board, he appreciates his enthusiasm and he will be missed.

Tina congratulated Tom on his RP<sub>3</sub> award. Tina appreciated the Miss Dig presentation. Tina said Dave would not only be missed on the Board but he would miss the reliability of having LL&P.

Andrew echoed Dickerman and Caldwellader's appreciation of Tom's dedication, the Board training, and Dave's last day on the Board.

Perry discussed the Pink Arrow Community Day, August 23<sup>rd</sup>, at Impact Church. Perry thanked Dave for being part of the LL&P Board

Dave VanKeulen congratulated Tom. Dave made a statement about taking his position on the Board serious and was pleased he was able to make a

difference on the LL&P Board. He has enjoyed his time as a Board member.

**IX. Closed Session: Discuss Pending Litigation**

It was MOVED BY VANKEULEN, SUPPORTED BY DICKERMAN, to adjourn the Regular Board Meeting at 9:03 p.m. and go into Closed Session.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

It was MOVED BY VANKEULEN, SUPPORTED BY SCHRAUBEN, to come out of Closed Session at 10:18 p.m.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

**IX. Adjournment**

It was MOVED BY VANKEULEN, SUPPORTED BY SCHRAUBEN to adjourn the Regular Board Meeting at 10:18 p.m.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

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Chairman Beachum

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Date