

**Minutes for the
Board of Lowell Light & Power's
Regular Meeting – August 9, 2022**

I. CALL TO ORDER AND ROLL CALL:

The meeting was called to order by Vice Chairman Schrauben at 6:02 p.m., and General Manager West called the roll.

Present: Andrew Schrauben, Tina Cadwallader, Daniel Crawford, and Craig Fonger

Absent: Perry Beachum

Also Present: General Manager Charlie West, City Council Liaison Jim Salzwedel, Distribution Manager Ryan Teachworth, Financial Analyst Megan Mora, and Utility Services Specialist Lisa Pape

It was MOVED BY CRAWFORD, SUPPORTED BY CADWALLADER, to excuse Perry Beachum's absence.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

II. APPROVAL OF AGENDA:

General Manager West requested the addition of Action Item (C): Request for Authorization for Stock Materials Order.

It was MOVED BY CRAWFORD, SUPPORTED BY FONGER, to approve the agenda as amended.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

III. APPROVAL OF MINUTES:

It was MOVED BY FONGER, SUPPORTED BY CRAWFORD, to approve the July 12, 2022 Regular 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.

V. ACTION ITEMS:

A. Review and Potential Adoption of a “Returned Payment” Policy:

Due to a recent customer event, General Manager West proposed a draft policy to address how to handle returned payments for customers who have multiple returned payments. The draft policy is based on reviewing other municipal electric utility policies, internal conversations, outside conversations with other Michigan utilities, and a review of existing procedures. Staff provided feedback but no formal recommendation. The board discussed the policy.

It was MOVED BY CRAWFORD, SUPPORTED BY CADWALLADER, to approve the proposed Policy 5-18: Returned Payments with the addition of examples for immediately available guaranteed funds.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

B. Tobacco Free Policy Review and Potential Update:

General Manager West proposed a potential policy revision to Section 3.13: Use of Tobacco that would eliminate the exception for tobacco use in personal vehicles on LL&P property or in designated tobacco use areas. Employees would need to utilize authorized off property locations for tobacco use during paid breaks. The board discussed the potential policy revision.

It was MOVED BY CRAWFORD, SUPPORTED BY FONGER, to approve the revised policy Section 3.13: Use of Tobacco as presented.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

C. Request for Authorization for Stock Materials Order:

General Manager West presented the board a quote for purchase of miscellaneous stock materials, totaling \$26,346.43. Staff recommended the order to meet needs for the current fiscal year.

It was MOVED BY CRAWFORD, SUPPORTED BY CADWALLADER, to authorize the purchase of miscellaneous materials as presented, not to exceed \$26,346.43.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

VI. INFORMATIONAL ITEMS:

- A. Board Training—Energy Smart Program Update:** Pape presented an overview and update on the Energy Smart Program.
- B. Performance Data:** West reported on the July 2022 data.
- C. Days of Cash Review:** Mora and West reported on the Days of Cash data.
- D. Monthly Outage Report:** There were 14 outages in the month of July.
- E. Income Statement:** West reported on the July 2022 Income Statement.
- F. Capital Projects Report:** West reported on the July 2022 Capital Projects Report.
- G. Manager's Report:** West provided written updates to the Board on the following items:
 - MPPA/MMEA/APPA Update
 - Distribution & Generation Department Update
 - Safety Update
 - Energy Center Projects
 - Lineshack
 - Paperless Solution
 - Transformer Fire
 - Cost of Service Study/5-Year Rate Plan
 - Soil Gas Mitigation
 - Power Cost Adjustment
 - Equipment Replacement Plan
 - Camera System/Access Control
 - Demand Response Program
 - Grant Opportunities
 - Office Roof Replacement
 - Load Growth Opportunities
 - PA 295/342 Compliance

- Prohibited Benefits Policy Update
- Company Picnic
- Conferences
- Work Anniversaries
- Payables

H. **Policy for Review – Policy 5-4: Commercial Security Deposits – Light and Power:** The board reviewed Policy 5-4.

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

VII. **NEXT REGULAR LL&P BOARD MEETING:** Scheduled for Tuesday, September 13, 2022 at the Energy Center.

VIII. **BOARD COMMENT:**

Crawford and Schrauben congratulated Nancy, Casey, and Megan on their work anniversaries. Schrauben thanked Lisa for the presentation on the Energy Smart Program and expressed appreciation for the pictures of the linemen working shared at the meeting.

IX. **ADJOURNMENT**

It was MOVED BY CRAWFORD, SUPPORTED BY FONGER to adjourn the Regular Board Meeting at 8:53 p.m.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

Chairman Beachum

Date