

**Minutes for the
Board of Lowell Light & Power's
Regular Meeting – December 10, 2020**

I. CALL TO ORDER AND ROLL CALL:

The meeting was called to order by Chairman Beachum at 6:00 p.m., and called the roll. Perry Beachum and Charlie West were at the LL&P Office, all others joined by phone.

Present: Board Members: Perry Beachum, Andrew Schrauben, Cadwallader, Daniel Crawford and Jeff Dickerman joined the call shortly after the meeting was called to order; prior to Approval of the Agenda.

Absent: None

Also Present: General Manager Charlie West

Present by Phone: Generation Superintendent Casey Mier, Distribution Manager Ryan Teachworth and Plant Accountant Megan Mora

II. APPROVAL OF AGENDA:

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

Yea: 5 Nay: 0 Absent: 0 Motion Carried

III. APPROVAL OF MINUTES:

It was MOVED BY SCHAUBEN, SUPPORTED BY CRAWFORD, to approve the November 12, 2020 Board Meeting Minutes.

Yea: 5 Nay: 0 Absent: 0 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. Line Shack Discussion:

There was a lot of Board discussion regarding the Line Shack. It was a consensus by the Board to have Charlie get an appraisal first so the Board was informed regarding the value. After an appraisal has been completed, the Board will continue discussions prior to making a recommendation to City Council. The Board agreed that there should be a "FOR SALE" sign placed on the building and a larger focus on advertising.

B. Stony Bluff, LLC Easement Acceptance:

West presented a Utility Easement Agreement with Stony Bluff, LLC. This Agreement will allow LL&P access to Phase IV of Stony Bluff Development. The easement will allow for LL&P to construct and install underground infrastructure to serve Phase IV of the Stony Bluff Development.

It was MOVED BY DICKERMAN, SUPPORTED BY CADWALLADER, to accept the Stony Bluff, LLC easement.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

C. Impact Church Billing Correction:

During a recent review of some of LL&P's larger transformers, a billing error was discovered on Impact Church's account. LL&P uses current transformers (CT's) for large electric services, which meter a specific ratio of the current actually utilized for the electric service. This reading is then multiplied by the ratio of actual vs metered usage to determine billing usage. Impact Church was entered in our billing system with a x200 multiplier (100:5 CTs) instead of the x400 (2000:5) multiplier that should have been entered.

Impact Church's account has been corrected and updated and the November bill was calculated correctly.

West reviewed Policy 5-18, which addresses billing adjustments made in error. The policy requires LL&P to back bill customers for the twelve (12) months immediately preceding the discovery of the error. The 12-month period from November 2019-October 2020 resulted in a total underbilling of \$16,840.52. Prior to the 12-month period, Impact Church was underbilled \$11,406.69, which falls outside of our Policy. The total amount underbilled since establishing new service in February 2019 is \$28,247.21.

Charlie has been communicating with Chris German, Impact Church's Facility Manager, who was also on the virtual call. Chris discussed that the increase in bills plus the additional \$16,840.52 repayment of underbilled usage would create budgetary issues. Chris contacted Perry and wrote letters to all the Board Members to discuss the situation.

Jim Salzwedel a Lowell City Councilman, joined the meeting during this discussion.

There was a consensus from the LL&P Board, that Impact Church would be required to pay \$16,840.52 to LL&P, per the Policy 5-18. The Board directed Charlie to work with Impact Church on a timeframe to collect the under-billed amount.

VI. INFORMATIONAL ITEMS:

- A. Performance Data:** West reported on November's data.
- B. Monthly Outage Report:** There was one outage in the month of November.
- C. Income Statement:** West reported on the November 2020 Income Statement.

D. **Capital Projects Report:** West reported on the November 2020 Capital Projects Report.

E. **Manager's Report:** West provided written updates to the Board on the following:

- MPPA/MMEA/APPA Update
- Distribution & Generation Projects
- Transmission Update
- Business Continuity Update
- Energy Center Projects
- Retirement Update
- Transformer Fire Follow-Up
- Stoney Bluff Housing Development
- Facility Security
- Potential New Electric Load
- Conduit Lease Agreement
- Potential Industrial Park in Lowell Township
- GIS Update
- Work Anniversaries
- November Payables

F. **Schedule of Meetings: December/January was presented.**

VII. **NEXT REGULAR LL&P BOARD MEETING:** Scheduled for Thursday, January, 14, 2021.

VIII. **BOARD COMMENT:**

Jeff welcomed Charlie to the LL&P Team, and thanked Steve for all he did. Jeff congratulated Gail for her 25 years of service.

Andrew congratulated Gail for her 25 years of service. Andrew continues to be amazed by the LL&P team.

Daniel congratulated Gail, and hopes she is enjoying her time off. Daniel welcomed Charlie and thanked him for understanding the importance transmission line.

Tina was thrilled Charlie has joined the team.

Jim welcomed Charlie to the team.

Perry asked Charlie if LL&P is a DEED member. Perry let the Board know that he would like to set a work session to set goals for the General Manager. All meetings are virtual until further notice. Perry congratulated Gail for 25 years of service.

IX. ADJOURNMENT

It was MOVED BY DICKERMAN, SUPPORTED BY SCHRAUBEN, to adjourn the Regular Board Meeting at 8:25 p.m.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

Chairman Beachum

Date