

**Minutes for the
Board of Lowell Light & Power's
Regular Meeting – January 11, 2018**

I. CALL TO ORDER AND ROLL CALL:

The meeting was called to order at 6:01 p.m. by Chairman Beachum. General Manager Steve Donkersloot called the roll.

Present: Board Members: Perry Beachum, Jeff Dickerman, Andrew Schrauben, and Tina Cadwallader

Absent: None

Also Present: General Manager Steve Donkersloot, Utility Services Coordinator Sharon Morris, Staff Accountant Julie Stewart, Distribution/Transmission Manager Ryan Teachworth, retired employee Tom Russo, Lowell City Council Liaison Marty Chambers, and newly appointed Board Member Dave VanKeulen

II. APPROVAL OF AGENDA:

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

Yea: 4 Nay: 0 Absent: 0 Motion Carried

III. APPROVAL OF MINUTES:

It was MOVED BY DICKERMAN, SUPPORTED BY SCHRAUBEN, to approve the December 14, 2017 Regular Board Meeting Minutes.

Yea: 4 Nay: 0 Absent: 0 Motion Carried

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

There was no public comment

V. ACTION ITEMS:

A. Office Breakroom, Hallway, and Lobby Renovation

Donkersloot gave a detailed presentation on the office renovation. In our Fiscal Year 2018 Capital Budget, \$40,600 has been budgeted for office renovations, which have been broken down into a number of different projects, including: (1) Office breakroom renovations; (2) Floor replacement in the breakroom, main hallway, bathrooms, and lobby; (3) Carpet replacement in all offices and board meeting room; (4) Painting of entire first floor (excluding breakroom which will be completed in the renovation of the breakroom) and second floor; (5) Epoxy back hallway floor and stairs going up to the board meeting room.

Over the past three months, staff reached out to several vendors regarding the first two projects as they go hand-in-hand with one another and will be easier to complete using just one vendor. The results were as follows:

Advanced Building & Construction, LLC*: Took measurements but informed us they will not be submitting a quote.

Cascade Home Improvement, LLC*: \$15,366.86

D'Agostino Construction, LLC*: Contacted but never showed up

Harmony Construction, LLC: \$16,760.00

Ridgeline*: Contacted but never showed up

Scheid Jonas Builders*: \$45,750.00

*Lowell Chamber Member

Although Cascade Home Improvement's quote is slightly lower than Harmony Construction's, it is staff's recommendations to award the project to Harmony Construction for \$16,760 as they are able to start in February (compared to June for Cascade), have been excellent communicators/very quick to respond, and had excellent references.

The Board consensus was to table this until February's meeting. This will allow staff time to get specific cabinet and tile selections.

B. Performance Services Letter

Donkersloot presented a Letter of Intent (LOI), submitted by Performance Services, Inc. (PSI) to Lowell Light and Power, to finance, install, operate, and maintain a ground mounted solar photovoltaic system (PV System) for up to 3.53 MW.

The purpose of the LOI is to formalize that there is a serious intention by both parties to move forward with the research and potential development of a PV System.

The LOI has been reviewed and approved by LL&P staff and the city attorney. There is no cost or financial risk to enter into this LOI.

It was MOVED BY DICKERMAN, SUPPORTED BY SCHRAUBEN, to approve the Letter of Intent with Performance Service, Inc. to install a solar photovoltaic system.

Yea: 4 Nay: 0 Absent: 0 Motion Carried

VI. INFORMATIONAL ITEMS:

A. Performance Data: Donkersloot reported on December's data.

B. Monthly Outage Report: One outage occurred in the month of December.

- C. **Income Statement**: Donkersloot reported on the December 2017 Income Statement.
- D. **Key Financial**: Donkersloot reviewed the details of this data.
- E. **Capital Projects Report**: Donkersloot reported on the December 2017 Capital Project Report.
- F. **RP₃ Program Presentation**: Tom Russo gave a presentation on the RP₃ process and the benefits associated with this prestigious award. The 2018 RP₃ Awards will be announced at the Engineering and Operations Technical Conference in Raleigh, NC on Monday, April 30th.
- G. **Manager's Report**: Donkersloot gave updates to the Board on the following.
 - A. **MPPA/MMEA/APPA Update**:
 - a. **APPA**: The APPA Lineworkers Rodeo is scheduled to take place on Saturday, April 28th in Raleigh, North Carolina. Lowell Light and Power plans to participate once again!
 - B. **System/Generation Upgrade Progress**:
 - a. **Bio-digester**: Nothing new at this time.
 - b. **Five Year Plan**: The project of extending three phase power along Grand River (Project #109) is complete.
 - c. **Other System Projects**: Staff started the connection process of the standby generator and building a canopy for the gas compressor.
 - C. **LL&P Long Term Natural Gas Supply**: Significant progress continues to be made.

- D. **Solar**: Details were discussed as an action item.
- E. **Cyber Audit**: Donkersloot shared the results of Addorio's quotes and proposals.
- F. **Lowell Community Expo**: Is scheduled for Saturday, March 24th, 9:00 am to 3:00 pm at the Lowell High School.
- G. **Fiber to Home**: Nothing new at this time.
- H. **New Rates**: The new electric rates have been sent to the City Clerk, per Charter, and will go in effect this month.
- I. **After-the Holiday-Party**: Planning is underway.
- J. **Payables**: December payables were included.

H. **Schedule of Meetings**: January/February was presented.

VII. NEXT REGULAR LL&P BOARD MEETING:

The next Board Meeting will be held on Thursday, February 8, 2018.

VIII. BOARD COMMENT:

Dickerman appreciates all the hard work and dedication from the LL&P staff.

Cadwallader appreciates staff's hard work on securing the office renovation quotes. Tina is impressed with Tom's RP₃'s presentation; she had no idea all the work involved.

Dave is eager to learn and is happy to be selected on the LL&P Board.

Chambers encouraged Dave to tour LL&P's Energy Center as it's very impressive.

Schrauben welcomed Dave on observing his first LL&P Board meeting.

Beachum congratulated Steve and Lyndsey on their upcoming birth.

IX. ADJOURNMENT:

It was MOVED BY DICKERMAN, SUPPORTED BY CADWALLADER, to adjourn the Regular Board Meeting at 9:44 p.m.

Yea: 4 Nay: 0 Absent: 0 Motion Carried

Chairman Beachum

Date