

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

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

The meeting was called to order at 6:04 p.m. by Chairman Beachum. General Manager Steve Donkersloot called the roll.

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

It was MOVED BY DICKERMAN, SUPPORTED BY SCHRAUBEN, to excuse VanKeulen.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

**Absent:** Dave VanKeulen

**Also Present:** General Manager Steve Donkersloot, Distribution Manager Ryan Teachworth, Utility Services Coordinator Sharon Morris, Staff Accountant Julie Stewart

**II. APPROVAL OF AGENDA:**

It was MOVED BY SCHRAUBEN, 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 SCHRAUBEN, SUPPORTED BY CADWALLADER, to approve the June 12, 2018 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. FY 2018 Write-Offs from FY 2017 Bad Debts**

At year end each year, LL&P writes off the balances from accounts that have been closed, collections attempted and/or lienied, and that have had no activity since June of the previous year. The current write-off list was presented in the amount of \$3,173.75, which is 0.0372% of Fiscal Year 2017's total electric sales and late fees.

When comparing LL&P's write-offs to other utilities of the same size (2,000-5,000 customers), LL&P is doing 83.07% better than the average!

LL&P have reduced the write-off number for the last four years.

It was MOVED BY DICKERMAN, SUPPORTED BY CADWALLADER, to approve \$3,173.75 of Bad Debt Write-Off from Fiscal Year 2017.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

**B. Chamber of Commerce Assistance Approval**

The LL&P distribution staff has assisted the Lowell Area Chamber of Commerce with a variety of miscellaneous tasks (such as putting up and taking down banners on Main Street, installing Christmas lights, and more). These activities have taken place during the course of normal business hours utilizing LL&P staff and vehicle.

The Chamber is once again requesting our assistance this year.

Donkersloot presented a letter from Lowell Chamber Executive Director, Liz Baker, requesting LL&P's assistance.

It was MOVED BY CADWALLADER, SUPPORTED BY DICKERMAN, to approve the Lowell Area Chamber of Commerce's request for assistance.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

**VI. INFORMATIONAL ITEMS:**

- A. Performance Data:** Donkersloot reported on June's data.
- B. Monthly Outage Report:** Five unscheduled outages and four scheduled outages occurred in the month of June.
- C. Income Statement:** Donkersloot reported on the June 2018 Income Statement.
- D. Capital Projects Report:** Donkersloot reported on the June 2018 Capital Project Report.
- E. Manager's Report:** Donkersloot gave updates to the Board on the following:
  - A. MPPA/MMEA/APPA Update:**
    - a. MPPA:** Donkersloot provided an update from Belle River's Spring Annual Meeting.
    - b. MMEA:** Continues to work on a standard Pole Attachment Agreement and Application Template for its members.
  - B. System/Generation Upgrade Progress:**
    - a. Five Year Plan:** Ryan gave an overview on relay upgrades and cable terminations were completed on the new Circuit #203.
    - b. Other System Projects:** Conduit work for the reconfigured parking lot on South Broadway is complete.

- C. **LL&P Long Term Natural Gas Supply:** The drawings for the project are complete and have been approved.
- D. **City Council Decision:** The City Council unanimously approved the LL&P Board's spending authority limit recommendation (within Policy 5-15) at their July 2<sup>nd</sup> City Council Meeting.
- E. **Solar:** Nothing new at this time.
- F. **Energy Center Space:** Nothing new at this time.
- G. **Litehouse Visit:** Ryan, City Manager Mike Burns, and Mayor DeVore visited Litehouse's headquarters in Sandpoint, Idaho. Ryan showed photos and gave positive details about their tour.
- H. **Fiscal Year End:** Fiscal Year 2018 ended on June 30<sup>th</sup>. Megan and members of the distribution department already completed the year-end inventory count. Vredevelde Haefner, our auditing firm, is schedule to be on site for their pre-audit on July 13<sup>th</sup>.
- I. **Office Renovation Project:** A meeting is scheduled on July 16<sup>th</sup> with Interphase Interiors, the sales group for Hayworth. Enworks will have an opportunity to bid on the office furniture project as well.
- J. **Engine Room Generator Removal:** Steve and Ryan met with Farabee Mechanical Inc. regarding potential removal of or three decommissioned diesel generators at the office building. A quote was provided and discussed.
- K. **Work Anniversary's:** There were no work anniversaries in June.
- L. **Payables:** June payables were included.
- M. **Schedule of Meetings:** July/August was presented.

**VII. NEXT REGULAR LL&P BOARD MEETING:** Is schedule for Wednesday, August 8<sup>th</sup>.

**VIII. BOARD COMMENT:**

Andrew thanked the staff for all the insight on questions from the Board.

Doug Barnes resigned and moved South. Casey Mier, an electrical engineer from GRP Engineering, has accepted Steve's offer to replace Barney. Casey will begin July 30<sup>th</sup>.

**IX. CLOSED SESSION: General Manager Evaluation**

It was MOVED BY DICKERMAN, SUPPORTED BY CADWALLADER, to go into Closed Session for the General Manager's evaluation at 7:50 p.m.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

It was MOVED BY DICKERMAN, SUPPORTED BY SCHAUBEN, to come out of closed session at 10:14 p.m.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

**X. ACTION ITEM:**

The Board reviewed the General Manager and set goals for next year.

It was move by DICKERMAN, SUPPORTED BY SCRHRABEN, to give a 2% cost of living and a 5% merit increase for a total of 7% increase to the General Manager's salary.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

**ADJOURNMENT:**

It was MOVED BY SCHRAUBEN, SUPPORTED BY DICKERMAN, to adjourn the Regular Board Meeting at 10:16 p.m.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

---

Chairman Beachum

---

Date