

**Minutes for the  
Board of Lowell Light & Power's  
Regular Meeting – July 16, 2020**

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

The meeting was called to order by Vice Chairman Schrauben at 6:01.  
General Manager Steve Donkersloot called the roll.

**Present:** Board Members: Daniel Crawford, Andrew Schrauben,  
and Jeff Dickerman

**Absent:** Perry Beachum, Tina Cadwallader arrived late

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

It was MOVED BY DICKERMAN, SUPPORTED BY CRAWFORD, to excuse  
Perry's absence and Tina's tardiness.

Yea: 3      Nay: 0      Absent: 2      Motion Carried

**II. APPROVAL OF AGENDA:**

The Closed Session was removed from the Agenda.

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

Yea: 3      Nay: 0      Absent: 2      Motion Carried

**III. APPROVAL OF MINUTES:**

It was MOVED BY CRAWFORD, SUPPORTED BY DICKERMAN, to approve the  
June Regular Board Meeting Minutes.

Yea: 3      Nay: 0      Absent: 2      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. FY 2020 Write-Offs from FY 2019 Bad Debts:**

At the end of each year, LL&P writes off the balances from accounts that have been closed, collections attempted and/or lienied.

The current write-off amount is \$1,958.40, which is .00235% of FY 2019's total electric sales and late fees. Compared to last year, this write-off amount decreased \$821.18.

When comparing our write-offs to other utilities our size throughout the nation (utilities with 2,000-5,000 customers), we are doing 91.28% better than average.

It was MOVED BY DICKERMAN, SUPPORTED BY CRAWFORD, to approve the write-offs as presented.

Yea: 3      Nay: 0      Absent: 2      Motion Carried

**B. Recommendation for the City Council to Approve Bond Authorizing Ordinance:**

Donkersloot included the Huntington Bank Term Sheet and discussed the Draw Down Revenue Bond options that we can choose from.

Donkersloot went into detail by reviewing the options, LL&P's historical and projected debt schedules, and capital needs at the Energy Center.

Ordinance No 20-03 was drafted by the City Attorney and presented.

Board Member Tina Cadwallader arrived during the discussion.

It was MOVED BY DICKERMAN, SUPPORTED BY CRAWFORD, to recommend that the City Council adopt the Bond Authorizing Ordinance.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

**VI. INFORMATIONAL ITEMS:**

- A. Performance Data:** Donkersloot reported on June's data.
- B. Monthly Outage Report:** There were seven outages in the month of June.
- C. Income Statement:** Donkersloot reported on the June 2020 Income Statement.
- D. Capital Projects Report:** Donkersloot reported on the June 2020 Capital Projects Report.
- E. Manager's Report:** Donkersloot provided written updates to the Board on the following:
  - MPPA/MMEA/APPA Update
  - Distribution & Generation Projects
  - Transformer Fire Follow-Up
  - New Hires
  - Draw Down Revenue Bond
  - MERS 2019 Annual Valuation
  - New Housing Development
  - Potential Industrial Park in Lowell Township
  - Energy Center Space
  - GIS Update
  - Business Continuity/Disaster Response Plan
  - Pole Attachment Agreements
  - Commercial Credit Card Program
  - Work Anniversaries

- June Payables

**Schedule of Meetings:** July/August was presented.

**VII. NEXT REGULAR LL&P BOARD MEETING:** Scheduled for Thursday, August 13, 2020.

**VIII. BOARD COMMENT:**

Board members welcomed Jeremy & Tyler to the Distribution Department.

**IX. ADJOURNMENT**

It was MOVED BY DICKERMAN, SUPPORTED BY CRAWFORD, to adjourn the Regular Board Meeting at 7:28 p.m.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

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Vice Chairman Schrauben

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Date