

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

I. CALL TO ORDER AND ROLL CALL:

The meeting was called to order by Chairman Beachum at 6:00. General Manager Steve Donkersloot called the roll.

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

Absent: None

Also Present: General Manager Steve Donkersloot, Generation Superintendent Casey Mier, Plant Accountant Megan Mora, and Utility Services Coordinator Sharon Morris; Distribution Manager Ryan Teachworth called into the meeting.

II. APPROVAL OF AGENDA:

Beachum amended the action items, moving (g) Line Shack RFP to (a) due to Todd Schaal's presence regarding the Line Shack RFP.

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

Yea: 5 Nay: 0 Absent: 0 Motion Carried

III. APPROVAL OF MINUTES:

It was MOVED BY SCHRAUBEN, SUPPORTED BY CADWALLADER, to approve the May Regular 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 RFP:

In September 2019, the LL&P Board recommended to the Council that the City sell LL&P's Line Shack, located at 115 Riverside Drive, pursuant to the guidelines in the City Charter. An RFP was drafted and published with a June 1st response date. One proposal was received from Development Team & Partners, Dr. Jerry Zandstra, Todd Schaal, Terry Avink, architect Avink Desigens, CMS Thornapple Construction, ROI Design.

Many questions were discussed at the meeting. Todd Schaal talked with the Board.

The Board unanimously recommended to the City Council not to move forward with the sale of the property but rather to table it until September.

B. FY 2021 Regular Board Meeting Dates:

It is customary for Board/Commissions to review and approve meeting dates for the next fiscal year. The following dates were proposed for the Regular Board Meeting, most of which are the second Thursday of the month.

The proposed dates were as follows:

Thursday, July 16, 2020
Thursday, August 13, 2020
Thursday, September 10, 2020
Thursday, October 15, 2020
Thursday, November 12, 2020
Thursday, December 10, 2020
Thursday, January 14, 2021

Thursday, February 11, 2021
Thursday, March 11, 2021
Thursday, April 15, 2021
Thursday, May 13, 2021
Wednesday, June 9, 2021

It was MOVED BY CADWALLADER, SUPPORTED BY SCHRAUBEN, to approve the Board Meeting dates as proposed.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

C. Adoption of Amended LL&P/METC Interconnection Facilities Agreement:

A proposed Amended Interconnection Facilities Agreement (IFA) with METC/ITC's was reviewed.

The purpose of amending our IFA will allow us to take ownership of METC/ITC's transmission and metering assets at our substation. This will allow us to monitor, upgrade, test, and calibrate the equipment on our own terms, instead of METC's, while saving money.

It was MOVED BY DICKERMAN, SUPPORTED BY SCHRAUBEN, to approve the amended IFA and have it filed with the FERC.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

D. METC Bill of Sale for Transmission

A Bill of Sale and Instrument of Assignment with METC for their transmission and metering equipment/assets located at our Interchange Substation was discussed in detail. The sale price, due to the impairment of the remaining NBV of these assets, is \$1.00.

It was MOVED BY DICKERMAN, SUPPORTED BY CRAWFORD, to approve the Bill of Sale and have staff replace some of this equipment with more modern, functional, and reliable equipment in the future.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

E. NRTC Answering Service Proposal

Coldwater Board of Public Utilities (a fellow MMEA Member) has been utilized for the past several years as our after-hours answering service. Coldwater Board of Public Utilities has informed us they are getting out of the answering service business.

Coldwater has been searching for answering providers for their own needs, and they felt NRTC was best suited to be their provider going forward.

After a demo with NRTC and follow-up calls with their Regional Sales Director, it became obvious that NRTC will be able to meet all of our answering service needs while adding additional features (such as call recording) and save us \$40 per month.

It was MOVED BY CRAWFORD, SUPPORTED BY SCHRAUBEN, to approve NRTC's three-year proposal.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

F. PA 95 Opt-In vs. Opt-Out Decision

Prior to July 1st the LL&P Board has the option to opt-in to PA 95 because we currently opt-out, and vice-versa. If nothing is done, everything stays the same/status-quo. PA 95 is a Low-Income Energy Assistance Funding Factor (LIEAF) that is collected on the majority of electric meters every month, which cannot exceed \$1.00/meter per month.

Last year the Board decided to opt-out due to FROM not applying for a grant from the State as it had done in previous years.

Utilities who elect to opt-out cannot disconnect power for non-payment from November 1 - April 15. Fortunately, this ended up not being an issue or concern this past year.

There was a consensus by the Board to remain status-quo.

G. Power Supply Portfolio Risk Management Election:

MPPA manages numerous components of LL&P's power supply portfolio and other ancillary services, such as Energy Waste Reduction and Renewable Energy compliance with the MPSC. Power supply management is the most important and high-leverage due to the fact that it is the single largest expense for the average utility.

Donkersloot reviewed MPPA's recently revised Power Supply Risk Management Policy and discussed the Energy Hedge Plan. The latest revisions require each utility to complete and execute the Member Power Supply Portfolio Risk Management Election form and delegate a Member Authorized Representative and Alternate who can execute transactions on the utility's behalf.

The proposed Member Authorization Representative is the General Manager with the Alternative Member Authorization Representative being the Office/Financial Manager.

It was MOVED BY CADWALLADER, SUPPORTED BY SCHRAUBEN, to approve the Member Authorization Representatives as proposed, enter into the Stability Hedge Plan, and to utilize the MPPA for all of the other ancillary services they can offer.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

H. COVID-19 Discussion and Potential Board Action

There was Board Discussion and a Board consensus to continue with late fees, disconnects and our ratchet in the demand rates.

VI. INFORMATIONAL ITEMS:

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

- B. **Monthly Outage Report:** There were nine outage in the month of May.
- C. **Income Statement:** Donkersloot reported on the May 2020 Income Statement.
- D. **Capital Projects Report:** Donkersloot reported on the May 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
 - Retiree Health Care Exchange
 - Health Care Insurance Update
 - Electronic Inventory Management System
 - Draw Down Revenue Bond
 - Commercial Credit Card Program
 - New Housing Development
 - Transmission Update
 - Potential Industrial Park in Lowell Township
 - Energy Center Space
 - GIS Update
 - Business Continuity/Disaster Response Plan
 - Pole Attachment Agreements
 - Work Anniversaries
 - May Payables

Schedule of Meetings: June/July was presented.

- VII. **NEXT REGULAR LL&P BOARD MEETING:** Scheduled for Thursday, July 16, 2020.

VIII. BOARD COMMENT:

Board Members commented they were pleased with the way staff has handled the COVID-19 and congratulated Steve Shade on his three-year anniversary with LL&P.

IX. ADJOURNMENT

It was MOVED BY CRAWFORD, SUPPORTED BY DICKERMAN, to adjourn the Regular Board Meeting at 9:38 p.m.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

Chairman Beachum

Date