

**Minutes for the
Board of Lowell Light & Power's
Regular Meeting – November 12, 2020**

I. CALL TO ORDER AND ROLL CALL:

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

Present: Board Members: Perry Beachum, Andrew Schrauben,
and Daniel Crawford

Absent: Board Members: Jeff Dickerman & Tina Cadwallader

Also Present: General Manager Steve Donkersloot, General Manager
Charlie West and Lowell Council Member Jim Salzwedel

Present by Phone: Generation Superintendent Casey Mier, Distribution
Manager Ryan Teachworth and Staff Accountant Julie
Stewart

It was MOVED BY SCHAUBEN, SUPPORTED BY CRAWFORD to excuse the
absence for Jeff and Tina.

Yea: 3 Nay: 0 Absent: 2 Motion Carried

II. APPROVAL OF AGENDA:

Donkersloot clarified Action Item (G) MERS requires an approval for all
three plans that have active employees; defined benefit, defined
contribution and hybrid plan.

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

Yea: 3 Nay: 0 Absent: 2 Motion Carried

III. **APPROVAL OF MINUTES:**

Perry requested that a note be added at the beginning of October's minutes to reflect the fact that Jeff Dickerman arrived late.

It was MOVED BY CRAWFORD, SUPPORTED BY SCHAUBEN, to approve the October 15, 2020 Board Meeting Minutes with the requested change made by Perry.

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. **Showboat Committee Benevolence Request:**

Last month Jim Salzwedel and Mark Mundt requested money from LL&P's benevolence fund towards the Lowell Showboat Committee's fundraising efforts.

The Board decided to revisit the benevolence request at the November meeting.

It was MOVED BY SCHRAUBEN, SUPPORTED BY CRAWFORD, to donate \$1,000 to the Showboat Committee and revisit it toward the end of the FY to make another donation.

Yea: 3 Nay: 0 Absent: 2 Motion Carried

B. **Lowell Rotary Club Benevolence Request:**

Last year, LL&P partnered with the Lowell Rotary Club and launched a holiday lighting competition. The Lowell Rotary Club submitted a

benevolence request for LL&P to partner on a holiday lighting competition again this year. There will be a residential and a commercial winner.

It was MOVED BY SCHRAUBEN, SUPPORTED BY CRAWFORD, to approve a \$1,000 donation to the Lowell Rotary Club.

Yea: 3 Nay: 0 Absent: 2 Motion Carried

C. Review Potential Adoption of a “Parental Leave” Policy:

Last month, LL&P Staff and the Board discussed a draft “Parental Leave” Policy.

Donkersloot updated the policy per Board discussion last month. This will be Policy 3-6, section 6.3. Compensation will include eight (8) weeks of 100% pay. The policy also includes a provision for repayment of the benefit for employees who are terminated for just cause or voluntarily. The repayment provision is applicable for a period equal to the number of days the employee received paid parental leave.

It was MOVED BY CRAWFORD, SUPPORTED BY SCHAUBEN, to approve the Parental Leave with an amendment to the “Repayment” section to reflect that employment must be terminated “for cause” for the repayment provision to apply.

Yea: 3 Nay: 0 Absent: 2 Motion Carried

D. Energy Center Construction Projects and Improvements:

Donkersloot discussed the roof replacement, parking lot modifications, interior renovations and improvements, and reviewed the project timeline. Donkersloot provided the board with an update on a not-to-exceed proposal that was signed with Erhardt Construction detailing the scope of work for interior renovations. There was no action taken on this item.

E. Adoption of New Electric Rates:

In May of 2017, Mark Beauchamp, President of UFS, presented the results of our cost of service study at the LL&P Board Meeting.

We are now approaching Year 4 of 5. UFS, after reviewing our cost of service study, is recommending we stay on the path they recommended of a 1.45% increase in 2021 to the base rate with a bandwidth of 1.00%. This rate will be sent to the City to be filed with the Clerk and will be effective on the bill sent out at the end of January 2021.

It was MOVED BY SCHRAUBEN, SUPPORTED BY CRAWFORD, to approve the overall rate increase of 1.46% and a residential customer charge of \$24.00

Yea: 3 Nay: 0 Absent: 2 Motion Carried

F. Conduit Occupancy License Agreement Amendment:

Per the discussion and direction (of the Board) at last month's Board Meeting and after discussions with legal council to amend our Conduit Occupancy License Agreement, the final agreement was presented to the board for approval.

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

Yea: 3 Nay: 0 Absent: 2 Motion Carried

G. MERS Contribution Addendum:

MERS is implementing a 1/1/21 change which requires LL&P Board and City Council approval prior to the end of 2020. For all divisions with active employees, MERS is requiring that all employers complete an Addendum with confirms that definition of compensation, defines how certain leaves should be handled indicates which employees should be included in each plan, and reviews the change in handling of forfeited assets. Because LL&P

as employees in three different plans, the addendum is required for Defined Contribution, Defined Benefit, and Hybrid plans.

It was MOVED BY CRAWFORD, SUPPORTED BY SCHRAUBEN, to approve the DC, DB and Hybrid Addendum.

Yea: 3 Nay: 0 Absent: 2 Motion Carried

H. AUTHORIZATION OF SIGNATURES FOR LL&P BANK ACCOUNTS:

It is recommended to delete Steve Donkersloot and add Charlie West and Casey Mier to Huntington Bank and Fifth Third Bank.

It was MOVED BY SCHRAUBEN, SUPPORTED BY CRAWFORD, to approve Charlie West and Casey Mier as signers on the bank accounts, and to remove Steve Donkersloot as a signer.

Yea: 3 Nay: 0 Absent: 2 Motion Carried

I. MPPA Board Commissioner and Alternate Commissioner Appointment:

It is required for each member utility of MPPA to appoint a Commissioner and an Alternate Commissioner to represent LL&P.

It was MOVED BY SCHRAUBEN, SUPPORTED BY CRAWFORD, to appoint Charlie West as the MPPA Commissioner to replace Steve Donkersloot, and Casey Mier to replace Ryan Teachworth as the Alternate MPPA Commissioner.

Yea: 3 Nay: 0 Absent: 2 Motion Carried

VI. INFORMATIONAL ITEMS:

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

B. **Monthly Outage Report:** There were three outages in the month of October.

C. **Income Statement:** Donkersloot reported on the October 2020 Income Statement.

D. **Capital Projects Report:** Donkersloot reported on the October 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
- Business Continuity Update
- Energy Center Projects
- New Employee Update
- RP3 Application
- Transformer Fire Follow-Up
- Security Deposit Refunds
- Stoney Bluff Housing Development
- Facility Security
- Potential New Electric Load
- Potential Industrial Park in Lowell Township
- GIS Update
- Lowell Area Schools Focus Group
- Work Anniversaries
- October Payables

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

VII. **NEXT REGULAR LL&P BOARD MEETING:** Scheduled for Thursday, December 10, 2020.

VIII. BOARD COMMENT:

Daniel welcomed Charlie, Debra and Hillary, and wished Steve good luck on his next chapter.

Andrew welcomed Charlie, and is happy to hear there is new staff. Andrew thanked the staff for putting up with Steve for the past four years.

Jim welcomed Charlie on behalf of the Lowell City Council and thanked Steve for his new job.

Perry would like to explore some changes at the substation. Perry asked when the new LL&P truck will arrive. Perry thanked Steve for his dedication to LL&P and the Board and he will miss him and he welcomed Charlie.

IX. ADJOURNMENT

It was MOVED BY SALZWEDEL, SUPPORTED BY SCHRAUBEN, to adjourn the Regular Board Meeting at 8:58 p.m.

Yea: 3 Nay: 0 Absent: 2 Motion Carried

Chairman Beachum

Date