

**Minutes for the
Board of Lowell Light & Power's
Regular Meeting – November 14, 2019**

I. CALL TO ORDER AND ROLL CALL:

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

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

Absent: Jeff Dickerman

It was MOVED BY CADWALLADER, SUPPORTED BY CRAWFORD, to excuse
Dickerman's absence.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

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

II. APPROVAL OF AGENDA:

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

Yea: 4 Nay: 0 Absent: 1 Motion Carried

III. APPROVAL OF MINUTES:

It was MOVED BY CADWALLADER, SUPPORTED BY SCHRAUBEN, to approve
the amended September 12, 2019 Board Meeting Minutes.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

It was MOVED BY CADWALLADER, SUPPORTED BY SCHRAUBEN, to approve the October 17, 2019 Regular Board Meeting Minutes.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

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

There were no members of the public in attendance.

V. ACTION ITEMS:

A. Review and Potential Amendment (s) to Policies 5-3 and 5-4, "Residential and Commercial Security Deposits:

Last month the Board had a lengthy discussion regarding customer deposits. The consensus of the Board was for staff to implement the current policy as written beginning in 2020, section F of Policies 5-3 and 5-4. They state LL&P may require any customer to establish or increase the account deposit if management deems the account to fall short of the requirements in section (A) or (B) of this policy. Failure to pay any additional security deposit may result in termination of service until the deposit requirements have been met.

The purpose of this policy is to minimize our delinquent balances and annual write-offs.

The Board directed staff to put together language to update the remainder of the policy that covers Residential homeowners, Renters, and Commercial Security Deposits for further discussion at December's Board Meeting.

B. Review and Potential Adoption of a "Use of Tobacco" Policy:

Last month there was a discussion regarding the "Use of Tobacco" Policy; LL&P does not currently have a policy related to tobacco use. The pros and cons of the presented policy were discussed as Chairman Beachum had

requested the General Manager to email the policy to the Board for their feedback (at their November Meeting) over the course of the last month.

It was MOVED BY SCHRAUBEN, SUPPORTED BY CRAWFORD, to approve the “Use of Tobacco” policy effective 1/1/2020.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

C. Review and Potential Adoption of a “Whistle Blower Policy”:

A “Whistle Blower” Policy was drafted as recommended by the APPA during the Board’s Governance Training Session earlier in the year. LL&P does not currently have a whistle blower policy.

It was MOVED BY CADWALLADER, SUPPORTED BY SCHRAUBEN, to adopt the “Whistle Blower” Policy as Section 3.12.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

D. Adoption of New Electric Rates:

At September 2017 Board Meeting and again at the December 2018 Board Meeting, the LL&P Board proceeded to adopt the electric rates that were recommended by UFS in May of 2017.

We are now approaching Year 3 of 5. UFS, after reviewing our cost of service study, it is recommending we stay on the path they recommended of a 1.45%/year increase in 2020 to the base rate with a bandwidth of 1.00%. This rate increase, if adopted by the LL&P Board, will be sent to the City to be filed with the Clerk. The rate would be effective in the bill sent out at the end of January 2020.

It was MOVED BY CRAWFORD, SUPPORTED BY SCHRAUBEN, to adopt the recommended rate for each class, as suggested by UFS.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

VI. INFORMATIONAL ITEMS:

- A. **Performance Data:** Donkersloot reported on October's data.
- B. **Monthly Outage Report:** There were five outages in the month of October.
- C. **Income Statement:** Donkersloot reported on the October 2019 Income Statement.
- D. **Capital Projects Report:** Donkersloot reported on the October 2019 Capital Projects Report.
- E. **Board Training Session:** Safety Training Program presented by Ron van Overbeek.
- F. **Manager's Report:** Donkersloot provided written updates to the Board on the following:
- MPPA/MMEA/APPA
 - Distribution & Generation Projects
 - Transmission Update
 - Energy Center Space
 - GIS Update
 - Business Continuity/Disaster Response Plan
 - Pole Attachment Agreements
 - Line Shack RFP
 - Customer Connections Conference
 - Work Anniversaries
 - October Payables
- G. **Schedule of Meetings:** November/December was presented.

VII. NEXT REGULAR LL&P BOARD MEETING: Scheduled for Thursday, December 12, 2019.

VIII. BOARD COMMENT:

Daniel thanked Mark for his 20 years of service at Lowell Light and Power.

Marty mentioned that in January the Council will place council members on City Boards; Marty is hoping to get reinstated on the LL&P Board.

Tina was excited about engaging the Lowell High School regarding job opportunities here at Lowell Light and Power.

Perry wanted to know how the new radios are working. Steve explained our Solar net billing rate.

IX. ADJOURNMENT

It was MOVED BY CADWALLADER, SUPPORTED BY SCHRAUBEN, to adjourn the Regular Board Meeting at 8:53 p.m.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

Chairman Beachum

Date