

**Minutes for the
Board of Lowell Light & Power's
Regular Meeting – November 9, 2017**

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, Jeff Dickerman,
Andrew Schrauben, Tina Cadwallader and Jim Salzwedel

Absent: None

Also Present: General Manager Steve Donkersloot, Utility Services
Coordinator Sharon Morris, Staff Accountant Julie
Stewart, Distribution/Transmission Manager Ryan
Teachworth, and Lowell City Manager Mike Burns

II. APPROVAL OF AGENDA:

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

Yea: 5 Nay: 0 Absent: 0 Motion Carried

III. APPROVAL OF MINUTES:

It was MOVED BY CADWALLADER, SUPPORTED BY SCHRAUBEN, to approve
the October 12, 2017 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

V. ACTION ITEMS:

A. Authorization to Sell MAC Truck

In September of 2014, LL&P purchased a 2000 MACK Truck for the hauling manure for the bio-digester project. We no longer need this truck. Instead of depreciating, paying insurance to have this truck sitting outside the Energy Center, staff has concluded it is in the best interest to sell the truck.

In order to sell the truck, City Attorney, Dick Wendt, advised that the Board should approve the sale of any non-electrical LL&P property over \$10,000.

LL&P purchased the truck for \$45,000; we expect to sell it for \$10,000-\$15,000. Donkersloot gave some additional background on the truck.

It was MOVED BY SALZWEDEL, SUPPORTED BY DICKERMAN, to authorize LL&P staff to sell the 2000 MACK Truck, via online municipal auction platform, Rangerbid.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

B. Wire Purchase for South Broadway Project

Three types of wire are needed for the South Broadway Project (to move King Milling's service from overhead to underground). Three vendors submitted bids. Irby was the lowest bid for 1,750' 2/0 wire and 2650' 250MCM wire and Resco for the 600' 4/0 wire. Because of the material lead time, Board Chairman Beachum approved this wire order last week. LL&P is ordering it but King Milling will be paying for it.

It was MOVED BY DICKERMAN, SUPPORTED BY SCHRAUBEN, to approve the 4/0 wire bid from Resco for \$4,050.00 and the 2/0 and 350MCM wire bid from Irby for \$31,341.35.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

VI. INFORMATIONAL ITEMS:

- A. **Property and Liability Insurance Update by City Manager Mike Burns:** Donkersloot and Burns gave an update on the City's Property and Liability insurance; specifically on the bucket truck rides that are given during the Spring Expo and the Fall Harvest Festival.
- B. **Performance Data:** Donkersloot reported on October's data.
- C. **Monthly Outage Report:** There were two outages in the month of October.
- D. **Income Statement:** Donkersloot reported on the October 2017 Income Statement.
- E. **Capital Projects Report:** Donkersloot reported on the October 2017 Capital Project Report.
- F. **Manager's Report:** Donkersloot gave updates to the Board on the following.
 - A. **MPPA/MMEA/APPA Update:**
 - a. **MPPA:** Donkersloot gave an update from the Annual Fall Bell River Meeting.
 - b. **APPA:** RP3 application final grading will take place the week of December 4th.
 - B. **System/Generation Upgrade Progress:**
 - a. **Bio-digester:** Nothing new at this time.
 - b. **Five Year Plan:** Significant time was spent tree trimming on Grand River in preparation for extending three phase power to Addix.

- c. **Other System Projects:** The six underground vaults in the parking lot behind Sneaker's were all replaced.

Justin is almost finished removing the rust on the LL&P vehicles.

- C. **Strategic Plan Action Item Update:** Donkersloot reviewed the Strategic Plan Action Item list.
- D. **LL&P Long Term Natural Gas Supply:** Things are moving forward on the location of the regulating station. Donkersloot gave an update on the specifics.
- E. **SUS:** Phase 2 testing is currently underway.
- F. **Old Engine Room:** Donkersloot presented a Broker Opinion of Value for our old Engine Room connected to our office.
- G. **Community Solar:** Donkersloot expressed interest in Performance Services (PS) further exploring the possibility of solar in Lowell.
- H. **Cyber Audit:** Addorio and Kore Hi-Com upgraded our Untangle Service (web and email protection) to the latest version.
- I. **Fiber to the Home:** Nothing new at this time.
- J. **White's Bridge Hydro:** Victor is aware that a LL&P is not currently interested in a potential PPA unless he drops his price.
- K. **Harvest Festival:** The cold and rain kept many visitors away. Donkersloot thanked the staff and Board Members who worked the event for their hard work in preparation for, and during, the event.
- L. **Payables:** October payables were included.
- G. **Schedule of Meetings:** November/December was presented.

In addition, Donkersloot updated the Board on a few other issues.

There were six applicants for Journeyman/Lineman position. Three of the candidates were certified Journeyman/Lineman. All three qualified candidates were very good. Ryan and Steve both agreed on the candidate they believe was the best fit for LL&P. An offer was made and accepted by Zach Walker.

Building renovation update: Contractors have been in to look at remodeling the break room. That process should begin soon and be complete by the end of the fiscal year.

A brief update was given on a meeting staff had with a vendor to discuss a GIS/OMS platform for work orders and timesheets.

VII. NEXT REGULAR LL&P BOARD MEETING:

The next Board Meeting will be held on Thursday, December 14, 2017.

VIII. BOARD COMMENT:

Salzwedel has enjoyed being a LL&P Board Member. This is Jim's last meeting as he will be serving on the City Council.

Chambers congratulated Jim on winning a seat on the City Council. Marty is impressed on the body work Justin has done on the LL&P vehicles. He encouraged Board Members to go visit the Energy Center if they haven't stopped by recently, to see the vehicles, as well as the new generator and compressor.

Cadwallader mentioned Christmas through Lowell is next weekend. Tina was impressed with the Lowell radio station that covered Jim Hodges retirement speech.

Dickerman congratulated Jim on winning a seat on the City Council. Jeff is pleased Donkersloot mentioned his desire to continue outreach in

professional development. Jeff said, "Donkersloot represents the City and LL&P very well".

Schrauben congratulated Jim Salzwedel on filling the vacant City Council position and Jim Hodges on his retirement.

Beachum mentioned when he received a call from our office, it came up on his caller ID as unavailable, but showed our phone number. Perry would like to see the neon lights fixed in the Lowell Light and Power sign on our building. Perry discussed a possible staff holiday party.

IX. ADJOURNMENT:

It was MOVED BY SALZWEDEL, SUPPORTED BY DICKERMAN, to adjourn the Regular Board Meeting at 8:08 p.m.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

Chairman Beachum

Date