

**Minutes for the
Board of Lowell Light & Power's
Regular Meeting – September 13, 2022**

I. CALL TO ORDER AND ROLL CALL:

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

Present: Perry Beachum, Andrew Schrauben, Tina Cadwallader, Daniel Crawford, and Craig Fonger

Absent: None

Also Present: General Manager Charlie West, City Council Liaison Jim Salzwedel, Distribution Manager Ryan Teachworth, and Office Manager Julie Stewart

II. APPROVAL OF AGENDA:

Chairman Beachum requested the addition of Action Item (E): Betsy Davidson Discussion.

It was MOVED BY CRAWFORD, SUPPORTED BY FONGER, 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 FONGER, to approve the August 9, 2022 Regular Board Meeting Minutes.

Yea: 4 Nay: 0 Absent: 0 Abstained: 1 Motion Carried

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

There was no public comment.

V. ACTION ITEMS:

A. Authorization to Proceed with Material Order for Capital Project:

General Manager West recommended and requested authorization to approve a purchase of the Hendrix aerial cable system from RESCO for \$66,399.77, to be adjusted at time of shipment. This purchase is part of phase 1 of establishing a redundant feed to the east side of the river. This project will provide redundancy and resiliency to the east side of Lowell and to serve as a foundation to start voltage conversions on the east side of the river. Working with GRP Engineering, five bid packages were distributed to vendors and RESCO came in as the low bid.

It was MOVED BY CRAWFORD, SUPPORTED BY FONGER, to approve the purchase of Hendrix aerial cable system from RESCO for \$66,399.77, to be adjusted at time of shipment.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

B. Review and Potential Adoption of Updated Prohibited Benefits Policy:

General Manager West presented a draft Prohibited Benefits Policy prepared by legal counsel following board feedback over the past two meetings. The board discussed the policy and two areas that would need to be determined if approved: item (e) which establishes a not to exceed amount for a single day for food and refreshments and item (i) which establishes a cumulative annual limit from one prohibited source. The original policy was included in the all-employee handbook, but would need to be passed as a governance policy to apply to the Light and Power Board.

It was MOVED BY CRAWFORD, SUPPORTED BY FONGER, to approve the revised Prohibited Benefits Policy as presented with item (e) to be \$125 and item (i) to be \$300, as a governance policy to be referenced in the all-employee handbook.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

C. Review and Potential Adoption of Updated Customer Charges Policy:

Per board feedback to review a Customer policy each month and the planned review of customer charges every two years, General Manager West presented the board Policy 5-5: Customer Charges with one staff recommended proposed update to the Broken Meter Seal/Pulled Meter fee, currently set at \$35. Staff recommends added language that would enable LL&P to bill the customer for any costs incurred that can be attributed to the meter tampering incident. The board discussed the fees listed.

It was MOVED BY CRAWFORD, SUPPORTED BY CADWALLADER, to update Policy 5-5: Customer Charges, with Broken Meter Seal/Pulled Meter fee changed to \$150 plus any costs incurred by LL&P that can be directly attributed to the incident and stating party responsible for incident will be charged.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

D. Lineshack Update/Feedback to Provide City Council:

Following the September 1, 2022 City Council Meeting where the Lineshack sale to Copperrock Construction did not receive enough votes to be approved, the LL&P board discussed the four options given via a City Council memo:

1. Select another applicant who submitted a proposal to move forward. The Council would need Administration to prepare a new resolution to sit for twenty days before you can take action. If this was selected, council action to sell the property could not occur until the October 3rd City Council meeting.
2. Have the remaining applicants resubmit proposals.
3. Reinstitute another RFP process.
4. Take no action on this matter.

It was MOVED BY CRAWFORD, SUPPORTED BY SCHRAUBEN, to recommend to City Council to select another applicant who submitted a proposal to move forward (option 1).

Yea: 5 Nay: 0 Absent: 0 Motion Carried

It was MOVED BY CRAWFORD, SUPPORTED BY FONGER, to recommend to City Council to accept the proposal from Greg Canfield.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

E. Betsy Davidson Benevolence:

Chairman Beachum and General Manager West proposed that LL&P commemorate the life of Betsy Davidson in some way. Beachum suggested the purchase a memorial bench and renovate the old cement pad across from the LL&P office that was part of the old generator cooling intake. The board determined to revisit the matter at the next board meeting. No action was taken.

VI. INFORMATIONAL ITEMS:

- A. Performance Data:** West reported on the August 2022 data.
- B. Monthly Outage Report:** There were 5 outages in the month of August.
- C. Income Statement:** West reported on the August 2022 Income Statement.
- D. Capital Projects Report:** West reported on the August 2022 Capital Projects Report.
- E. Manager's Report:** West provided written updates to the Board on the following items:
 - MPPA/MMEA/APPA Update
 - Distribution & Generation Department Update
 - Safety Update
 - Energy Center Projects
 - Lineshack
 - Paperless Solution
 - Transformer Fire
 - Cost of Service Study/5-Year Rate Plan
 - Soil Gas Mitigation
 - Power Cost Adjustment
 - Equipment Replacement Plan

- Camera System/Access Control
- Demand Response Program
- Grant Opportunities
- Office Roof Replacement
- Prohibited Benefits Policy Update
- Conferences
- Pension Liability Funding
- Public Power Week
- Inflation Reduction Act
- New Employee
- IT Equipment Warranty Renewal
- Work Anniversaries
- Payables

F. Schedule of Meetings: September/October was presented.

VII. NEXT REGULAR LL&P BOARD MEETING: Scheduled for Tuesday, October 11, 2022 at the Energy Center.

VIII. BOARD COMMENT:

Cadwallader stated she will be at Road Clean Up and thanked all the LL&P staff for standing by their work and doing a great job. Schrauben welcomed Jarred to the team, congratulated Jaramie on his work anniversary, reminisced about Betsy, and expressed appreciation for Perry's work behind the scenes. Fonger thanked staff for ensuring good financial progress on the east side feed, thanked the crew for taking care of the large branch that caused a big outage, urged City Council to consider the board's reasons for moving forward with the Lineshack sale, thanked staff for their successful efforts with the customer portal, expressed appreciation for Charlie's efforts with grants and prohibited benefits, welcomed Jarred, and congratulated Jaramie on his anniversary. Fonger also mentioned the Fallasburg Arts Festival this weekend and expressed condolences for all feeling loss over Betsy's passing. Beachum mentioned that the General Manager review will be added to the next month agenda and evaluations sent to key employees. Beachum also implored the public to keep Betsy's husband, Matt, in their thoughts and prayers and to offer comfort to him for the coming months, and to honor Betsy by volunteering in a group or committee and serving the community.

IX. ADJOURNMENT

It was MOVED BY CRAWFORD, SUPPORTED BY SCRAUBEN to adjourn the Regular Board Meeting at 9:07 p.m.

Yea: 5

Nay: 0

Absent: 0

Motion Carried

Chairman Beachum

Date