

**Minutes for the
Board of Lowell Light & Power's
Regular Meeting – July 12, 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, Daniel Crawford, and Craig Fonger

Absent: Tina Cadwallader

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

It was MOVED BY CRAWFORD, SUPPORTED BY FONGER, to excuse Tina Cadwallader's absence.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

II. ORGANIZATION OF THE BOARD:

It was MOVED BY CRAWFORD, SUPPORTED BY FONGER, to reappoint Perry Beachum as Chairman and Andrew Schrauben as Vice Chairman.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

III. APPROVAL OF AGENDA:

Chairman Beachum requested the addition of Action Item (C): Lineshack Proposals Discussion.

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

Yea: 4 Nay: 0 Absent: 1 Motion Carried

IV. APPROVAL OF MINUTES:

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

Yea: 4 Nay: 0 Absent: 1 Motion Carried

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

There was no public comment.

VI. ACTION ITEMS:

A. Fiscal Year 2022 Write-Offs for FYE June 2021:

At the end of each year, LL&P writes off the balances from accounts that have been closed, collections attempted, and/or lienied, and that have had no activity since June of the previous year.

The current write-off amount for 2022 is \$440.44, which is 0.00511% of FY 2021's total electric sales and late fees. Compared to last year, this write-off amount decreased \$259.51, a 37% improvement.

The board praised the customer service department for such a small amount! Over the past eight years, the write off amount has steadily decreased and we hope to continue the trend.

It was MOVED BY FONGER, SUPPORTED BY CRAWFORD, to approve the Fiscal Year 2022 Write-offs for FYE June 2021.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

B. Policy 3-9.1 Revision Consideration:

West proposed a potential revision to Policy 3-9.1 in the All-Employee Handbook that would allow employees to receive di minimis benefits from vendors and customers, with limits.

The board discussed the potential policy revision and provided feedback to General Manager West to create a draft revision for the next board meeting. No action was taken.

C. Lineshack Proposals Discussion:

The board reviewed the six proposals received by City Council for purchase of 115 Riverside Drive (commonly referred to as the “Lineshack”). Though the choice of which proposal will be accepted is solely the City Council’s decision, the LL&P board provided commentary and guidance to City Council Liaison Salzwedel to take to City Council. The board commented that five of the six proposals met the requirements of the RFP and should be considered. No formal action was taken.

VII. INFORMATIONAL ITEMS:

- A. Performance Data:** West reported on the June 2022 data.
- B. Monthly Outage Report:** There were five outages in the month of June.
- C. Income Statement:** West reported on the June 2022 Income Statement.
- D. Capital Projects Report:** West reported on the June 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
 - Conduit Lease Agreement
 - Paperless Solution
 - Transformer Fire
 - Time-Of-Use Analysis
 - Cost of Service Study/5-Year Rate Plan
 - Soil Gas Mitigation
 - Power Cost Adjustment
 - Equipment Replacement Plan
 - Camera System/Access Control
 - Rotary
 - Demand Response Program

- Grant Opportunities
- Safety Town
- Office Roof Replacement
- Human Resources
- Future Policy Consideration
- Mutual Aid
- Out of Office
- Road Clean-up Day
- Cyber Security Training
- Conferences
- Work Anniversaries
- Payables

F. **MERS Annual Valuation:** West reported on the MERS Annual Valuation.

G. **Policy for Review – Policy 5-3: Residential Security Deposits – Light and Power:** The board reviewed Policy 5-3.

H. **Schedule of Meetings:** July/August was presented.

VIII. **NEXT REGULAR LL&P BOARD MEETING:** Scheduled for Tuesday, August 9, 2022 at the Energy Center.

IX. **BOARD COMMENT:**

Schrauben mentioned this is the start of his fourth term on the LL&P board and thanked Julie for her hard work and leading her team well. Fonger expressed appreciation for attending the APPA National Conference and for having a first-class General Manager, Charlie West, and highlighted several Fallasburg Historical Society upcoming events. Crawford congratulated Lisa on one year anniversary, expressed appreciation to staff for the small bad debt write off, and expressed gratitude to Ryan and his crew for their hard work and getting everything done while shorthanded. Beachum highlighted the APPA magazine article about cultivating a great workforce, stated that conferences affirm LL&P is headed in the right direction, proposed that LL&P add signage on the river side of the building for visibility, and encouraged staff to continue to be proactive with reaching out to customers have issues.

X. ADJOURNMENT

It was MOVED BY CRAWFORD, SUPPORTED BY FONGER to adjourn the Regular Board Meeting at 8:25 p.m.

Yea: 4 Nay: 0 Absent: 1 Motion Carried

Chairman Beachum

Date