

**TRAVERSE CITY
LIGHT AND POWER BOARD**

Minutes of the Regular Board Meeting
Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, April 12, 2022

Board Members Present: Paul Heiberger – Chair, Elysha Davila – Vice-Chair, John Taylor – Board Member, Ross Hammersley – Board Member, Maura Brennan – Board Member, Amy Shamroe – Board Member & City Commissioner, Tim Werner – Board Member & City Commissioner

Board Members Absent: None

Ex Officio Member Present: Marty Colburn, City Manager

Staff Present: Brandie Ekren – Executive Director, Karla Myers-Beman – Controller, Jenn St. Amour – Administrative Assistant, Tony Chartrand – Supervisory Engineer, Kelli Schroeder – Mgr. of Human Resources & Communications, Jacob Hardy – Sustainability & Key Accounts Mgr., Scott Menhart – Chief Information Technology Officer

Guest Presenter(s): Warren Call, Traverse Connect – President & CEO

1. Roll Call

2. Disclosure of Recusal

None.

3. Consent Calendar

- a. Approval of Agenda.
- b. Consideration of approving minutes of the Regular Meeting of March 8, 2022. (Approval recommended)

that the minutes of the Regular Meeting of March 8, 2022, be approved.

- c. Consideration of approving a construction contract for the M-72 Solar III Project. (Approval Recommended) (Chartrand)

that the Board authorizes the Chairman and Secretary to execute a construction contract with C.C. Power for the M-72 Solar III Project in the amount of \$130,286.00, subject to review as to substance by the Executive Director and as to form by General Counsel, contingent upon an agreement with Heritage Sustainable Energy.

- d. Consideration of approving a material purchase for the M-72 Solar III Project. (Approval recommended) (Chartrand)

that the Board authorizes a purchase order to be issued to Power Line Supply in the amount of \$84,323.26, more or less, for M-72 Solar III material contingent upon an agreement with Heritage Sustainable Energy.

- e. Consideration of approving a material purchase for the Grand Traverse Substation Split Project. (Approval recommended) (Chartrand)

that the Board authorizes a purchase order to be issued to EP2 in the amount of \$120,590.00, for relay panels.

- f. Consideration of approving a Resolution appointing Commissioners to the Michigan Public Power Agency. (Approval recommended) (Myers-Beman)

that the Board approves the Resolution appointing Commissioners to the Michigan Public Power Agency effective immediately.

- g. Consideration of approving revised motion language for USDA financing. (Approval recommended) (Myers-Beman)

that the Light and Power Board approve the notice of intent for resolution for bonding and moving forward with the USDA Commitment letter for Smart Grid financing in the amount of \$14,699.000 and support for notice of intent for resolution for separate bonding in the amount of \$3,501,000 to construct, furnish, and equip improvements to the electric utility system including Smart Grid technologies and infrastructure and improvements to the fiber system, including drop lines and connections to customers, with all the appurtenances and attachments.

- h. Consideration of approving a purchase order for switchgears. (Approval recommended) (Chartrand)

that the Board authorize a purchase order to be issued to Power Line Supply in the amount of \$55,488.00, more or less, for the purchase of three switchgears.

- i. Consideration of approving a purchase order for transformers. (Approval recommended) (Myers-Beman)

that the Board authorizes a purchase order to be issued to Power Line Supply in the amount of \$35,944.00, more or less, for the purchase of two 150kva transformers.

Amy Shamroe moved that as recommended, the Consent Calendar portion of the Agenda be approved. Ross Hammersley seconded the motion.

Yes: Maura Brennan, Elysha Davila, Ross Hammersley, Amy Shamroe, Tim Werner, Paul Heiberger, and John Taylor

Absent: None

Carried 7 to 0.

4. Unfinished Business

- a. Consideration of declaring and certifying part of the Grand Traverse Substation surplus; requesting the City Commission waive its right of first refusal for a part of the Grand Traverse Substation property on Keystone Road and confirm certification of the surplus status of that part to be conveyed to Wolverine; and, contingent upon affirmative action by the City Commission, authorize the Chairperson and Secretary to execute all conveyance documents as recommended by the Executive Director. (Chartrand)

The following individuals addressed the Board:

Tony Chartrand, System Engineer

Ross Hammersley moved that the Board approve declaring and certifying part of the Grand Traverse Substation surplus; requesting the City Commission waive its right of first refusal for a part of the Grand Traverse Substation property on Keystone Road and confirm certification of the surplus status of that part to be conveyed to Wolverine; and, contingent upon affirmative action by the City Commission, authorize the Chairperson and Secretary to execute all conveyance documents as recommended by the Executive Director. Elysha Davila seconded the motion.

Yes: Maura Brennan, Elysha Davila, Ross Hammersley, Amy Shamroe, Tim Werner, Paul Heiberger, and John Taylor

Absent: None

Carried 7 to 0.

5. New Business

- a. Consideration of approving a new Business/Planning Analyst position along with updates to the Organizational Chart.

The following individuals addressed the Board:

Brandie Ekren, Executive Director

Kelli Schroeder, Mgr. of Human Resources & Communications

Elysha Davila moved that the Board approves the New Business/Planning Analyst position along with the changes to the Organizational Chart as presented. John Taylor seconded the motion.

Yes: Maura Brennan, Elysha Davila, Ross Hammersley, Amy Shamroe, Tim Werner, Paul Heiberger, and John Taylor

Absent: None

Carried 7 to 0.

- b. Consideration of approving updated group salary ranges for TCL&P Administrative (ACT) Employees.

The following individuals addressed the Board:

Brandie Ekren, Executive Director
Kelli Schroeder, Mgr. of Human Resources & Communications

Tim Werner moved that the Board approves the updated group salary ranges dated April 12, 2022 for TCL&P Administrative employees as presented. Ross Hammersley seconded the motion.

Yes: Maura Brennan, Elysha Davila, Ross Hammersley, Amy Shamroe, Tim Werner, Paul Heiberger, and John Taylor

Absent: None

Carried 7 to 0.

- c. Consideration of approving a project authorization for the Cass #1 & Parsons #1 Transformer Replacement project.

The following individuals addressed the Board:

Tony Chartrand, System Engineer

Amy Shamroe moved that the Board approve as presented the Cass #1 and Parsons #1 Transformer Replacement Project and directs staff to solicit construction and material quotes for the Board's consideration of approval at future meetings. Ross Hammersley seconded the motion.

Yes: Maura Brennan, Elysha Davila, Ross Hammersley, Amy Shamroe, Tim Werner, Paul Heiberger, and John Taylor

Absent: None

Carried 7 to 0.

- d. Consideration of forwarding the Electric and Fiber Fund 2022-23 Operating Budget to the City Commission for consideration as required by Charter.

The following individuals addressed the Board:

Karla Myers-Beman, Controller

Amy Shamroe moved that the Light & Power Board approves forwarding the 2022-23 Electric and Fiber Fund Operating Budget as presented to the City Commission for its consideration of approval; and that the Light and Power Board directs staff to contribute into the retirement system based on the accelerated amortization calculated on the market value of assets option provided by MERS for the fiscal year ending June 30, 2023; and pay the retiree health insurance premiums for the fiscal year ending June 30, 2023 in addition to the actuarially determined contribution calculated by the OPEB actuary based on the plan's assumptions for the fiscal year ending June 30, 2023; and that the Light and Power Board approves the minimum cash reserve amount of \$8,511,897 for the fiscal year 2022-23. Tim Werner seconded the motion.

Yes: Maura Brennan, Elysha Davila, Ross Hammersley, Amy Shamroe, Tim Werner, Paul Heiberger, and John Taylor

Absent:

Carried 7 to 0.

6. Reports and Communications

a. From Legal.

None.

b. From Staff.

1. Traverse Connect Presentation

The following individuals addressed the Board:

Warren Call, Traverse Connect, President & CEO

2. Presentation of MPPA's Annual Credit Report Card on Traverse City Light and Power

The following individuals addressed the Board:

Karla Myers-Beman, Controller

c. From Board.

None.

7. Public Comment

- a. General Public Comment

The following individuals from the Public addressed the Board:

Ashley Soltysiak, Climate & Environment Program Director, Groundwork

8. Adjournment

There being no objection, Chairperson Heiberger adjourned the meeting at 6:36 p.m.

Brandie Ekren

Brandie Ekren, Secretary
LIGHT & POWER BOARD