

GRAND HAVEN BOARD OF LIGHT AND POWER
MINUTES
JUNE 20, 2024

A regular meeting of the Grand Haven Board of Light and Power was held on Thursday, June 20, 2024, at 6:00 PM at the Board's office located at 1700 Eaton Drive in Grand Haven, Michigan and electronically via live Zoom Webinar.

The meeting was called to order at 6:04 PM by Chairperson Westbrook.

Present: Directors Crum, Hendrick, Knoth, Welling and Westbrook.

Absent: None.

Others Present: Interim General Manager Rob Shelley, Secretary to the Board Danielle Martin, Finance Manager Lynn Diffell, Operations and Power Supply Manager Erik Booth, and Paul Cederquist as Technical Support.

24-07A Director Welling, supported by Director Crum, moved to approve the meeting agenda.

Roll Call Vote:

In favor: Directors Crum, Hendrick, Knoth, Welling and Westbrook; Opposed: None.
Motion carried.

Pledge of Allegiance

Public Comment Period:

Jeffrey Miller, 1120 S Harbor Drive, encouraged the Board to approve the purchase orders under item 6A of the agenda. Miller asked the Interim General Manager to explain what these purchase orders are for so the public can learn more about the BLP's public outreach efforts.

24-07B Director Welling, supported by Director Hendrick, moved to approve the consent agenda. The consent agenda includes:

- Approve the minutes of the May 23, 2024 Board meeting
- Receive and file the May Financial Statements, Power Supply and Retail Sales Dashboards
- Receive and File the May Key Performance Indicator (KPI) Dashboard
- Receive and File the MPPA Energy Services Project Resource Position Report dated 5/31/2024
- Approve payment of bills in the amount of \$2,464,440.25 from the Operation & Maintenance Fund
- Approve payment of bills in the amount of \$315,491.90 from the Renewal & Replacement Fund
- Approve confirming Purchase Order #23093 to the HIS Workplace in the amount of \$6,000 for the fiscal year 2025 safety training subscription

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- Approve confirming Purchase Order #23096 to Power Line Supply in the amount of \$12,408 for Hendrix material for the OF34/42 project

Interim General Manager Rob Shelley discussed the KPI report. All metrics are trending in the right direction. Metrics which are above or below projections are off in a favorable way. Shelley pointed out a new graph is included on page 7 of the MPPA ESP report.

Roll Call Vote:

In favor: Directors Crum, Hendrick, Knoth, Welling and Westbrook; Opposed: None.
Motion carried.

24-07C Director Welling, supported by Director Crum, moved to approve the Purchase Orders. The Purchase Orders include:

- Purchase Order #23073 to Holland Litho in the amount of \$17,000 for fiscal year 2025 printing services
- Purchase Order #23083 to Tri-Cities Broadcasting in the amount of \$6,000 for the fiscal year 2025 WAWL outreach program
- Purchase Order #23084 to WGHN Radio in the amount of \$8,580 for the fiscal year 2025 WGHN outreach program
- Purchase Order #23085 to Boileau Communications in the amount of \$45,000 for fiscal year 2025 customer education
- Purchase Order #23094 to Power Line Supply in the amount of \$12,525 for Hendrix material for BLP stock
- Purchase Order #23095 to the City of Grand Haven in the amount of \$6,674 for the 2024 unit 3 impoundment inspection through HDR

Holland Litho provides printing services for our Plugged In customer newsletter and other informational bill stuffers. Boileau Communications helps with the Plugged Ins, press releases, and other newsletters. Erik Booth reported we are trying to provide informational resources in new formats to see what is most successful. Boileau Communications also recently helped overhaul our Crisis Communication Plan. The two radio station purchase orders are for Monday through Friday communication packages of similar frequencies.

Roll Call Vote:

In favor: Directors Crum, Hendrick, Knoth, Welling and Westbrook; Opposed: None.
Motion carried.

24-07D Director Hendrick, supported by Director Knoth, moved to write off \$25,842.53 in electrical sales and miscellaneous receivables as bad debts.

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There are two areas of annual write offs including electrical sales and miscellaneous accounts receivable. Writing these items off gets them off the BLP's books but collection efforts continue through our external collection service provider.

Roll Call Vote:

In favor: Directors Crum, Hendrick, Knoth, Welling and Westbrook; Opposed: None.
Motion carried.

24-07E Director Hendrick, supported by Director Welling, moved to opt-out of Public Act 95 the Low-Income Energy Assistance Fund

This law requires electric utilities to collect a monthly fee on each residential meter to contribute to the state assistance fund. As a municipality, the BLP has the option to opt out of participation and provide assistance on a local level, which we do in partnership with the Salvation Army and our Hometown Helping Hand fund. Due to pending legislation, this may be the last year the BLP has the option to opt out of this program.

Roll Call Vote:

In favor: Directors Crum, Hendrick, Knoth, Welling and Westbrook; Opposed: None.
Motion carried.

24-07F Director Hendrick, supported by Director Crum, moved to authorize the Interim General Manager to execute the letter of understanding with UWUA Local 582 as presented.

The existing 2022-2026 Collective Bargaining Agreement included a wage reopener at the conclusion of year two. The 2022-2026 Agreement provides a 3.5% increase for 2025 and a 3.0% increase for 2026 for all union positions. This letter of understanding provides an additional amount in 2025 for the tree trimmers and linemen to help catch them up to market rates, and an additional amount in 2026 for the linemen to keep them current with the market. Benchmarking is conducted annually for all employees. This authorization will also add Martin Luther King Day as a holiday for all employees. The Interim General Manager advised with all changes; we are coming in \$400 below the salary budget approved at last month's meeting.

Roll Call Vote:

In favor: Directors Crum, Hendrick, Knoth, Welling and Westbrook; Opposed: None.
Motion carried.

24-07G The Interim General Manager reported all invoices related to the Walters FOIA request have been received and staff considers this item to be closed. The total cost was \$29,076. This total includes only direct costs and does not account for Board or staff time.

No formal action taken.

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24-07H The Interim General Manager reported all invoices related to the Whistleblower Investigation have been received and staff considers this item to be closed. The total cost was \$41,126. This total includes only direct costs and does not account for Board or staff time or costs incurred by the City.

No formal action taken.

24-07I An open discussion was held on Governance Training Lesson 3 “Duties, Responsibilities and Legal Obligations”. The Board discussed the significance of choosing the next General Manager. The Board discussed what it means to fulfill the Duty of Care, Duty of Loyalty, and Duty of Obedience.

No formal action taken.

24-07J The Board will watch Governance Training Lessons 4 and 5 for discussion at the July meeting.

No formal action taken.

24-07K Other Business: Chairperson Westbrook congratulated Lead Journeyman Tree Trimmer Sam Garcia on gaining his U.S. citizenship.

Public Comment Period: No comments were heard.

24-07L At 6:50 PM Director Welling, supported by Director Hendrick, moved to enter closed session pursuant to Section 8(1)(a) of the Open Meetings Act to consider a periodic personnel evaluation of the Interim General Manager.

Roll Call Vote:

In favor: Directors Crum, Hendrick, Knoth, Welling and Westbrook; Opposed: None.
Motion carried.

24-07M At 7:15 PM Director Welling, supported by Director Hendrick moved to end closed session and re-enter open session.

Roll Call Vote:

In favor: Directors Crum, Hendrick, Knoth, Welling and Westbrook; Opposed: None.
Motion carried.

24-07N Director Hendrick, supported by Director Knoth, moved to approve a 3.5% base salary increase for the Interim General Manager and to increase his interim position pay bump from 10% to 20% of his base salary effective July 1, 2024, and to evaluate him again at the end of the assignment for a potential bonus if appropriate.

The Board’s consensus evaluation rating of the Interim General Manager is “Exceeds Performance Expectations”.

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Adjournment

At 7:26 PM by motion of Director Hendrick, supported by Director Knoth, the June 20, 2024 Board meeting was unanimously adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Danielle Martin".

Danielle Martin
Secretary to the Board

DM