

**MINUTES  
LASSEN MUNICIPAL UTILITY DISTRICT  
SPECIAL BOARD MEETING  
SEPTEMBER 11, 2007  
5:30 P.M.**

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**ITEM NO. 1:      CALL TO ORDER, FLAG SALUTE AND ROLL CALL:**

The Special Board meeting of the Lassen Municipal Utility District was called to order at 5:30 PM by President Langston.

Board Members Present: Wayne Langston (President), Fred Nagel (Vice-President), Nancy Cardenas (Treasurer), George Sargent (Director) and Darrell Wood (Director).

Absent: General Manager Cady

Also Present: Assistant General Manager Ray Luhring, General Counsel Jaimee Jones, Accounting & Finance Manager Bill Stewart, Facilities Manager Paul Glau, Business Office Manager Keri Richards, Energy Services & Compliance Specialist Theresa Boucher, IT/GIS Coordinator Mike Malone, Executive Assistant Karen Rollings, Accounting Technician Cady Schroeder and Board Secretary Jerri Kresge.

**ITEM NO. 2:      APPROVAL OF AGENDA:**

A motion was made and seconded to approve the agenda as presented. Floor opened for public comment. No comment. Motion passed unanimously.

**ITEM NO. 3:      INVITATION FOR PUBLIC COMMENT:**

*[President Langston opens the floor for public comment after pointing out the Rules for Public Comment.]*

➤ None.

**ITEM NO. 4:      INFORMATION ITEMS:**

**A.      Board and Staff Response (if any) to Public Comment.**

➤ None.

**B. 1. Board/Staff Items.**

- None

**2. Board Members' Meetings Attended Report:**

- None.

**A. CONSENT AGENDA:**

- None.

**B. Consideration and Approval of Energy Assistance Program for Fiscal Year 2007/08:**

- Business Office Manager Richards reported that staff has been working on streamlining and updating the guidelines for the Energy Crisis Program. Ms. Richards gave a brief overview of AB1890 which requires public utilities to set aside certain monies to be spent in the areas of energy conservation. The Energy Crisis Program was developed to meet the criteria of AB1890 in the area of services provided to low-income electric customers. She gave a Power Point presentation regarding the different components of the present EC Program and the proposed Energy Assistance Program. Staff recommends that the name of the program be changed to Energy Conservation Assistance Program "ECAP".
- ES&C Specialist, Theresa Boucher, stated this new streamlined program will focus on educating customers on how to conserve energy. This will help the District meet the energy conservation requirements of AB2021 and SB1037.
- The goals of the proposed Energy Conservation Assistance Program would include, but are not limited to:

- Increase customer education on better ways to reduce energy bills with an emphasis on conservation.
  - Give customers an opportunity to budget resources.
  - Reduce costs associated with program administration.
  - Establish an enrollment period in the fall with the program running from November to March.
- Director Nagel said solid guidelines need to be established especially when qualifying/disqualifying a customer for the program. He was concerned about potential liability to the District. He suggested forming an Appeal Board to eliminate any wrong doing that the District could potentially be charged with.
  - General Counsel Jones did not feel there would be a liability to the District in regards to establishing eligibility for the program as long as the appropriate State and/or Federal Income Eligibility Guidelines were used.
  - Director Nagel asked how many hours will be spent administering the program.
  - Business Office Richards replied that it is anticipated that there will be one person in charge to administer the program and, initially, there may be extra hours necessary to get the program going. After the program is established, it will not be so time intensive.
  - Director Nagel asked how the program would be advertised.
  - Office Manager Richards replied that there will be articles in the *Ruralite*, information flyers will be inserted in the electric bills, and there will be public service announcements on the local radio stations.
  - Director Cardenas liked the education aspect of the program regarding energy conservation. She was concerned that front

office personnel would be inundated with applications and time would be an issue. She suggested bringing in personnel from the Lassen Economic Development Corporation to help during the initial enrollment period.

- Director Langston asked how funds will be used if there is money remaining after the program term ends.
- Office Manager Richards replied that \$144,000 has been allocated for the program and if funds remain after the program term ends, it could be extended until all the funds are used.
- Director Langston asked if there would be a way for people to apply for the program at home using LMUD's web site.
- ES&C Specialist Boucher felt the web site was not the avenue to use. She said staff plans to talk to the seniors directly at different locations. She said two scenarios exist, (1) administer the program in-house or (2) use a third party. It just depends on what the Board wants.
- Director Langston, along with the rest of the Board, agreed with the concept and goals of the program, but were concerned with (1) admin costs; (2) district personnel verifying program eligibility; and (3) additional staff hours needed to administer the program.

There being no further Board discussion, a motion was made and seconded to table this item and direct staff to present additional information to the Board regarding the proposed ECAP Program at the Board's Regular Meeting on September 25, 2007. Floor opened for public comment.

- Senior Customer Service Rep., JoAnn Villalovos, said that the employees in the front office and the customers need guidelines to follow.

- Delva Huss, Lassen Economic Development Corporation, stated that she previously administered LMUD's Energy Crisis Program two days a week. She explained to the Board how LEDC verified income and said that Customer Service Reps would, on some occasions, help her with the verification process.

There being no further discussion, the motion passed unanimously.

**C. Discussion regarding canceling or proceeding with Regular Board Meeting on September 25, 2007.**

- Assistant General Manager Luhring stated that, in light of the Board's decision on Item 5B, a Regular Board Meeting on September 25, 2007 should be held. The Board concurred and no further action was taken.

**ITEM NO. 6: ADJOURN**

There being no further business, the meeting was adjourned at 6:45 PM.