

MINUTES
LASSEN MUNICIPAL UTILITY DISTRICT
SPECIAL BOARD MEETING
JUNE 10, 2010
1:00 P.M.

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 1:00 PM by President Langston.

Roll Call by Board Secretary Jerri Kresge:

Director Bowden – present
Director Dow – present
Director Langston – present
Director Vial - present
Director Nagel – absent

Also Present: General Manager Ray Luhring, Electric Operations Manager Dave Folce, Accounting & Finance Manager Bill Stewart, Business Office Manager Keri Richards, Energy Services Manager Theresa Phillips, Accounting Technician Cady Schroeder, Executive Assistant Karen Rollings, and Board Secretary Jerri Kresge.

ITEM NO. 2: APPROVAL OF AGENDA:

Director Dow made a motion to approve the agenda as presented. Director Bowden seconded the motion. 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.]

➤ No public comment.

ITEM NO. 4: BOARD WORKSHOP: REVIEW DRAFT BUDGET FOR FISCAL YEAR 2010/11:

Budget Summary:

Accounting & Finance Manager Stewart explained the budget summary page which included Actuals through March, 2010.

Board discussion ensued. Accounting & Finance Manager Stewart responded to the Board of Directors' questions.

Capital and Equipment Requests:

- **Engineering & Operations:** Electric Operations Manager Folce explained and gave justification for each capital project, which included substation upgrades, pole replacement, purchasing of transformers and Automated Meter Integration (AMI). Mr. Folce stated that AMI will someday become a mandate in California. An implementation plan is needed before the District can apply for an AMI grant.
- **Equipment and Fleet:** Electric Operations Manager Folce explained the reasons and justification for the District's fleet replacement which will be accomplished piecemeal until the mandates for California's Vehicle Accelerated Turnover Program are met which must be done by 2025. He said that all the truck prices were estimated at the high end and most included a trade-in. The items listed for disposal could possibly be traded-in or sold at auction.
- **Facilities:** Electric Operations Manager Folce explained the need for a backup gas generator at the Roop Street office; and the parking lot seal/repair work at the Roop and Chestnut Street Offices. Business Office Manager Richards explained the kitchen remodel/maintenance work at the Roop Street Office. She stated that an electrical upgrade will probably be needed in the kitchen to upgrade the existing wiring and outlets.
- **Information Technology:** Accounting & Finance Manager Stewart stated that most of the IT items were for on-going subscriptions. He explained the request to upgrade the Server Room at the Roop Street Office which would include upgrade/wire routing, bookcases and racks.
- **Customer Service:** Business Office Manager Richards stated the items requested for Customer Service included printers and office chairs, both of which are antiquated. The request also includes purchasing desktop printers for the Customer Service Reps which will help

facilitate making copies so they can remain at their stations when helping customers.

- Public Benefits: Energy Services Manager Phillips explained the capital item requests for the Roop Street Office which includes energy efficient appliances for the kitchen, a solar cover structure for the parking lot (the amount in the budget does not reflect a \$20,000 rebate), and batteries for solar backup. Also requested are monies for an education campaign when AMI is implemented.
- Accounting: Accounting & Finance Manager Stewart explained that the existing check writing printer is old and should be replaced, as it is critical to have a dependable piece of equipment when checks need to be printed.
- Administration: Board Secretary Jerri Kresge stated the request for a black & white and color copier is to replace the copiers at the Roop Street Office. The existing black & white copier is antiquated and replacement parts are no longer available. The color copier does not have the newest technology for making quality color copies, which is especially important when printing brochures or making copies for presentations. Four proposals were received that ranged from \$10,995 to \$25,000.

Board discussion ensued. Staff responded to the Board of Directors' questions.

Board comments:

- Continue to complete capital projects in a timely manner.
- A solar parking structure, using public benefit funds, would not afford the District the most favorable visibility and should not be considered.
- Understanding AMI and launching an aggressive education campaign is very important to the District's customers.
- Acquiring grant monies for AMI is a top priority.
- The backup generator at the Roop Street Office is a necessity.
- Accept the low bid for the copy machines (\$10,995).

No further action was taken by the Board.

ITEM NO. 5: There being no further discussion, the meeting was adjourned at 3:02 PM.