



MINUTES OF THE BOARD OF COMMISSIONERS MEETING

LANSING BOARD OF WATER AND LIGHT

July 25, 2017

The Board of Commissioners met at the Lansing Board of Water and Light (BWL) Headquarters-REO Town Depot located at 1201 S. Washington Ave., Lansing, MI, at 5:30 p.m. on Tuesday, July 25, 2017.

Chairperson David Price called the meeting to order at 5:30 p.m.

Present: Commissioners Beth Graham, Tony Mullen, David Price, Ken Ross, Tracy Thomas, and Sandra Zerkle.
Non-Voting Commissioners present: Bill Long (Delta Township) and Rod Taylor (DeWitt Township).

Absent: Commissioners Dennis Louney, Anthony McCloud, and Bob Nelson

The Corporate Secretary declared a quorum.

Chairperson David Price introduced and welcomed BWL's newest Commissioner, Mr. Rod Taylor representing DeWitt Township.

Commissioner Taylor led the Pledge of Allegiance.

ELECTION OF OFFICERS FY 2017-2018

As Commissioner McCloud was absent, Corporate Secretary Denise Griffin presented the June 29, 2017 Nominating Committee Report, from which the proposed slate of officers for Fiscal Year 2017-2018 is as such: Commissioner David Price serving as Chairperson; and Commissioner Sandra Zerkle serving as Vice Chairperson. Commissioner Zerkle requested withdrawal from the nomination as Vice Chairperson.

Commissioner Sandra Zerkle withdrew her name from the slate of officers for the consideration of the Vice Chairperson position.

Motion by Commissioner Mullen, Seconded by Commissioner Ross to nominate Commissioner David Price to serve as the Chairperson of the Nominating Committee.

Action: Carried Unanimously

Motion by Commissioner Ross, Seconded by Commissioner Thomas to nominate Commissioner Mullen to serve as the Vice Chairperson of the Nominating Committee.

Action: Carried Unanimously

Chair Price thanked everyone for their support and is looking forward to working with the Vice Chair Mullen and the members of the Board in FY 2017-2018.

APPROVAL OF MINUTES

Motion by Commissioner Thomas, Seconded by Commissioner Graham, to approve the Regular Board Meeting minutes of May 23, 2017.

Action: Motion Carried

PUBLIC COMMENTS

None.

COMMUNICATIONS

Electronic Mail received From or Re:

- a. Daniel J. Dekker regarding Tree Trimming Services-*Referred to Management. Received and Placed on File*
- b. Daniel J. Dekker regarding Damage to his Property-*Referred to Management. Received and Placed on File*

COMMITTEE REPORTS

NOMINATING COMMITTEE MINUTES

June 29, 2017

The Nominating Committee of the Lansing Board of Water and Light met at the BWL Headquarters-REO Town Depot located at 1201 S. Washington Ave., Lansing, MI, at 5:15 p.m. on Thursday, June 29, 2016.

Nominating Committee Chair, Anthony McCloud, called the meeting to order and asked the Corporate Secretary to call the roll. The following committee members were present: Commissioners Anthony McCloud, Dennis Louney, Ken Ross and Tracy Thomas.

Absent: None

Public Comments

There were no public comments.

Approval of Minutes

Motion by Commissioner Ross, Seconded by Commissioner Louney to approve the Nominating Committee meeting minutes of June 21, 2016.

Action: Motion Carried

Officer & Committee Survey Results & Officer & Committee Survey Memorandum

Nominating Committee Chair Anthony McCloud stated that the Officer Committee Survey Results Forms and Committee Survey Memorandum were included in the Nominating Committee meeting packet for review and asked if there were any questions regarding the documents. There were no questions.

Nomination of Board Officer Candidates for Fiscal Year 2017-2018

Chairperson

Nominating Committee Chair McCloud opened the floor for the Officer position of Chairperson. The following motion was offered:

Motion by Commissioner Ross, Seconded by Commissioner Thomas to nominate Commissioner David Price to serve as the Chairperson for the 2017-2018 fiscal year.

Action: Motion Carried (3/1 Louney dissenting)

Vice Chairperson

Nominating Committee Chair McCloud opened the floor for the Officer position of Vice Chairperson Nominations and the following motion was offered:

Motion by Commissioner Thomas, Seconded by Commissioner Louney to nominate Commissioner Sandra Zerkle to serve in the Officer position of Vice Chairperson.

Action: Motion Carried (3/1 Ross dissenting)

Motion by Commissioner Ross, Seconded by Commissioner Thomas to present the slate of Officers for 2017-2018 to the full Board for consideration is as follows:

Chair:	David Price
Vice Chair:	Sandra Zerkle

Action: Carried Unanimously

Nominating Committee Chair McCloud stated that the recommended slate will be presented to the full Board for consideration and nominations will be taken from the floor at the July 25th Regular Board/Annual Organizational meeting.

Excused Absence

None

There being no further business, the meeting adjourned at 5:19 p.m.

Respectfully submitted,
Anthony McCloud, Chair
Nominating Committee

**HUMAN RESOURCES COMMITTEE
Meeting Minutes
June 29, 2017**

The Human Resources Committee of the Lansing Board of Water and Light (BWL) met at the BWL Headquarters-REO Town Depot located at 1201 S. Washington Ave., Lansing, MI, at 5:30 p.m. on Thursday, June 29, 2017.

Human Resources (HR) Committee Chairperson Sandra Zerkle called the meeting to order and asked the Corporate Secretary to call the roll. The following members were present: Commissioners Sandra Zerkle, Anthony McCloud, Tony Mullen, and Tracy Thomas. Also present: Commissioners Dennis M. Louney, David Price and Ken Ross.

Absent: None

Ms. Griffin notified the committee that Internal Auditor, Phil Perkins, is on vacation.

Public Comments

None

Approval of Minutes

Motion by Commissioner McCloud, Seconded by Commissioner Mullen, to approve the Human Resources Committee meeting minutes of May 23, 2017.

Action: Motion Carried.

FY 2018 Board Appointee Performance Reviews

Chair Zerkle passed out the employees' survey results, the employees' self-evaluation results, a copy of comments, and a copy of each employee's goals and accomplishments for the year. Chair Zerkle proposed that these items be given to Human Resources Director, Michael Flowers, and placed into the personnel files of each of the three employees. Chair Zerkle also informed the Committee that Commissioner Graham and Commissioner Goodrich did not participate in the evaluation process.

Commissioner Thomas stated that new Commissioners should be informed immediately of their charge to evaluate the Board of Commissioners' three appointed employees.

Commissioner Ross questioned if the appointees had access to the individual evaluation scores to provide more detailed insight to individual questions. After a discussion regarding the essentials of providing a compilation of aggregate numbers to allow appointees to focus on strength and weakness, HR Chair Zerkle stated she would provide the Commissioner's with the individual numbers.

Corporate Secretary

Corporate Secretary M. Denise Griffin requested a closed session for the purpose of receiving her contractual year-end performance evaluation as permitted by the Open Meetings Act exemption MCL 15.268(a).

Motion by Commissioner Mullen, Seconded by Commissioner McCloud, to enter into closed session to discuss the contractual year-end performance evaluation of Corporate Secretary M. Denise Griffin.

Roll Call Vote:

Yeas: Commissioners Sandra Zerkle, Anthony McCloud, Tony Mullen, Tracy Thomas.

Nays: None.

Action: Motion Carried.

The Human Resources Committee went into closed session at 5:45 p.m.

The Human Resources Committee reconvened to open session at 6:04 p.m.

Internal Auditor

Internal Auditor, Phil Perkins, was absent from the meeting.

The Committee chose to discuss the contractual year-end performance evaluation of Internal Auditor, Phil Perkins, at a later date, if requested.

Motion by Commissioner McCloud, Seconded by Commissioner Mullen, to forward a resolution reappointing Phil Perkins to the Charter position of Internal Auditor for FY18 to the full Board for consideration.

Action: Motion Carried.

General Manager

General Manager Richard Peffley requested a closed session for the purpose of receiving his contractual year-end performance evaluation as permitted by the Open Meetings Act exemption MCL 15.268(a).

Motion by Commissioner Mullen, Seconded by Commissioner Thomas, to enter into closed session to discuss the contractual year-end performance evaluation of General Manager, Richard Peffley.

Roll Call Vote:

Yeas: Commissioners Sandra Zerkle, Anthony McCloud, Tony Mullen, Tracy Thomas.

Nays: None.

Action: Motion Carried.

The Human Resources Committee went into closed session at 6:06 p.m.

The Human Resources Committee reconvened to open session at 6:36 p.m.

Upon conclusion of the Closed Sessions, the following motions were offered:

Motion by Commissioner Mullen, Seconded by Commissioner Thomas, to forward a resolution reappointing Richard (Dick) Peffley to the Charter position of General Manager for FY18 to the full Board for consideration.

Action: Motion Carried.

HR Chair Zerkle stated that the reappointment resolutions will be taken under consideration at the July regular Board meeting.

Subsequent Steps for Board Appointed Employees Contracts

The Board Chair, David Price, will work with the appointed employees, on behalf of the Board of Commissioners, on their respective contracts and annual merit considerations.

Excused Absence

None

Other

HR Chair Zerkle said that she recommends changes in the evaluation process to help simplify it.

Public Comments

None

Adjourn

Motion by Commissioner McCloud, Seconded by Commissioner Thomas, to adjourn the meeting.

Action: Motion Carried

Meeting adjourned at 6:40 p.m.

Respectfully Submitted,
Sandra Zerkle, Chair
Human Resources Committee

COMMITTEE OF THE WHOLE

Meeting Minutes July 11, 2017

The Committee of the Whole of the Lansing Board of Water and Light (BWL) met at the BWL Headquarters-REO Town Depot located at 1201 S. Washington Ave., Lansing, MI, at 5:30 p.m. on Tuesday, July 11, 2017.

Committee of the Whole Chair Tony Mullen called the meeting to order and asked the Corporate Secretary to call the roll.

Present: Commissioners Tony Mullen, Beth Graham, Dennis M. Louney, Anthony McCloud, David Price, Ken Ross, Tracy Thomas, and Sandra Zerkle and Non-Voting Members: William Long (Delta Township) and Robert Nelson (East Lansing).

Absent: None.

The Corporate Secretary declared a quorum.

Public Comments

None.

Governance Policy Resolution

Commissioner Mullen shared information regarding the tabled agenda item.

Motion by Commissioner Price, **Seconded** by Commissioner Graham to take the Governance Policy Resolution and the edited draft Governance Policy from the table.

Discussion: None.

Action: Motion Carried.

Motion by Commissioner Louney to amend item 5), now item 6), to add the sentence *This policy is not intended to prevent a commissioner from fulfilling their appointed duties in representing the rate payers of the Lansing Board of Water and Light.* **Motion, was not supported.**

After some discussion, it was determined that the additional sentence did not add to or take away from the policy and was unnecessary to amend.

Motion withdrawn.

Motion by Commissioner Price, **Seconded** by Commissioner McCloud to accept the Governance Policy Resolution with the proposed edits and forward to the Board for consideration.

Discussion: Discussion transpired regarding edits for the following sections:

- Edit Section 1) d by removing the General Manager wording after “monitor organizational performance” as there are other sources from which communication is received.
- Section 2) a by removing “at all times,” due to the broadness of the wording, and replacing it with “in capacity as a board member;” and also, removing the second sentence as all issues that are in reference to the Board of Water and Light require this loyalty and responsibility.
- Edit Section 2) b ii by adding “or other Designee” for times when the Chair is not available to speak; by removing the third sentence as unnecessary or redundant.
- Edit Section 2) b iii and 2) b v by removing as unnecessary or redundant.
- Edit Section 4) a by removing the Board’s only formal connections to the BWL wording as the Board is formally connected to the BWL as the governing body.
- Edit policy by adding an additional section to provide for conducting Commissioner self-evaluations.

Action: Motion Carried.

Committee of the Whole Chair Tony Mullen recessed the meeting at 7:01 p.m. and reconvened the meeting at 7:12 pm.

Approval of Minutes

Motion by Commissioner McCloud, **Seconded** by Commissioner Thomas to approve the Committee of the Whole meeting minutes of May 9, 2017.

Action: Motion Carried.

North American Electric Reliability Corporation (NERC) Update

General Manager, Dick Peffley, introduced Robert Lalonde, Manager of Bulk Power, who provided the Commissioners with a North American Electric Reliability Corporation (NERC) update. Mr. Lalonde provided historical information on the formation of NERC and how it led to mandatory compliance with developed standards approved by the Federal Energy Regulatory Commission (FERC). He stated that NERC is an authority assigned with ensuring the reliability of the bulk electric system.

Mr. Lalonde’s presentation included information on the responsibilities developed for the Internal Compliance Program to measure and maintain compliance to standards applicable to the Board of Water & Light, as well as information on self-reporting standards, Critical Infrastructure Protection standards for the BWL and self-reports.

Easement Grant Board of Water and Light to Consumers Energy Resolution

General Manager Peffley introduced General Counsel Brandie Ekren, who provided information on the grant request for an easement to Consumers Energy Company to allow construction of gas lines and pipelines. The said easement grant request will be effective upon Lansing City Council’s approval. After a short discussion regarding additional language to the resolution the following motion was offered:

Motion by Commissioner Ross, **Seconded** by Commissioner Zerkle to forward the two proposed resolutions with the additional wording of “*Please see the attached documents*” to identify the properties for the easement grants to the full Board for consideration.

Action: Motion Carried.

Rules and Regulations FY 2018

General Manager, Dick Peffley, introduced Ray Moore, Manager of Customer Projects, who reviewed the 2018 Fiscal Year Rules and Regulations. Ray Moore also stated that, under the current electric vehicle program, the BWL will pay \$1,000 toward the installation of a Level II electric car charging station if you are an AP owner and the BWL has installed 22 charging stations.

RULES AND REGULATIONS UPDATE For Fiscal Year 2018

Electric, Water, Steam and Chilled Water

- Revision of Rule 2, **General Provisions**
 - 2.1.E - Added language to clarify that ownership does not pass to Customer for paying a deposit or contribution and the deposit is not refundable unless stated in these Rules.
 - 2.1.F - Added language to provide notice that multiple reconnect fees may be charged when multiple services require reconnection.
- Revision of Rule 3.1.B, **Characteristics of Service, Character of Service**
 - Added language to clarify, based on the BWL’s claims experience, the BWL is not liable for damage caused by conditions beyond its control.
- Revision of Rule 4.1.A, **Use of Service, General**
 - Language added to include a statement to prohibit actions by the customer that are dangerous or disruptive to service.
- Revision of Rule 4.2.A, **Use of Service, Access and Damages**
 - Added definition of maintenance.
 - Added language to expressly include removal of anything, including trees, that may interfere with maintenance of BWL facilities.
- Revision of Rule 4.2.C&D **Use of Service, Access and Damages**
 - Added language to include a prohibition against intentional interference by a customer with BWL access, and notice of the resulting fee and Customer responsibility for any losses or damage associated with failure to provide access.
- Revision of Rule 4.3.A, **Use of Service, Customer Equipment/Customer Piping and Equipment**
 - Added language to state the BWL may deny or terminate service to protect the public health and welfare.
 - Added language to expand upon and clarify that the BWL is not responsible for installing, inspecting, repairing, maintaining, testing, or removing customer equipment.
- Revision of Rule 4.3.B, **Use of Service, Customer Equipment/Customer Piping and Equipment**
 - Added language to account for damages to wiring or equipment caused by BWL planned or emergency work and states that the BWL will repair customer wiring or equipment.
- Revision of Rule 4.5.B&C (Water, Steam, & CW) /4.6.B&C (Electric), **Use of Service, Improper Use and Tampering**

- Revisions to impose responsibility upon non-Customers for improper use of or tampering with service.
- Revision of Rule 4.6.B (Water, Steam, CW) 4.7. B (Electric), **Use of Service, Disconnection of Service**
 - Added language to encourage customers to be present at the time of service disconnections while also recognizing being present may not always be possible and informs customers they may be responsible for any consumption that takes place if the disconnection is ineffective.
- Revision of Rule 4.6.B.1.a (Water, Steam) 4.7.B.1.a (Electric), **Use of Service, Disconnection of Service, Customer Request**
 - Added language to account for non-owners, such as tenants, requesting disconnection of service.
- Revision of Rule 4.6.B.3 (Water, Steam, CW) 4.7.B.3 (Electric), **Use of Service, Disconnection of Service, Other**
 - Added language to account for disconnection when the BWL no longer serves a territory or customer choice is an alternative.
- Revision of Revision of Rule 7.1.D, **Bills and Payments, Responsibility for Payment of Bills**
 - Added language to align with industry standard practice that requires a deposit from a new customer if a delinquent customer account holder resides at the same service location as the new customer.
- Revision of Rule 9.7.A (CW), 9.12.A (Steam)10.7.A (Electric), 10.12.A (Water), **Distribution System Extensions, Easements**
 - Added language to further clarify that maintenance includes, among other things, tree trimming or removal, restoration, replacement, construction, and relocation.
- Revision of Rule 16/12, **Schedule of Fees and Charges, Connect (turn-on/turn-off) Fee**
 - Changed language to reflect actual hours of operation of the BWL Customer Service Department.

Electric

- Revision of Rule 3.3.A, **Service Conditions, Dual Voltage Transformers**
 - Changed language to alleviate situations where existing 4160 volt customers who either own the distribution transformers, or the electric rate requires them to provide the transformers and where their financial responsibility of replacement is an impediment to the BWL expeditiously completing the conversion to 13.2kV operation.
- Revision of Rule 10.14.A.1, **Distribution System Extensions, General, Outdoor Protective Lighting**
 - Added language to clarify the existence of BWL facilities on utility grade poles and so customers understand BWL OPL's are not allowed on customer owned poles.
- Revision of Rule 11.2.B Services, **For Electric Service Upgrade**
 - Added language to inform customer to contact BWL utility Services for service upgrades and that the customer is responsible for complying with BWL requirements.
- Revision of Rule 11.8.B **Services, Multi-Dwelling Structure Services**
 - Added language to bring rule in line with current practice for installing secondary service conductors.
- Revision of Rule 11.9.A **Services, Conversion of Existing Overhead Electric Service**
 - Added language to clarify times the BWL must consider other projects and operational needs. While it is possible to honor Customer's request, it may be a burden on the rate payers.

Water

- Revision of Rule 4.3.C **Use of Service, Customer Piping and Equipment**

- Revision to state the Customer is responsible for the condition of their own building and core holes because there are instances where we patched the core hole but it doesn't mean maintenance is retained by the BWL.
- Revision of Rule 5.6.D **Metering, Damaged Metering Equipment**
 - Revision to give examples of damage beyond the Customer's control.

Steam

- Revision of Rule 4.3.C **Use of Service, Customer Piping and Equipment**
 - Revision to state the Customer is responsible for the condition of their own building and core holes because there are instances where we patched the core hole but it doesn't mean maintenance is retained by the BWL.
- Revision of Rule 5.5.C **Metering, Damaged Metering Equipment**
 - Revision to give examples of damage beyond the Customer's control.

Chilled Water

- Revision of Rule 4.3.C **Use of Service, Customer Piping and Equipment**
 - Revision to state the Customer is responsible for the condition of their own building and core holes because there are instances where we patched the core hole but it doesn't mean maintenance is retained by the BWL.

Motion by Commissioner Ross, **Seconded** by Commissioner McCloud to present the resolution for the acceptance of the proposed changes to the FY 2018 Rules and Regulations to full Board for consideration.

Action: Motion Carried.

Amendments and Restatements of Retirement Plans

After a discussion with General Manager Peffley and CFO Heather Shawa, Committee of the Whole Chair Mullen pulled from the agenda item #6, Amendments and Restatements of Retirement Plans, due to time constraints. (These items will be addressed at a later date.)

Public Comment

None.

Other

General Manager Peffley provided the Committee with a copy of a letter that commended the BWL on tree trimming services that were provided in East Lansing. This letter was submitted by the president of an East Lansing Neighborhood Association.

Commissioners acknowledged the efforts for the "Under the Bridge" project that kicked off last week.

Adjourn

Motion by Commissioner Price, **Seconded** by Commissioner Thomas to adjourn the meeting.

Meeting adjourned at 8:15 p.m.

Respectfully Submitted
 Tony Mullen, Chair
 Committee of the Whole

FINANCE COMMITTEE

Meeting Minutes July 11, 2017

The Finance Committee of the Board of Water and Light (BWL) met at the BWL Headquarters – REO Town Depot, located at 1201 S. Washington Ave., Lansing, MI, at 8:20 p.m. on Tuesday, July 11, 2017.

Finance Committee Chair Ken Ross called the meeting to order and requested a roll call.

Present: Commissioners Ken Ross, Dennis M. Louney, Anthony McCloud, and David Price. Also present: Commissioners Beth Graham, Tony Mullen, Tracy Thomas, and Sandra Zerkle, and Non-Voting Commissioners William Long, and Robert Nelson.

Absent: None.

The Corporate Secretary declared a quorum.

Public Comments

None.

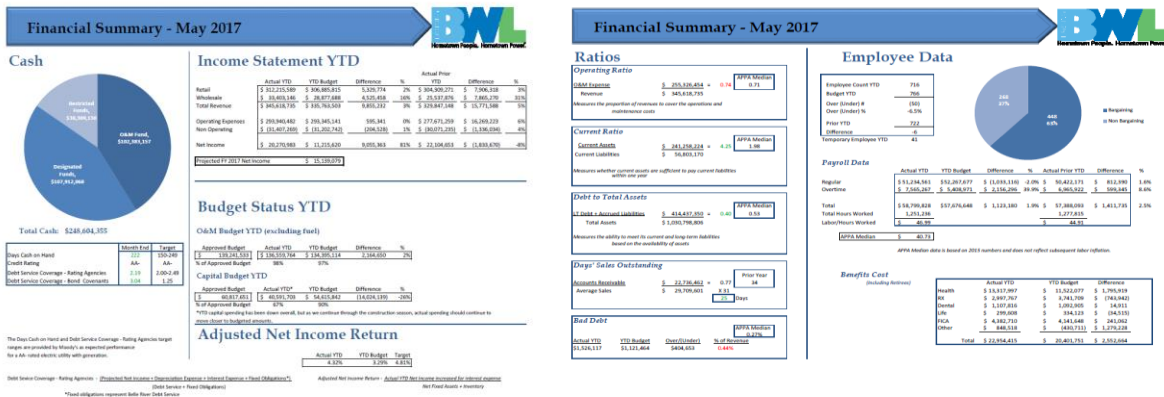
Approval of Minutes

Motion by Commissioner Price, **Seconded** by Commissioner McCloud, to approve the Finance Committee meeting minutes of May 16, 2017.

Action: Motion Carried.

May YTD Financial Summary

Chief Financial Officer (CFO), Heather Shawa, presented the following:



CFO Heather Shawa presented the May 2017 Year-to-date Financial Summary which indicated that the total Cash is over \$248M, Days cash on hand is \$222M, and debt service coverage ratio is 2.19. The latter two are up from last month. The Year-to-date income statement as of May YTD shows revenues to budget are up 3%, comparative to this time last year at which they were up 5%. The projected fiscal-year-end net income is approximately \$15 million and is pending any year end audit adjustments. Ms. Shawa indicated that the capital budget is predicting to be underspent but construction projects that were delayed are getting caught up now that construction season started in June. BWL's adjusted net income return indicates the actual net rate of return is ahead of budget and slightly under target.

Ms. Shawa also mentioned that three out of the five ratios are being met. Bad debt and uncollectible continue to be watched. Commissioner Nelson commented that if BWL had opted into Act 95, the Michigan Energy Assistance Program, the bad debt could be reduced as some customers have to choose between electricity and putting food on the table. Commissioner Mullen asked whether BWL had an outside debt collector and after what length of time the outside debt collector is contacted. Chair Ross requested CFO Shawa bring information to the next meeting for the response to Commissioner Mullen's question.

Ms. Shawa also reviewed the employee data and the employee headcount compared to budget and benefit cost. Although the data indicates being under budget, the temporary employee headcount is 41 and there are recruiting efforts to fill about 27 vacancies.

Revised Investment Policy Statements/Resolution

Heather Shawa introduced Scott Taylor, Finance Manager, who presented two revised investment policy plans, the Defined Benefit (DB) Plan which is the traditional pension plan, and the VEBA Plan which covers the investments associated with providing health care benefits. Asset Consulting Group was retained last March as the consultant for these plans. The consultants' feedback was that the statements were well constructed and consistent with the plan objectives. Overall the changes in both plans are consistent and have similar strategies. Refinement in asset allocation, clearly defining manager objectives, and evaluation of plan performance were the main changes targeted.

Motion by Commissioner Price, **Seconded** by Commissioner McCloud to forward the proposed Resolution for the Adoption of the Revised Investment Policy Statements to the full Board for consideration.

Action: Motion Carried.

Internal Audit Quarterly Management Response Report-Out

CFO Heather Shawa reviewed the Internal Audit Quarterly Management Response Report-Out and reported that the Management Responses are sent out quarterly. Internal Auditor Phil Perkins and his team perform various internal audits throughout the year and provide recommendations or findings to the management, who are then responsible to submit corrective actions within 30 days of the final audit report to Mr. Perkins. This Report-Out is the tracking tool to monitor the recommendations or findings and the corrective actions submitted.

Updates in red

Issue #	Audit Name	Issue Description	Date	Responsible Area	Status
Open Issues:					
33	Outage Management System	The audit recommended more specific test criteria, testing performed by the call processing vendor, development of test scripts, and a narrative of test results.	Oct 2015	Information Technology	Results provided as part of November 2016 stress test included: development of specific test criteria, testing performed by the call processing vendor, development of test scripts, and a narrative of test results. Based on cost/benefit analysis, the remaining recommendations from the stress test will be incorporated into the new OMS solution, scheduled for implementation in 2018.
44	Billing	To address safety concerns associated with high consumption residential customers, management is discussing possible revisions to existing Rules and Regulations and coordination of public safety initiatives with other public agencies.	Nov 2016	Planning & Development	Applicable language has been incorporated into proposed changes to BWL Rules and Regulations. In addition, BWL is complying with the City of Lansing's Home Occupation Ordinance.
45	Performance Evaluation & Compensation	Internal Audit recommended additional standardization of performance evaluation procedures.	Jan 2017	Human Resources	Further development of the BWL performance management process for non-bargaining employees is underway, including additional participation throughout the year and goals and objectives in line with the new BWL Strategic Plan. The SMART concept already in use will be expanded upon (i.e., employee performance goals are SMART, which stands for Specific, Measurable, Action-oriented, Realistic and Time bound). Estimated completion date is 7/1/18.
46	Performance Evaluation & Compensation	Internal Audit recommended job descriptions be updated.	Jan 2017	Human Resources	Human Resources will coordinate an update of job descriptions, in collaboration with each area throughout the organization. This project will incorporate multiple phases, beginning with planning and identifying needed resources. Estimated project completion is 6/30/19.
47	Performance Evaluation & Compensation	Internal Audit recommended increasing flexibility with awarding merit increases.	Jan 2017	Human Resources	Decoupling of base and merit increases is already underway, including budgeting of the two separate categories of increases for fiscal 2018 and development of corresponding instructional information. Project completion is expected by 7/1/18.

48	Collections <i>NEW</i>	Internal Audit supports adding a requirement to check customer credit prior to opening a new account.	March 2017	Customer Service	A new tool will be implemented, by 8/1/17, to help ensure deposits are consistently and appropriately applied to new customers.
50	Follow-Up of Training & Development Audit <i>NEW</i>	Internal Audit noted the need to reemphasize use of LMS and continue with refresher training.	May 2017	Training & Development	Refresher training in LMS will be provided by 9/30/17 and use of LMS will continue to be reemphasized.
51	Follow-Up of Training & Development Audit <i>NEW</i>	Internal Audit recommended Training & Development coordinate with department trainers to better ensure training completions are entered into LMS, along with considering the eventual use of LMS as the primary source for Balanced Scorecard Reporting of training time.	May 2017	Training & Development	Workshops for departmental trainers, including an online procedure for entering training completions to LMS, will be developed and delivered by 9/30/17. The workshops will be followed by management's assessment of the accuracy and completeness of training documentation in LMS, concluding with a recommendation, by 3/31/18, regarding use of LMS data in Balanced Scorecard reporting.
52	COBIT Compliance <i>NEW</i>	Internal Audit noted that actions should continue on as expedited a schedule as possible to reach full compliance with the adopted IT governance framework.	June 2017	Information Technology	Multiple actions and completion dates are involved, including higher-risk, as-yet-incomplete items 1.6 (an implementation plan for the IT Strategic Plan, expected by 7/1/17); 8.2 (Quality Management System) and 9.3 (Risk Management Plan), by 12/31/17; 3.2, 4.5, 6.2, and 8.1 (all to be provided via the new governance framework), by 12/31/18; and 4.1 (replace Cobit governance framework with CMMI), by 6/30/19.

**STATUS OF MANAGEMENT RESPONSES TO AUDITS
JUNE 2017**



In Accordance with Board Resolution #2014-07-05

Updates in red

Issue #	Audit Name	Issue Description	Date	Responsible Area	Status
17	Close the Books	The Internal Auditor recommended that consideration be given to the use of a general accounting manual.	Aug 2014	General Accounting	A General Accounting Procedure Manual was finalized in May 2017.
27	Management of Mobile Devices	The Internal Auditor recommended encrypting data on all remaining laptops and smart phones.	Sept 2015	Information Technology	IT has encrypted the laptops used by field personnel and established user guidelines. Guidelines instruct BWL users to encrypt sensitive data on their own mobile devices. Software with remote management capabilities has been procured, installed, and deployed.
29	Management of Mobile Devices	Internal Audit recommended further consideration of procuring software with remote cleaning capabilities.	Sept 2015	Information Technology	Software with remote management capabilities has been procured, installed, and deployed.
37	Hiring Process	Internal Audit has requested that an all-encompassing hiring policy be documented.	May 2016	Human Resources	Human Resources developed an operational policy which addresses BWL hiring standards in their entirety.
49	Collections <i>NEW</i>	Internal Audit suggests continued monitoring of the appropriateness of the dollar threshold for Final Notice to customers prior to an unpaid account becoming eligible for shut-off of services.	March 2017	Customer Service	Management continues to monitor the appropriateness of the dollar threshold for Final Notice.
E-2	IT Risk Assessment by External Auditors	It was noted that network and financial application password settings need strengthening, including establishing requirements that passwords be changed every 90 days, be a minimum length of 8 characters, and include special characters. In addition, 8 prior passwords should be remembered and user accounts should be locked after 3-5 failed login attempts.	Sept 2016	Information Technology	Enhancement of network, mainframe, and application password settings has been completed.
E-3	IT Risk Assessment by External Auditors	Management letter indicated that user account access should be reviewed annually by management for appropriateness, following the least privilege principle, with documentation of reviews retained.	Sept 2016	Information Technology	IT's review of user access to CIS and SAP with management has been completed.
E-5	IT Risk Assessment by External Auditors	Baker-Tilly noted that the Windows 2003 operating system on which the DP250 database runs needs upgrading.	Sept 2016	Information Technology	The DP250 database is now running on an updated operating system.

Internal Auditor Status Report

Internal Auditor Phil Perkins presented an overview of the following information:

- External 5-Year Independent Review Results
- FY 2017 Audit Plan Progress Report
- Proposed FY 2018 Audit Plan
- Other Items

External 5-Year Independent Review

- Overall – Internal Audit at BWL was assessed as “generally conforming” to the Institute of Internal Auditors’ Standards for the Professional Practice of Internal Auditing.
- 5 non-binding recommendations for enhancements:
 1. Change weightings on individual risk assessments to better quantify risk ratings for each activity in the audit universe. Internal Audit response: Concur and adopted the recommendation. Completed for FY 2018 risk assessment and will use the updated model going forward.
 2. Include a separate “risk” category in audit reports for all issues presented. Internal Audit response: Partially concur and will adopt the recommendation as needed (an effect or impact statement is now included with each issue).

3. The CEO Hotline should be an auditable area. Internal Audit response: Concur. Internal Audit will work with management to gain access to hotline complaints that involve potentially fraudulent or otherwise illegal or unethical behavior, with the objective being to address control or procedural improvements to prevent similar incidents in the future. Estimate completion of a working approach by July 31, 2017.
4. Audit planning should include consulting during System Development Life Cycle for major system development and acquisition. Internal Audit Response: Concur. Internal Audit is working with management to provide both informal and formal advice and consulting on current BWL major projects such as the ADMS, AMI, new plant construction, and replacement CI system, as well as any future such projects.
5. Risk assessment discussions between the Internal Auditor and the Finance Committee should be documented so that the approval of the annual audit plan and accompanying resources reflect the results of such discussions. Internal Audit Response: Concur. The Internal Auditor will include in his recommended audit plan why the number and type of audits and resources needed are optimal based on assessed risks, and this will be documented in Finance Committee meeting minutes accordingly.

FY 2017 Audit Plan Progress Report

Engagements Completed:

1. Follow-up Training & Development Audit
2. Collections Audit
3. COBIT Compliance Audit
4. New Service Order Management – Water Audit
5. Performance Evaluation/Compensation/Merit Pay Audit
6. Surprise Cash Counts (2)
7. Employee Time Reporting Reviews (2)
8. Vehicle Time Reporting Reviews (1)

Engagements in Progress:

1. Payroll Management Audit (estimated 75% complete)

2. Identity and Access Management Audit (estimated 50% complete)
3. Follow-up Hiring Process Audit (estimated 67% complete)

Basis for plan:

1. Meetings with Executives and Staff to discuss risks and potential audit topics.
2. Risk assessments for each of 100-plus auditable activities at BWL.
3. Consideration of rotational audits, audit areas with risk/scoping assessments, first-time audits, etc.
4. Identified at least 19 potential audits to perform in FY 2018 and beyond.

Proposed FY 2017 Audit Plan – Background

Top 10 audits for FY 2017 (as discussed and agreed with senior management):

1. *Cash Receipts*
2. *IT – Help/Service Desk*
3. *Succession Planning*
4. *Customer Payment Arrangements & Third Party Payments*
5. *Contract Authorization/Approval Process*
6. *Physical Access Security Management*
7. *Water Production Plant Audit*

8. Power Purchase Agreements

9. Accounts Payable Below the line will be deferred

10. Cash Management/Treasury beyond FY 2018.

(Audits below the line will be deferred beyond FY 2018)

Proposed FY 2018 Audit Plan

Available Resource

Planned Audits:	Estimated Hours	Resource	Position	Available Hours
Cash Receipts	300	Phil Perkins	Director of Internal Audit	1,500
IT Help/Service Desk Management	300	C. L. Moore & Associates	Augmented IA Services	800
Succession Planning	300	Internal or External IT Audit Assistance	IT Audit Services	200
Customer Payment Arrangements	300			
Contract Authorization/Approval Process	300			
Physical Access Security Management	300			
Water Production Plant Reporting	300			
Other Engagements:				
Surprise Cash Counts (2)	50			
Time Reporting Reviews (2)	150			
Consulting – Project Development/Acquisition	200			
Total Estimated Hours	<u>2,500</u>	Total Hours		<u>2,500</u>

Motion by Commissioner Price, **Seconded** by Commissioner McCloud to approve the FY 2018 Audit Plan.

Action: Motion Carried.

Internal Auditor Perkins requested that the Committee approve the Internal Auditor’s Charter as is, as there were no changes to the document. In response to Mr. Perkins request Finance Chair Ross suggested that the Charter be provided at the next Finance Committee meeting for review.

Other

A request was made by Commissioner Long to have management provide a rate hearing schedule/timeline review for 2017-2018. CFO Shawa provided an overview of the rate hearing schedule. The tentative schedule has the Finance Committee Meeting in September 2017 as the kickoff. This meeting is currently scheduled for September 12, 2017 but there is discussion to move it to September 19, 2017. The Finance Committee is hoping to move the rate hearing schedule to the full Board at the Board Meeting scheduled September 26, 2017. The rate hearing schedule has to be filed with the Lansing City Clerk by October 16, 2017 and publication is required by November 15, 2017. A public hearing is tentatively scheduled for November 30, 2017. Approval of the rate strategy would be at the January 23, 2018 Board Meeting and the rate implementation would be in effect February 1, 2018.

Ms. Shawa reported that rate projections are included in the long-term forecast. Cost of service has been reviewed, plus cost and rate structures, for a multi-year rate strategy. Any additional items that the Commissioners would like considered, besides those noted, are to be submitted to the Finance Committee before July 23, 2017 for analysis and recommendations.

Adjourn

Chair Ken Ross adjourned the meeting at 9:14 p.m.

Respectfully submitted

Ken Ross, Chair

Finance Committee

MANAGER’S RECOMMENDATIONS

RESOLUTION 2017-07-01

EASEMENT GRANT TO CONSUMER’S ENERGY COMPANY

RESOLVED, that the Board of Commissioners hereby recommends that Lansing City Council grant an easement to Consumers Energy Company which will be located on property occupied and maintained by the Board of Water and Light.

FURTHER RESOLVED, the General Manager of the Board of Water and Light is authorized to execute all documents to effectuate this easement grant once approved by the Lansing City Council.

Staff Comments: Consumers Energy Company (“Consumers”) desires and requested an easement across property currently owned by the City of Lansing by and for the Board of Water and Light (“BWL”) for a gas pipeline. Upon Consumers’ request, the BWL performed an operational feasibility assessment and negotiated the terms, which includes monetary consideration in the amount of \$107,500, that were mutually agreeable.

Motion by Commissioner Thomas, Seconded by Commissioner Graham, to approve the Easement Grant Resolution requesting Lansing City Council to approve the grant easement to Consumers Energy Company.

Action: Motion Carried

RESOLUTION 2017-07-02

Rules and Regulations for Electric, Water, Steam and Chilled Water Utility Services

RESOLVED, that Fiscal Year 2017-2018 Rules and Regulations for Electric, Water, Steam and Chilled Water Services be approved as presented, to be effective September 1, 2017.

Motion by Commissioner Graham, Seconded by Commissioner Thomas, to approve the Rules and Regulations for FY 18.

Action: Motion Carried

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

Appointment of Executive Committee

Motion by Commissioner Price, Seconded by Commissioner Mullen, to appoint Commissioner Anthony McCloud as the fourth member of the 2017-2018 Executive Committee.

Action: Motion Carried

RESOLUTIONS

RESOLUTION 2017-07-03

Appointment of the Charter Position of Corporate Secretary

The Board’s Rules of Administrative Procedures specify that the Board is to appoint a Director and General Manager, Internal Auditor, and Corporate Secretary, at its first regular meeting following July 1st of each year or as soon as practicable thereafter.

RESOLVED, That the Board of Commissioners hereby appoints the following individual to the Charter position of Corporate Secretary fiscal year 2017-2018 or until a successor is appointed, whichever last occurs:

M. Denise Griffin, Corporate Secretary

FURTHER RESOLVED, That the Chair of the Board of Commissioners is authorized to execute any and all contractual amendment documents which reflect merit adjustments recommended by the Human Resources Committee for FY 2017's performance.

Motion by Commissioner Zerkle, Seconded by Commissioner Mullen to approve the Resolution for the Reappointment of the Charter Appointed Position of Corporate Secretary.

Action: Motion Carried

RESOLUTION 2017-07-04

Appointment of the Charter Position of Internal Auditor

The Board's Rules of Administrative Procedures specify that the Board is to appoint a Director and General Manager, Internal Auditor, and Corporate Secretary, at its first regular meeting following July 1st of each year or as soon as practicable thereafter.

RESOLVED, That the Board of Commissioners hereby appoints the following individual to the Charter position of Internal Auditor for fiscal year 2017-2018 or until a successor is appointed, whichever last occurs.

Philip Perkins, Internal Auditor

FURTHER RESOLVED, That the Chair of the Board of Commissioners is authorized to execute any and all contractual amendment documents which reflect merit adjustments recommended by the Human Resources Committee for FY 2017's performance.

Motion by Commissioner Ross, Seconded by Commissioner Mullen to approve the Resolution for the Reappointment of the Charter Appointed Position of Internal Auditor.

Action: Motion Carried

RESOLUTION 2017-07-05

Appointment of the Charter Position of Director and General Manager

The Board's Rules of Administrative Procedures specify that the Board is to appoint a Director and General Manager, Internal Auditor, and Corporate Secretary, at its first regular meeting following July 1st of each year or as soon as practicable thereafter.

RESOLVED, That the Board of Commissioners hereby appoints the following individual to the Charter position of Director and General Manager for fiscal year 2017-2018 or until a successor is appointed, whichever last occurs:

Richard R. Peffley, Director and General Manager

FURTHER RESOLVED, That the Chair of the Board of Commissioners is authorized to execute any and all contractual amendment documents which reflect merit adjustments recommended by the Human Resources Committee for FY 2017's performance.

Motion by Commissioner Ross, Seconded by Commissioner Mullen to approve the Resolution for Reappointment of the Charter Appointed Position of General Manager.

Action: Motion Carried

RESOLUTION 2017-07-06
Commissioner Governance

WHEREAS, The Lansing Board of Water & Light (BWL) is a municipally owned utility company organized under the Lansing City Charter as permitted by the Home Rule Cities Act, MCL 117.4(f)(c), and governed by the Board of Commissioners (“Board”). The Board, per the Lansing City Charter, is delegated administrative, executive and policy-making authority over the operation of the BWL, which includes the full and exclusive management of water, heat, steam and electric services and such additional services of the City of Lansing as may be agreed upon by the Board and City Council.

WHEREAS, per the Lansing City Charter, the Board has appointed three individuals, Director (also known as the General Manager), Internal Auditor (also known as the Director of Internal Audit) and Secretary (also known as the Corporate Secretary), who report directly to the Board and serve at the Board’s pleasure. The General Manager is also responsible to the Board for carrying out the duties assigned by the Board, which includes but is not limited to the operation and management of the BWL.

WHEREAS, the Board’s role as the governing body for the BWL includes certain fiduciary duties such as acting in the BWL’s best interest, protecting and enhancing the BWL as owned by its rate payers, exercising reasonable care, loyalty and good faith in actions and decisions, meeting legal and regulatory requirements, and assuring the General Manager, Director of Internal Audit and Corporate Secretary are effective with adequate support and resources.

WHEREAS, while the Administrative Rules of Procedure as approved by Lansing City Council in accordance with Section 5-105 identifies how the Board will conduct business and is organized for fulfilling its policymaking responsibilities necessary for the operation of the BWL, it desires to better define the understanding between individual Board members on day to day dealings.

WHEREAS, the Board also desires to improve and clarify the general nature of its working relationship with the General Manager, Director of Internal Audit and Corporate Secretary; and distinguish its role as the governing body from the role of the General Manager, management and staff to ensure operational efficiency.

RESOLVED, the Board adopts the following policy which clarifies its role as the governing body, provides direction and priority focus for the General Manager, and interaction between the Board, General Manager, Director of Internal Audit, Corporate Secretary, management and staff:

COMMISSIONER GOVERNANCE POLICY

- 1) The Board’s objectives and goals for its effective governance of the BWL include the following:
 - a. Develop and adopt corporate policies for the governance of the BWL that are sufficient for the effective administrative and executive management of the BWL;

- b. Review and approve the corporate strategic plan that sets forth the mission, goals and broadly stated objectives and performance measures;
 - c. Review and approve major project plans and programs, capital and operating budgets proposed by the General Manager, or other policy matters as requested by the Board;
 - d. Monitor organizational performance;
 - e. Support the General Manager by engaging in collaborative performance planning and evaluation.
- 2) The Board commits itself and its individual members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate professional and personal behavior. More specifically:
- a. Commissioners must, in capacity as a board member, represent the interests of the BWL and their respective constituents.
 - b. Commissioners may not attempt to exercise individual authority over the BWL, except as explicitly set forth in Board policies.
 - i. Commissioners' interactions with the General Manager, management and staff must clearly reflect that there is no authority vested in individual Commissioners, except when explicitly authorized by action of the Board.
 - ii. Only the Chair or other Designee of the Board may speak on behalf of the Board. To that end, no individual Commissioner (other than the Chair) may speak for the Board except to repeat explicitly stated Board decisions.
 - iii. Commissioners will refrain from making individual public comments about the BWL unless such comments are supported by relevant, timely, accurate and objectively reported information.
 - iv. Commissioners will respect the confidentiality appropriate to personnel issues and information of a sensitive nature.
- 3) The Board adopts and establishes that the General Manager's principal role, with the support of management and staff employees, is to:
- a. Carry out the administrative and management duties assigned for the full and exclusive management of the utility services provided by the BWL;
 - b. Support the Board in its development of policies;
 - c. Carry out the Board policies;
 - d. Keep the Board informed about the outcomes of its policies, including achievement of results and the use of resources;
 - e. Prepare and present, for Board approval and consistent with Board policies, a strategic plan, major project plans and programs and capital and operating budgets;
 - f. Manage and operate the BWL, accepting accountability for the performance of the organization in relation to the Board's policies, as well as its approved strategic and business plans, major project plans and programs, and capital and operating budgets.
 - g. Establish administrative and operational directives, standards, guidelines and procedures that support Board approved corporate policies, strategies, projects and budgets.

4) The Board shall provide direction to the General Manager, Director of Internal Audit and Corporate Secretary collectively as a board through resolution or motion as adopted by the Board; which includes the understanding that:

- a. The General Manager, Director of Internal Audit and Corporate Secretary are the only persons directly accountable to the Board for the operational conduct that directly impact their respective areas of responsibility. Additionally, the General Manager, Director of Internal Audit and Corporate Secretary are individually accountable only to the Board.

The authority and accountability of respective management and staff is inseparable from the authority and accountability of the General Manager, Director of Internal Audit and Corporate Secretary. To that end:

- i. The Board shall not give orders directly or implied to anyone other than the General Manager, Director of Internal Audit or Corporate Secretary based on the areas of respective authority and accountability.
 - ii. To the extent that the Board's written policies do not give specific direction, and the General Manager, Director of Internal Audit or Corporate Secretary deem it necessary to act, the General Manager, Director of Internal Audit or Corporate Secretary will respectively use a reasonable interpretation of its current policies, to make all decisions, develop all processes and procedures, take all actions and establish all practices necessary and will report to the Board actions taken and any recommendations for additional, or amendments to existing Board written policies.
- b. Unless the Board has specifically authorized an individual Commissioner or Board committee to do so, an individual Commissioner cannot make decisions or recommendations, nor issue directives that are binding on the General Manager, Director of Internal Audit and Corporate Secretary
 - c. When individual Commissioners request information or assistance from management without formal Board authorization, the General Manager, Director of Internal Audit and Corporate Secretary can either respond to the request accordingly or refer the request to the Board.
 - i. **Respond as requested.** The General Manager, Director of Internal Audit and Corporate Secretary at his or her discretion may notify all other Commissioners of the request and the response provided.
 - ii. **Refer the request.** The General Manager, Director of Internal Audit and Corporate Secretary at his or her discretion may refer the request to the Board for consideration and direction before taking any action. This is especially appropriate where the General Manager, Director of Internal Audit and Corporate Secretary believe responding to the request for information or assistance would be disruptive or require a material amount of staff time or funds that were not previously budgeted or scheduled for that purpose.

5) Each year the Board will conduct a self-evaluation, soliciting the views of Board Members and other stakeholders as to the ways in which efficiency and effectiveness can be improved.

6) This Commissioner Governance policy is not intended to and shall not be construed as supplanting the Administrative Rules of Procedures as approved by the Lansing City Council in accordance with the Lansing City Charter Section 5-105 in whole or part. This Governance Policy is an understanding amongst the Board of Commissioners of how it will effectuate its executive and policymaking responsibilities with the

utilization of its three appointees: General Manager, Director of Internal Audit and Corporate Secretary.

To the extent certain organizational resources are needed and permitted by the Administrative Rules of Procedure, which includes but is not limited to the use of consultants or legal counsel, this policy shall not prohibit or hinder such use, so long as the Administrative Rules of Procedure are followed.

Motion by Commissioner Price, Seconded by Commissioner Mullen to approve the Resolution adopting the Commissioners Governance Policy.

Action: Motion Carried

RESOLUTION 2017-07-07

Internal Audit Plan for FY 2018

RESOLVED, that the Board of Commissioners hereby approves the Internal Audit Plan for FY 2018.

Motion by Commissioner Ross, Seconded by Commissioner Thomas to approve the Internal Auditor Plan for FY 2018.

Action: Motion Carried

RESOLUTION 2017-07-08

Revised DB and VEBA Investment Policy Statements

WHEREAS, the Board of Water and Light (the "Sponsor") sponsors the Lansing Board of Water and Light Defined Benefit Plan for Employees' Pensions (the "Defined Benefit Plan") and the Post-Retirement Benefit Plan for Eligible Employees of Lansing Board of Water and Light (the "Retiree Medical Benefit Plan"); and

WHEREAS, the Retirement Plan Committee has reviewed the current (i) Lansing Board of Water & Light Defined Benefit Plan for Employees' Pensions Statement of Investment Policies, Procedures and Objectives; and (ii) the Post-Retirement Benefit Plan for Eligible Employees of Lansing Board of Water & Light Statement of Investment Policies, Procedures and Objectives, in conjunction with a transition to a new benefit plan investment consultant; and

WHEREAS, the Retirement Plan Committee recommends the Sponsor adopt the revisions reflected in the attached (i) Lansing Board of Water & Light Defined Benefit Plan for Employees' Pensions Statement of Investment Policies, Procedures and Objectives; and (ii) Post-Retirement Benefit Plan for Eligible Employees of Lansing Board of Water & Light Statement of Investment Policies, Procedures and Objectives; and

WHEREAS, the Sponsor wants to adopt the revisions reflected in the attached (i) Lansing Board of Water & Light Defined Benefit Plan for Employees' Pensions Statement of Investment Policies, Procedures and Objectives; and (ii) Post-Retirement Benefit Plan for Eligible Employees of Lansing Board of Water & Light Statement of Investment Policies, Procedures and Objectives;

THEREFORE, it is:

RESOLVED, that, after its review, and based on the recommendation from the Retirement Plan Committee, the Sponsor adopts and approves: (i) the attached Lansing Board of Water & Light Defined Benefit Plan for Employees' Pensions Statement of Investment Policies, Procedures and Objectives; and (ii) the attached Post-Retirement Benefit Plan for Eligible Employees of Lansing Board of Water & Light Statement of Investment Policies, Procedures and Objectives.

Motion by Commissioner Ross, Seconded by Commissioner Zerkle to approve the Revised DB and VEBA Investment Policy Statements.

Action: Motion Carried

MANAGER'S REMARKS

None

COMMISSIONERS' REMARKS

Commissioner Mullen expressed his appreciation for the work of the Board Appointed employees.

Commissioner Ross requested an update on the status of the substation particularly regarding the sunken garden.

GM Peffley responded that the project is on schedule and on budget. Contractors have been hired and excavation will start about mid-August. Plants have been removed and put in storage and maintained in a greenhouse. The moving of the garden will begin with the excavation. The project is scheduled to be completed in October 2018.

Commissioner Thomas congratulated the Chair and Vice Chair as well as the three appointed employees on their reappointment for FY18.

MOTION OF EXCUSED ABSENCE

Excused Absence

Motion by Commissioner Mullen, Seconded by Commissioner Thomas, to excuse Commissioner's Louney, McCloud and Nelson from tonight's meeting.

Action: Motion Carried

PUBLIC COMMENTS

None

ADJOURNMENT

Chair Price adjourned the meeting at 5:50 p.m.