

A REGULAR MEETING

Of The

TRAVERSE CITY LIGHT AND POWER BOARD

Will Be Held On

Tuesday, January 23, 2018

At

5:15 p.m.

In The

COMMISSION CHAMBERS
(2nd floor, Governmental Center)
400 Boardman Avenue

Traverse City Light and Power will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon notice to Traverse City Light and Power. Individuals with disabilities requiring auxiliary aids or services should contact the Light and Power Department by writing or calling the following.

Jennifer St. Amour
Administrative Assistant
1131 Hastings Street
Traverse City, MI 49686
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Traverse City Light and Power
1131 Hastings Street
Traverse City, MI 49686
(231) 922-4940

Posting Date: 1-19-18
3:00 p.m.

AGENDA

Pledge of Allegiance

1. Roll Call

2. Disclosure of Recusal

3. Consent Calendar

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the Board, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Board action adopting the consent calendar.

- a. Approval of Agenda.
- b. Consideration of approving minutes of the Regular Meeting of January 9, 2018.
(Approval Recommended (p.3))
- c. Consideration of authorizing a Letter of Agreement with the Utility Workers Union of America, AFL-CIO Local No. 295. (Approval Recommended) (Dixon/Schroeder) (p.5)

4. Unfinished Business

None.

5. New Business

None.

6. Reports and Communications

- a. From Legal Counsel.
 1. Consideration of an attorney-client privileged written document. (Possible closed session) (Doren)
- b. From Staff.
- c. From Board.

7. Public Comment

The TCL&P Board will adjourn into a Study Session immediately following the Regular Meeting.

/js

**TRAVERSE CITY
LIGHT AND POWER BOARD**

Minutes of Regular Meeting
Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, January 9, 2018

Board Members -

Present: Jan Geht, Ross Hammersley, Pat McGuire, Jeff Palisin, Amy Shamroe,
Tim Werner

Absent: John Taylor

Ex Officio Member -

Present: Penny Hill, Assistant City Manager

Others: Karla Myers-Beman, Scott Menhart, Daren Dixon, Kelli Schroeder, Jacob Hardy, Jennifer St. Amour.

The meeting was called to order at 5:15 p.m. by Chairman Geht.

Item 2 on the Agenda being Disclosure of Recusal

Item 3 on the Agenda being Consent Calendar

Moved by McGuire, seconded by Shamroe, that the following actions, as recommended on the Consent Calendar portion of the Agenda, be approved:

- a. Approval of the Agenda.
- b. Approve Minutes of the Regular Meeting of December 12, 2017.
- c. Approving inventory write-off declaring obsolete inventory surplus.
- d. Approving an AMI Reimbursement Agreement with City of Traverse City.
- e. Approving to submit the 2018 Six-Year Capital Improvement Plan as presented.
- f. Approving the Website Policy.

CARRIED unanimously. (Taylor absent)

Items Removed from the Consent Calendar

None.

Item 4 on the Agenda being Unfinished Business

None.

Item 5 on the Agenda being New Business

- a. 2016-17 Financial Audit Presentation.

The following individuals addressed the Board:

Karla Myers-Beman, Controller
Doug Vredeveld, Vredeveld Haefner, LLC

Moved by Palisin, seconded by Hammersley, that the Financial Statements for the fiscal year ended June, 30, 2017 be received and filed.

CARRIED unanimously. (Taylor absent)

Item 6 on the Agenda being Reports and Communications

a. From Legal Counsel.

b. From Staff.

1. Community Solar Array Program.

The following individuals addressed the Board:

Karla Myers-Beman, Controller

2. September 30, 2017 Financial Statements.

The following individuals addressed the Board:

Karla Myers-Beman, Controller

c. From Board

Item 7 on the Agenda being Public Comment

a. General

No one from the public commented.

There being no objection, Chairman Geht declared the meeting adjourned at 5:35 p.m.

Tim Arends, Secretary
LIGHT AND POWER BOARD



**TRAVERSE CITY
LIGHT & POWER**

To: Light & Power Board
CC: Tim Arends, Executive Director
From: Daren Dixon, Operations Manager *DD*
Kelli Schroeder, Manager of HR & Communications *KS*
Date: January 16, 2018
Subject: Call Back Process - Combustion Turbine & Facilities Maintenance

Currently, there are three employees assigned to the Combustion Turbine (CT), each having different job descriptions, skills and knowledge. Until the recent contract negotiations, all after hour callbacks were rotated among the employees in this department; however, there were no guarantees that an employee would be available. As a result, management and the union agreed to add one CT employee to the list of employees required to be on standby status on a weekly basis.

Recently, MPPA requested the CT run continuously over a three-day period. It became apparent that for safety reasons having one employee designated for an entire week to handle operations of the CT after hours was not desirable. Consequently, management and the union are proposing to implement the past practice of rotating after hour call backs for CT operation. However, one employee will continue to be on standby status should issues arise with the rotation, thus guaranteeing availability. In addition, the call order for CT maintenance and facilities maintenance callbacks has been defined to align with job descriptions, skills and knowledge.

This item is appearing on the Consent Calendar as it is deemed by staff to be a non-controversial item. Approval of this item on the Consent Calendar means you agree with staff's recommendation.

If any member of the Board or the public wishes to discuss this matter, other than clarifying questions, it should be placed on the "Items Removed from the Consent Calendar" portion of the agenda for full discussion. If after Board discussion you agree with staff's recommendation, the following motion would be appropriate:

MOVED BY _____, SECONDED BY _____,

THAT THE BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE LETTER OF AGREEMENT BETWEEN TCL&P AND THE UTILITY WORKERS UNION OF AMERICA LOCAL, NO. 295 THAT CLARIFIES THE CALL BACK PROCESS FOR THE COMBUSTION TURBINE AND FACILITIES MAINTENANCE.

Letter of Agreement
between
Traverse City Light & Power
and
Utility Workers Union of America, AFL-CIO Local No. 295

**Regarding Call Back/Standby for Employees Assigned to the
Combustion Turbine and Facilities Maintenance**

WHEREAS, the undersigned are parties to a Collective Bargaining Agreement (CBA) expiring on June 30, 2020; and

WHEREAS, the CBA under Section 11.7, *Standby*, states that one combustion turbine (CT) employee will be on standby status on a weekly basis to be shared equally among each employee; and

WHEREAS, there are currently three employees designated to report to the CT; and

WHEREAS, it has been determined that for reasons of safety as well as skill level it is necessary to realign the Call Back process,

THEREFORE, be it known that the Employer and the Union agree that:

There shall only be one employee designated on Standby. However, the following will be the Call Back process:

- For all Call Backs related to **operating** the CT outside normal working hours, each Call Back may be rotated among the qualified employees per the list submitted to the Electric System Operators by the Operation/Maintenance Lead. In the event those employees not on standby are unable to report, the person designated on standby will be required to report to the Call Back.
- For all **CT Maintenance** Call Backs outside of normal working hours, the sequence for every Call Back will be as follows:
 - First – Operation/Maintenance Lead
 - Second – Senior Maintenance Worker
 - Third – Operation/Maintenance Worker

In the event those employees not on standby decline the Call Back, the person designated on standby will be required to report to the Call Back.

- For all **Facility Maintenance** Call Backs outside of normal working hours, the sequence for every Call Back will be as follows:
 - First – Senior Maintenance Worker
 - Second – Operation/Maintenance Worker
 - Third – Operation/Maintenance Lead

In the event those employees not on standby decline the Call Back, the person designated on standby will be required to report to the Call Back.

WHEREBY, the parties signify agreement to the above by representative signatures appearing hereon.

Traverse City Light & Power Department

**Utility Workers Union of America,
AFL-CIO Local No. 295**

By: _____
Timothy Arends, Executive Director

By: RLH
Rob Hipp, President Local 295

Date: _____

Date: 1-16-18