



## MINUTES OF THE BOARD OF COMMISSIONERS' MEETING

### LANSING BOARD OF WATER AND LIGHT

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September 22, 2015

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The Board of Commissioners met at the BWL Headquarters-REO Town Depot located at 1201 S. Washington Ave., Lansing, MI, at 5:30 p.m. on Tuesday, September 22, 2015.

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

Present: Commissioners Dennis M. Louney, Anthony McCloud, Tony Mullen, David Price, Ken Ross, Tracy Thomas, Sandra Zerkle. Non-Voting Commissioners Mike Froh (Meridian Township), Bill Long (Delta Township), Bob Nelson (East Lansing).

Absent: None

The Corporate Secretary declared a quorum present.

Commissioner Nelson led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

**Motion** by Commissioner Ross, Seconded by Commissioner Mullen to approve the Regular Board Meeting minutes of July 28, 2015.

**Action:** Motion Carried

#### PUBLIC COMMENTS

MEMBERS OF THE PUBLIC ARE WELCOME TO SPEAK TO THE BOARD ON ANY AGENDA SUBJECT. ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO IMMEDIATELY PRIOR TO ADJOURNMENT.

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Calvin Jones, Director of Governmental Affairs, Community Service and Public Affairs stated his support for the appointment of Richard R. Peffley to the Charter Position of General Manager.

#### COMMUNICATIONS

- a. Email from Bill Conner Re: Assessment of Convenience Fee

*Received and Placed on File*

- b. Email from William Zimmerlee Re: Timeline for Pole Usage Permit

*Received and Placed on File*

Commissioner Nelson spoke about the email regarding the pole usage permit. He stated his concerns about the delay of usage permits in the East Lansing area for light speed service and suggested that the BWL Legal Counsel review the matter to determine if there is any anti-trust exposure on BWL's part.

Commissioner Froh posed a question on whether the BWL can acquire information on what the permitting process entails in its entirety, and whether such standards are reasonable in comparison to standards of other carriers.

**COMMITTEE REPORTS**  
**FINANCE COMMITTEE**  
**September 8, 2015**

The Finance Committee of the Board of Water and Light met at the BWL Headquarters – REO Town Depot located at 1201 S. Washington Ave., Lansing, MI, at 7:10 p.m. on Tuesday, September 8, 2015.

Finance Committee Chairperson Ken Ross called the meeting to order and asked the Corporate Secretary to call the roll.

Present: Commissioners Ken Ross, Dennis M. Louney, Tracy Thomas and David Price. Also, present Commissioners Tony Mullen and Non-Voting Member: Bill Long (Delta Township).

Absent: None

The Corporate Secretary declared a quorum.

**Public Comments**

None

**Approval of Minutes**

**Motion** by Commissioner Thomas, Seconded by Commissioner Price, to approve the Finance Committee meeting minutes of July 14, 2015.

**Action:** Motion Carried

**External Audit Communication Presented by Plante & Moran**

Heather Shawa-DeCook, Chief Financial Officer (CFO) introduced external auditor Doug Rober, Partner with Plante Moran (P&M) and Marie Stiegel, CPA with P&M, who reviewed and presented the External Auditing Communication.

Mr. Rober said that Plante Moran audited the enterprise fund and the three pension trust funds, which make up the Defined Contribution Plan (DC Plan), Defined Benefit Plan (DB Plan), and the VEBA Benefit Trust. In each of the audits, P&M's opinion of the audits is Unqualified.

Marie Stiegel reviewed Audit PowerPoint Presentation that including the following:

- Operating Revenue – Four Year Comparison
- Operating Expenses – Four Year Comparison
- Operating Income
- Sales of Kilowatt Hours – Five Year Trend
- Kilowatt Hours Generated Versus Produced – Five Year Trend
- Significant Power Cost
- Projected Principal and Interest Payments – Five year Projection
- Revenues, Expense and Net Income by Utility
- Enterprise fund Balance sheet

Ms. Stiegel covered the required communication for those charged with governance, the end-out-audit letter, which outlines best practices, recommendations and upcoming accounting standards and recommendations. Ms. Stiegel noted that there were no significant changes to the audit plan from what was previously communicated.

Concluding the Auditors report there was a questions and answers session with the auditors responding to a series of questions concerning the audit findings as well as confirmation of complete cooperation exemplified by Board of Water & Light's management.

**Motion** by Commissioner Price, Seconded by Commissioner Thomas to forward the proposed resolution for the acceptance of the FY 2015 audited financial statements, to the full Board for consideration.

**Action:** Motion Carried

### **July Preliminary Financial Highlights**

Heather Shawa-DeCook, Chief Financial Officer (CFO) presented preliminary financial numbers to the Board as such: revenue 31.6 million; net income, 5 million; cash at hand, 82.7 million; cash position at 8/28, 87.6 million.

### **Review of Audit Quarterly Open Issues List**

Heather Shawa-DeCook, Chief Financial Officer (CFO) reported the open issues list from BWL's internal audits to the Board.

#### STATUS OF MANAGEMENT RESPONSES TO AUDIT REPORTS AS OF 7/31/15

##### Open Issues

- #12 Records Retention Management Audit (March 2014) - Internal Audit found that records on hand did not always correspond with the Record Retention Schedule; namely, a portion of I-9 forms and some asbestos bills of lading.
- Status: Regarding I-9 forms, the Human Resources Department is in the process of ensuring that they are on file for all active employees. This project is ongoing with an expected completion date of 12/31/15. During July, 44% of needed I-9 forms were collected. Concerning the appropriate retention schedule for the asbestos bills of lading (a.k.a. asbestos manifests), it will be reviewed and updated as part of the overall review of the Record Retention Schedule. Enterprise Content Management anticipates an updated master document will be sent for executive management review by October 2015. Approval by the State of Michigan is expected in early 2016.
- #13 Records Retention Management Audit (March 2014) – The Internal Auditor determined that records on hand in departments did not always correspond with the Record Retention Schedule.
- Status: Enterprise Content Management is reviewing the existing Record Retention Schedule with the appropriate departments and cataloging all proposed revisions. Enterprise Content Management anticipates an updated master document will be sent for executive management review by October 2015. Approval by the State of Michigan is expected in early 2016.
- #15 Accounts Payable Audit (April 2014) - The audit revealed the existence of more than 14,000 vendor master entries. Within these entries are duplicates and vendors that have been blocked. Further review and analysis was recommended.
- Status: Accounts Payable (AP) is focusing their efforts on confirming information for current payees (including W-9 forms) and working jointly with Purchasing in identifying new vendors to set up as new payees only when warranted. AP is also working jointly with the IT Department in determining which vendor entries should be retained or blocked on SAP due to inactivity.
- #16 Accounts Payable Audit (April 2014) - The Goods Receipt/Invoice Receipt account balance is higher than previous years. Internal Audit recommends that management focus on resolving mismatched items in this account and clear unresolved documents older than a particular age.
- Status: To reduce the recurrence of these types of issues, Accounts Payable (AP) has developed a refresher training course on the system receiving function for presentation to all users and, also, anticipates automated email notification becoming available in FY16. Also, to address the current account balance and clear older items, AP is working with departments to resolve goods and invoice receipts older than 15 months and on reducing the occurrence of invoices 45 days or older. By their nature, the occurrence of these events and the resulting efforts to address them will be ongoing with no specific, final completion date, although it is anticipated that any increase in frequency or amount will be related to normal seasonal activity and not to a lack of oversight and effort to resolve them.
- #17 Close the Books Audit (August 2014) - The Internal Auditor determined that accounting procedures should be updated and stored in a central location, with consideration given to the use of a general accounting manual.
- Status: General Accounting is continuing to work on centralizing and updating all current procedures. Updates to the general accounting manual are approximately 50% complete, however, General Accounting's work efforts on these projects have been delayed due to fiscal year end work demands, along with unanticipated staffing changes. Changes are expected to be complete by 3/31/16.
- #20 Materials Inventory Management Audit (January 2015) - The Internal Auditor found access to two inventory related SAP system transaction types to be excessive.

Status: The removal of unnecessary access has been requested of the IT Department by Purchasing & Warehousing (PW). PW has also taken it upon themselves to develop an additional control, in the form of a periodic report run to monitor a particular situation where duties cannot always be adequately segregated due to limited availability of backup personnel in non-routine instances. In addition, PW, with the assistance from Internal Control, is developing a process to ensure that outdated and inappropriate user access is identified and corrected on an ongoing basis. To date, a draft report has been developed by Internal Control and is being reviewed by PW. Once finalized, this review will be conducted semi-annually.

- #23 Annual Projects Management Audit (July 2015) *NEW* - Internal Audit determined that the project close-out process did not always include a documented narrative explaining why actual costs exceeded estimates.

Status: The project close-out process is being enhanced by consistently providing a narrative explanation when project costs exceed estimates by a threshold of 15% and \$50,000. Implementation by the Customer Projects and Electrical System Integrity areas is complete. The Water Distribution area estimates an implementation date of 10/1/15.

- #24 Annual Projects Management Audit (July 2015) *NEW* - Internal Audit determined that the project close-out process did not always identify use of contingency amounts.

Status: The project close-out process is being enhanced by consistently identifying use of contingency amounts when project costs exceed estimates by a threshold of 15% and \$50,000. Implementation by the Customer Projects and Electrical System Integrity areas is complete. The Water Distribution area estimates an implementation date of 10/1/15.

Closed Issues (since last report of 5/31/15)

- #18 Materials Inventory Management Audit (January 2015) - Internal Audit's physical inventory counts at the main warehouse revealed some differences from book balances.

Status: Purchasing & Warehousing (PW) has, and continues to, emphasize to PW staff and user departments the importance and criticality in completing the proper paperwork and forms. PW has also initiated relationship-building efforts with their user departments, to enhance communications and accountability, and explored and implemented other options to enhance control over inventory. PW continues to count high-dollar, fast moving inventory items more frequently than once a year and will begin to count yard items on a monthly basis. Within the past year, some yard items, such as transformers, have been moved to a secured offsite warehouse. Possible future technology enhancements to further improve the process will be supported with a business justification and subject to the capital project approval process.

- #19 Materials Inventory Management Audit (January 2015) - Internal Audit noted issues at two satellite inventory locations and recommended tighter controls at satellite inventory locations in general, citing the alternative of consolidation of inventories at the central warehouse.

Status: Satellite inventory is no longer being maintained at the REO and Eckert locations. Inventory at the Dye and Erickson plants has been reduced to a few critical items.

- #21 Special BOC Requested Audit (April 2015) - The Internal Auditor found that more clarity is needed in Board policy regarding the reporting of capital budget variances. Specifically, with regard to a clarification from the Board of Commissioners as to when, for a multi-year project in particular, a budget variance exceeding the defined threshold should be reported to and approved by the Board.

Status: Board Policy 15-02 was amended by Board Resolution 2015-07-05, which provides the necessary clarification.

- #22 Special BOC Requested Audit (April 2015) - The Internal Auditor found that the former General Manager's procurement card expenses were not adequately reviewed or supported and that requirements could be clarified.

Status: Board Policy 7-05 was amended by Board Resolution 2015-07-04, which provides the necessary clarification.

There was a lengthy discussion after each reported open issue.

**Internal Audit Process/2015-16 Audit Plan Modification**

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

- Process Events/Milestones
  - Preliminary Risk Assessment and Scoping
  - Audit Announcement/ Opening Conference
  - Field work Phase
  - Pre-closing Meeting
  - Closing Conference
  - Audit Reporting
  - Audit Follow-up

**FY2016 Audit Plan- Request for Change Approval**

Planned Audits:	Estimated Hours
Follow-up of Selected CRT/MPSC/BWL Recs.	300
Billing	500
IT – Information Security Policies	300
Training & Development	300
Safety-Management Hiring Process	400
IT – Manage Changes	400
<b>Other Engagements:</b>	
Surprise Cash Counts (2)	40
Time Reporting Reviews (2)	160
Central Maintenance & Fleet Time/Resource Reporting	100
Other Consulting (NERC/CIP Compliance, IRP/Strat Plan)	100
<b>Total Estimated Hours</b>	<b>2,600</b>

**Motion** by Commissioner Price, Seconded by Commissioner Louney to accept the change the Internal Auditor's FY 2016 Audit Plan to include the Hiring Process.

**Action:** Motion Carried

**Public Comment**

None

**Other**

Commissioner Louney congratulated Commissioner Ross on doing a good job as a new Finance Chair

**Adjourn**

**On Motion** by Commissioner Price, Seconded by Louney, the meeting adjourned at 8:53 p.m.

Respectfully submitted  
Ken Ross, Chair  
Finance Committee

COMMITTEE OF THE WHOLE  
**September 8, 2015**

The Committee of the Whole 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 5:30 p.m. on Tuesday, September 8, 2015.

Committee of the Whole Chair Dennis M. Louney called the meeting to order and asked the Corporate Secretary to call the roll.

Present: Commissioners Dennis M. Louney, Anthony McCloud, Tony Mullen, David Price, Ken Ross and Tracy Thomas and Non-Voting Member: Bill Long (Delta Township)

Absent: Commissioner Sandra Zerkle, Non-Voting Commissioners Michael Froh (Meridian Township) and Robert Nelson (East Lansing).

Corporate Secretary declared a quorum.

**Public Comments**

None

**Approval of Minutes**

**Motion** by Commissioner McCloud, Seconded by Commissioner Mullen to approve the Committee of the Whole meeting minutes of July 14, 2015.

**Action:** Motion Carried

**North American Electric Reliability Corporation (NERC) Update**

Interim 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 for the Internal Compliance Program, developed to measure and maintain compliance to standards applicable to the Board of Water & Light, as well as information on upcoming changes to the Critical Infrastructure Protection standards that require greater adherence on the part of the BWL.

#### **Air Regulation Update**

Interim General Manager, Dick Peffley, introduced Mark Matus, Manager of Environmental Services, who provided the Committee with an Air Regulation update. Mr. Matus explained that Mercury and Air Toxics Standards (MATS) is a 2011 rule from Environmental Protection Agency (EPA), in which the BWL has been working to become compliant by the deadline of April 2016.

Mr. Matus stated that in June of 2015, the U.S. Supreme Court ruled that the EPA has missed a critical step in the promulgation process of the MATS rule and as such, it has been remanded back to the Circuit Court of Appeals, who will decide whether to vacate the rule. In the meantime, Mr. Matus stated that BWL would use this time to complete the installation of equipment needed to comply with the MATS rule. Erickson station already has an activated carbon injection (ACI) system, which is a major component for mercury compliance, and the BWL is in the process of installing an ACI system at Eckert station to become MATS compliant with testing of the system expected to begin in January of 2016.

There was a lengthy discussion regarding whether the installation of the said system is reasonable considering Eckert station is nearing its useful life. Mr. Matus stated that it is reasonable to install the system because the Eckert station is needed to manage the BWL's distribution for the next 5 years. Commissioner Ross noted that the outcome of installing the equipment needed for compliance, whether the BWL is actually required to install it by the MATS rule, or not, is that we have cleaner air. Additionally, Mr. Matus explained that with the said system in place, the BWL will achieve 90% removal of mercury when the system is operating.

#### **Community Review Team (CRT) Update**

Interim General Manager Dick Peffley stated that he, Chair Price, Commissioner Long and George Stojic, Executive Director of Strategic Planning and Development, met to form a plan of how to wrap up the Community Review Team's (CRT) Recommendations. Mr. Peffley stated that his team suggested to hold a special board meeting in October; and to extend an invitation to the media, customers, General McDaniel and his review team, to attend the meeting with the intent of the BWL highlighting what has been accomplished since the ice storm and how the CRT's recommendations have been implemented with the intent of, or a way to officially conclude the CRT matter.

There was lengthy discussion regarding the CRT matter, with Commissioner Chair Price concluding by stating that the suggested meeting is a great idea and is a very good way to get closure on the CRT matter, that the BWL has done a good job with implementing the CRT recommendations and is the BWL is a different organization today because of it.

#### **Educational training for the Board of Commissioners**

Committee of the Whole Chair Louney discussed the subject of exploring different educational options for the Board of Commissioners. He presented the Commissioners with a brochure containing information on Janice Beecher, a professor at Michigan State University (MSU), and a nationally noted authority, who teaches the "Basics of Utility Regulation and Ratemaking" onsite.

Commissioner Chair Price stated that he finds the presented information to be a great idea and stated that this would be something to explore and consider for future educational training.

#### **Community Strategy for outside governmental agencies**

Interim General Manager, Dick Peffley, introduced Calvin Jones, Director of Governmental Affairs, and Community Services, who informed the Board of his daily roles and responsibilities with communicating with county, local, state and federal officials. Mr. Jones said that he is aware of their (governmental entities) concerns, and works hard to keep lines of communications open on the latest developments of what the BWL does and vice versa. Mr. Jones stated that it is his pleasure to stay proactive in his communication with other governmental agencies so that good working relationships are established.

There was a lengthy discussion regarding Commissioner's communication with other respected surrounding government entities. It was suggested the BWL Board visit and rotate meeting in surrounding communities and invite all entities to attend the rotating meetings, as this would provide a platform for them to discuss matters and issues affecting their specific areas.

Committee of the Whole Chair Louney stated that he would discuss this matter with Regional Representatives and draft proposed procedures for communicating. The proposed procedures would then be presented to the entire Board at a future Committee of the Whole meeting.

#### **Joint Work Meeting Resolution BWL/Lansing City Council**

Board Chair Price stated that recently the Board of Water & Light Board of Commissioners and Lansing City Council had a great joint meeting. Presented at the joint meeting was a resolution establishing yearly meetings between the two entities. Board Chair Price asked that the Committee of the Whole forward the resolution to the full Board for consideration.

**Motion** by Commissioner Price, Seconded by Commissioner Thomas to forward the proposed resolution to the full Board for consideration.

**Action:** Motion Carried

#### **Public Comment**

None

#### **Other**

Interim General Manager Dick Peffley discussed an email that was sent to the Commissioners regarding the Groesbeck area, where a new light speed is being installed. A customer questioned why the process takes 6 months to complete. Mr. Peffley explained that BWL's procedures require 90 days to design and another 90 days to implement.

#### **Excused Absence**

**Motion** by Commissioner Mullen, Seconded by Commissioner Price, to excuse Commissioners Froh, Nelson and Zerkle from tonight's meeting.

**Action:** Motion Carried

#### **Adjourn**

**On Motion** by Commissioner Price, Seconded by Commissioner Thomas, the meeting adjourned at 6:58 p.m.



Respectfully Submitted  
Denis. M. Louney, Chair  
Committee of the Whole

HUMAN RESOURCESS COMMITTEE  
**September 15, 2015**

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 Tuesday, September 15, 2015.

Human Resources (HR) Committee Chairperson Tony Mullen called the meeting to order and asked the Corporate Secretary to call the roll. The following members were present: Commissioners Tony Mullen, Anthony McCloud, Alternate Member Dennis M. Louney and Alternate Member Tracy Thomas. Also present: Commissioners David Price, Non-Voting Commissioners Mike Froh (Meridian Township), Bill Long (Delta Township) and Robert Nelson (E. Lansing).

Absent: Commissioner Sandra Zerkle.

**Public Comments**

None

**Approval of Minutes**

**Motion** by Commissioner McCloud, Seconded by Commissioner Louney, to approve the Human Resources Committee meeting minutes of July 28, 2015.

**Action:** Motion Carried.

**Charter Position Appointment for General Manager – Resolution**

HR Committee Chair Mullen introduced the resolution for the appointment of Richard R. Peffley as the BWL General Manager, removing Interim from his current title.

**Motion** by Commissioner McCloud, Seconded by Commissioner Louney, to forward the proposed resolution appointing Richard Peffley (Dick) to the Charter Appointed Position of General Manager to the full Board for consideration.

There was a lengthy discussion regarding the hiring and appointment process for the General Manager.

**Action:** Motion Carried.

Commissioner Price disseminated a proposed employment contract agreement for the General Manager to the Commissioners and introduced Attorney Melissa Jackson, of Foster Swift, who reviewed the details of the proposed employment contract.

**Motion** by Commissioner McCloud, Seconded by Commissioner Louney, to forward the proposed/draft employment contract of the General Manger to full Board for consideration.

**Action:** Motion Carried.

**Excused Absence**

**Motion** by Commissioner McCloud, Seconded by Commissioner Louney, to excuse Commissioner Zerkle from tonight's meeting.



**Action:** Motion Carried

**Public Comments**

None

**Adjourn**

**Motion** by Commissioner McCloud, Seconded by Commissioner Thomas, the meeting adjourned at 6:33 p.m.

**Action:** Motion Carried

Respectfully Submitted  
Tony Mullen, Chair  
Human Resources Committee

**MANAGER'S RECOMMENDATIONS**

There were no Manager's Recommendations

**UNFINISHED BUSINESS**

There was no Unfinished Business

**NEW BUSINESS**

There was no New Business

**RESOLUTIONS**

**RESOLUTION 2015-09-01**

**JOINT WORK RESOLUTION OF THE LANSING CITY COUNCIL  
AND THE BOARD OF WATER AND LIGHT COMMISSIONERS**

WHEREAS, the Lansing City Charter delegates to the Board of Commissioners (Board) of the Board of Water and Light (BWL) the responsibility for the administrative, executive, and policy-making authority over the operation of those City utility services assigned to it, and

WHEREAS, the Lansing City Charter recognizes that the Board is responsible to the Mayor and to the City Council for the provisions of those City Utility services in a manner consistent with best practices, and

WHEREAS, the City Council and the Board desire to develop a more formal cooperative relationship between each other, and

WHEREAS, the cooperation between the City Council and the Board would lead to better communication and more beneficial coordination between the City Council and the Board.

BE IT RESOLVED, that the City Council and the Board shall hold two joint work meetings per year. The President of the Council and the Chair of the Board shall schedule the meetings. The first meeting will be held after January following the election of Council Leadership, the second meeting will be held after July following the election of the Board of Water & Light's Officers (with additional meetings scheduled as necessary).

FURTHER RESOLVED, that the agenda of each of the aforementioned meetings shall include recommendations from both entities.

FURTHER RESOLVED, that the Chair of the Board and the President of the Council shall, on a regular basis, communicate to each other issues that are beneficial for the Council members and the Board members to discuss with their respective counterparts in their one-to-one interaction.

**Motion** by Commissioner Thomas, Seconded by Commissioner Ross to approve the Resolution for Joint Work Meetings with the Lansing City Council.

**Action:** Carried Unanimously

**RESOLUTION 2015-09-02**

Fiscal Year 2015 Audited Financial Statements  
of the Enterprise Fund and Pension Fiduciary Funds

RESOLVED, that the fiscal year 2015 Audited Financial Statements of the Board of Water and Light have been reviewed and are hereby accepted as presented.

FURTHER RESOLVED, that the Corporate Secretary is hereby directed to file a copy of the fiscal year 2015 Audited Financial Statements of the Board of Water and Light and the report on auditing procedures with the State Treasurer as required by the Uniform Budgeting and Accounting Act (Public Act 2 of 1968, as amended) no later than December 31, 2015.

FURTHER RESOLVED, that the Corporate Secretary is hereby directed to file a copy of the fiscal year 2015 Audited Finance Statements of the Board of Water and Light with the City of Lansing.

Motion by Commissioner McCloud, Seconded by Commissioner Mullen, to accept the Audited Financial Statements for FY 15.

**Action:** Carried Unanimously

**RESOLUTION 2015-09-03**

Appointment of Richard R. Peffley to the Charter Appointed Position of General Manager

WHEREAS, on January 13, 2015 the Lansing Board of Water & Light's (BWL) Board of Commissioners appointed Richard R. Peffley to serve as the BWL's Interim General Manager;

WHEREAS, the current Employment Agreement between Interim General Manager Richard R. Peffley and the BWL will terminate automatically once a permanent General Manager has been hired.

WHEREAS, the BWL Board of Commissioners desire to retain Mr. Peffley as the BWL's General Manager until otherwise determined by the BWL Board of Commissioners, effectively removing the "interim" title.

RESOLVED, Richard R. Peffley is hereby appointed to serve as the BWL's General Manager.

FURTHER RESOLVED, the term of the Employment Agreement between Mr. Peffley and the BWL shall begin September 22, 2015 and expire on July 31, 2016.

**Motion** by Commissioner Mullen, Seconded by Commissioner Ross to approve the Resolution appointing Richard R. Peffley to the Charter appointed position of General Manager.

**Action:** Carried Unanimously

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**MANAGER'S REMARKS**

General Manager Peffley thanked all of the BWL employees for their contribution and support with the funeral fallen firefighter Dennis Rodeman. Mr. Peffley specifically thanked Trent Atkins, BWL's Director of Emergency Management for his help with logistic planning for the funeral.

General Manager, Dick Peffley also informed the Board that the BWL recently demonstrated a regional leadership day-long training of Emergency Responders at the East Lansing Public Library.

**COMMISSIONERS' REMARKS**

Commissioner Louney congratulated Dick Peffley on his appointment of General Manager. He stated that the BWL has the right person leading the BWL and the utility company will be better because of his leadership.

Commissioner Thomas congratulated General Manager Peffley on his appointment and thanked him for his humbleness.

Chair Price stated that he is looking forward to working with Mr. Peffley and that he is confident that his leadership will bring even more stability to the BWL.

**EXCUSED ABSENCE**

None

**PUBLIC COMMENTS**

Mike Hamel, Assistant Fire Chief, thanked the Lansing Board of Water & Light, and its entire staff for coming together with the Lansing Fire Department to honor the fallen firefighter, Dennis Rodeman.

Brad VanGuilder, of Sierra Club asked the Board that transparency be reflected in the Integrated Resource Process (IRP).

**ADJOURNMENT**

On motion by Commissioner McCloud, Seconded by Commissioner Mullen the meeting adjourned at 6:01 p.m.

M. Denise Griffin, Corporate Secretary

Official Minutes filed (electronically) with Lansing City Clerk: November 20, 2015