



AGENDA

COMMITTEE OF THE WHOLE MEETING

November 8, 2016 - 5:30 P.M.

1201 S. Washington Ave.

REO Town Depot

Call to Order

Roll Call

Public Comments on Agenda Items

1. Committee of the Whole Meeting Minutes of 09/13/16.....**TAB 1**
2. Renewable Energy and Public Comment Review.....**INFO ONLY**
3. 2017 Regular Board Meeting Dates/Resolution.....**TAB 2**
4. Cyber Update (Exempt Memo).....**DISCUSSION**
Closed Session Discussion [MCL 15.268 (h); MCL 15.243 (y)]
5. Cyber Incident Report Out.....**INFO ONLY**
6. Information Technology Communication Policy /Resolution.....**TAB 3**
 - a. 2007 Policy –Use of BWL Communication Technologies (Current)
 - b. 2016 Policy- Communications Technologies (Proposed)

Other

Adjourn

COMMITTEE OF THE WHOLE
Meeting Minutes
September 13, 2016

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, September 13, 2016.

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

Present: Commissioners Mark Alley, Dennis M. Louney, Tony Mullen, David Price, and Sandra Zerkle and Non-Voting Members: Stuart Goodrich (Delhi), William Long (Delta Township) and Robert Nelson (East Lansing).

Absent: Commissioners Anthony McCloud, Ken Ross, Tracy Thomas

The Corporate Secretary declared a quorum.

Public Comments

Brad Van Guilder, Sierra Club, stated his concerns about the proposed draft Strategic Plan and suggested that there be an explicit mention of climate change.

Approval of Minutes

Motion by Commissioner Mullen, Seconded by Commissioner Price to approve the Committee of the Whole meeting minutes of August 16, 2016.

Action: Motion Carried

Discussion of the Edits to the Proposed Strategic Plan

General Manager Peffley introduced George Stojic, Executive Director of Strategic Planning, who led the discussion of the proposed edits to the Strategic Plan.

Mr. Stojic reminded the Committee that during the August 16th meeting, the proposed Strategic Plan contained seven goals as well as objectives that fell under those goals and discussion was sought and recommendations from the Commissioners were incorporated as a result of the discussion from that meeting.

The Committee was provided a redlined version of the document with the changes which also included Commissioner Long's suggestions made prior to the August 16th meeting. Mr. Stojic stated that this meeting will be another opportunity for the Commissioners to ask questions or make recommendations. He indicated that subsequent to the August 16th meeting, recommendations were received from Commissioner Nelson and those recommendations are not incorporated into the redline version but will be discussed during this meeting. Recommendations were also received from

Commissioner Louney immediately prior to the start of this meeting. Those recommendations will be addressed as well. Mr. Stojic stated that his goal is to have a final draft of the Strategic Plan by the end of this meeting to allow the BWL to move forward.

Please Note: In the proposed redlined version of the Strategic Plan, Red indicates grammatical changes. Blue indicates Commissioner suggested changes.

Mr. Stojic reviewed the changes to the Plan page by page and there was dialogue along the way.

Page #5

Commissioner Nelson suggested, under the Evolving Environment and Regulatory Requirements section of the Plan, that the section be amended to read: "The BWL faces many new environmental regulations ***driven by climate change***, such as a clean power plant."

Mr. Stojic said the BWL does have environmental regulations covered, one of which is related to climate change, and suggested that the language be amended to "The BWL faces many new environmental regulations ***including those related to concern over climate change***, such as a clean power plant."

Page #6

Water regionalization changes proposed by Commissioner Long prior to the August 16th meeting were incorporated into this document.

Page #8

Mr. Stojic spoke on Objective 3: Provide Customer Focused Rates. He said Commissioner Nelson proposed inserting, at the end of that Objective "low income assistance" so that it would read: "Review and revise rate structures to respond to changing customer composition and needs such as time of use rates and low income assistance." Mr. Stojic said this section is really intended for rates only. He believes if reference to low income programming is going to be inserted into the Strategic Plan, it should be elsewhere.

Commissioner Nelson suggested adding a 4th Objection that stated "Provide low income customers with needed energy assistance". That language was **not** accepted.

Page #8

Mr. Stojic reviewed the only change under the Community Involvement Section which was cosmetic. It was noted that the term "Greater Lansing Region" was incorporated throughout this document since the BWL participates throughout the region.

Page #9

Commissioner Nelson proposed a suggested change to Strategy #2, Objective #2. He believed the wording of subsection 1 implies that we have a partnership with ourselves. Mr. Stojic agreed with Commissioner Nelson's suggestion to update the Objective to read "the BWL's energy efficiency and renewal programs and a partnership with the Mayor's Live Green Lansing Program."

Page #10

Mr. Stojic said there was substantive discussion at the August 16th meeting regarding Strategy #3, Objective #3 regarding the balanced portfolio. He indicated that item has been addressed in Strategic Goal #7, Objective #5.

Page #11

Mr. Stojic said the only change, recommended by Commissioner Ross, was that under Strategy 5, Workforce Objective 1, the language “potential and existing employees” was added to this draft.

Page #12 and #13

Cosmetic changes only.

Page #14

Mr. Stojic spoke about the two recommended changes that were submitted by Commissioner Nelson as well those recommended by Commissioner Louney in the document he provided to the Committee prior to the start of this meeting. First were the renewable and clean energy goals. He said the BWL has inserted a goal for 2020 of 30% clean energy with a plan to expand those options as components of the BWL’s resource portfolio thereafter. The second recommendation was to include distributed generation. He said the wording “developing a distributive generation program” may be a little misleading. Mr. Stojic said the BWL does incentivize solar installations on a customer’s premises and have implemented the community’s solar programs.

Commissioner Nelson questioned that if we are going to say we encourage a demand response program, why can’t we encourage distributive generation as well. Mr. Stojic stated that the BWL really does not have a demand response program, but does have a distributed generation program.

Commissioner Louney asked if there could be a statement that the BWL shall continue to examine opportunities for distributed generation. He said that some of the things that the BWL is doing are great, should be stated in this Strategic Plan, and we should continue on with what we are doing.

Mr. Stojic said Objective 7, a recommendation from Commissioner Ross, is the development of a potential leadership program and replacement strategy for senior management at some point.

The Committee reviewed Commissioner Louney’s 7 recommendations for the Strategic Plan:

I. Distributed generation

I would like to see us consider a statement of a goal to examine distributive generation where possible. Among this line of thinking the development of a critical list of companies/buildings/services such as city hall, police and fire departments, hospitals, etc. is vital. Locating small co-generation units within some of these facilities while leasing these units with LBWL maintaining ownership and maintenance provides a stronger and more resilient utility.

Accepted.

II. Greater energy efficiency

While our current goal of 30 percent is laudable, I think LBWL should try to achieve a higher standard. A possible way to achieve this may be to launch a pilot program that identifies a specific sector of the city within our service area. If we could determine the net usage of energy in this area then contact each energy user (businesses, land lords, tenants, low-income residents, senior citizens, etc.) and determine what energy efficiencies could be achieved we could evaluate the energy usage when completed.

Accepted: To State 30% or greater.

III. Connectivity with municipalities

The plan discusses implementing new technologies. I think it makes sense to discuss the rollout of smart meters and when they actually will be turned on. In addition while we are working to integrate our technologies with the City of Lansing City works software, we should be working to do the same to all the government entities within our service area.

Not Accepted.

IV. Board of Commissioners

The plan discusses LBWL leadership yet there is no mention of strategic goals for the Board of Commissioners. The Commissioners should be mentioned specifically in striving for greater transparency such as televising/recording meetings; greater educational opportunities and better ways of engagement with our customers.

Not Accepted.

V. Recognition of our status as a public utility

The plan does an excellent job in discussing the customer experience and community involvement. However, there should be some statement that discusses our role as a public utility and citizen/customer engagement. In the Integrated Resource Plan our Citizen Advisory Committee was integral in providing a roadmap for our staff. This should be a consideration in future planning when possible.

Already Addressed.

VI. Transportation

With the push to convert from combustion engine vehicles to zero emission electric powered vehicles a statement recognizing this growing trend should be mentioned in

the plan. LBWL has been a leader in Michigan in this area and we need to continue in our efforts.

Not Accepted.

VII. Future possible liabilities

Because our future power generation being reliant on natural gas, an examination of possible environmental effects such as increased methane, rising costs, etc. is worth a discussion. It may not be necessary to mention tills in the plan but a statement acknowledging this may be useful.

Not Accepted.

Motion by Commissioner Price, Seconded by Commissioner Zerkle to forward the Resolution for the adoption of the Strategic Plan with the inclusion of tonight's edits to the full Board for consideration.

Action: Motion Carried

Public Comment

Brad Van Guilder, Sierra Club questioned that if the Strategic Plan being voted on passes, does that also mean adoption of the IRP recommendation that was made in May?

Other

None

Excused Absence

Motion by Commissioner Price, Seconded by Commissioner Mullen, to excuse Commissioners McCloud, Thomas and Ross from tonight's meeting.

Adjourn

Meeting adjourned at 6:24 p.m.

Respectfully Submitted
Mark Alley, Chair
Committee of the Whole

RESOLUTION 2016-11-____
2017 REGULAR BOARD MEETING SCHEDULE

BOARD MEETING SCHEDULE

In accordance with the Lansing Board of Water & Light's Rules of Administrative Procedure, a schedule of dates, places, and times for each regular meeting of the Board of Commissioners for the calendar year shall be adopted in November.

RESOLVED, that regular meetings of the Lansing Board of Water & Light's Board of Commissioners are hereby set for calendar year 2017 as follows, unless otherwise notified or as a result of date conflicts with rescheduled City Council meetings:

2017

Lansing Board of Water & Light Board of Commissioners
Regular Board Meeting Schedule

Tuesday	January 24
Tuesday	March 28
Tuesday	May 23
Tuesday	July 25
Tuesday	September 26
Tuesday	November 14

Meetings will be held in the Lansing Board of Water & Light REO Town Depot located at 1201 S. Washington Ave., Lansing, MI at 5:30 p.m.

RESOLVED FURTHER, that a notice of the meeting schedule shall be published in the Lansing City Pulse the week of January 1, 2017.



Policy Name: Use of LBWL Communication Technologies **Policy Number:**

Effective Date: January 24, 2007

Review/Revision Date(s):

COMMUNICATIONS EQUIPMENT ASSIGNMENT AND EXAMPLES	<p>LBWL employees may be required or may choose to use LBWL communication technologies (which include software applications) for LBWL business. All LBWL communication technologies provided by the LBWL are the property of the LBWL. Examples of LBWL communication technologies include, but are not limited to:</p>
PERMITTED USES	<ul style="list-style-type: none">• Telephones (including cellular phones and Voice over IP)• Email• Internet• Virtual Private Network (VPN)• Radios• Pagers• Global Positioning devices• Personal Digital Assistant (PDA)
PROHIBITED USES	<p>LBWL communication technologies are to be used primarily for LBWL business. Incidental personal use of LBWL communication technologies is permitted, so long as there is no impact to the employee's productivity, there is no added cost to the LBWL (such as long distance charges or roaming charges) associated with the personal use, and the employee follows all policies and procedures documented for the particular equipment. All charges incurred against the LBWL for an employee's personal use of LBWL communication technologies must be reimbursed to the LBWL in a timely manner.</p>
MONITORING	<p>LBWL communication technologies may not be used in furtherance of any illegal activity. Employees may not use LBWL communication technologies to create, transmit, download, or store obscene, profane, threatening, fraudulent, sexist, racist, or discriminatory content. All use of LBWL communication technologies must comply with LBWL policies, procedures, and the Employee Rules of Conduct.</p>
SAFETY AND SECURITY	<p>The LBWL may monitor or record communications on LBWL communication technologies to ensure quality control, employee safety, security, and customer satisfaction. Monitoring or recording may not be used for any non-LBWL purpose, or in a manner that violates state or federal law. Employees should have no expectation of privacy when using LBWL communication technologies. Employees can request access to information gathered through monitoring or recording that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation. The LBWL is a public body subject to the Freedom of Information Act. Therefore, employees should be aware that any documents created using LBWL communication technologies may be subject to public disclosure.</p>
LOSS OR THEFT	<p>Employees should always consider safety and security when using LBWL communication technologies. LBWL communication technologies may not be used to transfer LBWL files outside of the LBWL for non-work related purposes without the express written permission of a Manager or Director.</p>
RETURN	<p>Employees are required to immediately notify their immediate supervisor of any loss, theft, or damage of LBWL communication technologies.</p>
MISUSE OF EQUIPMENT	<p>Employees are required to return all LBWL communication technologies to their immediate manager or Human Resources prior to or upon separation of employment from the LBWL.</p>
MISUSE OF EQUIPMENT	<p>Misuse of LBWL communication technologies may result in disciplinary action, up to and including discharge.</p>

	Communications Technologies Policy	Type	Policy
		Version	1.1
		Effective Date	November 22, 2016
		Page	1 of 2

1. OVERVIEW

This Communications Technologies Policy provides overall direction for the Lansing Board of Water & Light (BWL) implementation of operational policies and procedures. The objective is to promote the safe and secure usage by users of all forms of communications technology while providing procedures designed to protect the security and integrity of BWL systems and establish privacy expectations for BWL employees.

The General Manager will prepare operational policies that apply to the following:

- All Users of the BWL's IT network (wired, wireless, public, and private).
- BWL-owned devices using BWL's IT systems for which the BWL is the owner or has privileged access, including but not limited to, network devices, servers, desktops, laptops, tablets and phones.
- Non-BWL-owned devices using BWL's IT systems, including but not limited to desktops, laptops, smartphones, and tablets, which transmit and/or store data owned by the BWL.

Those operational policies may, from time to time, change to reflect the current legal landscape including international, federal, state and local regulations and laws.

2. Direction

Although the General Manager will draft and implement the specifics for the operation policies which cover the areas as directed above, the following represent core areas of interest with specific guidance

A. Communications Equipment Assignment and Examples

BWL employees may be required or may choose to use BWL communication technologies (which include software applications) for BWL business. All BWL communication technologies provided by the BWL are the property of the BWL. Examples of BWL communication technologies include, but are not limited to;

- Telephones (including cellular phones and Voice over IP)
- Email
- Internet
- Virtual Private Network (VPN)
- Radios
- Pagers
- Global Positioning devices
- Smartphones
- iPads and Tablets

B. Permitted Uses

BWL communication technologies are to be used primarily for BWL business. Incidental personal use of BWL communication technologies is permitted, so long as there is no impact to the employee's productivity, there is no added cost to the BWL (such as long distance charges or roaming charges) associated with the personal use, and the employee follows all policies and procedures documented for the particular equipment. All charges incurred against the BWL for an employee's personal use of BWL communication technologies must be reimbursed to the BWL in a timely manner.

	Communications Technologies Policy	Type	Policy
		Version	1.1
		Effective Date	November 22, 2016
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C. Prohibited Uses

All communication technologies may not be used in furtherance of any illegal activity. Employees may not use BWL communication technologies to create, transmit, download, or store obscene, profane, threatening, fraudulent, sexist, racist, or discriminatory content. All use of BWL communication technologies must comply with BWL policies, procedures, and the Employee Rules of Conduct.

D. Monitoring

The BWL may monitor or record communications on BWL communication technologies to ensure quality control, employee safety, security, and customer satisfaction. Monitoring or recording may not be used for any non-BWL purpose, or in a manner that violates state or federal law. Employees should have no expectation of privacy when using BWL communication technologies. Employees can request access to information gathered through monitoring or recording that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation. The BWL is a public body subject to the Freedom of Information Act. Therefore, employees should be aware that any documents created using BWL communication technologies may be subject to public disclosure.

E. Safety and Security

Employees should always consider safety and security when using BWL communication technologies. BWL communication technologies may not be used to transfer BWL files outside of the BWL for non-work related purposes without the express written permission of a Manager or Director.

The operational policies may cover areas of interest beyond A-E items noted above, as these items are not considered an exhaustive list of what is appropriate for effectuating the objective of this policy.

RESOLUTION #2016-11

PROPOSED RESOLUTION

INFORMATION TECHNOLOGY COMMUNICATION POLICY

RESOLVED, that the Board of Commissioners hereby adopts the “Communications Technologies Policy”, of 2016 as recommended by Staff.

FURTHER RESOLVED, that the current Policy titled “Use of LBWL Communication Technologies” of 2007 is no longer operative and thus replaced with the above referenced Information Technology Communication Policy recommended by Staff.