



## MEMORANDUM

To: NIMPA Board Members and Alternates

From: Gary Holm, NIMPA President

Date: February 19, 2024

Re: General Manager Options – Update to December 11, 2023 Memo

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This memo provides an update to my December 11, 2023 memo concerning the same topic.

Per the Board's request, I have continued to track my time spent on NIMPA business related matters. Attached is a summary document that has data compiled from 9/28/23 through 2/16/24. On average, for each workday I spend 2.4 hours on NIMPA related matters. Based on the 4+ months of data, I feel it is accurate to say that there is a consistent part-time level of workload that needs to be supported.

DATE	WORKDAY	NIMPA WORK HOURS	TASKS
9/28/2023	1	8	September monthly meeting; NEST meeting; Carbon capture MOU negotiations
9/29/2023	1	1	Invoice approvals; execute mercuria update; execute PJM studies agreement; phone call with Rakesh from IMUA concerning carbon capture
9/30/2023		---	
10/1/2023		---	
10/2/2023	1	---	
10/3/2023	1	---	
10/4/2023	1	3.5	Invoice processing; MOU Insurance liability review; MOU review; Pre-meeting with Prairie State staff
10/5/2023	1	0.25	NEST meeting follow-up and future meeting with Yang Rohr's office; Credit card activation; PNC Authorization correspondence
10/6/2023	1	1.5	Review of ARO analysis
10/7/2023		---	
10/8/2023		---	
10/9/2023	1	0.25	Mecuria Bank Information
10/10/2023	1	0.25	Invoice Processing
10/11/2023	1	1	MOU internal negotiations team meeting
10/12/2023	1	1.75	Invoice Processing; MOU Meeting with Developer team; follow-up internal meeting with MOU team
10/13/2023	1	1.5	Invoice Processing; Monthly Board status call; Meeting with Randy Short and David Niles
10/14/2023		---	
10/15/2023		---	
10/16/2023	1	0.5	Prairie State correspondence distribution list annual review; Meeting with Dominck re: Sen. Rezin conversation; Alyssa Harre discussion regarding External Affairs Committee
10/17/2023	1	---	
10/18/2023	1	1.75	MISO Universal Non-Disclosure Agreement review and signature; MOU Internal negotiations team meeting
10/19/2023	1	2.25	Phone Call Randy Short re: Mine Incident; Draft Agenda October Meeting; MOU Meeting with Developer team; follow-up internal meeting with MOU team; invoice processing
10/20/2023	1	3.5	Budget summary correspondence; Greenfield analysis review; Draft meeting agenda distribution; review/edit of September meeting minutes; External Affairs Committee monthly meeting;
10/21/2023		---	
10/22/2023		---	
10/23/2023	1	1.5	General Manager internal Batavia discussion; Prairie State annual contact list update;
10/24/2023	1	---	
10/25/2023	1	0.5	Discussions with David concerning General Manager position
10/26/2023	1	4.5	Monthly NIMPA Board meeting; confirmation of debt service coverage to Prairie State; invoice processing; MOU internal negotiations group
10/27/2023	1	0.25	Power Sales Agreement Review/Questions related to transfer of \$5M from ECA account
10/28/2023		---	
10/29/2023		---	
10/30/2023	1	0.5	PAC letter review and correspondence with Richard; NEST meeting follow-up newspaper article
10/31/2023	1	1.25	PAC letter conversation with Richard, Troy, Helen and Kevin; Invoice processing
11/1/2023	1	1	MOU internal negotiations team meeting
11/2/2023	1	4.25	Tri-Cities Energy Meeting Article; PAC FOIA update with Richard; MOU review; MOU Internal negotiations team meeting
11/3/2023	1	0.25	Review Richard draft response to PAC; Emission Allowance update from Neil;
11/4/2023		---	
11/5/2023		---	
11/6/2023	1	1	PAC letter response - Information to Richard; Staci Wilson prep for St. Charles meeting
11/7/2023	1	0.5	Teleconference with Richard Re FOIA issue; Census Data request;
11/8/2023	1	0.75	Teleconference with Richard Re FOIA issue; Invoice processing; MOU Internal negotiations team meeting
11/9/2023		1.75	PS Board Meeting Preparation with Richard; MOU Negotiations Meeting; MOU Internation negotiations team follow-up
11/10/2023		3.5	PS Board Meeting Preparation; PS Participation Agreement review; PS Board Meeting; Follow-up With Richard; Invoice Processing
11/11/2023		---	
11/12/2023		---	
11/13/2023	1	1.25	Review of draft communications materials; Review of Closure Cost Estimate Report; Correspondence to PAC and Ms Russo
11/14/2023	1	0.5	Preparation of General Manager Options memo to Board

11/15/2023	1	3.75	Preparations for Energy Planning meeting; Invoice processing; Mtg. w/Max and Laura Re Planning Preparation; St. Charles Environmental Meeting; Conversation with Richard Re Energy Planning; PJM Account Password Reset
11/16/2023		---	Vacation
11/17/2023		---	Vacation
11/18/2023		---	
11/19/2023		---	
11/20/2023		---	Vacation
11/21/2023		---	Vacation
11/22/2023		---	Vacation
11/23/2023		---	Holiday
11/24/2023		---	Holiday
11/25/2023		---	
11/26/2023		---	
11/27/2023	1	4.75	Preparation of General Manager Options memo to Board; Meeting with Rich from PS in preparation for MOU negotiations meeting; Meeting with Avant re: Energy Planning Session; MOU negotiations meeting
11/28/2023	1	5.25	Preparation of General Manager Options memo to Board; FOIA response to Russo - Finance Committee minutes and Closure Report; Meeting with Dominick re: Legislative/lobbying updates; Correspondence to Dominick re: NIMPA FOIA responses and PAC determination; Correspondence with PAC office
11/29/2023	1	0.5	FOIA follow-up discussion with Richard; PNC bank documents for new closure account
11/30/2023	1	0.5	Correspondence with Administrative Assistant candidates - establishing Zoom interview times
12/1/2023	1	1.25	Discussion with David Niles re Quarterly Financials on website; Management Committee meeting preparation; MOU internal negotiations meeting prior to PSEC Board meeting
12/2/2023		---	
12/3/2023		---	
12/4/2023	1	8	Prairie State Management Committee Meetings
12/5/2023	1	8	Prairie State Management Committee Meetings
12/6/2023	1	0.5	MOU internal negotiations team meeting
12/7/2023	1	3	Finalization of 2024 meeting calendar; December Meeting Agenda preparation; Corespondence with Administrative Interview Candidates; Review of Administrative Assistant Contractual Agreement; Discussion with Richard regarding change to agenda; Issuance of draft agenda and subsequent revision to agenda; MOU Negotiations Meeting; MOU meeting follow-up with Rich and Chelsie
12/8/2023	1	1	Response to questions from Administrative Assistant Candidates; Revisions to NIMPA meeting agenda; Distribution of December Agenda
12/9/2023		---	
12/10/2023		---	
12/11/2023	1	5.5	Transmit confidentiality agreements to Administrative Assistant Candidates; Preparation of General Manager Options memo to Board; Processing invoices
12/12/2023	1	---	
12/13/2023	1	2.5	Processing invoices; MOU review; Review of PJM Market Revisions summary prepared by Avant; MOU internal negotiations team meeting
12/14/2023	1	5	Interviews for contractual Administrative position; NIMPA December monthly meeting
12/15/2023	1	1.5	Correspondence with David re History of NIMPA's rate to members; External Affairs Committee meeting; Correspondence with Administrative Assistant candidates
12/16/2023		---	
12/17/2023		---	
12/18/2023	1	0.5	Review of draft Independent Contractor Agreement; Correspondence with Richard re Contractor Agreement; Invoice processing; Preparations to transfer minute preparation to new Administrative position
12/19/2023	1	2.25	External Affairs Committee meeting preparation; MOU review; January Public Meeting Preparation
12/20/2023	1	3.5	Russo FOIA response; Transmittal agenda and outline related to January public meeting; Teleconference with Staci Wilson related to January meeting with Rep. Hirschauer; Correspondence with Elizabeth and setup of OneDrive; Invoice processing; MOU Internal negotiations Team meeting
12/21/2023	1	1.5	Meeting with Staci Wilson re preparation for Rep. Hirschauer meeting; MOU Internal negotiations team meeting
12/22/2023		---	Vacation
12/23/2023		---	
12/24/2023		---	
12/25/2023		---	Holiday
12/26/2023		---	Holiday
12/27/2023		---	Vacation
12/28/2023		---	Vacation

12/29/2023		---	Vacation
12/30/2023		---	
12/31/2023		---	
1/1/2024		---	Holiday
1/2/2024	1	0.25	Invoice processing; Correspondence with Blake re NIMPA mail received at Rochelle; Teleconference with Rich Meyer re: in-person MOU meeting;
1/3/2024	1	1.75	Hotel reservations - February PSGC Strategic Planning Mtg; NIMPA Public Meeting Presentation Draft; Review of Staci Wilson draft presentation to Rep. Hirschauer; Municipal Advisor Disclosures acknowledgement and transmittal to Board
1/4/2024	1	5	NIMPA Public Meeting Presentation Draft; pre-meeting with Staci Wilson & lobbyists in preparation for 1/9 meeting with Rep. Hirschauer; Teleconference with Rich Meyer re: MOU; MOU negotiations meeting; MOU Internal negotiations Team meeting; Invoice processing
1/5/2024	1	3.5	NIMPA Public Meeting Presentation Draft; correspondence with Elizabeth related to meeting minute preparation; teleconference with Staci Wilson
1/6/2024		---	
1/7/2024		---	
1/8/2024	1	3.25	Correspondence with Elizabeth related to minutes; NIMPA public meeting presentation draft; coordination with Staci and Laura re rescheduling of meeting with Rep. Hirschauer
1/9/2024	1	2.25	NIMPA public meeting presentation draft; Coordination with Rich Meyer for on-site meeting; Meeting preparation;
1/10/2024	1	8	On-site meeting at Prairie State for MOU negotiations
1/11/2024	1	5.75	On-site meeting at Prairie State for MOU negotiations; Travel receipts to Angel for processing; Invoice processing; NIMPA public meeting presentation draft
1/12/2024	1	2.25	NIMPA public meeting presentation draft; Management Committee teleconference; Review/edit of meeting minutes
1/13/2024		---	
1/14/2024		---	
1/15/2024		---	Holiday
1/16/2024	1	0.5	Geneva email string - Ongoing TCE efforts update; Invoice approvals;
1/17/2024	1	3	Meeting minute review - December; Correspondence to Dominick re January Public Information Meeting; Correspondence to Richard re tabled item from December meeting; Illinois public power newsletter review; Informational Presentation updates; Invoice processing; Informational Presentation logistics with Avant
1/18/2024	1	4	Informational Presentation logistics; Presentation updates; Meeting with Staci Wilson re NIMPA meeting and presentation; Invoice processing;
1/19/2024	1	3.75	Correspondence concerning confidential agreements; Correspondence with David Niles for expense summary worksheet; External Affairs monthly meeting; Revisions to public information presentation; Correspondence with Richard Heinemann
1/20/2024		---	
1/21/2024		---	
1/22/2024	1	3.5	NIMPA Presentation update; correspondence with Richard re order of agenda and executive session;
1/23/2024	1	0.25	Finalize agenda for 1/31 meeting;
1/24/2024	1	1.75	Distribution of January meeting agenda; teleconference with Dominick re: Public meeting legislative attendees; correspondence with Staci Wilson re: public meeting latest draft; Russo FOIA acknowledgement; MOU Internal Negotiations Team Meeting;
1/25/2024	1	1.75	Teleconference with Richard, Avant and Van Buren; External MOU Negotiations Team meeting; Internal MOU negotiations team follow-up meeting
1/26/2024	1	3.75	Presentation preparations and final revisions; email correspondence to Elizabeth regarding informational session; Review and edit of October regular and executive session minutes
1/27/2024		0.5	Presentation Preparation
1/28/2024		0.25	Supply acquisition for Public Meeting
1/29/2024	1	0.5	Correspondence with Noah related to CES services; Correspondence with David and Richard concerning presentation;
1/30/2024	1	1.75	Presentation Preparation; Presentation transmittal to Board along with final logistics; Confidentiality agreement to Jeff; Supply acquisition
1/31/2024	1	7	Presentation Preparation; Print handouts; Council Room Setup; MOU Internal Negotiations Team meeting; NIMPA Special Board Meeting
2/1/2024	1	2	Informational Presentation follow-up emails; Meeting with Staci Wilson re 2/2 meeting with Rep. Hirschauer; PJM officer certification emails with Noah; NIMPA meeting link to Autumn in Rochelle
2/2/2024	0.8125	4.75	NIMPA meeting link to Jeff at Rochelle; email to Jeff re confidentiality agreement for Rochelle Mayor; Execution of CA for Batavia Councilman Pieper; Email transmittal of CA to Richard; Meeting with Staci Wilson and Rep. Hirschauer re Joint Action Agencies; Internal MOU negotiations team meeting; correspondence with David re revisions to website; Meeting follow-up questions from residents; Correspondence to David and Richard related to transparency link on website; transmittal of Hirschauer presentation to Aaron and Jeff; follow-up conversation with Staci Wilson; Upload video of informational session to OneDrive for Elizabeth; Verification of Google search results for NIMPA website
2/3/2024		---	
2/4/2024		---	
2/5/2024	1	1.25	Processing first invoice from Elizabeth; Preparation of Feb. meeting draft agenda; legislative introduction update to Dominick and Staci; MOU internal negotiations team status updates
2/6/2024	1	1.75	MOU internal negotiations team status updates
2/7/2024	1	8	Prairie State Management Committee Strategic Planning Session
2/8/2024	1	8	Prairie State Management Committee Strategic Planning Session

2/9/2024	1	---	
2/10/2024		---	
2/11/2024		---	
2/12/2024	1	0.75	Draft February Meeting Agenda; Correspondence with Dominick re legislative review; Richard transparency language for website; Transparency revisions to NIMPA website; Conversation with Rakesch related to MOU dicussions;
2/13/2024	1	0.25	Invoice Processing
2/14/2024	1	0.5	MOU Internal negotiations team follow-up meeting.
2/15/2024	1	0.5	RFP for Rate Comparision Study; Revisions to February Meeting Agenda; Correspondence with Richard re: Distribution of Board Packet Materials; Transmittal of February Meeting Agenda
2/16/2024	1	2	Email response to Mr. Pasquinelli re: 2/9 inquiry; email response to UFS for their proposal; email correspondence with Elizabeth related to confidentiality agreement; Email response to Ms. Russo re NIMPA meeting follow-up questions
<b>TOTALS =</b>	<b>84.8125</b>	<b>203</b>	
<b>AVERAGE HR/WORKDAY =</b>		<b>2.393515107</b>	Note: Workday definition does not include weekends, holidays, vacation, personal leave or sick time