

April 15, 2024

Via E-mail

Northern Illinois Municipal Power Agency
Board of Directors

To the NIMPA Board of Directors:

At the March 2024 NIMPA Board meeting, Avant was asked to prepare a list of potential additional services Avant could provide to NIMPA as part of the discussion regarding a potential staff addition. This document represents a first draft of potential additional services that Avant could provide to NIMPA.

Objectives

We have identified the following objectives for NIMPA in this process:

- Ensure that NIMPA remains well managed
- Relieve the time burden on the NIMPA President
- Support smooth transition between Board member and officer roles
- Support transparency and accountability

Proposed Avant Additional Scope

With the above objectives in mind, we propose that Avant could take on the additional scope items outlined below:

- Be the main point of contact for Board members and public for non-policy-related NIMPA-related questions
- Manage Administrative Assistant and initial review of meeting minutes
- Manage lobbyist and attend PSGC External Affairs meetings; summarize for Board
- With lobbyist, prepare NIMPA President for legislator and committee meetings
- Prepare initial draft of NIMPA agendas (President would retain final approval)
- Manage electronic system for NIMPA meetings (Zoom, etc.)
 - Take responsibility for recording meetings and sending files to Administrative Assistant for minutes preparation
- Prepare draft annual Board meeting calendar
- Manage annual retail rate comparison study
- Manage director's and officer's insurance renewal
- Represent NIMPA on additional carbon capture work/meetings; summarize for Board
- Coordinate Agency tours of PSGC

Duties Retained by NIMPA President

We contemplate that the following duties and responsibilities would be retained by the NIMPA President:

- Execution of official NIMPA documents where appropriate
- Final approval of Board agendas
- Approval of all invoices from Avant to NIMPA
- Management of Legal Counsel
- Alternate FOIA Officer
- Attend PSGC Management Committee/Board Meetings (Could Be Other NIMPA Officer)

Duties Transferred to Secretary

We further contemplate that the following duties and responsibilities could be transitioned to the NIMPA Secretary to balance the governance workload slightly:

- Final review of Board meeting minutes
- Primary FOIA Officer
- Document retention and record destruction policy and management

Fee Proposal

At the March 2024 Board meeting, there was also discussion of the preparation of a fee proposal. We believe that a fee proposal should not be prepared and presented until there is agreement on the scope of services that Avant would propose to provide.

We look forward to discussing this with the NIMPA Board.

Very truly yours,
Avant Energy, Inc.

David W. Niles
Senior Vice President