



MEMORANDUM

To: NIMPA Board Members and Alternates

From: Gary Holm, NIMPA President

Date: April 12, 2024

Re: General Manager Options

Refer to 12/11/23, 2/19/24 and 3/15/24 memos for additional background information.

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 4/12/24.

Three additional points of information for the Board to consider:

- I contacted Randy Short to verify the Management Committee officer calendar. If no changes are made to the calendar, then NIMPA's Representative on the Committee would serve in the following roles:
 - 2026 – Secretary
 - 2027 – Treasurer
 - 2028 – Vice Chair
 - 2029 – Chair
- I recused myself from discussions at the March meeting. When I returned to the room I was asked about salary information pertaining to IMEA. I did not know the answers so as a follow-up I contacted APPA and secured a copy of their 2023 public power joint action agency national salary survey. The survey is attached for your reference. It's my understanding that APPA's 2024 annual update will be published in June.
- It appears that HB 5021 and SB 3637 will not be proceeding forward during the spring legislative session. The bills each contain provisions that would have significant negative impacts on NIMPA if they are passed into law. As an agency NIMPA has positioned itself well to have legislative outreach and communications capabilities through both Van Buren Consulting and the IMUA. That said, as NIMPA's President I have historically assumed the role of performing more detailed analyses of proposed legislative initiatives to determine potential impacts on the agency. During the CEJA process, and again during this year's session, I drafted summary reports that were able to be disseminated to the other NINMPA Board members for their use and information. I've typically worked directly with Staci, and most recently with Dominick, to identify specific items of concern and to draft compromise language for those items. I've also attended outreach meetings with legislators to educate them about the Agency's concerns. Going forward, I feel that NIMPA needs to continue to have someone who is engaged in the legislative process and is able to analyze proposed legislation at a more detailed level to identify potential agency impacts. The person/entity also needs to serve as a liaison between the NIMPA Board, Van Buren/IMUA, and local legislators.

DATE	WORKDAY	NIMPA WORK HOURS	TASKS
9/28/2023	1	8	September monthly meeting; Email summary of 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 responses from developer review; Pre-meeting with Prairie State staff
10/5/2023	1	0.25	Correspondence with Dominick and Richard re: 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 updated ARO analysis; email to Finance Directors
10/7/2023		---	
10/8/2023		---	
10/9/2023	1	0.25	Mecuria Bank Information; email to Finance Directors
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; preparation and post meeting communications with Aaron; Correspondence 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; Correspondence 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 and correspondence to Board and internal city staff; 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 Aaron, Jeff and 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; Review of MOU draft revisions prepared by PSGC staff; MOU Internal negotiations team meeting
11/3/2023	1	0.25	Review Richard 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; Prairie State Risk Analysis; Correspondence with Aaron re Risk
11/8/2023	1	0.75	Teleconference with Richard Re FOIA issue; Monthly update to Jeff / Aaron; Invoice processing; MOU Internal negotiations team meeting
11/9/2023		1.75	PS Board Meeting Preparation and Correspondence with Richard; MOU Negotiations Meeting; MOU Internation negotiations team follow-up
11/10/2023		3.5	PS Board Meeting Preparation and Conversations with Richard and Aaron; 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 for External Affairs Committee - RTO reliability analysis; 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	Email correspondence concerning planning 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 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; Email to Richard Heinemann regarding use of Exec. Session to interview candidates
12/1/2023	1	1.25	Discussion with David Niles re Quarterly Financials on website; Follow-up with Richard re OMA and interview candidates; download/prepare documents for Management Committee meeting; 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 draft edits; 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; Invoice processing; Preparations to transfer minute preparation to new Administrative position
12/19/2023	1	2.25	External Affairs Committee materials review; MOU draft review; January Public Meeting Preparation
12/20/2023	1	3.5	Russo FOIA response; Transmittal agenda and outline related to January public meeting; Correspondence 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; Correspondence 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: private use tax issues and carbon capture; 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 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 and add placeholder for 2/22 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	Review and incorporation of hidden slide into presentation; correspondence to 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 addition 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
2/17/2024		---	
2/18/2024		---	
2/19/2024	1	3	Final draft of NIMPA Time Spent; Compiling Board Packet Feb Meeting; Distribution of Board Materials; printing of board materials; review of executive session minutes for release
2/20/2024	1	---	
2/21/2024	1	0.5	Invoice processing; teleconference with Dominick re legislative education efforts;
2/22/2024	1	5.5	NIMPA February monthly meeting; Update to Basic Electric Terminology document;
2/23/2024	1	1.5	February monthly meeting audio recording to shared folder; correspondence to Elizabeth concerning minutes; PS authorization to waive meeting to approve financial statements and audit report; Teleconference with Joe; Correspondence with Staci Wilson; Correspondence with Susan Russo
2/24/2024		---	
2/25/2024		---	
2/26/2024	1	0.5	PJM Officer Recertification, Principal Recertification, CAM Recertification, Related Parties, Affiliate Disclosure, Contact Management, Sector Selection, Company Information;
2/27/2024	1	---	
2/28/2024	1	0.75	Invoice processing; Teleconference with Alyssa Harre; Correspondence with Dominick
2/29/2024	1	0.75	MOU Internal Negotiations Team status update; Correspondence with Ms. Russo; 1st Draft March meeting agenda;
3/1/2024	1	0.25	Teleconference with Staci Wilson
3/2/2024		---	
3/3/2024		---	
3/4/2024	1	1.25	Teleconference with Dominick; Teleconference with Staci and Alyssa; Review and execution of MISO recertification documents for Trevor
3/5/2024	1	0.25	Email correspondence to Noah re: annual PJM certifications for NIMPA
3/6/2024	1	1.75	NIMPA website update - agendas; Correspondence to Ms. Russo re: agenda updates; Correspondence to David re: online meetings/conferences; Correspondence re: website enhancements; forwarding CES invoice; review of February regular and executive session minutes
3/7/2024	1	---	
3/8/2024	1	---	
3/9/2024		---	
3/10/2024		---	
3/11/2024	1	0.5	Correspondence with Richard re: March Meeting; Teleconference with Staci Wilson re: legislative working group; Correspondence with Aaron and Jeff re: Working Groupl;
3/12/2024	1	0.75	Invoice Processing; Russo FOIA Response - meeting recordings
3/13/2024	1	---	
3/14/2024	1	0.25	Invoice Processing; Russo FOIA Response - meeting recordings
3/15/2024	1	5.5	Correspondence with Richard and David re March Agenda; March Agenda Revisions; Illinois Legislation Summary Memo; External Affairs Committee meeting; Correspondence with Noah re March Agenda revisions; Prairie State Board Meeting Documents; NIMPA Updated Rate Study;
3/16/2024		---	
3/17/2024		---	
3/18/2024	1	8	Prairie State Management Committee Meetings
3/19/2024	1	8	Prairie State Management Committee Meetings
3/20/2024	1	0.5	Invoice processing; Travel credit card receipts; Correspondence with Richard re: Private Rail issue;
3/21/2024	1	3.75	March NIMPA monthly meeting;
3/22/2024	1	0.25	Invoice Processing
3/23/2024		---	

3/24/2024		---	
3/25/2024	1	0.75	Correspondence to Randy Short re: Calendar for NIMPA Reps on PS Board; Upload of March audio file; Administration of OneDrive folders for past meetings; First draft of April meeting agenda; Execution of UFS proposal for updated Rate Study; Dates for potential NIMPA Prairie State tour
3/26/2024	1	---	
3/27/2024	1	---	
3/28/2024	1	0.25	Noah Correspondence related to changes to ARR auction
3/29/2024		---	Holiday
3/30/2024		---	
3/31/2024		---	
4/1/2024	1	1	NIMPA Request to APPA for Joint Action Agency Salary Survey; Meeting w/Forvis re: annual audit; Meeting with Rep Hirschauer re: HB 5021
4/2/2024	1	---	
4/3/2024	1	1	Response to Russo FOIA request re: NIMPA, Batavia and Prairie State confidential matters
4/4/2024	1	1	Response to Russo FOIA request re: NIMPA, Batavia and Prairie State confidential matters
4/5/2024	1	2.25	Invoice processing; Response to Russo FOIA request re: NIMPA, Batavia and Prairie State confidential matters
4/6/2024		---	
4/7/2024		---	
4/8/2024	1	1.5	March meeting minutes review and revisions; April Draft Agenda; NIMPA Resolution Document review;
4/9/2024	1	0.25	Travel logistics June Management Committee Meeting
4/10/2024	1	0.75	Teleconference with Internal Negotiations Team and Carbon Capture Developer
4/11/2024	0.5	0.25	Invoice Processing; Correspondence with Randy Short re: Monthly Update Call; Forvis Audit Letter Execution
4/12/2024	1	1.25	Draft April Meeting Agenda, Finalize March Meeting Minutes, Update Board Packet Materials for April Meeting
TOTALS =	123.3125	256.75	
AVERAGE HR/WORKDAY =		2.082108464	Note: Workday definition does not include weekends, holidays, vacation, personal leave or sick time