

Board member background

Platte River Power Authority is a not-for-profit, community-owned public power utility that generates and delivers safe, reliable, environmentally responsible and financially sustainable energy and services to Estes Park, Fort Collins, Longmont and Loveland, Colo., for delivery to their utility customers.

Platte River Power Authority is governed by an eight-person board of directors that brings unique and relevant expertise to the decision-making process. The board includes the mayor (or a designee of the mayor) of each owner community. The other four directors are appointed to four-year staggered terms by the governing bodies of the owner communities.

Board communications

Angela Walsh is the executive assistant to Jason Frisbie and secretary to the Platte River Power Authority Board of Directors. Board members will receive correspondence from Angela for all board meetings, board related travel and events, travel expenses using a Platte River issued credit card, and regularly scheduled meetings.

Meetings

Board meetings

- Typically occur on the last Thursday of every month, beginning at 9 a.m. Mountain Time.
 - **Exceptions:** no meetings in January, June or November. The December board meeting takes place on the first Thursday of the month.
- Calendar invitations for the ensuing year's board meetings will be sent to board members following the December board meeting.
- All board meeting materials are published to the Platte River website. If a board member would like a paper copy, one will be delivered to his/her office one week prior to the meeting.
- Unless notified in advance, attendance at board meetings will be assumed.
- All board meetings will be held at the headquarters location at 2000 E. Horsetooth Rd and/or via Zoom Webinar and are open to the public.
- Special board meetings may be scheduled if needed and the same process for regular meetings will be followed.

General manager/general counsel quarterly check-in

- Breakfast or lunch meetings
- Scheduled once per quarter to check-in on performance and communication with both board members of each owner community

One-on-one meetings with the general manager

- Scheduled twice per year with each board member individually

Platte River issued credit card

Board members receive a Platte River credit card to use for travel, meals and transportation expenses incurred during board related travel.

- Cardholders are responsible for obtaining all receipts, including any itemized detail receipts, for all credit card purchases
- Cardholders must keep their credit card in a secure location to prevent theft or unauthorized use.
 - Any lost or stolen credit card must be reported to Angela immediately
 - Any changes made to the PIN number must be reported to Angela for records

Platte River business travel

Platte River will pay all expenses directly incurred by board members for legitimate business or training related to travel.

- Changes in travel plans for personal reasons that result in additional costs will be at the expense of the board member
- Itemized receipts are required for all expenditures
- When a board member takes a spouse or guest on a business trip for personal reasons, he/she is responsible for all additional costs attributable to his/her guest.
- Movies, entertainment and other expenses are considered personal and are not reimbursed by Platte River

Optional travel

Platte River will pay board member expenses for the following:

- American Public Power Association CEO Roundtable
- American Public Power Association national conference

Airfare

- Platte River will pay the charges for one checked bag.
- Expenses for upgrades to business- or first-class seats are not reimbursable. Airline reservations will be made for the lowest cost, reserved seat available. Platte River will pay for extended legroom seating on all flights when available (excluding first-/business-class fares).
- When a board member wishes to drive his/her personal vehicle versus flying to the destination, Platte River will reimburse expenses for the lowest available airfare for the requested dates of travel or at the current IRS standard mileage rate multiplied by the shortest calculated miles to the destination and back. Any additional hotel or meal costs and travel are considered personal.

Rental cars

Platte River's insurance provides collision and medical coverage for employees and board members driving rental cars on Platte River business.

- Insurance information for rental cars will be provided
- The vehicle must be rented in Platte River's name for the insurance coverage to be in effect
- Optional insurance should not be purchased
- The rental contract should be made out the Platte River Power Authority and signed "Platte River Power Authority" beside your name



Platte River

Power Authority

Estes Park • Fort Collins • Longmont • Loveland

Personal vehicle mileage

- Mileage reimbursement is made per the current IRS standard rate