

Minutes of the Regular Meeting  
of the Coldwater Board of Public Utilities

Coldwater Board of Public Utilities  
Coldwater, Michigan

March 31, 2021  
5:00 p.m.

**Regular Meeting**

**Any interested person or group may address the Coldwater Board of Public Utilities on any agenda item or on any matter of CBPU concern including items not on the Agenda during the agenda items designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the Board.**

For individuals who may wish to give public comment, the method for providing public comment during this remote-participation meeting is to call the following toll-free numbers:

**1-888-475-4499** (Meeting ID: 820 4689 9099), a Participant ID is not required.

Callers wishing to give public comment may call in before the meeting starts and wait in a “virtual waiting room.” Those calling in will be able to hear the audio of the CBPU Board meeting, but their telephone/microphone will be muted. At the time for Public Comment, press \*9 on your telephone to “raise your hand”, and you will be called upon. Once you have been called upon, press \*6 to unmute your telephone/microphone so that you may be heard. Callers who do not wish to give public comment are encouraged to view the meeting live-streamed on YouTube at, [bit.ly/ColdwaterVideo](http://bit.ly/ColdwaterVideo) or on Skitter Channel 61.

**CALL TO ORDER:**

Meeting called to order by President Stevens

**ROLL CALL:**

**PRESENT:** Members:

President Stevens, Vice President Ohm, Travis Machan, John Wellet

Others:

Director Budd, Nicki Luce

Via Zoom:

Pat Pool, Brian Musselman, Jodi Shook, Tom Eldridge, Jim Odneal, Andrew Cameron, Don Reid

**ABSENT:** Terry Whelan

PUBLIC COMMENT:

None

It was noted that there was no public comment emails received as of 3:30 p.m. prior to the meeting.

CONSENT AGENDA

NOTE: The items listed in the Consent Agenda are considered to be routine by the Board and its Director and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Board Member or citizen. In this event, the item will be removed from the Consent Agenda and Board action will be taken separately on said item. Those items so approved under the heading "Consent Agenda" will appear in the Board minutes in their proper form.

MINUTES:

1. Regular Meeting of the Board of Directors held March 3, 2021.
2. Regular Meeting of the Michigan South Central Power Agency Board of Commissioners held February 4, 2021.

DEPARTMENTAL REPORTS:

1. Board of Public Utilities Operation Reports and Financial Statements for February 2021.
2. Bills and Accounts for period ending March 31, 2021.
3. Power Supply Cost Projections.
4. MERS Defined Benefit Pension Plan Statement for the quarter ending December 31, 2020.
5. MERS Defined Benefit Pension Plan Statement for the year ending December 31, 2020.

MOTION: Member Wellet moved that the Consent Agenda items be approved as presented.

Member Machan seconded the motion.

Upon roll call vote, the following voted:

“AYE”: Vice President Ohm, Member Machan, Member Wellet, President Stevens

“NAY”: None

Motion carried unanimously.

**REGULAR AGENDA**

ASPEN WIRELESS FTTP TECHNICAL SUPPORT SERVICES AGREEMENT:

Staff presented a FTTP Technical Support Services Agreement from Aspen Wireless. This agreement would provide Tier 3 tech support for the City LAN Network in addition to advanced network engineering and tech support for fiber to the premise customers for issues that cannot be resolved in a timely fashion by NRTC or CBPU support staff.

**MOTION:** Member Ohm moved to approve the FTTP Technical Support Services Agreement with Aspen Wireless and authorized the Director to execute on behalf of the CBPU.

Member Wellet seconded the motion.

Upon roll call vote, the following voted:

“AYE”: Member Machan, Member Wellet, Vice President Ohm, President Stevens

“NAY”: None

Motion carried unanimously.

MICHIGAN AVENUE SUBSTATION INSPECTION AND MAINTENANCE BID  
RECOMMENDATION:

Bids for the five (5) year preventative inspection and maintenance of the Michigan Avenue substation were received. Staff recommended the low bid submitted by Turner Electrical Services LLC in the amount of \$35,490.

**MOTION:** Member Machan moved to approve the bid from Turner Electrical Services LLC for the five (5) year preventative inspection and maintenance of the Michigan Avenue substation in the amount of \$35,490.

Member Ohm seconded the motion.

Upon roll call vote, the following voted:

“AYE”: Member Wellet, Vice President Ohm, Member Machan, President Stevens

“NAY”: None

Motion carried unanimously.

RP<sub>3</sub> AWARD:

The CBPU was recently awarded American Public Power Association’s (APPA) Reliable Public Power Provider (RP<sub>3</sub>) Diamond status. The APPA’s RP<sub>3</sub> program recognizes utilities that demonstrate high proficiency in four areas: reliability, safety, workforce development and system improvement. Director Budd recognized Jim Odneal and staff for their excellent work in coordinating the CBPU’s application process.

SAFETY AWARD OF EXCELLENCE:

Director Budd shared that CBPU earned a first place Safety Award of Excellence from the American Public Power Association (APPA) for safe operating practices in 2020. CBPU had zero work-related reportable injuries or illnesses last year.

BUDGET WORKSHOP DISCUSSION:

After Board discussion, it was decided that the annual strategic CBPU Budget Workshop for 2021 will be held Wednesday, May 5, 2021 upon the conclusion of the CBPU Board meeting.

ASPEN WIRELESS PROGRESS REPORT:

IT Director, Pat Pool, updated the Board on the progress of Phase II of the fiber project.

PUBLIC COMMENT:

None

NEW BUSINESS:

DIRECTOR'S REPORT:

- This month's power cost adjustment is \$.008199. The increase is driven by the winter storm in Texas that caused power prices to spike in the Midwest. PCA for secondary meters is \$.08436.
- Tammy Worden has been hired to replace Kelli Nantz as our Payroll / Staff Accountant. She has several years of accounting and payroll experience and will be joining our team on April 2.
- Andrew Arlt has accepted the Engineering Technician position due to the retirement of Marvin Nantz. Andrew has already moved from Project IV into his new role at ENOC. We are not planning to fill Andrew's vacancy at this time.
- Jill Ware has officially joined the City/CBPU in ASD as our newest Customer Service Representative. Jill is a graduate of Coldwater High School and has numerous years of experience in office work with her most recent employment being at Firekeepers Casino. Jill and her husband, Todd, live in Coldwater. We would like to welcome Jill to the organization!
- Abbey Hoffman has accepted the position of Marketing Coordinator. Abbey is currently completing her degree in marketing and communications at Florida Southern College. Originally from Camden, Michigan, Abbey will be moving back to join our staff on May 25.
- Final manholes have been replaced at the new lift station. The old lift station has been decommissioned. Paving the parking lot is the last outstanding project item.
- Monroe Street rehabilitation is scheduled to start on April 12. Concord Excavating will be the contractor, which was carried over from the Smith Street project in 2020.
- The 2<sup>nd</sup> Definitive Planning Phase (DPP2) for the proposed Natural Gas Peaking Plant has been pushed back to May 7.
- Hydrant flushing is scheduled for the week of April 19.
- City/CBPU offices will be closed at noon on Good Friday, April 2.
- The Water Department cleaned the iron sludge from the backwash tank. The tank is cleaned every seven years. Normally, this maintenance is contracted out, but staff self-performed this task and did a great job.

Coldwater Board of Public Utilities  
Regular Meeting Continued  
March 31, 2021

DATE OF NEXT MEETING:

The date of the next regular meeting is **Wednesday, May 5, 2021 at 5:00 p.m.**

ADJOURN:

MOTION: Member Ohm moved that the meeting be adjourned.

Member Wellet seconded the motion.

Upon roll call vote, the following voted:

“AYE”: President Stevens, Vice President Ohm, Member Machan, Member Wellet

“NAY”: None

Motion carried unanimously.

Meeting adjourned at 5:58 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Nicki Luce". The signature is written in a cursive style with a large initial "N".

Nicki Luce, Secretary  
Coldwater Board of Public Utilities