

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

Coldwater Board of Public Utilities  
Coldwater, Michigan

July 7, 2021  
5:00 p.m.  
Council Chamber

Regular Meeting

PRESENT: Members:  
Vice President Ohm, Travis Machan, John Wellet, Terry Whelan

Others:  
Director Budd, Nicki Luce, Brian Musselman, Tom Eldridge, Sheila Puffenberger, Tammy Worden, Doug Brott, Grady Kever, Don Reid

Via Zoom:  
Mark Beauchamp, Utility Financial Services

ABSENT: President Stevens

CALL TO ORDER:

Meeting called to order by Vice President Ohm

NOTICE OF MEETING:

A notice of the meeting was posted in accordance with Michigan Public Act No. 267.

ELECT BOARD OFFICERS AND APPOINT SECRETARY FOR 2021-2022:

MOTION: Member Machan moved that Chris Stevens be reelected President, Scott Ohm be reelected Vice President and Nicki Luce be reappointed Secretary of the Board of Directors of the Coldwater Board of Public Utilities for fiscal year 2021-2022.

Member Wellet seconded the motion.

Motion carried unanimously.

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 June 2, 2021.
2. Regular Meeting of the Michigan South Central Power Agency Board of Commissioners held May 6, 2021.
3. Special Meeting of the Michigan South Central Power Agency Board of Commissioners held May 25, 2021.
4. Regular Meeting of the Michigan South Central Power Agency Board of Commissioners held June 3, 2021.

DEPARTMENTAL REPORTS:

1. Board of Public Utilities Operation Reports and Financial Statements for May 2021.
2. Bills and Accounts for period ending June 30, 2021.
3. Power Supply Cost Projections.

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

Member Machan seconded the motion.

Motion carried unanimously.

Director Budd introduced City and CBPU new hires: Tammy Worden, Payroll/Staff Accountant, Doug Brott and Grady Keever, Network Technicians. Each provided a brief bio to the Board.

REGULAR AGENDA

RESOLUTION NO. 21-45, ELECTRIC RATE ADJUSTMENTS:

Mark Beauchamp of Utility Financial Services (UFS) presented a Financial Projection Summary and Rate Designs for the electric fund. Staff recommended the Board approve the proposed overall electric rate adjustments of 2% per year effective September 1, 2021.

MOTION: Member Machan moved to approve the proposed overall electric rate adjustments of 2% per year for each of the next three (3) years effective September 1, 2021 and forward Resolution No. 21-45 to City Council for adoption.

Member Wellet seconded the motion.

Motion carried unanimously.

APPROVAL OF ENGINEERING FOR WATER SYSTEM IMPROVEMENTS:

In order to improve our current water system, staff recommended the Board approve to move forward with the budget design and engineering for improvements to the Water Treatment Plant as well as for projects on Washington Street, Perkins Street and Michigan Avenue for a cost of \$291,300.

MOTION: Member Whelan moved to approve the budget design and engineering for improvements to the Water Treatment Plant as well as for projects on Washington Street, Perkins Street and Michigan Avenue for a cost of \$291,300.

Member Wellet seconded the motion.

Motion carried unanimously.

WATER SYSTEM RELIABILITY STUDY AND GENERAL PLAN UPDATE:

Brian Musselman, Water and WRRF Superintendent, summarized the Water System Reliability Study and General Plan Update.

RESOLUTION NO. 21-01, ESTABLISHING MEETING DATES FOR 2021-2022:

The Board was presented with Resolution No. 21-01 entitled “*Establishing Meeting Dates for 2021-2022*” for their consideration.

MOTION: Member Machan moved to adopt attached Resolution No. 21-01 entitled “*Establishing Meeting Dates for 2021-2022*”.

Member Wellet seconded the motion.

Motion carried unanimously.

APPOINTMENT OF COMMITTEE FOR DIRECTOR'S ANNUAL PERFORMANCE REVIEW:

Member Ohm and Member Machan reappointed themselves to the committee to review the Director's job performance.

ASPEN WIRELESS PROGRESS REPORT:

Director Budd updated the Board on the progress of Phase II of the fiber project.

PUBLIC COMMENT:

None

NEW BUSINESS:

DIRECTOR'S REPORT:

- The Power Cost Adjustment for the May billing was \$.01119. The PCA for secondary meters was \$.01153.
- We want to welcome Doug Brott and Grady Keever to the organization. Both gentlemen have been hired as Network Technicians whose primary jobs will be to assist with the new broadband fiber to the home installations. Doug is a graduate of Western Michigan University with a degree in criminal justice who was recently working for the Michigan Department of Health & Human Services before embarking on a career change. Grady is a recent graduate of the Southeast Lineman Training Center in Georgia.

Tim Pearl has accepted a departmental change from DMS to the Water Department. Tim has been with the organization since 1998.

We are currently looking to fill an entry-level position working on the vector truck.

- Rain has delayed the paving of Monroe Street for the last two weeks. We hope it will resume on July 6.
- Construction on the Sauk River water main is essentially complete with just a few service leads remaining. This will complete the CBPU aspect of the project. Concord Excavating is expected to start on the road reconstruction the first part of July.

Coldwater Board of Public Utilities  
Regular Meeting Continued  
July 7, 2021

- Staff is updating the controls on the natural gas engines at Project IV. Each individual engine upgrade has been completed. The master control will now be updated which will put the engines out of commission for approximately two weeks.
- Bob Granger and Jim Odneal are beginning to schedule our first key accounts meetings. The main goal of this initiative is to make sure we are keeping updated with the needs of our industrial and larger commercial accounts.
- Staff is working through final punch list items primarily associated with soil erosion and sediment control issues at Butters Avenue substation. The engineered swales are also currently holding water, so they are being reworked to drain properly.
- We have contracted with Exacter, Inc. out of Columbus, Ohio to do a Radial Frequency (RF) test of our electrical distribution system. The RF testing will help to identify electrical components that are showing signs of failure such as irregular heating or loose connections. The early detection of problems will allow for replacing the equipment before it fails and causes an outage. Exactor has been working with the Lansing Board of Light and Power. This service will not be performed annually; only on an as recommended basis. The total cost for this preventative maintenance service is \$43,000.
- CBPU lineman worked three mutual aid days assisting Hillsdale to restore their electrical system caused by severe storms on June 21. They greatly appreciated the help and goes to show the benefit of being a public power community.
- The septage receiving station is still down due to a faulty controller. The manufacturer will be here in later July to resolve the programming issue.
- Due to COVID restrictions back in January, a proper open house to celebrate Dave Sattler's retirement is scheduled for Friday, July 9 from 2:00 pm to 4:00 pm in the Council Chamber.

DATE OF NEXT MEETING:

The date of the next regular meeting is **Wednesday, August 4, 2021 at 5:00 p.m.**

Coldwater Board of Public Utilities  
Regular Meeting Continued  
July 7, 2021

ADJOURNMENT:

Noting no other business to come before the Board, Vice President Ohm adjourned the meeting at 6:30 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Nicki Luce". The signature is written in black ink and is positioned above the typed name.

Nicki Luce, Secretary  
Coldwater Board of Public Utilities