

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

Coldwater Board of Public Utilities  
Coldwater, Michigan

February 1, 2023  
5:00 p.m.  
Council Chamber

Regular Meeting

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

Others:  
Director Jakubczak, Nicki Luce, John Springhall, Brian Musselman, Pat Pool, Andrew Cameron, Megan Angell, Tom Eldridge, Audrey Tappenden, Abbey Hoffman, Todd Porter, Bill Flickinger, Don Reid

ABSENT: None

CALL TO ORDER:

Meeting called to order by President Stevens

NOTICE OF MEETING:

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

PUBLIC COMMENT:

None

It was noted that there were 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 January 4, 2023.
2. Regular Meeting of the Michigan South Central Power Agency Board of Commissioners held December 1, 2022.
3. Special Meeting of the Michigan South Central Power Agency Board of Commissioners held December 8, 2022.

DEPARTMENTAL REPORTS:

1. Board of Public Utilities Operation Reports and Financial Statements for December 2022.
2. Bills and Accounts for period ending January 31, 2023.
3. Power Supply Cost Projections.

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

Member Whelan seconded the motion.

Motion carried unanimously.

Recent new hire Todd Porter, Service Electrician, was introduced. He provided a brief bio to the Board.

**REGULAR AGENDA**

SECURITY UPGRADES:

In order to improve and maintain a safe and secure working environment for all City/CBPU employees and to protect City/CBPU owned resources, staff presented proposals from Lakeland Electronics for security upgrades at the Henry L. Brown Municipal Building, substations and the Water/Service campus for a cost of \$180,023. CBPU's portion would be \$163,775.

MOTION: Member Ohm moved to approve the proposals from Lakeland Electronics for a cost of \$163,775, for security upgrades at the Henry L. Brown Municipal Building, substations and the Water/Service campus.

Member Wellet seconded the motion.

Motion carried unanimously.

CLEAN WATER STATE REVOLVING FUND GRANT:

To move forward in the process to secure funding for the future WRRF plant expansion, staff recommended the Board approve a Professional Services Agreement with Donohue & Associates, Inc. in an amount not to exceed \$67,900 for their services and expenses in preparing the Clean Water State Revolving Fund (CWSRF) Planning Document.

MOTION: Member Wellet moved to approve the Professional Services Agreement with Donohue and Associates, Inc. in an amount not to exceed \$67,900 for their services and expenses in preparing the Clean Water State Revolving Fund (CWSRF) Planning Document and authorized the Utility Director to execute the agreement.

Member Machan seconded the motion.

Motion carried unanimously.

COST OF SERVICE STUDY AMENDMENT:

Due to an error found in the initial calculations of the long-term financial projections on the Cost of Service study presented at the December Board meeting, Director Jakubczak presented a revised contract from Utility Financial Services (UFS) in an amount not to exceed \$67,050, an increase from \$43,460.

MOTION: Member Whelan moved to approve the revised contract with Utility Financial Services (UFS) to provide a Cost of Service study in an amount not to exceed \$67,050.

Member Ohm seconded the motion.

Motion carried unanimously.

METC DISCUSSION:

Director Jakubczak briefly discussed with the Board two proposals that are currently being negotiated with METC. A special meeting may have to be called in order to meet deadlines after finalization of legal documents.

PUBLIC COMMENT:

None

NEW BUSINESS:

DIRECTOR'S REPORT:

- This month's Power Cost Adjustment is \$0.00447 and the PCA for secondary meters is \$0.00461.
- Todd Porter accepted the open Service Electrician position. He is a graduate of Coldwater High School and resides in Coldwater with his wife, Samantha, and their two children. Todd is a State of Michigan licensed Journeyman Electrician and brings with over 22 years of experience. He will truly be an asset to the CBPU. Todd's first day on the job was January 9.

Jess Modert has accepted the open Network Technician position in the Telecommunications Department. Jess has worked in the City's Department of Municipal Services for the past three years. Staff will be looking to fill the void left in DMS as quickly as possible.

Kay Roberts has accepted the open Help Desk Technician position. Kay has worked in our Customer Service Department for the past nine years and will now take her knowledge and expertise to assist in the Telecommunications Department.

Jill Ware has accepted the open Customer Service Representative – Level II position vacated by Kay Roberts. Jill has been with the City/CBPU for the past two years. Staff will be looking to fill Jill's position as quickly as possible.

Congratulations to Brad Losinski for successfully passing his written examination for EGGLE certification as a Municipal Wastewater Treatment Plant Operator.

- To better achieve our goal of building, engaging and maintaining long-term relationships in the community, we have decided to change the name of our Marketing Department to the Community Engagement Department. As part of this change, we will have a larger presence at community and local events, work more with the local schools, and tell our story about the benefits of being a locally owned multi-disciplinary utility.

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- Check it out...CBPU GIG Fiber Service is now featured on one of our vehicles. Thank you to Tuckey Motorsports for their fantastic work!

A thank you note was received from the Branch Area Food Pantry for the financial donation made by employees in support of their Holiday Food distribution in November 2022.

A thank you note was received from Family Promise (operating under Coldwater Housing Matters) for the financial donation made in the fight against family homelessness.

DATE OF NEXT MEETING:

The date of the next regular meeting has been rescheduled for **Thursday, March 2, 2023 at 5:00 p.m.**

CLOSED SESSION PURSUANT TO SECTION 8(H) OF PA 267 OF 1976 TO CONSIDER MATERIAL EXEMPT FROM DISCUSSION OR DISCLOSURE BY STATE OR FEDERAL STATUTE:

MOTION: Member Machan moved to adjourn into closed session pursuant to Section 8(h) of PA 267 of 1976 to consider material exempt from discussion or disclosure by state or federal statute.

Member Wellet seconded the motion.

Upon roll call vote, the following voted:

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

“NAY”: None

Motion carried unanimously.

President Stevens called the regular meeting back to order at 6:23 p.m.

Director Jakubczak recommended the Board authorize the Utility Director to purchase up to 7.5 MW of capacity from the AMP Reciprocating Internal Combustion Engines (RICE) Peaking Project contingent upon final legal review and approval from the MSCPA Board.

MOTION: Member Machan moved to approve authorizing the Utility Director to purchase up to 7.5 MW of capacity from the AMP Reciprocating Internal Combustion Engines (RICE) Peaking Project contingent upon final legal review and approval from the MSCPA Board.

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Member Ohm seconded the motion.

Upon roll call vote, the following voted:

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

“NAY”: None

Motion carried unanimously.

ADJOURNMENT:

Noting no other business to come before the Board, President Stevens adjourned the meeting at 6:24 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" and "L".

Nicki Luce, Secretary  
Coldwater Board of Public Utilities