

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

Coldwater Board of Public Utilities
Coldwater, Michigan

May 3, 2023
5:00 p.m.
Council Chamber

Regular Meeting

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

Others:
Director Jakubczak, Nicki Luce, Brian Musselman, Pat Pool, Andrew Cameron, Tom Eldridge, Harold Jenkins, Abbey Hoffman, Dawn Lund (via Zoom), Jason Minock (Atwell), Don Reid

ABSENT: Vice President Ohm

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 April 5, 2023.
2. Regular Meeting of the Michigan South Central Power Agency Board of Commissioners held March 2, 2023.

DEPARTMENTAL REPORTS:

1. Board of Public Utilities Operation Reports and Financial Statements for March 2023.
2. Bills and Accounts for period ending April 30, 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.

REGULAR AGENDA

WATER/WASTEWATER FINANCIAL PROJECTIONS STUDY:

To determine the utility's revenue requirements for Fiscal Year 2024 and to project rate adjustments needed to meet/work toward targeted revenue requirements, Dawn Lund of Utility Financial Solutions, LLC (UFS) presented results of the financial projection studies for both the water and wastewater departments.

2023/2024 FISCAL YEAR BUDGET PROJECTIONS:

Tom Eldridge, Finance Director, presented draft copies of the proposed Fiscal Year 2023/2024 Capital Asset Plan and Budget Summaries for each of the enterprise funds. Final proposed budgets will be presented at the June Board meeting.

WATER & WASTEWATER RATE ADJUSTMENTS:

Staff presented Water and Wastewater rate adjustments for the Board's consideration. The adjustments are based on the financial projection studies completed by Utility Financial Solutions, LLC (UFS).

MOTION: Member Wellet moved to approve the proposed Water and Wastewater rate adjustments as presented and forward Resolution No. 23-34 to City Council for adoption.

Member Machan seconded the motion.

Motion carried unanimously.

PUBLIC ELECTRIC VEHICLE CHARGING (PEVC) RATE:

With the recent uptick in the availability of Electric Vehicles, staff proposed a Public Electric Vehicle Charging (“PEVC”) rate for the Board’s consideration.

MOTION: Member Whelan moved to approve the Public Electric Vehicle Charing (PEVC) rate and forward Ordinance No. 859 to City Council for introduction.

Member Wellet seconded the motion.

Motion carried unanimously.

FIVE-YEAR INSPECTION AND PREVENTATIVE MAINTENANCE:

Bids for the five (5) year inspection and preventative maintenance of the Garfield substation and Project IV Generation Facility were received. Staff recommended the low bid submitted by Turner Electrical Services LLC for a total amount of \$51,625.

MOTION: Member Machan moved to approve the bid from Turner Electrical Services LLC for the five (5) year inspection and preventative maintenance of the Garfield substation and Project IV Generation Facility in the amount of \$51,625.

Member Whelan seconded the motion.

Motion carried unanimously.

SAFETY AWARD OF EXCELLENCE:

Safety Service Coordinator, Harold Jenkins, shared that the CBPU earned a first place Safety Award of Excellence from the American Public Power Association (APPA) for safe operating practices in 2022. CBPU had zero work-related reportable injuries or illnesses last year.

VIRTUAL INFRASTRUCTURE REFRESH:

Because current hardware that hosts our virtual server environment is approaching its end of life, Pat Pool, IT Director, presented quotes to update equipment to ensure ongoing operations. Staff recommended awarding the bid to Adaptive Technology Solutions (Scale) in the amount of \$237,660.41.

MOTION: Member Wellet moved to approve the quote from Adaptive Technology Solutions (Scale) in the amount of \$237,660.41 for the hardware that hosts our virtual server environment.

Member Machan seconded the motion.

Motion carried unanimously.

PUBLIC COMMENT:

None

NEW BUSINESS:

DIRECTOR'S REPORT:

- This month's Power Cost Adjustment is \$0.00768 and the PCA for secondary meters is \$0.00791.
- Work is underway on the sidewalk repair and improvement project for this year. Repairs are scheduled to be made on East Chicago, West Chicago and a number of other locations. Concord Excavating of Concord, MI is the contractor. Please be aware that there will be intermittent lane closures on US-12 to facilitate the work.
- A reminder that M-DOT is working on the bridge on US-12 at the west end of Coldwater. The road goes down to one lane in each direction so please use caution when going through the area.
- A date has been confirmed for our FIRST ever City/CBPU Blood Drive. It is scheduled for Monday, June 26 at Heritage Hall. More details to come!

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- Residents are reminded to take advantage of our AC Tune-Up rebate of \$75. This is recommended every two (2) years. More information can be found on the City's website at this link:
<http://www.coldwater.org/232/Energy-Optimization-Department>.
- The City is still seeking vendors for Strawberry Fest which is scheduled for Saturday, June 17 in downtown Coldwater. Registration deadline is June 1 after which, there is a \$25 late fee.
- The Customer Satisfaction Survey is in its final stages and is anticipated to be released to the public in the next couple of weeks.
- In observance of Memorial Day, the City/CBPU offices will be closed on Monday, May 29.

A thank you card was received from the family of Jane Hurley for the memorial donation made to the Humane Society. Ms. Hurley worked for the CBPU for 42 years as an Executive Secretary.

DATE OF NEXT MEETING:

The date of the next regular meeting has been scheduled for **Wednesday, June 7, 2023 at 5:00 p.m.**

ADJOURNMENT:

Noting no other business to come before the Board, President Stevens adjourned the meeting at 6:06 p.m.

Respectfully Submitted,



Nicki Luce, Secretary
Coldwater Board of Public Utilities