

Hillsdale Board of Public Utilities
Regular Meeting

December 12, 2017

The regular Hillsdale Board of Public Utilities meeting was called to order at the BPU Offices, 45 Monroe Street, Hillsdale, Michigan at 7:00 p.m. by Mr. Barry Hill, President of the Board.

Board Members Present: Mr. Barry Hill, President
Mr. Bob Batt, Vice-President
Mr. Eric Hoffman
Ms. Lois Howard
Mr. Chris Sumnar

Board Members Absent: None

Others present: Chris McArthur, Deputy Director; Bill Briggs, Water Distribution Superintendent/WWTP Supervisor; Chad Culbert, Electric Distribution Superintendent; Finance Director Bonnie Tew; Stephen M. French, Secretary to the Board; Don Reid, Hillsdale Daily News.

MINUTES

Mr. Sumnar moved, supported by Mr. Batt, to approve the minutes of the November 21, 2017 regular meeting and December 7, 2017 Personnel Committee meeting as presented. Motion carried unanimously by voice vote.

BILLS PAYABLE

Mr. Sumnar requested information on the claims to Aha Consulting, Doberman Technologies, Plante Moran, and Key Government Finance, Inc.

Deputy Director McArthur noted the payment to Aha Consulting was the BPU's portion of the costs associated with the new city and BPU website development; the costs to Doberman Technologies were for monthly computer support for the months of November and December; the costs for Plante Moran were for continued financial services; and, the payment to Key Government Finance was the annual, lease payment for the new sewer vacuum truck.

Ms. Howard moved, supported by Mr. Hoffman to approve the above November bills in the amount of \$615,715.25. Motion carried unanimously by voice vote.

MSCPA STATEMENT

Ms. Howard requested the board receive periodic financial reports from MSCPA to show such expenses as debt service costs and the market value of the city's resources.

Ms. Howard moved, supported by Mr. Sumnar, to approve the October MSCPA bill usage in the amount of \$732,466.84. Motion carried unanimously by voice vote.

OCTOBER FINANCIAL REPORT

Ms. Tew presented the October 2017 financial reports and staff continued to finalize the budgetary differences between the previous financial system and the BS&A Software platform. Mr. Sumnar noted the overall percentage of budgetary expenses and revenues were very similar, although some individual line-items had large differences.

Responding to a question from Ms. Howard, Ms. Tew stated she would review the “Non-Operating Electric Income” to determine what revenues were being included in that line-item.

Ms. Howard moved, supported by Mr. Sumnar, to approve the October financial reports as submitted. Motion carried unanimously by voice vote.

DIRECTOR’S REPORT

1. Deputy Director McArthur reported the utility continued to obtain property owner approval’s for the amended easements that were necessary for the underground fiber project. Deputy Director McArthur stated the project was on schedule to begin in the spring of 2018.
2. Deputy Director McArthur provided information on the meeting held with the contractor, Mr. Hill, and city staff on November 29, 2017 regarding cost over-runs and unforeseen issues at the wastewater treatment plant. Mr. Hill noted that Mr. Briggs would have a more active role with the contractor in establishing goals and priorities for the project.

ACTION ITEMS

1. Purchase of pad mount transformer

Mr. Culbert reported the utility had requested bids for the purchase of a 300KVA pad mount transformer for Marvo Mineral at 115 E. Bacon Street. Mr. Culbert noted the utility had received two bids, with the low bid being from Solomon Corp. at a cost of \$5,395.00.

Mr. Sumnar moved, supported by Mr. Hoffman, to approve the purchase of a 300KVA pad mount transformer from Solomon Corp. at a cost of \$5,395.00. Motion carried unanimously by voice vote.

2. Renewable Energy Plan Filing

Deputy Director McArthur presented the renewable energy plan for the City of Hillsdale BPU that had been created by the MSCPA for its members. Mr. McArthur noted the plan was required by PA 342 and was presented for informational purposes only to the BPU Board.

3. Interim Director Appointment

Mr. Hill reported the Personnel Committee had met on December 7, 2017 to discuss the appointment of the BPU Director due to the retirement of Mr. Mike Barber. Mr. Hill noted the Personnel Committee had recommended the appointment of Mr. McArthur as Interim Director for a six (6) month period.

Mr. Sumnar moved, supported by Mr. Hoffman, to recommend the appointment of Deputy Director McArthur as Interim Director of the BPU for a period of six (6) months. Motion carried unanimously by voice vote.

DEPARTMENT PROJECT PROGRESS REPORTS

Deputy Director McArthur reported both #5 and #6 engines would be tested during the upcoming week.

Supervisor Briggs reported the anaerobic digester at the wastewater treatment plant had been cleaned of solids and would be inspected in the near future. Mr. Briggs stated the water tower project was completed and the water tower was back in full service. Mr. Briggs noted the contractor for the wastewater treatment plant project had agreed to the hand-written schedule that was included in the BPU Board meeting packet.

Supervisor Culbert reported the 277 capital project continued with the placement of four new poles for the transmission line upgrade between Moore Road substation and the Industrial Park substation.

BOARD MEMBER ROUNDTABLE

Mr. Hill noted the board may wish to meet with MSCPA representatives to discuss planning and long-range goals of the BPU.

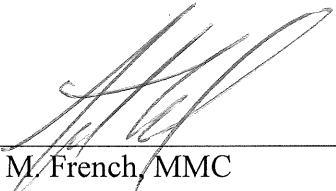
PUBLIC COMMENT

No public comments were offered

ADJOURNMENT

Ms. Howard moved, seconded by Mr. Hoffman, to adjourn the meeting. The motion carried unanimously by voice vote.

The meeting was adjourned at 8:07 p.m.



Stephen M. French, MMC
Secretary to the Board

MINUTES APPROVED: January 9, 2018