

# Board of Public Utilities

## Regular Meeting Agenda

Monday, August 25, 2014  
4:00 p.m., DPW Conference Room  
1199 8<sup>th</sup> Avenue



City of South Haven

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes – July 28, 2014 Regular Meeting Minutes
5. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda

### REPORTS

#### 6. Cost of Energy from Indiana-Michigan Power Company (AEP)

- A. 2014 Billings – All Charges
- B. 2013 Billings – All Charges

#### 7. Financial Reports

- A. Electric Fund – Financial Report for period ending July 31, 2014
- B. Electric Fund – Review of Percentage Billed
- C. Water Fund – Financial Report for period ending July 31, 2014
- D. Water Fund – Review of Percentage Billed
- E. Sewer Fund – Financial Report for period ending July 31, 2014

#### 8. Unresolved Issues Report

### NEW BUSINESS

9. Board will be requested to approve award of contract for Phoenix Road Substation Construction to Kent Power, Inc.
10. Board will be requested to approve award of contract for Community Outreach and Communication Services during the Core City Secondary Project to Abonmarche.

## 11. City Engineer Comments

- A. Next Meeting is scheduled for September 29, 2014.
- B. The Michigan Municipal Electric Association is hosting their annual conference October 1<sup>st</sup> through 3<sup>rd</sup> at the DoubleTree by Hilton in Bay City, Michigan. If any Board Members are interested in attending, please let Roger or I know.

## 12. Board Member Comments

## 13. Adjourn

RESPECTFULLY SUBMITTED,



Larry Halberstadt, PE  
City Engineer

**CITY OF SOUTH HAVEN**

Cost of Electric Energy from Indiana-Michigan Power Company (AEP)

**2014**

Date	ACTUAL				BILLING			COST				PJM Open Access Transmission Tariff						Total Cost	cts/ KWHR	
	KW Demand	KVAR Demand	KVA	Power Factor	KW Demand	KVAR Demand	KWHR	\$ KW Demand	\$ KWHR	\$ Fuel Charge	\$ Fuel Adjust	Actual Fuel True-up	Sch 1A \$ KWHRS	\$ Network	RTO Start-up \$	Other	Credits			Total PJM
Main	16,930	5,025	17,660	0.9587	16,930	5,025	7,907,886	\$274,875.40	\$84,213.45											
Welder	251	125	280	0.8945	251	125	130,862	\$4,070.37	\$1,393.59											
Phoenix	12,527	4,460	13,298	0.9421	12,527	4,460	5,672,349	\$203,391.54	\$60,406.54											
Welder	8	18	20	0.4307	8	18	6,555	\$136.38	\$69.80											
<b>Jul-14</b>	<b>29,716</b>	<b>9,628</b>	<b>31,237</b>	<b>0.9513</b>	<b>29,716</b>	<b>9,628</b>	<b>13,717,651</b>	<b>\$482,473.68</b>	<b>\$146,083.38</b>	<b>\$244,030.16</b>	<b>(\$44,811.45)</b>	<b>\$27,682.40</b>	<b>\$1,797.29</b>	<b>\$108,790.05</b>	<b>\$299.21</b>	<b>\$16,658.83</b>	<b>(\$1,607.15)</b>	<b>\$125,938.23</b>	<b>\$981,396.40</b>	<b>7.154</b>
Main	16,223	4,553	16,850	0.9628	16,223	4,553	7,323,514	\$263,396.55	\$77,990.30											
Welder	10	22	24	0.4238	10	22	131,334	\$165.61	\$1,398.61											
Phoenix	12,192	4,498	12,996	0.9382	12,192	4,498	5,285,671	\$197,955.73	\$56,288.70											
Welder	8	19	20	0.4134	8	19	6,421	\$136.38	\$68.38											
<b>Jun-14</b>	<b>28,434</b>	<b>9,092</b>	<b>29,852</b>	<b>0.9525</b>	<b>28,434</b>	<b>9,092</b>	<b>12,746,939</b>	<b>\$461,654.26</b>	<b>\$135,745.98</b>	<b>\$226,761.68</b>	<b>(\$44,703.52)</b>	<b>\$23,664.10</b>	<b>\$1,092.76</b>	<b>\$89,707.48</b>	<b>\$289.56</b>	<b>\$13,460.59</b>	<b>(\$1,301.93)</b>	<b>\$103,248.46</b>	<b>\$906,370.96</b>	<b>7.110</b>
Main	12,148	2,693	12,443	0.9763	12,148	2,693	6,470,207	\$199,737.00	\$62,245.98											
Welder	242	210	321	0.7548	242	210	137,320	\$3,980.61	\$1,321.07											
Phoenix	9,104	2,965	9,575	0.9508	9,104	2,965	4,589,361	\$149,685.91	\$44,151.48											
Welder	9	25	27	0.3318	9	25	6,845	\$146.33	\$65.85											
<b>May-14</b>	<b>21,503</b>	<b>5,894</b>	<b>22,296</b>	<b>0.9644</b>	<b>21,503</b>	<b>5,894</b>	<b>11,203,733</b>	<b>\$353,549.86</b>	<b>\$107,784.39</b>	<b>\$168,627.37</b>	<b>(\$13,600.21)</b>	<b>\$16,585.82</b>	<b>\$960.46</b>	<b>\$92,697.73</b>	<b>\$299.21</b>	<b>\$11,967.29</b>	<b>(\$1,309.38)</b>	<b>\$104,615.31</b>	<b>\$737,562.54</b>	<b>6.583</b>
Main	11,035	2,280	11,268	0.9793	11,035	2,280	6,200,288	\$181,437.72	\$59,649.25											
Welder	275	340	437	0.6288	275	340	140,285	\$4,518.26	\$1,349.59											
Phoenix	7,223	155	7,225	0.9998	7,223	155	4,026,846	\$118,767.39	\$38,739.87											
Welder	9	23	25	0.3693	9	23	6,598	\$149.62	\$63.48											
<b>Apr-14</b>	<b>18,542</b>	<b>2,798</b>	<b>18,752</b>	<b>0.9888</b>	<b>18,542</b>	<b>2,798</b>	<b>10,374,017</b>	<b>\$304,872.99</b>	<b>\$99,802.19</b>	<b>\$156,139.32</b>	<b>(\$11,636.53)</b>	<b>(\$12,558.64)</b>	<b>\$889.33</b>	<b>\$89,707.48</b>	<b>\$289.56</b>	<b>\$11,967.29</b>	<b>(\$1,364.68)</b>	<b>\$101,488.98</b>	<b>\$638,108.31</b>	<b>6.151</b>
Main	11,756	1,283	11,826	0.9941	11,756	1,283	6,923,540	\$193,291.82	\$66,607.22											
Welder	242	304	388	0.6216	242	304	140,739	\$3,970.74	\$1,353.96											
Phoenix	7,975	1,170	8,060	0.9894	7,975	1,170	4,701,765	\$131,124.62	\$45,232.86											
Welder	9	26	27	0.3239	9	26	6,989	\$146.33	\$67.24											
<b>Mar-14</b>	<b>19,981</b>	<b>2,784</b>	<b>20,174</b>	<b>0.9904</b>	<b>19,981</b>	<b>2,784</b>	<b>11,773,033</b>	<b>\$328,533.52</b>	<b>\$113,261.29</b>	<b>\$177,195.92</b>	<b>(\$10,877.11)</b>	<b>(\$44,950.65)</b>	<b>\$1,009.27</b>	<b>\$92,697.73</b>	<b>\$299.21</b>	<b>\$11,967.29</b>	<b>(\$1,935.73)</b>	<b>\$104,037.77</b>	<b>\$667,200.74</b>	<b>5.667</b>
Main	11,651	1,530	11,751	0.9915	11,651	1,530	6,719,607	\$191,565.41	\$64,645.31											
Welder	371	312	485	0.7652	371	312	141,182	\$6,098.34	\$1,358.23											
Phoenix	8,190	1,078	8,261	0.9915	8,190	1,078	4,543,059	\$134,666.23	\$43,706.04											
Welder	9	22	24	0.3867	9	22	6,223	\$149.62	\$59.87											
<b>Feb-14</b>	<b>20,221</b>	<b>2,941</b>	<b>20,434</b>	<b>0.9896</b>	<b>20,221</b>	<b>2,941</b>	<b>11,410,071</b>	<b>\$332,479.60</b>	<b>\$109,769.45</b>	<b>\$171,732.98</b>	<b>\$19,759.96</b>	<b>(\$46,438.54)</b>	<b>\$978.15</b>	<b>\$83,726.98</b>	<b>\$270.26</b>	<b>\$11,967.30</b>	<b>(\$1,743.34)</b>	<b>\$95,199.35</b>	<b>\$682,502.80</b>	<b>5.982</b>
Main	333	1,559	1,594	0.2091	12,263	1,559	7,522,565	\$201,628.25	\$72,370.09											
Welder	12,263	300	12,267	0.9997	333	300	81,682	\$5,480.12	\$785.81											
Phoenix	8,052	1,097	8,126	0.9909	8,052	1,097	4,995,844	\$132,384.41	\$48,062.02											
Welder	25	40	47	0.5283	25	40	8,502	\$406.12	\$81.79											
<b>Jan-14</b>	<b>20,673</b>	<b>2,995</b>	<b>20,888</b>	<b>0.9897</b>	<b>20,673</b>	<b>2,995</b>	<b>12,608,593</b>	<b>\$339,898.89</b>	<b>\$121,299.71</b>	<b>\$189,771.93</b>	<b>\$53,301.57</b>	<b>\$69,341.54</b>	<b>\$1,080.90</b>	<b>\$92,697.73</b>	<b>\$299.11</b>	<b>\$11,973.87</b>	<b>(\$1,941.22)</b>	<b>\$104,110.39</b>	<b>\$877,724.03</b>	<b>6.961</b>

Year to Date 2014:

83,834,037

\$5,490,866 6.550



City of South Haven  
Electric Fund - Fund 582  
For the period ended July 31, 2014

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	1	2	3	4	5	6	7	8	9	10	11	
	Month Actual	Monthly Budget	Prior year MTD	MTD Variance to Budget	MTD Variance to Prior Year	YTD Actual	YTD Budget	Prior YTD Actual	Variance to Budget	Variance to Prior Year	2014-15 Adopted Budget	% of Annual Budget
<b>Revenues:</b>												
Electric Sales	\$ 1,218,664	\$ 1,146,367	\$ 1,307,629	\$ 72,297	\$ (88,965)	\$ 1,218,664	\$ 1,146,367	\$ 1,307,629	\$ 72,297	\$ (88,965)	\$ 13,756,404	9%
Charges for Service	\$ 2,409	\$ 12,500	\$ 8,361	\$ (10,091)	\$ (5,952)	\$ 2,409	\$ 12,500	\$ 8,361	\$ (10,091)	\$ (5,952)	\$ 150,000	2%
Interest Income	\$ 5,776	\$ 2,500	\$ 6,440	\$ 3,276	\$ (664)	\$ 5,776	\$ 2,500	\$ 6,440	\$ 3,276	\$ (664)	\$ 30,000	19%
Other Revenue	\$ 4,225	\$ 2,500	\$ 25,906	\$ 1,725	\$ (21,682)	\$ 4,225	\$ 2,500	\$ 25,906	\$ 1,725	\$ (21,682)	\$ 30,000	14%
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Revenues</b>	<b>\$ 1,231,074</b>	<b>\$ 1,163,867</b>	<b>\$ 1,348,337</b>	<b>\$ 67,207</b>	<b>\$ (117,263)</b>	<b>\$ 1,231,074</b>	<b>\$ 1,163,867</b>	<b>\$ 1,348,337</b>	<b>\$ 67,207</b>	<b>\$ (117,263)</b>	<b>\$ 13,966,404</b>	
<b>Expenses</b>												
Purchased Power	\$ 981,396	\$ 800,000	\$ 1,140,424	\$ 181,396	\$ (159,028)	\$ 981,396	\$ 800,000	\$ 1,140,424	\$ 181,396	\$ (159,028)	\$ 9,600,000	10%
Other Operating Expenses	\$ 117,100	\$ 141,833	\$ 123,629	\$ (24,732)	\$ (6,529)	\$ 117,100	\$ 141,833	\$ 123,629	\$ (24,732)	\$ (6,529)	\$ 1,701,990	7%
Property Tax Equivalents	\$ 58,235	\$ 58,235	\$ 57,236	\$ -	\$ 999	\$ 58,235	\$ 58,235	\$ 57,236	\$ -	\$ 999	\$ 698,820	8%
Energy Optimization Costs	\$ 23,026	\$ 21,800	\$ 44,074	\$ 1,226	\$ (21,047)	\$ 23,026	\$ 21,800	\$ 44,074	\$ 1,226	\$ (21,047)	\$ 261,602	9%
Capital Outlay	\$ 182,599	\$ 125,250	\$ 300	\$ 57,349	\$ 182,299	\$ 182,599	\$ 125,250	\$ 300	\$ 57,349	\$ 182,299	\$ 1,503,000	12%
Transfer Out	\$ 14,025	\$ 14,025	\$ 14,754	\$ (0)	\$ (729)	\$ 14,025	\$ 14,025	\$ 14,754	\$ (0)	\$ (729)	\$ 168,301	8%
Depreciation	\$ 45,000	\$ 45,000	\$ 39,510	\$ -	\$ 5,490	\$ 45,000	\$ 45,000	\$ 39,510	\$ -	\$ 5,490	\$ 540,000	8%
Administrative Expenses	\$ 51,538	\$ 62,761	\$ 40,313	\$ (11,222)	\$ 11,226	\$ 51,538	\$ 62,761	\$ 40,313	\$ (11,222)	\$ 11,226	\$ 753,126	7%
<b>Total Expenses</b>	<b>\$ 1,472,920</b>	<b>\$ 1,268,903</b>	<b>\$ 1,460,240</b>	<b>\$ 204,017</b>	<b>\$ 12,681</b>	<b>\$ 1,472,920</b>	<b>\$ 1,268,903</b>	<b>\$ 1,460,240</b>	<b>\$ 204,017</b>	<b>\$ 12,681</b>	<b>\$ 15,226,839</b>	
<b>Net Fund Change</b>	<b>\$ (241,846)</b>	<b>\$ (105,036)</b>	<b>\$ (111,903)</b>	<b>\$ (136,810)</b>	<b>\$ (129,943)</b>	<b>\$ (241,846)</b>	<b>\$ (105,036)</b>	<b>\$ (111,903)</b>	<b>\$ (136,810)</b>	<b>\$ (129,943)</b>	<b>\$ (1,260,435)</b>	

CITY OF SOUTH HAVEN  
ELECTRIC FUND  
KWH COMPARISONS  
ROLLING TWELVE MONTHS

		KWH	KWH	KWH	STREET LTS	TOTAL KWH	PERCENTAGE	PERCENTAGE	
		PURCHASED	BILLED	STREET LTS	12 MO AVE.	BILLED AND	BILLED AND	BILLED AND	
						STREET LTS	TO PURCHASED	STREET LTS	
							(ROLLING 12 MOS)	TO PURCHASED	
								CURRENT MONTH	
<b>FISCAL 2012</b>									
July	2011	15,964,582	12,755,514	37,013	52,009	12,792,527	95.31%	80.13%	31
August	2011	14,632,086	15,136,722	42,500	52,092	15,179,222	95.19%	103.74%	31
September	2011	11,307,801	12,319,850	47,553	52,087	12,367,403	95.87%	109.37%	30
October	2011	10,969,854	9,722,952	56,849	52,308	9,779,801	95.46%	89.15%	31
November	2011	10,739,972	10,221,480	61,585	52,280	10,283,065	95.52%	95.75%	30
December	2011	11,617,747	9,798,051	68,085	52,367	9,866,136	95.17%	84.92%	31
January	2012	11,913,417	11,146,773	65,812	52,441	11,212,585	94.66%	94.12%	31
February	2012	10,944,615	10,940,177	58,568	52,236	10,998,745	95.24%	100.49%	29
March	2012	11,050,285	10,825,582	58,568	52,363	10,884,150	95.14%	98.50%	31
April	2012	10,395,921	10,227,215	47,347	52,247	10,274,562	95.46%	98.83%	30
May	2012	11,744,237	10,681,872	44,415	52,218	10,726,287	95.09%	91.33%	31
June	2012	13,267,935	10,895,095	38,072	52,197	10,933,167	93.60%	82.40%	30
		<u>144,548,453</u>	<u>134,671,283</u>	<u>626,367</u>		<u>135,297,650</u>			
<b>FISCAL 2013</b>									
July	2012	17,466,170	14,702,549	38,276	52,303	14,740,825	93.26%	84.40%	31
August	2012	14,358,453	15,845,089	43,385	52,376	15,888,474	93.50%	110.66%	31
September	2012	11,481,145	12,211,557	48,595	52,463	12,260,152	94.22%	106.79%	30
October	2012	10,545,910	9,741,443	54,699	52,284	9,796,142	94.11%	92.89%	31
November	2012	10,466,158	10,312,656	61,617	52,287	10,374,273	94.68%	99.12%	30
December	2012	11,131,795	9,798,623	69,065	52,368	9,867,688	94.46%	88.64%	31
January	2013	11,560,064	10,621,867	68,768	52,615	10,690,635	94.14%	92.48%	31
February	2013	10,550,434	10,544,686	59,658	52,705	10,604,344	94.21%	100.51%	29
March	2013	11,110,656	10,170,132	53,004	52,242	10,223,136	93.95%	92.01%	31
April	2013	10,233,332	9,906,424	48,201	52,313	9,954,625	94.19%	97.28%	30
May	2013	11,168,009	10,537,176	44,120	52,288	10,581,296	94.78%	94.75%	31
June	2013	11,593,465	10,064,318	37,708	52,258	10,102,026	95.35%	87.14%	30
		<u>141,665,592</u>	<u>134,456,520</u>	<u>627,096</u>		<u>135,083,616</u>			
<b>FISCAL 2014</b>									
July	2013	14,702,976	12,364,189	37,740	52,213	12,401,929	94.64%	84.35%	31
August	2013	13,559,712	13,582,248	42,342	52,126	13,624,590	94.42%	100.48%	31
September	2013	11,670,399	12,462,283	48,796	52,143	12,511,079	95.03%	107.20%	30
October	2013	10,945,398	10,453,792	54,475	52,125	10,508,267	94.91%	96.01%	31
November	2013	10,657,150	9,502,492	58,511	51,866	9,561,003	94.96%	89.71%	30
December	2013	11,962,287	10,244,088	71,063	52,032	10,315,151	94.68%	86.23%	31
January	2014	12,608,593	10,865,756	65,878	51,791	10,931,634	94.09%	86.70%	31
February	2014	11,410,071	11,949,560	59,636	51,790	12,009,196	94.64%	105.25%	29
March	2014	11,773,033	10,657,014	54,626	51,925	10,711,640	94.38%	90.98%	31
April	2014	10,374,016	9,787,293	48,541	51,953	9,835,834	94.38%	94.81%	30
May	2014	11,203,732	10,369,284	44,334	51,971	10,413,618	94.63%	92.95%	31
June	2014	12,746,940	10,719,447	39,220	52,097	10,758,667	93.01%	84.40%	30
		<u>143,614,306</u>	<u>132,957,446</u>	<u>625,162</u>		<u>133,582,608</u>			
<b>FISCAL 2015</b>									
July	2014	13,717,651	12,236,191	38,129	52,129	12,274,320	92.93%	89.48%	31
		<u>13,717,651</u>	<u>12,236,191</u>	<u>38,129</u>		<u>12,274,320</u>			
Prior Year-to-date		14,702,976	12,364,189	37,740		12,401,929			
Two Years Prior		17,466,170	14,702,549	38,276		14,740,825			

City of South Haven  
Water Fund - Fund 591  
For the period ended July 31, 2014

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Revenues:	Month Actual	Monthly Budget	Prior year MTD	MTD Variance to Budget	MTD Variance to Prior Year	YTD Actual	YTD Budget	Prior YTD Actual	Variance to Budget	Variance to Prior Year	2014-15 Adopted Budget	% of Annual Budget
	1	2	3	4	5	6	7	8	9	10	11	
Sales	\$ 352,308	\$ 308,537	\$ 340,740	\$ 43,771	\$ 11,567	\$ 352,308	\$ 308,537	\$ 340,740	\$ 43,771	\$ 11,567	\$ 3,702,439	10%
Charges for Service	3,319	6,167	4,035	(2,848)	(715)	3,319	6,167	4,035	(2,848)	(715)	74,000	4%
Interest Income	93	167	37	(73)	56	93	167	37	(73)	56	2,000	5%
Special Assessment Revenue	-	1,083	812	(1,083)	(812)	-	1,083	812	(1,083)	(812)	13,000	0%
Other Revenue	4,342	2,917	3,394	1,425	948	4,342	2,917	3,394	1,425	948	35,000	12%
<b>Total Revenues</b>	<b>\$ 360,062</b>	<b>\$ 318,870</b>	<b>\$ 349,018</b>	<b>\$ 41,192</b>	<b>\$ 11,044</b>	<b>\$ 360,062</b>	<b>\$ 318,870</b>	<b>\$ 349,018</b>	<b>\$ 41,192</b>	<b>\$ 11,044</b>	<b>\$ 3,826,439</b>	
<b>Expenses:</b>												
Operating Expenses	\$ 82,955	\$ 114,641	\$ 70,352	\$ (31,686)	\$ 12,603	\$ 82,955	\$ 114,641	\$ 70,352	\$ (31,686)	\$ 12,603	\$ 1,375,697	6%
Property Tax Equivalents	12,049	12,049	8,349	-	3,700	12,049	12,049	8,349	-	3,700	144,588	8%
Capital Outlay	4,776	17,724	553	(12,948)	4,222	4,776	17,724	553	(12,948)	4,222	212,685	2%
Debt Service	-	218,289	500	(218,289)	(500)	-	125,533	500	(125,533)	(500)	1,506,398	0%
Transfers Out	333	404	167	(70)	167	333	404	167	(70)	167	4,843	7%
Depreciation	47,917	47,917	16,307	-	31,610	47,917	47,917	16,307	-	31,610	575,000	8%
Administrative Expenses	13,113	19,714	11,660	(6,601)	1,453	13,113	19,714	11,660	(6,601)	1,453	236,567	6%
<b>Total Expenses</b>	<b>\$ 161,142</b>	<b>\$ 430,737</b>	<b>\$ 107,888</b>	<b>\$ (269,595)</b>	<b>\$ 53,254</b>	<b>\$ 161,142</b>	<b>\$ 337,982</b>	<b>\$ 107,888</b>	<b>\$ (176,839)</b>	<b>\$ 53,254</b>	<b>\$ 4,055,778</b>	
<b>Net Fund Change</b>	<b>\$ 198,920</b>	<b>\$ (111,867)</b>	<b>\$ 241,130</b>	<b>\$ 310,787</b>	<b>\$ (42,211)</b>	<b>\$ 198,920</b>	<b>\$ (19,112)</b>	<b>\$ 241,130</b>	<b>\$ 218,031</b>	<b>\$ (42,211)</b>	<b>\$ (229,339)</b>	

CITY OF SOUTH HAVEN  
WATER FUND  
CuFt COMPARISONS  
ROLLING TWELVE MONTHS

		GALLONS PUMPED TO MAINS	CuFt PUMPED TO MAINS	CuFt PLANT TAP UNBILLED	CuFt WATER QUALITY FLUSHING	CuFt BILLED	PERCENTAGE BILLED PLUS PLANT TAP TO PUMPED TO MAINS (ROLLING 12 MOS)	PERCENTAGE BILLED PLUS PLANT TAP TO PUMPED TO MAINS CURRENT MONTH
<b>FISCAL 2012</b>								
July	2011	68,313,000	9,132,754	0	190,312	7,441,256	85.55%	81.48%
August	2011	59,907,000	8,008,957	103,610	244,928	7,402,180	84.90%	93.72%
September	2011	50,823,000	6,794,519	19,658	231,936	6,658,175	85.02%	98.28%
October	2011	38,457,000	5,141,310	23,888	231,936	4,862,072	85.07%	95.03%
November	2011	30,875,000	4,127,674	4,273	231,936	3,573,435	85.44%	86.68%
December	2011	30,441,000	4,069,652	17,174	231,936	3,191,493	85.57%	78.84%
January	2012	32,467,000	4,340,508	14,319	68,972	3,074,589	85.44%	71.16%
February	2012	29,495,000	3,943,182	23,262	68,972	3,219,167	85.84%	82.23%
March	2012	30,150,000	4,030,749	38,320	65,764	3,450,952	86.13%	86.57%
April	2012	32,927,000	4,402,005	31,678	68,972	3,378,738	86.74%	77.47%
May	2012	50,646,000	6,770,856	37,087	78,956	4,537,251	86.12%	67.01%
June	2012	72,150,000	9,645,722	41,402	144,360	6,461,594	84.46%	66.99%
		<u>526,651,000</u>	<u>70,407,888</u>	<u>354,672</u>	<u>1,858,980</u>	<u>57,250,902</u>		
<b>FISCAL 2013</b>								
July	2012	97,223,000	12,997,727	42,043	149,172	9,601,173	81.95%	74.19%
August	2012	73,095,000	9,772,059	40,244	227,566	10,549,444	83.36%	108.37%
September	2012	51,928,000	6,942,246	36,348	218,946	7,875,634	84.80%	113.97%
October	2012	37,774,000	5,050,000	27,350	259,447	4,949,605	85.50%	98.55%
November	2012	28,082,000	3,754,278	16,894	255,838	3,275,439	86.15%	87.70%
December	2012	27,941,000	3,735,428	34,835	160,400	3,150,827	86.30%	85.28%
January	2013	29,090,000	3,889,037	35,639	83,007	3,204,712	86.22%	83.32%
February	2013	27,257,000	3,643,984	25,791	72,180	3,368,685	86.69%	93.15%
March	2013	28,716,000	3,839,037	30,416	75,789	2,955,708	87.40%	77.78%
April	2013	27,256,000	3,643,850	38,784	79,398	3,120,869	88.84%	86.71%
May	2013	44,617,270	5,964,876	52,314	342,855	3,962,497	88.14%	66.43%
June	2013	52,158,000	6,972,995	57,485	312,780	5,366,701	91.24%	76.96%
		<u>525,137,270</u>	<u>70,205,517</u>	<u>438,141</u>	<u>2,237,378</u>	<u>61,381,294</u>		
<b>FISCAL 2014</b>								
July	2013	70,321,000	9,401,203	62,968	127,844	6,705,606	88.48%	72.00%
August	2013	62,517,000	8,357,888	48,003	196,427	8,322,168	88.81%	100.15%
September	2013	52,536,000	7,023,529	43,984	192,916	7,118,311	89.52%	101.98%
October	2013	35,699,000	4,772,594	41,176	182,891	5,303,775	90.51%	111.99%
November	2013	28,029,000	3,747,193	37,834	99,473	3,426,297	90.79%	92.45%
December	2013	28,262,000	3,778,342	37,166	178,083	2,904,054	90.43%	77.84%
January	2014	36,931,000	4,937,299	40,642	145,998	3,089,262	89.82%	63.39%
February	2014	36,711,000	4,907,888	36,230	128,741	3,454,550	89.24%	71.13%
March	2014	36,506,000	4,880,481	37,567	40,914	3,251,264	89.19%	67.39%
April	2014	29,869,000	3,993,182	33,957	57,952	3,321,979	89.46%	84.04%
May	2014	40,638,000	5,432,888	31,283	70,598	4,278,590	89.10%	78.75%
June	2014	53,611,000	7,167,246	37,032	100,575	5,543,066	85.86%	77.34%
		<u>511,630,000</u>	<u>68,399,733</u>	<u>487,843</u>	<u>1,522,412</u>	<u>56,718,922</u>		
<b>FISCAL 2015</b>								
July	2014	64,316,000	8,598,396	38,503	126,739	6,932,597	84.35%	81.07%
		<u>64,316,000</u>	<u>8,598,396</u>	<u>463,378</u>	<u>1,521,307</u>	<u>56,945,913</u>		
Prior Year-to-date		70,321,000	9,401,203	62,968	127,844	6,705,606		
Two Years Prior		97,223,000	12,997,727	42,043	149,172	9,601,173		

City of South Haven  
Sewer Fund - Fund 592  
For the period ended July 31, 2014

Col 6 & 11

<i>Revenues:</i>	<i>Month Actual</i>	<i>Monthly Budget</i>	<i>Prior year MTD</i>	<i>MTD Variance to Budget</i>	<i>MTD Variance to Prior Year</i>	<i>YTD Actual</i>	<i>YTD Budget</i>	<i>Prior YTD Actual</i>	<i>Variance to Budget</i>	<i>Variance to Prior Year</i>	<i>2014-15 Adopted Budget</i>	<i>% of Annual Budget</i>
Sales	\$ 206,954	\$ 188,274	\$ 199,018	\$ 18,680	\$ 7,936	\$ 206,954	\$ 188,274	\$ 199,018	\$ 18,680	\$ 7,936	\$ 2,259,293	9%
IPP Revenues	5,726	8,477	12,918	(2,751)	(7,192)	5,726	8,477	12,918	(2,751)	(7,192)	101,724	6%
Interest Income	2	208	16	(207)	(14)	2	208	16	(207)	(14)	2,500	0%
Special Assessment Revenue	-	1,250	1,150	(1,250)	(1,150)	-	1,250	1,150	(1,250)	(1,150)	15,000	0%
Grant Revenue	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Other Revenue	12,254	542	200	11,713	12,054	12,254	542	200	11,713	12,054	6,500	189%
<b>Total Revenues</b>	<b>\$ 224,936</b>	<b>\$ 198,751</b>	<b>\$ 213,302</b>	<b>\$ 26,185</b>	<b>\$ 11,634</b>	<b>\$ 224,936</b>	<b>\$ 198,751</b>	<b>\$ 213,302</b>	<b>\$ 26,185</b>	<b>\$ 11,634</b>	<b>\$ 2,385,017</b>	

1                      2                      3                      4                      5                      6                      7                      8                      9                      10                      11

<i>Expenses</i>	<i>Month Actual</i>	<i>Monthly Budget</i>	<i>Prior year MTD</i>	<i>MTD Variance to Budget</i>	<i>MTD Variance to Prior Year</i>	<i>YTD Actual</i>	<i>YTD Budget</i>	<i>Prior YTD Actual</i>	<i>Variance to Budget</i>	<i>Variance to Prior Year</i>	<i>2014-15 Adopted Budget</i>	<i>% of Annual Budget</i>
Operating Expenses	\$ 64,632	\$ 97,697	\$ 71,140	\$ (33,065)	\$ (6,508)	\$ 64,632	\$ 97,697	\$ 71,140	\$ (33,065)	\$ (6,508)	\$ 1,172,364	6%
Grant Expense-SSSES	-	-	13,829	-	(13,829)	-	-	13,829	-	(13,829)	-	#DIV/0!
Property Tax Equivalents	7,453	7,453	7,453	0	-	7,453	7,453	7,453	0	-	89,441	8%
Capital Outlay	16,453	24,931	702	(8,478)	15,751	16,453	24,931	702	(8,478)	15,751	299,170	5%
Transfers Out	17,000	17,076	19,917	(76)	(2,917)	17,000	17,076	19,917	(76)	(2,917)	204,915	8%
Depreciation	33,333	33,333	20,379	-	12,955	33,333	33,333	20,379	-	12,955	400,000	8%
Administrative Expenses	18,628	27,642	17,712	(9,013)	916	18,628	27,642	17,712	(9,013)	916	331,700	6%
<b>Total Expenses</b>	<b>\$ 157,500</b>	<b>\$ 208,133</b>	<b>\$ 151,131</b>	<b>\$ (50,632)</b>	<b>\$ 6,369</b>	<b>\$ 157,500</b>	<b>\$ 208,133</b>	<b>\$ 151,131</b>	<b>\$ (50,632)</b>	<b>\$ 6,369</b>	<b>\$ 2,497,590</b>	

Net Fund Change                      \$ 67,436                      \$ (9,381)                      \$ 62,171                      \$ 76,817                      \$ 5,265                      \$ **67,436**                      \$ (9,381)                      \$ 62,171                      \$ 76,817                      \$ 5,265                      \$ (112,573)



City of South Haven

## Agenda Item #8

### Unresolved Issues

New items shown in **bold** text.

Completed items shown with single ~~strike through~~ text for one meeting, then double ~~strike through~~ text for the next meeting, then removed from the list.

#### ACTION ITEMS

- 3/26/12 – Stickland requested that staff provide the utility policy concerning tampering fees for review at the next meeting. Addressed under agenda item 15 at the April 30, 2012 meeting. MMEA was contacted requesting their assistance in contacting fellow members for their policies regarding meter tampering, disconnection or tampering with service feeders/pipes, theft of service, and unsealed meter showing consumption. No response has been received from MMEA. City staff is contacting fellow IMMDA members plus Holland, Lowell, and Coldwater. Policies have been received from Bluffton, IN; Coldwater, MI; Holland BPW; Lowell Light & Power; Niles, MI; Sturgis, MI; Zeeland BPW. These policies will be compiled and summarized and distributed to staff and the BPU for review and comment. Updating the Public Utilities Rules, Regulations and Policies (and Code of Ordinances) is one of City Council's adopted priorities for 2014-15.
- 4/30/12 – As a result of the tamper fee discussion with a resident, staff was requested to compile a list of electrical and plumbing contractors licensed to work in South Haven for the purpose of sending notification letters concerning the tamper policy. City staff contacted the State of Michigan and Michigan Township services, but they could not provide specific information. City of South Haven Building Services has a bulletin board available for posting notices. Suggestion was made to add it to the building permit form or instructions. Start with the City and then work with the townships.
- **7/28/14 – DPW staff will work together with the finance department to develop policies to ensure that all material, labor, and design engineering services are appropriately billed to a specific project code. The purpose is to ensure that finance can properly capitalize project costs at the end of the fiscal year.**



City of South Haven

## Agenda Item #9

### Phoenix Road Substation Bids

#### Background Information:

In 2013, the Board reviewed and adopted a five-year plan for the Electric Distribution System. This study reviewed the City of South Haven's substations and distribution system for equipment and conductor capacity issues, voltage and VAR flow issues, projected 5 and 10 year load growth, and assessed the physical condition of the electrical system. The report provided recommendations for electrical system projects to significantly improve system reliability. These projects will provide usable circuit & substation backfeed capabilities, will rebuild lines with failing hardware, will fix problems with open-wire secondary and associated connections, and will decrease system VAR flow.

The study identifies Project #101 which includes installation of a second 12/16/20 MVA transformer and two underground substation exits at the Phoenix Road Substation at an estimated cost of \$1,350,000.

Earlier this year, the Board and City Council reviewed and awarded contracts for procurement of equipment for the Phoenix Road Substation project. On July 8, 2014, the City opened bids for the construction contract. This contract includes labor and all materials not being supplied by the City of South Haven. The City received three bids for this project. The low bid from Kent Power is in the amount of \$606,796.00. GRP Engineering, Inc. has reviewed the bids and recommended award to Kent Power. Kent Power anticipates being able to begin work on the project by mid-September and completing the work by December 31, 2014.

Based upon information currently available, the total cost for implementing the Phoenix Road Substation Improvement Project is estimated as follows:

<b>Item</b>	<b>Selected Vendor</b>	<b>Cost</b>
12/16/10 MVA Transformer	Delta Star, Inc.	\$318,331
15 kV Circuit Breakers (4)	ABB Ltd.	\$75,060
69 kV Circuit Switcher (1)	Siemens USA	\$34,785
Voltage Regulators (6)	GE	\$89,166
Substation Construction <sup>1</sup>	Kent Power	\$606,796
Engineering; Construction Administration	GRP Engineering, Inc.	\$132,000
69kV Metering	Indiana-Michigan Power Company	\$94,900
<b>TOTAL PROJECT COST</b>		<b>\$1,351,038</b>

<sup>1</sup> Pending contract award

**Recommendation:**

Adopt a motion recommending that City Council award Bid #2014-12: Phoenix Road Substation to Kent Power in the estimated amount of \$606,796.00.

**Support Material:**

Bid Tabulation – Phoenix Road Substation Construction  
 Bid Recommendation Letter – GRP Engineering, Inc.

# BID TABULATION

**OWNER:**  
**CITY OF SOUTH HAVEN**  
**1199 8TH AVE**  
**SOUTH HAVEN, MI 49090**

**PHOENIX RD SUBSTATION**

**ENGINEER:**  
**GRP ENGINEERING, INC.**  
**660 CASCADE W PARKWAY SE**  
**SUITE 65**  
**GRAND RAPIDS, MI 49546**

BIDDERS	BID SECURITY	ADD 1 & 2	TOTAL CONTRACTOR BASE BID PRICE	REMARKS
Kent Power 90 Spring St Kent City, MI 49330	10%	YES	\$606,796.00	Start Construction Mid September Complete 12/31/14
Newkirk Electric, Inc. 1875 Roberts Street Muskegon, MI 49442	5%	YES	\$611,537.00	
Rauhorn Electric, Inc. 17171 23 Mile Rd. Macomb, MI 48042	10%	YES	\$685,160.00	
The Hydaker-Wheatlake Company 420 N. Roth Street Reed City, MI 49677				No Bid

This is to certify that at 2:00p.m., local time on Tuesday, July 22, 2014, the bids tabulated herein were publicly opened and read.

**GRP Engineering, Inc.**

By:   
 \_\_\_\_\_  
 Robert A. Shelley, P.E.

July 24, 2014  
13-0646.01

Mr. Roger Huff  
South Haven DPW  
1199 8<sup>th</sup> Ave  
South Haven, MI 49090

**RE: Phoenix Rd Construction  
Bid Recommendation**

Dear Roger:

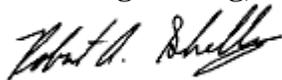
GRP Engineering, Inc. has completed reviewing the bids submitted for the construction of the addition to the Phoenix Rd Substation. Three of the four bidders solicited for bids replied to the bid request. Kent Power submitted the low bid for the project in the total amount of \$606,796.00.

Kent Power Inc. has successfully completed other similar projects in the past for South Haven and for other GRP clients. Therefore GRP Engineering, Inc. recommends that South Haven accept the low bid from Kent Power.

Kent Power took no major exceptions to the bid documents however they did propose a slightly different construction schedule. Their proposed schedule has construction starting mid-September with completion by the end of the year. This schedule does not adversely affect the project. The bid tabulation is attached to this letter.

Please contact me at 616.942.7183 should you have any questions regarding this evaluation.

Sincerely,  
**GRP Engineering, Inc.**



Robert A. Shelley, P.E.  
Electrical Engineer



City of South Haven

## Agenda Item #10

### Core City Secondary Project

#### Background Information:

Over the past year, the City has been preparing for phase 1 of the “Core City Secondary Project”. This project involves reconstruction of 240 volt, single phase electric services to approximately 330 customers located east of Monroe Blvd, west of Center St, north of South Haven St, and south of Huron St. The service lines to most of these customers are constructed through rear and side yard areas.

The City has hired Kent Power to complete construction of the phase 1 work. It is anticipated that they will be starting in September with a contract completion anticipated by December 31, 2014. Because most of the construction will occur on private property, this project will have a direct impact on customers and property owners. In order to ensure that the project moves forward in a smooth manner, a high level of communication with impacted property owners is needed. Typically, city staff and GRP Engineering, Inc. work together on projects to provide this service. In addition to the Core City Secondary Project, the City anticipates three additional projects with construction start dates in September or October (Phoenix Road Substation, Bascule Bridge Rehabilitation, and Dyckman Avenue Reconstruction). City staff will be busy working on these other critical projects.

In order to ensure that an adequate effort is made to serve the needs of the customers and property owners within the project area, staff has requested a proposal from Abonmarche to provide community outreach and coordination services during phase 1. The attached proposal outlines the services that are proposed. The primary purpose is the ensure that customers and property owners know what to expect both before and during the project and to assist in addressing any concerns related to tree trimming, tree removal, and yard restoration during and after the construction.

In addition to these services, Abonmarche has been working with City staff to obtain pricing for videotaping services throughout the project area. This service is critical to ensure that unwarranted claims are not made against the City for damage to private property that is not caused by Kent Power. To date, they have received one quotation from Construction Video Media, Inc. in the amount of \$36,875. Due to the high price of this quotation, alternate bids are being solicited prior to selecting a vendor.

**Recommendation:**

Adopt a motion recommending that City Council award professional services for community outreach and communication to Abonmarche in the amount of \$33,720.

**Support Material:**

Abonmarche Proposal Letter

August 21, 2014

Roger Huff, PE, Public Works Director  
City of South Haven  
1199 8<sup>th</sup> Avenue  
South Haven, Michigan 49090

Larry Halberstadt, PE, City Engineer  
City of South Haven  
1199 8<sup>th</sup> Avenue  
South Haven, Michigan 49090

**Re: Proposal for Professional Services – Core City Secondary Upgrade, Phase I**

Dear Mr. Huff and Mr. Halberstadt:

Abonmarche is pleased to present this proposal for community outreach and coordination services for the City's core secondary line reconstruction project. As a full service professional services firm with over 35 years assisting clients throughout western Michigan and northern Indiana, our seasoned staff has the experience and capacity to assist the City of South Haven with the project planning, meeting facilitation and communication items necessary to ensure the project's success. While this project has great potential to improve the quality of life of the community's residents by improving electrical service within the core community, it also has the potential to be incredibly disruptive to residents in the impacted work area unless significant coordination and communication efforts are made during the project from before work starts until the end of construction.

We understand that this project has been previously designed by GRP Engineering and successfully awarded to Kent Power for construction of the new facilities. It is anticipated that all construction related inquiries regarding pay estimates, change orders, design revisions, and other electrical technical questions will be administered by GRP Engineering and not involve Abonmarche. GPR Engineering will serve as the construction manager for the project while Abonmarche's role will solely be focused on community outreach, dealing with property owner concerns, and potential community issues and concerns.

**SCOPE OF SERVICES AND FEES**

**Pre-Construction Activities**

Abonmarche will coordinate several pre-construction communication activities to give the project the best possible start. The items below outline the tasks associated with the pre-construction communication phase of the project.

95 West Main Street  
Benton Harbor, MI 49022  
269.927.2295

361 First Street  
Manistee, MI 49660  
231.723.1198

503 Quaker Street  
South Haven, MI 49090  
269.637.1293

750 Lincoln Way East  
South Bend, IN 46601  
574.232.8700

341 Airport North Office Park  
Fort Wayne, IN 46825  
260.497.8823

**A. Kickoff Meetings/Planning .....\$0**

Abonmarche staff will develop information for a communications strategy and coordinate a kickoff meeting with GRP Engineering, City Representatives, and Kent Power to review the project intent and clearly identify roles and responsibilities on this important project. In addition to completing a kickoff meeting, a site walkthrough will be completed with the Project Team to review areas of concern, potential access points, and general property information associated with the proposed construction. Abonmarche will also meet with individuals performing the tree trimming aspect of the project to assess their work plan and ensure sufficient resources are available to meet the needs of the project team and expectations of the community.

**B. Project Informational Letter .....\$1,000**

After the planning/kickoff meetings and walkthroughs are completed, a project information letter will be completed and sent out to the impacted project area. This letter will provide project introduction to the property owners that will be affected. Information items such as schedule, reasoning for completing the project, what to expect during construction, public open house meeting dates, and project contact information should be thought about or included in this letter. We would expect the city to assist in the mailing of the letter to the project area as defined by City staff, GRP Engineering, and Kent Power. Technical aspects of project will be provided by GRP Engineering and general project information will be provided by Abonmarche.

**C. Public Open House Meetings.....\$3,000**

Abonmarche staff will hold two open house meetings with city residents. One meeting will be held in the evening during the week, to allow working residents the time to attend. A second meeting will be held on a Saturday, to give an opportunity for seasonal residents to have their questions answered as well. Abonmarche staff will be available for questions, comments, or to address concerns at both meetings. We will provide materials that outline the project’s scope and how residents can expect to be impacted, as well as contact information. We would encourage the property owners to sign up on a project email distribution list that would provide project updates and schedule throughout the project time frame. Another useful item would be to provide a “core upgrade” email address (i.e. [coreupgrade@south-haven.com](mailto:coreupgrade@south-haven.com)) to be used for questions or concerns. This email address would be forwarded to appropriate city staff and an Abonmarche staff member for distribution to the project team.

**Construction Activities**

Abonmarche will play an active role in communications and facilitation between members of the project team with findings and observations resulting from resident and property owner comments and public meetings. On these types of projects, communication and outreach during construction is critical. There are so many moving pieces, so it's important that there is someone whose job it is to keep track of who's doing what and when, and to make sure everyone else is kept up to date.

The anticipated construction schedule based on the Core City Secondary Upgrade Phase 1 Bid documents has a construction time frame of September to December (4 months). The below tasks are expected and priced to be 4 months in duration.

**A. Individual Property Review and Property Owner Meetings.....\$6,800**

Abonmarche staff will complete a site walk through with the Kent Power, GRP Engineering, and City representatives as needed before each area/phase begins. Included with this task are individual property owner meetings if the property owner requests additional meetings to review items and impacts to their property.

**B. Weekly Progress Meetings .....\$10,120**

Abonmarche will participate in weekly progress meetings with the contractor, City Staff, GRP Engineering, and Kent Power. The meeting will outline previous week's work, outline work and schedule for the next week, for purposes of developing communication material, relaying property issues to the project team and getting info to report back on identified property issues. The information that is gathered during the meeting will be critical for providing notifications to impacted residents for the following week regarding construction impacts and service shutoffs. It is anticipated that the construction timeframe is 16 weeks, and this task includes 16 progress meetings. Progress meetings and onsite follow-up is estimate at 6 hours for the Abonmarche staff each week.

**C. Property Inspection and Onsite Facilitation.....\$7,300**

Abonmarche will have landscape architects and construction technicians available onsite completing tasks and communication efforts related to the work schedule, service interruptions, restoration issues, etc. as the project progresses including relaying information back to project manager, documenting issues and concerns, delivering door hanger notifications based on discussions during the progress meeting. Notifications will be aimed at providing additional information to residents regarding if and what type of work will be performed in the area and include reminders for project contact information and project update information for the City's website.

**D. Communication Updates .....\$3,000**

Abonmarche will develop project updates from the weekly progress meetings and provide to City Staff to post to the City Website or any dedicated media. A summarized project status report can also be provided to the email list that was collected during the project open houses. Public Safety will be added to the distribution list to inform of areas with potential service interruptions.

**E. Tree Trimming Facilitation and Coordination.....\$2,000**

Abonmarche will work with the project team, the City's tree trimming contractor, and residents throughout the project to both inform people what is allowed by the City in terms of tree removal and limbing related to the electrical grid, make sure residents are informed as to what work will be occurring to the trees on their property as well as coordinating other trees which property owners may want to come down which are also threats to the community's electrical system.

**F. Restoration.....\$TBD**

The restoration clause, as outlined in the contract, is vague and confined to the "backfilling and tamping" of impacted areas. Realizing that the restoration outlined in the contract may not always meet with the needs of the City, Abonmarche will meet with City staff to determine if further steps need to be taken on a case-by-case basis. For any warranted additional work, Abonmarche will use local contractors on a competitive bid basis. As the extent and amount of this activity is not known, it will be handled on a case by case basis and all costs approved by the City before being incurred.

**Additional Activities**

Below is a summary of the fees associated with each task.

Tasks	Fees
Kickoff Meetings/Planning	\$0
Project Informational Letter	\$1,000
Public Open House Meetings	\$3,000
Property Review	\$6,800
Weekly Progress Meetings	\$10,120
Property Inspection and On-Site Facilitation	\$7,800
Communication Updates	\$3,000
Tree Trimming Facilitation and Coordination	\$2,000
Restoration	TBD
<b>Total</b>	<b>\$33,720</b>



The above scope uses the construction timeframe from September to December (4 months) as basis in developing the scope and fees. If additional construction administration is needed after December (such as restoration, property issues) the original scope will need to be reviewed and additional work authorized prior to completion. Your signature in the space provided below will serve as authorization to proceed with this project.

Thank you for the opportunity to work with the City of South Haven. We look forward to assisting you with this project. If you have any questions, please do not hesitate to contact me at (269) 252-8980 or via email at [tmcghee@abonmarche.com](mailto:tmcghee@abonmarche.com).

Sincerely,  
ABONMARCHE



Tony McGhee  
Business Development Director

\_\_\_\_\_  
Authorized By

\_\_\_\_\_  
Date

cc:	Brian Dissette	City of South Haven
	Christopher J. Cook, P.E.	Abonmarche
	Timothy R. Drews, P.E.	Abonmarche
	Jason W. Marquardt, P.E.	Abonmarche

