

Board of Public Utilities

Regular Meeting Agenda

Monday, September 29, 2014
4:00 p.m., DPW Conference Room
1199 8th Avenue



City of South Haven

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes – August 25, 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 August 31, 2014
 - B. Electric Fund – Review of Percentage Billed
 - C. Water Fund – Financial Report for period ending August 31, 2014
 - D. Water Fund – Review of Percentage Billed
 - E. Sewer Fund – Financial Report for period ending August 31, 2014

8. Unresolved Issues Report

NEW BUSINESS

9. Board will be requested to approve award of contracts for professional services to GRP Engineering, Inc. for 2015 Electric Distribution Line Projects.
10. City Engineer Comments
 - A. Next Meeting is scheduled for October 27, 2014.

South Haven DPW Building is Barrier-free and the City of South Haven will provide the necessary reasonable auxiliary aids and services for persons with disabilities, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting upon seven (7) days notice to the South Haven City Clerk. Individuals with disabilities requiring services should contact the City Clerk by writing or calling South Haven City Hall at (269) 637-0750.

11. Board Member Comments

12. Adjourn

RESPECTFULLY SUBMITTED,

A handwritten signature in cursive script, appearing to read "Larry Halberstadt".

Larry Halberstadt, PE
City Engineer

South Haven DPW Building is Barrier-free and the City of South Haven will provide the necessary reasonable auxiliary aids and services for persons with disabilities, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting upon seven (7) days notice to the South Haven City Clerk. Individuals with disabilities requiring services should contact the City Clerk by writing or calling South Haven City Hall at (269) 637-0750.

Board of Public Utilities

Regular Meeting Minutes

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



1. Call to Order by Stickland at 4:00 p.m.

2. Roll Call

Present: Burr, Henry (arrived 4:18 p.m.), Roberts, Rose (ex-officio), Stickland
Absent: Overhiser (ex-officio), Stein (ex-officio), Winkel

3. Approval of Agenda

Motion by Burr, second by Roberts to approve the August 25, 2014 regular Board of Public Utilities meeting agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes – July 28, 2014 Regular Meeting Minutes

Motion by Burr, second by Roberts to approve the July 28, 2014 regular meeting minutes as written.

All in favor. Motion carried.

5. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda

None at this time.

REPORTS

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

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

The board reviewed the cost of energy reports.

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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

Halberstadt added the following to this report:

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.

Stickland requested a more frequent cash on hand report by fund, monthly if possible.

NEW BUSINESS

9. Board will be requested to approve award of contract for Phoenix Road Substation Construction to Kent Power, Inc.

Halberstadt noted bids have been received for this project. Kent Power is low bidder at \$606,796.00. Pointed the board to the chart developed to reflect total estimated costs, including a quote from Indiana-Michigan Power Company to do the metering, noting that these come within a thousand dollars of GRP Engineering's estimate based on their study.

In response to a question by Stickland regarding the status of the transformer, Halberstadt said it is currently in production.

The board briefly discussed possible reasons why the Hydaker-Wheatlake Company did not bid on this project.

Motion by Roberts to recommend to City Council that they award Bid #2014-12: Phoenix Road Substation to Kent Power in the estimated amount of \$606,796.00. Second by Burr.

All in favor. Motion carried.

Discussion ensued regarding the type of bid this is and whether there will be extras/change orders.

10. Board will be requested to approve award of contract for Community Outreach and Communication Services during the Core City Secondary Project to Abonmarche.

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Halberstadt noted that this contract is to provide communications related to the core city project. Because it is a high-intensity project taking place in customers' yards we need to provide a higher level of communication to the public than is usual.

Burr explained the city will trim trees affecting the secondary lines behind the houses. Burr pointed out that the utility has the right to perform the work but it is necessary to talk to each homeowner and find out what trees they will permit to be taken down or trimmed. Burr noted that it has been somewhat surprising that home owners are anxious to have the city take down trees, particularly some large pine trees, fifty-plus (50+) years old, which people want removed due to fear they will fall and damage their houses.

Abonmarche will have an open house, and also go door-to-door and get required approvals. Everyone's role has been defined. The city/utility is attempting to prevent backlash at the end due to a favorite tree or shrub getting trimmed. Discussed that Abonmarche will be representing the city in a role that the Department of Public Works Director would typically do, but DPW Director Roger Huff is working very minimal hours due to disability.

Roberts asked whether the Abonmarche staff need to have some sort of proof of identification; Stickland said the city will give them something identifying that they represent the City.

Motion by Roberts to recommend that City Council award professional services for community outreach and communication to Abonmarche in the amount of \$33,720. Second by Henry.

All in favor. Motion carried.

Discussion ensued regarding the cost of materials, for which the city will foot the bill; the number of phases, engineering costs and tree-trimming costs. Burr mentioned another element, the video-taping of properties before and after the project, to protect the city for liability.

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 1st through 3rd at the DoubleTree by Hilton in Bay City, Michigan. If any Board Members are interested in attending, please let Roger or Larry know.

12. Board Member Comments

Henry asked for update on Roger Huff. Halberstadt noted he is still experiencing pain and full recovery will take some time.

Burr noted a Blackhawk helicopter will be landing in the city Thursday, Sept. 4 and the city is going to move a street light to make that possible.

13. Adjourn

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Motion by Henry, second by Roberts to adjourn at 4:45 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

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/ KWH		
	KW Demand	KVAR Demand	KVA	Power Factor	KW Demand	KVAR Demand	KWHS	\$ KW Demand	\$ KWH	\$ Fuel Charge	\$ Fuel Adjust	Actual Fuel True-up	Sch 1A \$ KWHS	\$ Network	RTO Start-up \$	Other	Credits			Total PJM	
Main	17,344	5,375	18,158	0.9552	17,344	5,375	8,324,249	\$281,597.27	\$88,647.42												
Welder	358	342	495	0.7237	358	342	116,920	\$5,814.11	\$1,245.12												
Phoenix	12,794	5,443	13,903	0.9202	12,794	5,443	6,038,441	\$207,716.97	\$64,305.17												
Welder	8	17	19	0.4368	8	17	6,431	\$136.38	\$68.49												
Aug-14	30,504	11,177	32,487	0.9390	30,504	11,177	14,486,040	\$495,264.73	\$154,266.19	\$257,699.41	(\$38,669.04)	\$30,716.83	\$1,897.97	\$108,790.05	\$299.21	\$16,772.20	(\$1,567.24)	\$126,192.19	\$1,025,470.31	7.079	
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												
Jul-14	29,716	9,628	31,237	0.9513	29,716	9,628	13,717,651	\$482,473.68	\$146,083.38	\$244,030.16	(\$44,811.45)	\$27,682.40	\$1,797.29	\$108,790.05	\$299.21	\$16,658.83	(\$1,607.15)	\$125,938.23	\$981,396.40	7.154	
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												
Jun-14	28,434	9,092	29,852	0.9525	28,434	9,092	12,746,939	\$461,654.26	\$135,745.98	\$226,761.68	(\$44,703.52)	\$23,664.10	\$1,092.76	\$89,707.48	\$289.56	\$13,460.59	(\$1,301.93)	\$103,248.46	\$906,370.96	7.110	
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												
May-14	21,503	5,894	22,296	0.9644	21,503	5,894	11,203,733	\$353,549.86	\$107,784.39	\$168,627.37	(\$13,600.21)	\$16,585.82	\$960.46	\$92,697.73	\$299.21	\$11,967.29	(\$1,309.38)	\$104,615.31	\$737,562.54	6.583	
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												
Apr-14	18,542	2,798	18,752	0.9888	18,542	2,798	10,374,017	\$304,872.99	\$99,802.19	\$156,139.32	(\$11,636.53)	(\$12,558.64)	\$889.33	\$89,707.48	\$289.56	\$11,967.29	(\$1,364.68)	\$101,488.98	\$638,108.31	6.151	
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												
Mar-14	19,981	2,784	20,174	0.9904	19,981	2,784	11,773,033	\$328,533.52	\$113,261.29	\$177,195.92	(\$10,877.11)	(\$44,950.65)	\$1,009.27	\$92,697.73	\$299.21	\$11,967.29	(\$1,935.73)	\$104,037.77	\$667,200.74	5.667	
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												
Feb-14	20,221	2,941	20,434	0.9896	20,221	2,941	11,410,071	\$332,479.60	\$109,769.45	\$171,732.98	\$19,759.96	(\$46,438.54)	\$978.15	\$83,726.98	\$270.26	\$11,967.30	(\$1,743.34)	\$95,199.35	\$682,502.80	5.982	
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												
Jan-14	20,673	2,995	20,888	0.9897	20,673	2,995	12,608,593	\$339,898.89	\$121,299.71	\$189,771.93	\$53,301.57	\$69,341.54	\$1,080.90	\$92,697.73	\$299.11	\$11,973.87	(\$1,941.22)	\$104,110.39	\$877,724.03	6.961	

Year to Date 2014:

98,320,078

\$6,516,336 6.628

CITY OF SOUTH HAVEN																					
Cost of Electric Energy from Indiana-Michigan Power Company (AEP)																					
2013																					
Date	ACTUAL				BILLING			COST				PJM Open Access Transmission Tariff						Total PJM	Total Cost	cts/ KWH	
	KW Demand	KVAR Demand	KVA	Power Factor	KW Demand	KVAR Demand	KWHRS	\$ KW Demand	\$ KWH	\$ Fuel Charge	\$ Fuel Adjust	Actual Fuel True-up	Sch 1A \$ KWHRS	\$ Network	RTO Start-up \$	Other	Credits				
Main	11,907	1,617	12,016	0.9909	11,907	1,617	7,149,573	\$195,775.72	\$68,781.75												
Welder	194	142	240	0.8067	194	142	77,825	\$3,183.17	\$748.71												
Phoenix	8,028	1,125	8,107	0.9903	8,028	1,125	4,728,287	\$132,003.77	\$45,488.02												
Welder	9	27	29	0.3015	9	27	6,602	\$141.40	\$63.51												
Dec-13	20,138	2,911	20,347	0.9897	20,138	2,911	11,962,287	\$331,104.06	\$115,081.99	\$180,044.38	\$87,154.83	\$87,350.31	\$1,025.49	\$65,299.25	\$206.53	\$7,985.10	(\$1,106.32)	\$73,410.05	\$874,145.62	7.308	
Main	11,197	1,504	11,298	0.9911	11,197	1,504	6,408,594	\$184,100.75	\$61,653.24												
Welder	140	200	244	0.5729	140	200	52,045	\$2,301.88	\$500.70												
Phoenix	7,429	858	7,478	0.9934	7,429	858	4,189,954	\$122,140.71	\$40,309.03												
Welder	8	25	27	0.3151	8	25	6,556	\$138.11	\$63.07												
Nov-13	18,774	2,588	18,951	0.9906	18,774	2,588	10,657,149	\$308,681.45	\$102,526.04	\$160,400.76	(\$4,289.50)	(\$26,790.13)	\$913.60	\$63,192.82	\$199.87	\$8,177.02	(\$959.43)	\$71,523.88	\$612,052.50	5.743	
Main	11,074	2,312	11,313	0.9789	11,074	2,312	6,466,839	\$182,078.71	\$62,213.57												
Welder	238	179	298	0.7988	238	179	137,692	\$3,908.26	\$1,324.65												
Phoenix	7,999	1,974	8,239	0.9709	7,999	1,974	4,334,232	\$131,512.98	\$41,697.04												
Welder	10	31	33	0.3071	10	31	6,635	\$166.06	\$63.83												
Oct-13	19,320	4,496	19,837	0.9740	19,320	4,496	10,945,397	\$317,666.02	\$105,299.10	\$164,739.18	\$12,395.66	\$26,374.42	\$938.31	\$65,299.25	\$206.53	\$9,067.49	(\$988.26)	\$74,523.32	\$700,997.70	6.404	
Main	15,924	4,583	16,570	0.9610	15,924	4,583	6,856,337	\$261,823.07	\$65,951.08												
Welder	306	273	410	0.7468	306	273	138,670	\$5,037.83	\$1,334.06												
Phoenix	11,887	4,349	12,657	0.9391	11,887	4,349	4,669,743	\$195,441.78	\$44,924.80												
Welder	24	32	40	0.6024	24	32	6,648	\$394.61	\$63.96												
Sep-13	28,141	9,236	29,618	0.9501	28,141	9,236	11,670,398	\$462,697.28	\$112,273.90	\$175,651.17	\$42,092.79	\$3,060.70	\$1,000.47	\$63,192.82	\$199.87	\$9,109.48	(\$917.87)	\$72,584.77	\$868,360.61	7.441	
Main	16,543	4,854	17,240	0.9595	16,543	4,854	7,898,702	\$271,999.92	\$75,988.67												
Welder	287	267	392	0.7314	287	267	113,753	\$4,710.63	\$1,094.34												
Phoenix	11,964	4,370	12,737	0.9393	11,963	4,370	5,525,867	\$196,703.78	\$53,161.05												
Welder	8	17	19	0.4154	8	17	21,391	\$129.89	\$205.79												
Aug-13	28,801	9,508	30,330	0.9496	28,801	9,508	13,559,712	\$473,544.23	\$130,449.85	\$204,087.23	\$8,981.95	(\$35,351.84)	\$1,162.43	\$65,299.25	\$206.53	\$9,643.55	(\$1,020.06)	\$75,291.70	\$857,003.12	6.320	
Main	19,550	6,147	20,494	0.9540	19,550	6,147	8,600,694	\$321,441.35	\$82,742.12												
Welder	122	168	207	0.5882	122	168	72,641	\$2,004.28	\$698.83												
Phoenix	14,385	5,953	15,568	0.9240	14,385	5,953	6,014,292	\$236,521.71	\$57,859.89												
Welder	18	30	35	0.5132	18	30	15,349	\$295.96	\$147.67												
Jul-13	34,075	12,297	36,226	0.9406	34,075	12,297	14,702,976	\$560,263.29	\$141,448.51	\$221,294.49	\$69,969.99	\$72,804.58	\$1,260.44	\$65,299.25	\$206.53	\$8,934.19	(\$1,057.32)	\$74,643.09	\$1,140,423.95	7.756	
Main	14,830	4,272	15,433	0.9609	14,830	4,272	6,741,714	\$243,834.78	\$64,857.99												
Welder	298	322	439	0.6792	298	322	102,884	\$4,901.36	\$989.78												
Phoenix	10,721	3,707	11,343	0.9451	10,721	3,707	4,734,771	\$176,269.67	\$45,550.39												
Welder	19	37	41	0.4645	19	37	14,096	\$315.69	\$135.61												
Jun-13	25,868	8,337	27,178	0.9518	25,868	8,337	11,593,465	\$425,321.49	\$111,533.77	\$174,493.25	\$63,031.35	\$51,836.92	\$770.88	\$54,110.29	\$199.87	\$8,339.01	(\$879.14)	\$62,540.91	\$888,757.69	7.666	
Main	13,029	3,332	13,448	0.9688	13,029	3,332	6,455,809	\$183,239.86	\$78,302.51												
Welder	382	403	555	0.6878	382	403	172,669	\$5,366.82	\$2,094.30												
Phoenix	9,812	3,161	10,308	0.9518	9,812	3,161	4,524,171	\$137,988.94	\$54,873.67												
Welder	19	44	48	0.4065	19	44	15,359	\$272.84	\$186.29												
May-13	23,242	6,939	24,255	0.9582	23,242	6,939	11,168,009	\$326,868.46	\$135,456.78	\$169,279.09	(\$846.54)	(\$20,309.17)	\$742.59	\$55,913.96	\$206.53	\$7,741.19	(\$905.80)	\$63,698.47	\$674,147.09	6.036	
Main	10,379	1,565	10,496	0.9888	10,379	1,565	6,014,325	\$145,970.61	\$72,947.75												
Welder	310	366	480	0.6455	310	366	144,533	\$4,355.62	\$1,753.04												
Phoenix	7,106	1,507	7,264	0.9782	7,106	1,507	4,059,293	\$99,944.76	\$49,235.16												
Welder	21	58	62	0.3419	21	58	15,181	\$296.75	\$184.13												
Apr-13	17,816	3,497	18,156	0.9813	17,816	3,497	10,233,332	\$250,567.74	\$124,120.08	\$155,111.73	\$22,709.81	\$22,668.66	\$680.44	\$54,110.29	\$199.87	\$7,727.55	(\$862.24)	\$61,855.91	\$637,033.93	6.225	
Main	11,123	1,244	11,192	0.9938	11,123	1,244	6,608,087	\$156,434.29	\$80,149.49												
Welder	391	357	529	0.7388	391	357	139,920	\$5,500.43	\$1,697.08												
Phoenix	7,222	917	7,280	0.9920	7,222	917	4,346,681	\$101,570.63	\$52,720.90												
Welder	22	51	55	0.3957	22	51	15,969	\$306.60	\$193.68												
Mar-13	18,758	2,569	18,933	0.9908	18,758	2,569	11,110,656	\$263,811.95	\$134,761.15	\$168,409.77	\$19,466.98	\$32,019.07	\$738.78	\$55,913.96	\$206.53	\$7,727.55	(\$865.41)	\$63,721.41	\$682,190.33	6.140	
Main	11,561	1,160	11,619	0.9950	11,561	1,160	6,250,121	\$162,593.97	\$75,807.72												
Welder	130	305	332	0.3914	130	305	137,266	\$1,825.51	\$1,664.90												
Phoenix	7,514	864	7,563	0.9935	7,514	864	4,148,351	\$105,675.56	\$50,315.35												
Welder	22	45	50	0.4456	22	45	14,696	\$313.63	\$178.25												
Feb-13	19,227	2,374	19,373	0.9925	19,227	2,374	10,550,434	\$270,408.67	\$127,966.22	\$159,918.21	\$744.86	\$9,033.45	\$701.53	\$50,502.94	\$186.55	\$7,727.55	(\$899.26)	\$58,219.31	\$626,290.72	5.936	
Main	7,956	1,231	8,051	0.9882	7,956	1,231	6,835,812	\$111,896.42	\$82,911.57												
Welder	24	351	352	0.0687	356	351	170,192	\$5,006.78	\$2,064.25												
Phoenix	11,518	926	11,555	0.9968	11,518	926	4,535,845	\$161,990.98	\$55,015.26												
Welder	356	46	359	0.9918	24	46	18,216	\$340.35	\$220.94												
Jan-13	19,855	2,554	20,018	0.9918	19,855	2,554	11,560,064	\$279,234.53	\$140,212.02	\$175,221.67	(\$11,764.68)	\$18,342.99	\$768.66	\$55,913.96	\$206.53	\$7,727.55	(\$1				

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

Col 6 & 11

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
Electric Sales	\$ 1,199,219	\$ 1,146,367	\$ 1,473,685	\$ 52,852	\$ (274,466)	\$ 2,417,883	\$ 2,292,734	\$ 2,781,314	\$ 125,149	\$ (363,431)	\$ 13,756,404	18%
Charges for Service	\$ 5,259	\$ 12,500	\$ 2,797	\$ (7,241)	\$ 2,462	\$ 7,668	\$ 25,000	\$ 11,158	\$ (17,332)	\$ (3,490)	\$ 150,000	5%
Interest Income	\$ 142	\$ 2,500	\$ 383	\$ (2,358)	\$ (241)	\$ 5,919	\$ 5,000	\$ 6,823	\$ 919	\$ (904)	\$ 30,000	20%
Other Revenue	\$ 3,733	\$ 2,500	\$ 4,065	\$ 1,233	\$ (332)	\$ 7,957	\$ 5,000	\$ 29,971	\$ 2,957	\$ (22,014)	\$ 30,000	27%
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Revenues	\$ 1,208,353	\$ 1,163,867	\$ 1,480,929	\$ 44,486	\$ (272,576)	\$ 2,439,427	\$ 2,327,734	\$ 2,829,266	\$ 111,693	\$ (389,839)	\$ 13,966,404	
	1	2	3	4	5	6	7	8	9	10	11	
Expenses	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
Purchased Power	\$ 1,025,470	\$ 800,000	\$ 857,003	\$ 225,470	\$ 168,467	\$ 2,006,867	\$ 1,600,000	\$ 1,997,427	\$ 406,867	\$ 9,440	\$ 9,600,000	21%
Other Operating Expenses	\$ 166,723	\$ 141,833	\$ 164,271	\$ 24,890	\$ 2,452	\$ 283,823	\$ 283,665	\$ 287,900	\$ 158	\$ (4,077)	\$ 1,701,990	17%
Property Tax Equivalents	\$ 58,235	\$ 58,235	\$ 57,236	\$ -	\$ 999	\$ 116,470	\$ 116,470	\$ 114,472	\$ -	\$ 1,998	\$ 698,820	17%
Energy Optimization Costs	\$ 23,026	\$ 21,800	\$ -	\$ 1,226	\$ 23,026	\$ 46,053	\$ 43,600	\$ 44,074	\$ 2,453	\$ 1,979	\$ 261,602	18%
Capital Outlay	\$ -	\$ 125,250	\$ 4,120	\$ (125,250)	\$ (4,120)	\$ 182,599	\$ 250,500	\$ 4,420	\$ (67,901)	\$ 178,179	\$ 1,503,000	12%
Transfer Out	\$ 14,025	\$ 14,025	\$ 14,754	\$ (0)	\$ (729)	\$ 28,050	\$ 28,050	\$ 29,508	\$ (0)	\$ (1,458)	\$ 168,301	17%
Depreciation	\$ 45,000	\$ 45,000	\$ 39,510	\$ -	\$ 5,490	\$ 90,000	\$ 90,000	\$ 79,021	\$ -	\$ 10,979	\$ 540,000	17%
Administrative Expenses	\$ 51,768	\$ 62,761	\$ 40,746	\$ (10,993)	\$ 11,022	\$ 103,546	\$ 125,521	\$ 81,059	\$ (21,975)	\$ 22,487	\$ 753,126	14%
Total Expenses	\$ 1,384,247	\$ 1,268,903	\$ 1,177,641	\$ 115,344	\$ 206,607	\$ 2,857,407	\$ 2,537,807	\$ 2,637,880	\$ 319,601	\$ 219,527	\$ 15,226,839	
Net Fund Change	\$ (175,895)	\$ (105,036)	\$ 303,288	\$ (70,858)	\$ (479,183)	\$ (417,980)	\$ (210,073)	\$ 191,386	\$ (207,908)	\$ (609,366)	\$ (1,260,435)	

CITY OF SOUTH HAVEN
 ELECTRIC FUND
 KWH COMPARISONS
 ROLLING TWELVE MONTHS

		KWH PURCHASED	KWH BILLED	KWH STREET LTS	STREET LTS 12 MO AVE.	TOTAL KWH BILLED AND STREET LTS	PERCENTAGE BILLED AND STREET LTS TO PURCHASED (ROLLING 12 MOS)	PERCENTAGE BILLED AND STREET LTS TO PURCHASED CURRENT MONTH	
FISCAL 2012									
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>			
FISCAL 2013									
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>			
FISCAL 2014									
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>			
FISCAL 2015									
July	2014	13,717,651	12,236,191	38,129	52,129	12,274,320	92.93%	89.48%	31
August	2014	14,486,040	12,349,067	42,644	52,154	12,391,711	91.94%	85.54%	31
		<u>28,203,692</u>	<u>24,585,258</u>	<u>80,773</u>		<u>24,666,031</u>			
Prior Year-to-date		28,262,688	25,946,437	80,082		26,026,519			
Two Years Prior		31,824,623	30,547,638	81,661		30,629,299			

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

Col 6 & 11

Revenues:	Month Actual	Monthly Budget	Prior year MTD	MTD Variance to	MTD Variance to	YTD	YTD Budget	Prior YTD Actual	Variance to	Variance to Prior	2014-15	% of
				Budget	Prior Year	Actual			Budget	Year	Adopted Budget	Annual Budget
Sales	\$ 364,800	\$ 308,537	\$ 375,128	\$ 56,264	\$ (10,328)	\$ 717,108	\$ 617,073	\$ 715,869	\$ 100,035	\$ 1,239	\$ 3,702,439	19%
Charges for Service	2,695	6,167	-	(3,471)	2,695	6,014	12,333	4,035	(6,319)	1,980	74,000	8%
Interest Income	73	167	37	(93)	36	167	333	75	(167)	92	2,000	8%
Special Assessment Revenue	12	1,083	3,993	(1,071)	(3,981)	12	2,167	4,805	(2,155)	(4,793)	13,000	0%
Other Revenue	4,685	2,917	3,401	1,769	1,284	9,027	5,833	6,796	3,194	2,231	35,000	26%
Total Revenues	\$ 372,266	\$ 318,870	\$ 382,559	\$ 53,396	\$ (10,293)	\$ 732,328	\$ 637,740	\$ 731,578	\$ 94,588	\$ 750	\$ 3,826,439	

Expenses:	1 Month Actual	2 Monthly Budget	3 Prior year MTD	MTD Variance to	MTD Variance to	YTD	YTD Budget	Prior YTD Actual	Variance to	Variance to Prior	2014-15	% of
				Budget	Prior Year	Actual			Budget	Year	Adopted Budget	Annual Budget
Operating Expenses	\$ 83,950	\$ 114,641	\$ 110,903	\$ (30,691)	\$ (26,953)	\$ 166,905	\$ 229,283	\$ 181,255	\$ (62,378)	\$ (14,350)	\$ 1,375,697	12%
Property Tax Equivalents	12,049	12,049	8,349	-	3,700	24,098	24,098	16,699	-	7,399	144,588	17%
Capital Outlay	522	17,724	2,220	(17,202)	(1,698)	5,297	35,448	2,773	(30,150)	2,525	212,685	2%
Debt Service	-	218,289	-	(218,289)	-	-	251,066	500	(251,066)	(500)	1,506,398	0%
Transfers Out	333	404	167	(70)	167	667	807	333	(141)	333	4,843	14%
Depreciation	47,917	47,917	16,307	-	31,610	95,833	95,833	32,614	-	63,219	575,000	17%
Administrative Expenses	15,578	19,714	9,961	(4,136)	5,616	28,900	39,428	21,621	(10,528)	7,279	236,567	12%
Total Expenses	\$ 160,348	\$ 430,737	\$ 147,907	\$ (270,389)	\$ 12,441	\$ 321,700	\$ 675,963	\$ 255,795	\$ (354,263)	\$ 65,905	\$ 4,055,778	

Net Fund Change	\$ 211,918	\$ (111,867)	\$ 234,653	\$ 323,785	\$ (22,735)	\$ 410,628	\$ (38,223)	\$ 475,783	\$ 448,851	\$ (65,155)	\$ (229,339)	
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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
FISCAL 2012								
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>		
FISCAL 2013								
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>		
FISCAL 2014								
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>		
FISCAL 2015								
July	2014	64,316,000	8,598,396	38,503	126,739	6,932,597	84.35%	81.07%
August	2014	66,789,000	8,929,011	42,246	34,492	7,841,235	83.45%	88.29%
		<u>131,105,000</u>	<u>17,527,406</u>	<u>80,749</u>	<u>161,231</u>	<u>14,773,832</u>		
Prior Year-to-date		132,838,000	17,759,091	110,971	324,271	15,027,774		
Two Years Prior		170,318,000	22,769,786	82,286	376,738	20,150,617		

City of South Haven
 Sewer Fund - Fund 592
 For the period ended August 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	\$ 212,572	\$ 188,274	\$ 209,907	\$ 24,298	\$ 2,665	\$ 419,526	\$ 376,549	\$ 408,924	\$ 42,977	\$ 10,601	\$ 2,259,293	19%
IPP Revenues	11,227	8,477	3,943	2,750	7,284	16,953	16,954	16,861	(1)	92	101,724	17%
Interest Income	2	208	16	(207)	(14)	4	417	32	(413)	(29)	2,500	0%
Special Assessment Revenue	17	1,250	2,244	(1,233)	(2,227)	17	2,500	3,394	(2,483)	(3,377)	15,000	0%
Grant Revenue	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Other Revenue	2,942	542	200	2,400	2,742	15,196	1,083	400	14,113	14,796	6,500	234%
Total Revenues	\$ 226,759	\$ 198,751	\$ 216,310	\$ 28,008	\$ 10,449	\$ 451,695	\$ 397,503	\$ 429,612	\$ 54,193	\$ 22,083	\$ 2,385,017	

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<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	\$ 92,180	\$ 97,697	\$ 85,831	\$ (5,517)	\$ 6,349	\$ 157,938	\$ 195,394	\$ 156,972	\$ (37,456)	\$ 967	\$ 1,172,364	13%
Grant Expense-SSSES	-	-	17,412	-	(17,412)	-	-	31,240	-	(31,240)	-	#DIV/0!
Property Tax Equivalents	7,453	7,453	7,453	0	-	14,907	14,907	14,907	0	-	89,441	17%
Capital Outlay	2,359	24,931	6,683	(22,572)	(4,324)	17,686	49,862	7,385	(32,176)	10,301	299,170	6%
Transfers Out	17,000	17,076	19,917	(76)	(2,917)	34,000	34,153	39,833	(153)	(5,833)	204,915	17%
Depreciation	33,333	33,333	20,379	-	12,955	66,667	66,667	40,758	-	25,909	400,000	17%
Administrative Expenses	22,107	27,642	17,458	(5,535)	4,649	40,735	55,283	35,170	(14,548)	5,565	331,700	12%
Total Expenses	\$ 174,433	\$ 208,133	\$ 175,134	\$ (33,700)	\$ (701)	\$ 331,933	\$ 416,265	\$ 326,265	\$ (84,332)	\$ 5,668	\$ 2,497,590	

Net Fund Change \$ 52,326 \$ (9,381) \$ 41,176 \$ 61,707 \$ 11,150 \$ **119,762** \$ (18,762) \$ 103,347 \$ 138,525 \$ 16,416 \$ (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 IMMMA 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.
- **8/25/14 – Stickland requested that a fund reserve report be provided as often as possible, preferably monthly, but no less than quarterly.**



City of South Haven

Agenda Item #9

Electric Distribution Line Projects

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.

Projects for the 2014 year are either completed or under construction with an anticipated completion prior to the end of the year. The five-year plan identifies four projects for the 2015 year, as shown on the attached project list.

In addition to the projects identified in the five-year plan, the City has been working on the Core City Secondary Project. Phase I of the Core City Secondary Project is under construction and Phase II is in the final design phase. Project #109 MS-J St. Joseph Street is located within the Core City Phase II area. Thus, it is recommended that this project be accelerated from 2016 to 2015. This will permit construction to occur at the same time as the Core City Phase II project.

GRP Engineering, Inc. has submitted proposals for projects #104, #105, #106, #107, and #109 as identified in the attached project list. Staff recommends that engineering design for the 2015 projects begin at this time. This will permit GRP Engineering to complete the final designs and revise the cost estimates for these projects as needed.

Two electric projects currently underway are anticipated to impact the cash reserves of the electric fund (Phoenix Road Substation Transformer and Core City Secondary Phase I). Thus, it is not yet know if the City will be able to afford construction of all five projects during 2015. However, having the design completed with final cost estimates in hand will make it easier for staff and the Board to select the projects that they desire to see constructed during 2015, given the funds available.

Recommendation:

Adopt a motion recommending that City Council award engineering services to GRP Engineering, Inc. for 2015 projects as follows:

Project #104 PR-B Blue Star Highway: \$16,000
Project #105 MS-J Lovejoy to Aylworth: \$9,000
Projects #106 and #107 Capacitor Banks: \$4,500
Project #109 MS-J St. Joseph Street: \$14,000

Support Material:

2014-2018 Electric System Projects

GRP Engineering Proposal: Project #104 PR-B Blue Star Highway

GRP Engineering Proposal: Project #105 MS-J Lovejoy to Aylworth

GRP Engineering Proposal: Projects #106 & #107 Capacitor Banks

GRP Engineering Proposal: Project #109 MS-J St. Joseph Street

**City of South Haven
 2014 - 2018 Electric System Projects**

Year	Project #	Priority	Project Description	Estimated Cost
2014	101	1	Installation of a second 12/16/20 MVA transformer and two underground substation exits (PR-C and PR-D) at Phoenix Road Substation.	\$1,350,000
2014	102	2	Construct new circuit PR-C on 2nd Avenue/Wells Street from Phoenix Road Substation to Blue Star Highway (0.7 miles) with #336.4 ACSR double circuit on the existing pole line to relieve load from PR-B. Move all MS-F load on North Shore Drive to this new circuit PR-C.	\$136,000
2014	103	3	Construct new circuit PR-D on Veteran's Blvd from 2nd Avenue to Phoenix Road (0.6 miles) with #500kCM 15kV CU underground including padmount switchgear to relieve load and reduce geographic area from PR-A.	\$435,000
2014 Total				\$1,921,000
2015	104	1	Rebuild PR-C (old PR-B) overhead line from 2nd Avenue/Wells Street south along Blue Star Hwy to 6th Avenue (1.0 miles) with #336.4 ACSR. Completion of this project will increase the capacity of the circuit to 500A and allow for full capacity ties to PR-A and PR-D, plus a future tie to MS-F with project #108. Shift MS-J load on Phoenix Street east of Pearl Street to PR-B.	\$165,000
2015	105	2	Rebuild MS-J overhead line from Lovejoy Street to Aylworth Avenue (0.3 miles) in the deep right-of-way with #336.4 Hendrix. This will increase the capacity of the circuit to 500A and complete a full capacity tie to MS-F.	\$75,000
2015	106	3	Add 1,800kVAR in switched capacitor banks to circuit MS-F.	\$15,000
2015	107	4	Add 2,400kVAR in switched capacitor banks to circuit PR-B.	\$20,000
2015 Total				\$275,000
2016	108	1	Complete reconstruction of MS-D along 14th Avenue between 76th Street and 77th Street (0.5 miles) including conductor upgrades to #1/0 ACSR. Completion of this project reduce potential outages from broken equipment.	\$48,000
2016	109	2	Rebuild MS-J overhead line from Elkenburg Street to Michigan Avenue north along St. Joseph Street (0.6 miles) with #336.4 Hendrix. Completion of this project will increase the capacity of the circuit to 500A up to Michigan Avenue and allow for full capacity ties to PR-C following completion of project #113.	\$145,000
2016	110	3	Rebuild MS-E along Kalamazoo Street for 0.25 miles north to Lovejoy Street with #336.4 ACSR. Completion of this project will create a full capacity tie to MS-F in this industrialized area close to the substation.	\$45,000
2016	111	4	Add 1,200kVAR in switched capacitor banks to circuit MS-E.	\$10,000
2016	112	5	Add 1,200kVAR in switched capacitor banks to circuit PR-A.	\$10,000
2016 Total				\$258,000

**City of South Haven
 2014 - 2018 Electric System Projects**

Year	Project #	Priority	Project Description	Estimated Cost
2017	113	1	Rebuild the overhead tie between MS-F and PR-C (old PR-B) through switch #15 along both LaGrange Street and Phillips Street (1.1 miles) with #336.4 ACSR. This project will increase the circuit tie to full capacity thus improving the reliability of the feed to the hospital.	\$200,000
2017	114	2	Complete reconstruction of MS-D along 76th Street between 14th Avenue 20th Street (1.5 miles) including conductor upgrades to #1/0 ACSR. Completion of this project reduce potential outages from broken equipment.	\$150,000
2017 Total				\$350,000
2018	115	1	Rebuild circuit MS-D along Jay R. Monroe Blvd from the deep ROW section south to 12th Avenue (0.5 miles) with #4/0 ACSR. This conductor is currently loaded above 60% of its rating.	\$60,000
2018	116	2	Rebuild PR-C (old PR-B) overhead line along Blue Star Highway from 2nd Avenue north to Baseline Rd (0.6 miles) with #336.4 ACSR conductor. Completion of this project will provide the initial backbone of a full capacity tie on the north edge of the service area.	\$95,000
2018	117	3	Rebuild MS-E along Blue Star Highway from M-140 south to Stieve Drive with #336.4 ACSR. Completion of this project will create a new full capacity tie to MS-D.	\$85,000
2018 Total				\$240,000

September 17, 2014

Mr. Larry Halberstadt
City of South Haven
1199 8th Ave.
South Haven, MI 49090

**RE: Engineering Services Proposal
Project #104 PR-B Blue Star Hwy**

Dear Larry:

GRP Engineering, Inc. is pleased to present this proposal to the City of South Haven for engineering services associated with the distribution line project #104 along Blue Star Highway from 2nd Avenue south to 6th Avenue.

Project #104 PR-B Circuit Blue Star Highway Scope

Project scope is to rebuild circuit PR- B overhead line from 2nd Avenue/Wells Street south along Blue Star Highway to 6th Avenue (1.0 miles) with #336.4 ACSR conductor. Completion of this project will increase the capacity of the circuit to 500A and allow for full capacity ties to existing circuit PR-A and new underground circuit PR-D. Project includes a full reconstruction of this line section including poles, hardware and conductor. Upgrading this line section will provide more reliable service to several large commercial customers served by circuit PR-B. Estimated construction cost is: \$165,000.

Scope of Services

Our scope of services for completing the distribution line design and construction inspection services include:

- Conduct field review meeting with City of South Haven staff.
- Inventory all units for retirement.
- Complete engineering design for the project including provisions for joint-use where applicable.
- Preparation of new and removal staking sheets and associated drawings.
- Preparation of new construction and removal unit lists and required material list.
- Preparation and processing of one Construction Contract.
- Coordinate and assist on site with bid opening and contract award.
- Prepare and process all county road commission permits.
- Conduct pre-construction meeting.
- Construction stake the line project.
- On-site inspection of construction at critical times.

- Final inventory of the line project.
- Preparation of project “punch list” following completion of construction.
- Review and process monthly and final contractor invoicing.
- Preparation of record drawings & staking sheets.
- Update the WindMil computer model with new conductor and primary equipment information from the line construction project.

GRP Engineering, Inc. proposes to complete the engineering services for the Project #104 PR-B Circuit Blue Star Highway project for a lump sum fee of \$16,000. Should additional services be required outside the scope of this proposal, we will complete those tasks on an hourly basis based on the attached rate sheet.

We appreciate the opportunity to submit this proposal and look forward to being of service to you. Please contact me should you have any questions.

Sincerely,

GRP Engineering, Inc.



Michael P. McGeehan, P.E.
President

Enclosures

cc/enc: City of South Haven
Mr. Bill Conklin, Mr. Roger Huff

GRP ENGINEERING, INC. HOURLY BILLING RATES

Employee Title	Engineer Level	Hourly Rate Range
Senior Project Manager	8	\$125 - \$150
Project Manager	7	\$105 - \$120
Senior Engineer	6	\$90 - \$105
Project Engineer	4 - 5	\$80 - \$90
Engineer	2 - 3	\$70 - \$80
Entry Level Engineer	1	\$50 - \$70
Engineering Technician		\$40 - \$50
Engineering Support		\$30 - \$43
Administrative Support		\$35 - \$50

Expenses will be invoiced at cost including, but not limited to, mileage, meals, lodging, printing and reproduction.

All subcontracted services will be invoiced at cost, with no additional markup.

Rates are valid through December 31, 2014

September 17, 2014

Mr. Larry Halberstadt
City of South Haven
1199 8th Ave.
South Haven, MI 49090

**RE: Engineering Services Proposal
Project #105 MS-J Lovejoy to Alyworth**

Dear Larry:

GRP Engineering, Inc. is pleased to present this proposal to the City of South Haven for engineering services associated with the distribution line project #105 located in deep right-of-way from Lovejoy Street Avenue north to Alyworth Avenue.

Project #105 MS-J Circuit Lovejoy to Alyworth Scope

Project scope is to rebuild circuit MS-J overhead line from Lovejoy Street to Alyworth Avenue north through deep right-of-way (0.3 miles) with #336.4 Hendrix aerial spacer cable. Completion of this project will increase the capacity of the circuit to 500A, will allow for a full capacity tie to circuit MS-F, and rebuild an aged section of line.. Project includes a full reconstruction of this line section including poles, hardware and conductor. Estimated construction cost is: \$75,000.

Scope of Services

Our scope of services for completing the distribution line design and construction inspection services include:

- Conduct field review meeting with City of South Haven staff.
- Inventory all units for retirement.
- Complete engineering design for the project including provisions for joint-use where applicable.
- Preparation of new and removal staking sheets and associated drawings.
- Preparation of new construction and removal unit lists and required material list.
- Preparation and processing of one Construction Contract.
- Coordinate and assist on site with bid opening and contract award.
- Conduct pre-construction meeting.
- Construction stake the line project.
- On-site inspection of construction at critical times.
- Final inventory of the line project.

- Preparation of project “punch list” following completion of construction.
- Review and process monthly and final contractor invoicing.
- Preparation of record drawings & staking sheets.
- Update the WindMil computer model with new conductor and primary equipment information from the line construction project.

GRP Engineering, Inc. proposes to complete the engineering services for the Project #105 MS-J Circuit Lovejoy to Alyworth project for a lump sum fee of \$9,000. Should additional services be required outside the scope of this proposal, we will complete those tasks on an hourly basis based on the attached rate sheet.

We appreciate the opportunity to submit this proposal and look forward to being of service to you. Please contact me should you have any questions.

Sincerely,

GRP Engineering, Inc.



Michael P. McGeehan, P.E.
President

Enclosures

cc/enc: City of South Haven
Mr. Bill Conklin, Mr. Roger Huff

GRP ENGINEERING, INC. HOURLY BILLING RATES

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Senior Engineer	6	\$90 - \$105
Project Engineer	4 - 5	\$80 - \$90
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Entry Level Engineer	1	\$50 - \$70
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Engineering Support		\$30 - \$43
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Rates are valid through December 31, 2014

September 17, 2014

Mr. Larry Halberstadt
City of South Haven
1199 8th Ave.
South Haven, MI 49090

**RE: Engineering Services Proposal
Project #106 MS-F & #107 PR-B Capacitor Banks**

Dear Larry:

GRP Engineering, Inc. is pleased to present this proposal to the City of South Haven for engineering services associated with distribution system projects #106 MS-F & #107 PR-B Capacitor Banks.

Projects #106 MS-F & #107 PR-B Capacitor Banks

Project scope includes installation of polemount capacitor banks on circuits MS-F and PR-B totaling 1,200kVAR and 2,400kVAR on each circuit respectively. Size and location of capacitor banks on each circuit will be determined as part of the project. Completion of this project will reduce losses on the distribution system, will reduce VAR charges from AEP, and will help to stabilize voltage on these two distribution circuits. Installation of capacitor banks to be completed by City of South Haven crews. Estimated construction cost is: \$35,000.

Scope of Services

Our scope of services for completing the capacitor bank installation project include:

- Assess 2014 system VAR (reactive power) load from AEP metering data.
- Review system model and determine size and best proposed location for capacitor banks.
- Field review proposed capacitor bank placement with City of South Haven staff.
- Preparation of construction staking sheets and associated drawings.
- Preparation of assembly drawings and required material list.
- Assist City of South Haven with capacitor bank & controller procurement.
- Review installation with City of South Haven electrical crews
- Program and field test capacitor bank controller.
- Update the WindMil computer model with final capacitor bank size and location.

GRP Engineering, Inc. proposes to complete the engineering services for Projects #106 MS-F and #107 PR-B Capacitor Banks for a lump sum fee of \$4,500. Should additional services be required outside the scope of this proposal, we will complete those tasks on an hourly basis based on the attached rate sheet.

We appreciate the opportunity to submit this proposal and look forward to being of service to you. Please contact me should you have any questions.

Sincerely,

GRP Engineering, Inc.



Michael P. McGeehan, P.E.
President

Enclosures

cc/enc: City of South Haven
Mr. Bill Conklin, Mr. Roger Huff

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Rates are valid through December 31, 2014

September 17, 2014

Mr. Larry Halberstadt
City of South Haven
1199 8th Ave.
South Haven, MI 49090

**RE: Engineering Services Proposal
Project #109 MS-J St Joseph Street**

Dear Larry:

GRP Engineering, Inc. is pleased to present this proposal to the City of South Haven for engineering services associated with the distribution line project #109 along St. Joseph Street from Elkenburg Street north to Michigan Avenue.

Project #109 MS-J St. Joseph Street Scope

Project scope is to rebuild circuit MS-J overhead line from Elkenburg Street north to Michigan Avenue (0.6 miles) with #336.4 Hendrix aerial spacer cable. Completion of this project in 2015 will increase the capacity of the circuit to 500A from the substation up to Michigan Avenue and will complete the rebuild an aged section of line in conjunction with the Core City Secondary project in the same area. Project includes a full reconstruction of this line section including poles, hardware and conductor. Estimated construction cost is: \$145,000.

Scope of Services

Our scope of services for completing the distribution line design and construction inspection services include:

- Conduct field review meeting with City of South Haven staff.
- Inventory all units for retirement.
- Complete engineering design for the project including provisions for joint-use where applicable.
- Preparation of new and removal staking sheets and associated drawings.
- Preparation of new construction and removal unit lists and required material list.
- Preparation and processing of one Construction Contract.
- Coordinate and assist on site with bid opening and contract award.
- Conduct pre-construction meeting.
- Construction stake the line project.
- On-site inspection of construction at critical times.
- Final inventory of the line project.

- Preparation of project “punch list” following completion of construction.
- Review and process monthly and final contractor invoicing.
- Preparation of record drawings & staking sheets.
- Update the WindMil computer model with new conductor and primary equipment information from the line construction project.

GRP Engineering, Inc. proposes to complete the engineering services for the Project #109 MS-J St. Joseph Street project for a lump sum fee of \$14,000. Should additional services be required outside the scope of this proposal, we will complete those tasks on an hourly basis based on the attached rate sheet.

We appreciate the opportunity to submit this proposal and look forward to being of service to you. Please contact me should you have any questions.

Sincerely,

GRP Engineering, Inc.



Michael P. McGeehan, P.E.
President

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