

Board of Public Utilities

Regular Meeting Agenda

Monday, November 24, 2014
4:00 p.m., DPW Conference Room
1199 8th Avenue



1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes – October 27, 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 October 31, 2014
 - B. Electric Fund – Review of Percentage Billed
 - C. Water Fund – Financial Report for period ending October 31, 2014
 - D. Water Fund – Review of Percentage Billed
 - E. Sewer Fund – Financial Report for period ending October 31, 2014

8. Unresolved Issues Report

NEW BUSINESS

9. Board will be requested to award a contract for Phoenix Road Substation Relay Control Panel, Bid 2014-11 to Harlo Corporation in the amount of \$29,116.00.
10. Board will be requested to establish a schedule for Regular Meeting Dates for the 2015 Calendar Year.

11. Public Works Director Comments

There is no regular scheduled meeting during the month of December 2014. A special meeting will be scheduled only if needed to address an unforeseen issue.

12. Board Member Comments

13. Adjourn

RESPECTFULLY SUBMITTED,

Roger Huff, PE
Public Works Director

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, October 27, 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, Roberts, Rose (ex-officio), Winkel (arrived 4:23 p.m.), Stickland
Absent: Henry, Overhiser (ex-officio), Stein (ex-officio)

A motion was made and approved to excuse Mike Henry.

Also present: Bill Conklin, City Staff; Larry Halberstadt, City Engineer

3. Approval of Agenda

Motion by Burr, second by Roberts to approve the October 27, 2014 agenda as presented.
All in favor. Motion carried.

4. Approval of Minutes – September 29, 2014 Regular Meeting Minutes

Motion by Roberts, second by Burr to approve the September 29, 2014 regular meeting minutes as corrected.

- Page 5, 1st paragraph, replace “yes” with “no”.

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

7. Financial Reports

- A. Electric Fund – Financial Report for period ending September 30, 2014
- B. Electric Fund – Review of Percentage Billed
- C. Water Fund – Financial Report for period ending September 30, 2014
- D. Water Fund – Review of Percentage Billed
- E. Sewer Fund – Financial Report for period ending September 30, 2014

It was noted that the electric fund is in the red, which is unusual. Discussion ensued regarding capital outlay and comparing the figures, not to this year's budget, but to last year's figures.

Discussion ensued regarding the bridge project, including the hydrant meter which is connected to a hydrant meter for which the contractor will be billed.

It was pointed out that the sewer fund is up from last year and that there are adjusting entries pending.

8. Unresolved Issues Report

Halberstadt noted that the finance director was unable to provide the monthly report requested by the board due to her involvement with the auditors.

9. Quarterly Outage Report

Discussion ensued regarding there having been multiple outages in Ridgewood Estates and tree trimming activities in that area. There was discussion regarding the extent of the tree trimming done in the core city project, the time frame of the tree trimming project and whether there will still be outages this winter due to trees in the wires.

10. Transformer Inventory – Independent Accountant's Report

Huff noted this is just a follow-up of the agreement in the summer; had an inventory taken of the transformers. Halberstadt noted that some transformers were transferred down here for the core city project.

Winkell arrived at 4:23 p.m. and apologized for his tardiness.

Stickland reviewed the backstory regarding the transformer inventory.

Conklin clarified the status of the transformers being held in Reed City and indicated that they are smaller transformers; the 25KVA and 50s are what Reed City is holding. Discussion ensued regarding the transformers at defunct developments and whether or not those transformers were energized.

NEW BUSINESS

11. Board will be requested to award a five year contract for substation maintenance to Electrical Power System (EPS) in the total amount of \$147,468.00.

It was clarified that this is a project for both substations. Burr explained that I & M used to do the maintenance on the transformers for the city. Conklin noted we had two previous five (5) year contracts with I & M, which adds up to \$27,255. Discussed ensued regarding the new contracts and the reason for the disparity in the bids.

Conklin, in response to questions, stated that the city will continue to do the oil-testing and thermal scans, borrowing equipment periodically to do so. In response to Burr's question, Conklin explained the difference in the type of breakers used now compared to what used to be used and the difference in the amount of maintenance needed. Conklin noted that he will determine on a case-by-case basis whether to pay for maintenance or have staff do it.

Motion by Burr, second by Winkel to make a recommendation to City Council to award the five year substation maintenance contract for \$147.468 to Electric Power Systems (EPS) at the November 3, 2014 regular meetings, at which time, if City Council approves the award of the contract to Electric Power Systems (EPS), City Council should pass a motion authorizing the City Manager to review and to sign a maintenance agreement with Electric Power Systems (EPS) or with the next lowest bidder should negotiations with EPS not be satisfactory.

All in favor. Motion carried.

12. Public Works Director Comments

A. Next Meeting is scheduled for November 24, 2014.

Expressed his thanks to Larry Halberstadt, City Engineer, for picking up the pieces during the time he was off, noting that he really appreciates it.

13. Board Member Comments

Rose: Questioned whether anyone else had gotten an email she received on Friday from Covert Generating, indicating that Covert Generating has red lined the distribution water main extension agreement. Discussion ensued regarding why the generating plant requested these changes. There was discussion of whether the plant is being operated and maintained to the standard the city set.

Stickland: Reviewed the information he received at the Michigan Municipal Electric Association (MMEA) conference regarding how much tax reserve the city should have.

14. Adjourn

Motion by Roberts, second by Burr to adjourn at 5:23 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	KWHRS	\$ KW Demand	\$ KWH	\$ Fuel Charge	\$ Fuel Adjust	Actual Fuel True-up	Sch 1A \$ KWHRS	\$ Network	RTO Start-up \$	Other	Credits			Total PJM	
Main	18,379	4,189	18,850	0.9750	18,369	4,189	9,061,510	\$298,233.08	\$96,498.74												
Welder	309	284	420	0.7354	309	284	142,496	\$5,010.43	\$1,517.48												
Phoenix	10	24	25	0.3782	5	24	2,118,777	\$74.69	\$22,563.49												
Welder	6	7	9	0.6658	6	7	4,282	\$94.17	\$45.60												
Oct-14	18,703	4,503	19,238	0.9722	18,688	4,503	11,327,065	\$303,412.36	\$120,625.31	\$201,502.82	(\$33,179.24)	\$16,236.53	\$1,484.08	\$108,790.08	\$299.21	\$17,152.73	(\$1,357.26)	\$126,368.84	\$734,966.62	6.489	
Main	16,115	5,015	16,877	0.9548	16,112	5,015	8,006,033	\$261,594.43	\$85,258.65												
Welder	265	254	367	0.7230	265	254	131,837	\$4,307.41	\$1,403.97												
Phoenix	11,860	4,871	12,821	0.9250	11,857	4,871	3,682,892	\$192,514.47	\$39,220.22												
Welder	6	7	9	0.6658	6	7	4,144	\$94.17	\$44.13												
Sep-14	28,246	10,146	30,013	0.9411	28,240	10,146	11,824,906	\$458,510.48	\$125,926.97	\$210,359.17	(\$46,334.71)	\$11,060.21	\$1,549.30	\$105,280.72	\$289.56	\$17,328.13	(\$1,342.88)	\$123,104.83	\$882,626.95	7.464	
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:

121,472,048

\$8,133,930 6.966

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	6,855,337	\$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	(\$1,124.11)	\$63,492.59	\$664,739.12	5.750	

Year to Date 2013:

139,713,881

\$9,226,142

6.604

City of South Haven
Electric Fund - Fund 582
For the period ended October 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	\$ 1,043,222	\$ 1,146,367	\$ 1,070,004	\$ (103,145)	\$ (26,782)	\$ 4,707,232	\$ 4,585,468	\$ 5,235,830	\$ 121,764	\$ (528,599)	\$ 13,756,404	34%
Charges for Service	\$ 6,680	\$ 12,500	\$ 1,881	\$ (5,820)	\$ 4,799	\$ 23,809	\$ 50,000	\$ 104,566	\$ (26,191)	\$ (80,757)	\$ 150,000	16%
Interest Income	\$ 1,386	\$ 2,500	\$ 397	\$ (1,114)	\$ 989	\$ 10,063	\$ 10,000	\$ 10,092	\$ 63	\$ (29)	\$ 30,000	34%
Other Revenue	\$ 3,521	\$ 2,500	\$ 4,808	\$ 1,021	\$ (1,287)	\$ 15,020	\$ 10,000	\$ 39,151	\$ 5,020	\$ (24,131)	\$ 30,000	50%
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Revenues	\$ 1,054,809	\$ 1,163,867	\$ 1,077,090	\$ (109,058)	\$ (22,281)	\$ 4,756,124	\$ 4,655,468	\$ 5,389,639	\$ 100,656	\$ (633,515)	\$ 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	\$ 734,967	\$ 800,000	\$ 700,998	\$ (65,033)	\$ 33,969	\$ 3,624,500	\$ 3,200,000	\$ 3,566,785	\$ 424,500	\$ 57,715	\$ 9,600,000	38%
Other Operating Expenses	\$ 187,543	\$ 145,458	\$ 154,949	\$ 42,086	\$ 32,594	\$ 559,540	\$ 581,830	\$ 543,352	\$ (22,290)	\$ 16,188	\$ 1,745,490	32%
Property Tax Equivalents	\$ 58,235	\$ 58,235	\$ 57,236	\$ -	\$ 999	\$ 232,940	\$ 232,940	\$ 228,943	\$ -	\$ 3,997	\$ 698,820	33%
Energy Optimization Costs	\$ 23,026	\$ 21,800	\$ 21,917	\$ 1,226	\$ 1,110	\$ 92,106	\$ 87,201	\$ 87,907	\$ 4,905	\$ 4,199	\$ 261,602	35%
Capital Outlay	\$ 324,877	\$ 321,284	\$ 4,169	\$ 3,593	\$ 320,708	\$ 1,181,009	\$ 1,285,137	\$ 15,440	\$ (104,128)	\$ 1,165,570	\$ 3,855,411	31%
Transfer Out	\$ 14,025	\$ 14,025	\$ 14,754	\$ (0)	\$ (729)	\$ 56,100	\$ 56,100	\$ 59,016	\$ (0)	\$ (2,916)	\$ 168,301	33%
Depreciation	\$ 55,873	\$ 55,873	\$ 39,510	\$ -	\$ 16,363	\$ 223,493	\$ 223,493	\$ 158,041	\$ -	\$ 65,451	\$ 670,478	33%
Administrative Expenses	\$ 58,957	\$ 62,761	\$ 100,008	\$ (3,803)	\$ (41,051)	\$ 214,100	\$ 251,042	\$ 228,818	\$ (36,942)	\$ (14,718)	\$ 753,126	28%
Total Expenses	\$ 1,457,504	\$ 1,479,436	\$ 1,093,540	\$ (21,932)	\$ 363,963	\$ 6,183,789	\$ 5,917,743	\$ 4,888,303	\$ 266,046	\$ 1,295,486	\$ 17,753,228	

Net Fund Change \$ (402,695) \$ (315,569) \$ (16,450) \$ (87,126) \$ (386,244) \$ (1,427,665) \$ (1,262,275) \$ 501,336 \$ (165,390) \$ (1,929,001) \$ (3,786,824)

AS OF JUNE 30, 2014	
Retained Earnings	\$ 17,951,744
Less Net Capital Assets	\$ (11,195,364)
Net Undesignated Reserves	\$ 6,756,380

Add Projected Net Income to FY 14 to get FY 15 Retained Earnings
The Difference here is the addition of new capital assets less new depreciation for FY 15

PROJECTED AS OF JUNE 30, 2015	
Retained Earnings	\$ 18,020,331
Less Net Capital Assets	\$ (14,380,297)
Net Undesignated Reserves	\$ 3,640,034

The 2015 Budget figures include the projects approved by the BPU to date and a revised depreciation figure
The capital outlay also includes the storage building, DPW building improvements and WI FI project costs

FY 2015 Revenues	\$ 13,966,404
FY 2015 Expenses	\$ (17,753,228)
Add back Investment in Capital Assets	\$ 3,855,411
Projected Net Income	\$ 68,587

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	
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
September	2014	11,824,906	12,987,894	48,696	52,146	13,036,590	92.56%	110.25%	30
October	2014	11,327,065	10,757,872	55,667	52,245	10,813,539	92.79%	95.47%	31
		<u>51,355,662</u>	<u>48,331,024</u>	<u>185,136</u>		<u>48,516,160</u>			
Prior Year-to-date		50,878,484	48,862,512	183,353		49,045,865			
Two Years Prior		53,851,678	52,500,638	184,955		52,685,593			

City of South Haven
 Water Fund - Fund 591
 For the period ended October 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
Sales	\$ 343,891	\$ 308,537	\$ 355,167	\$ 35,354	\$ (11,276)	\$ 1,424,006	\$ 1,234,146	\$ 1,417,041	\$ 189,860	\$ 6,965	\$ 3,702,439	38%
Charges for Service	9,219	6,167	17,068	3,053	(7,849)	15,234	24,667	21,102	(9,433)	(5,869)	74,000	21%
Interest Income	73	167	37	(93)	36	710	667	148	44	562	2,000	36%
Special Assessment Revenue	-	1,083	2,773	(1,083)	(2,773)	12	4,333	7,578	(4,321)	(7,566)	13,000	0%
Other Revenue	12,345	2,917	3,367	9,428	8,978	26,921	11,667	17,667	15,255	9,255	35,000	77%
Total Revenues	\$ 365,529	\$ 318,870	\$ 378,412	\$ 46,659	\$ (12,884)	\$ 1,466,883	\$ 1,275,480	\$ 1,463,536	\$ 191,404	\$ 3,347	\$ 3,826,439	

Expenses:	1	2	3	4	5	6	7	8	9	10	11	% of Annual Budget
	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	
Operating Expenses	\$ 122,184	\$ 114,641	\$ 96,335	\$ 7,542	\$ 25,848	\$ 409,277	\$ 458,566	\$ 382,950	\$ (49,289)	\$ 26,327	\$ 1,375,697	30%
Property Tax Equivalents	12,049	12,049	8,349	-	3,700	48,196	48,196	33,398	-	14,798	144,588	33%
Capital Outlay	435	17,724	122,292	(17,289)	(121,857)	6,346	70,895	218,423	(64,549)	(212,076)	212,685	3%
Debt Service	725,848	125,533	-	600,314	725,848	731,648	502,133	6,925	229,515	724,723	1,506,398	49%
Transfers Out	333	404	167	(70)	167	1,333	1,614	667	(281)	667	4,843	28%
Depreciation	50,703	50,703	16,307	-	34,396	202,812	202,812	65,228	-	137,584	608,435	33%
Administrative Expenses	19,019	19,714	43,829	(695)	(24,810)	63,500	78,856	79,806	(15,355)	(16,306)	236,567	27%
Total Expenses	\$ 930,571	\$ 340,768	\$ 287,279	\$ 589,803	\$ 643,292	\$ 1,463,112	\$ 1,363,071	\$ 787,396	\$ 100,041	\$ 675,716	\$ 4,089,213	

Net Fund Change \$ (565,042) \$ (21,898) \$ 91,133 \$ (543,145) \$ (656,175) \$ 3,772 \$ (87,591) \$ 676,140 \$ 91,363 \$ (672,368) \$ (262,774)

AS OF JUNE 30, 2014

Retained Earnings	\$ 7,685,404
Less Net Capital Assets	\$ (5,175,140)
Net Undesignated Reserves	\$ 2,510,264

Add Projected Net Income(loss) to FY 14 to get FY 15 Retained Earnings
 The Difference here is the addition of new capital assets less new depreciation for FY 15

PROJECTED AS OF JUNE 30, 2015

Retained Earnings	\$ 7,635,315
Less Net Capital Assets	\$ (5,570,890)
Net Undesignated Reserves	\$ 2,064,425

The 2015 Budget figures include the projects approved by the BPU to date and a revised depreciation figure
 The capital outlay includes some equipment and Dyckman Ave costs

FY 2015 Revenues	\$ 3,826,439
FY 2015 Expenses	\$ (4,089,213)
Add back Investment in Capital Assets	\$ 212,685
Projected Net Income(Loss)	\$ (50,089)

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%
September	2014	44,601,000	5,962,701	36,096	100,277	6,663,068	84.55%	112.35%
October	2014	33,430,000	4,469,251	34,492	117,932	4,619,497	85.38%	104.13%
		<u>209,136,000</u>	<u>27,959,358</u>	<u>151,337</u>	<u>379,440</u>	<u>26,056,397</u>		
Prior Year-to-date		221,073,000	29,555,214	196,132	700,078	27,449,860		
Two Years Prior		260,020,000	34,762,032	145,984	855,131	32,975,856		



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 IMMUDA 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

Phoenix Road Substation Relay Control Panel

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 and for construction of the Phoenix Road Substation project. In addition, pricing was solicited for a relay control panel #3 to provide protection of the new transformer.

Quotations were solicited from three vendors with the results tabulated as follows:

Vendor	Amount
Electric Power Products, Inc.	\$29,295.00
Harlo Corporation	\$29,116.00
Systems Control	Declined to Bid

Harlo Corporation is the low bidder and has provided quality materials for the City at the Main Substation.

Recommendation:

Adopt a motion recommending the City Council award Bid #2014-11: Phoenix Road Substation Relay Control Panel #3 to Harlo Corporation in the amount of \$29,116.00.

Attachments:

Electric Power Products, Inc – Proposal Letter
Harlo Corporation – Proposal Letter
Systems Control – No Bid

$EP^2 \equiv (QA)^2$

June 27, 2014

City of South Haven
1199 8th Ave
South Haven, MI 49090
Attention: Bill Conklin

Re: Phoenix Rd. Substation Control Panel Bid #2014-11
EP² Quote No. 16549

Dear Mr. Conklin,

We are pleased to offer the following proposal:

- 1. One (1) panel and loose equipment -----**PRICE \$29,295.00**

COMMERCIAL COMMENTS

- 1. No sales or use taxes are included in the price.
- 2. Shipment of the equipment will be by truck to South Haven, MI; freight prepaid and included in the price. Shipping price is based on all items shipping at the same time and to the same location.
- 3. Electrical Power Products will be responsible for developing the following drawings:
 - a. Structural
 - b. Layout
- 4. Delivery of the equipment will be fourteen (14) weeks ARO.
- 5. Off-loading and installation by others.
- 6. Our standard payment terms are net thirty (30) days.
- 7. **EP²** does not accept credit card payments for projects over two thousand, five hundred dollars (\$2,500.00).



Electrical Power Products, Inc.
1800 Hull Avenue ■ Des Moines, Iowa 50313-4765
(515) 262-8161 ■ Fax (515) 262-9461

$$EP^2 \equiv (QA)^2$$

8. The price is firm and valid for thirty (30) days.
9. Electrical Power Products' Limited Warranty is included with our proposal package and shall apply to this project.

TECHNICAL COMMENTS

1. A copy of our Bill of Material is included with the proposal package.
2. All style numbers followed by an asterisk (*) on the Bill of Material represent style numbers or quantities that were not specified, incorrect, or obsolete. Either Electrical Power Products or the manufacturer/vendor chose style numbers or quantities for each of these items. Any changes made to the style numbers or quantities may reflect a change in the proposal price.
3. The Bill of Material was quoted per the layout drawings and material list provided with the request for quote only.
4. Our price includes one (1) hardcopy and one (1) CD copy of the instruction manuals. Please note that some equipment manufacturers provide CD manuals in lieu of hardcopy manuals. If CD's are provided by the manufacturer, **EP²** will provide a copy of the CD with the instruction manual set.

Please visit the **EP²** web site at www.ep2.com. The site presents details about our staff & capabilities.

Customers are always welcome for inspection trips to Electrical Power Products with prior notice.

We appreciate the opportunity to present this proposal.

If there are any questions, please contact me.

Sincerely,

John Miner



Electrical Power Products, Inc.
1800 Hull Avenue ■ Des Moines, Iowa 50313-4765
(515) 262-8161 ■ Fax (515) 262-9461

$$EP^2 \equiv (QA)^2$$

Project Estimator
Electrical Power Products
1800 Hull Avenue
Des Moines, Iowa 50313
(515)-262-8161
jminer@ep2.com



Electrical Power Products, Inc.
1800 Hull Avenue ■ Des Moines, Iowa 50313-4765
(515) 262-8161 ■ Fax (515) 262-9461



CONTROL PANEL DIVISION

WWW.HARLO.COM

July 1, 2014

Proposal No.17222

City of South Haven
1199 8th Avenue
South Haven, MI 49090

Attention: Mr. Bill Conklin
Subject: Phoenix Rd Substation Control Panel bid#2014-11

In answer to your invitation, we are pleased to submit our proposal as follows:

One (1) Control Panel for Phoenix Rd Substation. Fabricated and assembled in accordance with emailed Request for Proposal dated 6/11/2014, South Haven Panel. Wired in accordance with wiring diagrams prepared by GRP Engineering, Inc. from one-line, three-line, AC, DC and external connection schematics furnished by GRP Engineering, Inc.

Item	Qty	Description	Unit Price
1	1	Control Panel No. 3	<u>\$29,116.00</u>

Total Price: \$29,116.00

Delivery and Terms

Harlo Corporation is able to meet the 10/31/2014 delivery date. Our quote is based on F.O.B. South Haven, MI 49090 with freight prepaid and allowed, estimated freight \$232.00 and included above. No sales or use tax has been included. Our terms are net 30 days. This quotation is valid for 30 days.

Warranty

Harlo Corporation will warrant work performed by them for a period of 12 months from date of shipment. Components purchased by Harlo Corporation in conformance with customer specifications will be warranted under terms and to the extent of the component manufacturer's warranty but not less than 12 months from date of shipment. In and out charges for defective devices shall not be chargeable to Harlo Corporation account unless acceptance of such charges is a part of the component supplier's terms.



Attachments

Harlo Corporation's individual panel Bill of Material for your review.

Clarifications

1. Full functional testing is not included in this proposal.
2. Cross-panel or inter-panel wiring is included in this proposal.
3. Wiring diagrams to be prepared by GRP Engineering.
4. One (1) set of instruction manuals per panel are included in this proposal, additional sets may be purchased for \$100.00 each.
5. A performance/bid bond will not be included with this project.

Proposal is completed with part quantities available at the date of proposal. Part quantity increases that do not match the attached Bill of Material that also increase job cost will be invoiced as a Cost Adder (CA).

Liquidated Damages

Harlo Corporation accepts the responsibility for performing the scope of work as outlined in the specification within the designated time frames set forth therein and will accept liquidated damage charges as specified for any delays directly attributed to Harlo's performance. Liquidated damages will not be considered for delays demonstrated to be caused by conditions beyond the control of Harlo Corporation including, but not limited to the following:

- a. Delivery of components from customer specified vendors.
- b. Customer release of purchase order, project information and drawings.
- c. Customer drawing review cycle.
- d. Customer Quality Assurance inspections, hold prints and final panel release.
- e. Force Majeure.
- f. Should you have any questions regarding our proposal, please do not hesitate to contact us. In contacting the plant, please refer to the Harlo Proposal Number shown above.

Sincerely,



Jeff Saint Amour
Estimator
Ph: 616-538-0550 ext. 233
Email: jstamour@harlo.com

Harlo Proposal No.: 17222
Customer: City of South Haven
Date: 7/1/2014
Bill of Material For: Phoenix RD Substation
Panel No.: Panel 3

Item	Manufacturer	Description	Qty
1	Schweitzer	0587103X5P1 (pkg. 990000)	1
2	Schweitzer	0501003X561PXB	1
3	Bitronics	MTWIE1B2B001N00	2
4	Electroswitch	2457D Control Switch	1
5	GE	116B6708G43R73R4 ET-16 RED LED 125V	3
6	GE	116B6708G43G73G4 ET-16 GREEN LED 125V	3
7	Electroswitch	2457D Control Switch	2
8	GE	CR104PSG21B92 Selector Switch	1
9	Electroswitch	7808D Lockout Relay	2
10	GE	116B6708G43A73A4 ET-16 Amber LED 125V	2
11	ABB	FT-19R FR2G-137-036-137	1
12	ABB	FT-19R FR2G-137-036-036	1
13	ABB	FT-19R FR2G-137-036-137	1
14	Schweitzer	C273A cable 25 ft	2
15	States	M-25012 Type NT, Slide Link, 12 pole terminal block	13
16	States	M-25104G Type NT 4 Shorting T.B.	6
17	Bussmann	R25030-3SR 3 Pole, 250V Fuse Block Class R for Type FRN-R fuse	2
18	Bussmann	FRN-R6 6A 250V RK5 TD Fuse	6
		<u>Loose Equipment</u>	
1	Schweitzer	915900238 Wetting Voltage Jumper Kit	1
2	Schweitzer	24070001B (1RU) Satellite Clock	1
3	Schweitzer	252301H100XA0XX	1
4	Schweitzer	3530HA0DX211A0XXXXXX	1
5	Electroswitch	7806D Lockout Relay	1
6	Schweitzer	C273A cable 8 ft	1
7	States	M-25004 Type NT	1
8	States	M-25016 Type NT	3
9	States	M-25104G Type NT 4 Shorting T.B.	1
10	Schweitzer	C953 cable 25 ft	1
		<u>Spare Parts</u>	
5	GE	116B6708G43R73R4 ET-16 RED LED 125V	3
6	GE	116B6708G43G73G4 ET-16 GREEN LED 125V	3
10	GE	116B6708G43A73A4 ET-16 Amber LED 125V	2
15	States	M-25012 Type NT, Slide Link, 12 pole terminal block	1
16	States	M-25104G Type NT 4 Shorting T.B.	1
18	Bussmann	FRN-R6 6A 250V RK5 TD Fuse	6
7	States	M-25004 Type NT	1
8	States	M-25016 Type NT	1
9	States	M-25104G Type NT 4 Shorting T.B.	1

Larry Halberstadt

From: Bill Conklin
Sent: Wednesday, November 19, 2014 1:45 PM
To: Larry Halberstadt
Subject: FW: South Haven Panel Bid

From: Robert Shelley [mailto:rshelley@grp-engineering.com]
Sent: Tuesday, June 17, 2014 8:12 AM
To: Bill Conklin
Subject: FW: South Haven Panel Bid

Bill,
For your files, here is a "no bid" response from one of the panel suppliers for the Phoenix Rd Sub.

Rob Shelley
GRP Engineering
P: 616.942.7183

From: Maxson, Benjamin [mailto:Benjamin.Maxson@systemscontrol.com]
Sent: Monday, June 16, 2014 1:52 PM
To: Robert Shelley
Subject: RE: South Haven Panel Bid

Hello Robert,

Thank you for the opportunity, however we will not be able to provide a Proposal.

Best Regards,

Benjamin Maxson

Estimator

Systems Control

3201 East Industrial Drive

PO Box 788

Iron Mountain, MI 49801-0788

Direct Line: (906) 776-3323

Fax: (906) 779-4219

Email: benjamin.maxson@systemscontrol.com

www.systemscontrol.com



From: Robert Shelley [mailto:rshelley@grp-engineering.com]
Sent: Wednesday, June 11, 2014 8:48 AM

To: Rob Shelley
Cc: Bill Conklin
Subject: South Haven Panel Bid

Gentlemen,

Attached are the bid documents for one (1) control panel for the City of South Haven Michigan. Please feel free to contact me with any questions.

Thanks,

Rob Shelley
GRP Engineering
P: 616.942.7183



City of South Haven

Agenda Item #10

BPU Regular Meeting Schedule

Background Information:

A Regular Meeting schedule for the 2015 Calendar Year needs to be established. Historically, the Board of Public Utilities meets on the last Monday of each month at 4:00 pm in the Department of Public Works Conference Room, with no regular meeting held in December. A special meeting can be called in December if necessary, with one week's advance publication of a meeting agenda.

Holding meetings on the last Monday of the month at 4:00 pm will avoid conflicts with other Board and Commission meetings. It is recommended that this time schedule be maintained in 2015. If the Board desires to explore alternate dates and times, the City Clerk will need to be consulted to explore alternate available time slots.

Recommendation:

It is recommended that the Board approve the following schedule of Regular Meetings of the Board of Public Utilities for the 2015 Calendar Year:

January 26, 2015
 February 23, 2015
 March 30, 2015
 April 27, 2015
 May 18, 2015 (Moved forward one week due to Memorial Day on May 25)
 June 29, 2015
 July 27, 2015
 August 31, 2015
 September 28, 2015
 October 26, 2015
 November 30, 2015

All meetings will begin at 4:00 pm. Meetings will be held in the Department of Public Works Conference Room.