

# CWEP BOARD MEETING MINUTES

February 15, 2024

The Carthage Water & Electric Plant Board met in regular session February 15, 2024, 3:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

## Board:

Brian Schmidt - President

Ron Ross- Vice President\*

Darren Collier -Secretary

Alan Snow -Liaison

\* Attended via videoconference

Sid Teel - Member

Tom Garrison – Member

G. Stephen Beimdiek- Member

## Staff:

Chuck Bryant-General Manager

Cassandra Ludwig-General Counsel

Jason Peterson-Director of IT & Broadband

Megan Kirby- Executive Assistant

Jason Choate-Director of Water Services

Kelli Nugent/CFO

Kevin Emery-Director of Power Services

Stephanie Howard-Director of Business & ED

President Schmidt called the meeting to order at 3:01 p.m.

## **ADDITIONS/CHANGES TO THE AGENDA:**

### **APPROVAL OF MINUTES:**

A motion by Beimdiek and seconded by Collier to approve the minutes of the regular meeting of January 18, 2024, as presented, passed unanimously.

### **APPROVAL OF DISBURSEMENTS:**

A motion by Teel and seconded by Garrison to approve disbursements for January in the amount of \$3,875,530.38, passed unanimously.

### **FINANCIAL STATEMENT:**

CFO Nugent presented the January 2024 financials to the Board, noting that combined operating expenses were under budget for the month and year to date combined operating revenues exceeded budget for the month. Purchased power expense was lower than expected. Water revenues for the month of January were less than budget. Wastewater revenues exceeded budget for the month, and water operating expenses were under budget.

Communication revenues exceeded budget for the month and communication operating expenses continue to be less than budget.

A motion by Ross and seconded by Beimdiek to approve the January 2024 financials passed unanimously.

**COMMITTEE REPORTS:**

President Schmidt reported to the Board on behalf of the salary study committee, noting that the committee continues to meet weekly with Lockton. He noted there have been a couple weeks that have been cancelled due to not having much to discuss. Schmidt informed the Board that the committee is now just waiting on survey responses. He noted a target of April for the salary study to be completed.

**CITIZENS PARTICIPATION PERIOD:**

During citizens participation period, new CWEP employee Briana Burns introduced herself to the Board as the new Customer Service Representative.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

There being no objections, President Schmidt changed the order of discussion of the new business items.

**1. CONSIDERATION OF BIDS FOR CUSTODIAL MAINTENANCE**

GM Bryant reported proposals were requested from contractors to provide custodial maintenance to several CWEP Buildings. CWEP held two walk-through tours for interested respondents and contractors which provided an opportunity to view the facilities and understand the work that will be required. Individuals from four different cleaning companies attended the tours.

CWEP received proposals from Dana's Cleaning Service of Missouri, Jani-King of Springfield, Drew's Cleaning Crew, and KSS Cleaning Services.

After a thorough review and evaluation of all proposals, it was determined that Drew's Cleaning Crew will meet CWEP's expectations and provide exceptional custodial maintenance skills while maintaining safety and security measures.

A motion was made by Collier and seconded by Beimdiek to award this contract to Drew's Cleaning Crew in the amount of \$7,400.00 per month, motion passed unanimously.

## **2. PRESENTATION BY NICKI FULLER, EXECUTIVE DIRECTOR OF SOUTHWESTERN POWER RESOURCES ASSOCIATION**

General Manager Bryant welcomed SPRA Executive Director Nicki Fuller to the meeting. Nicki gave an informative presentation to the board regarding SPRA. She gave an overview of the Southwestern Power Administration, reviewed the mission and objectives of SPRA and discussed components of SWPA rates and funding. GM Bryant extended his appreciation to SPRA Executive Director Fuller for coming and effectively educating the board about SPRA and federal hydropower.

### **STAFF REPORTS:**

CFO Nugent noted in December the final draw was taken of the fiber project lease purchase proceeds that were issued in December of 2020.

General Counsel Ludwig noted Customer Service Staff have been busy fielding calls of customers with high bills due to discovery of water leaks and have been working with those customers to get bills paid. She reported the addition of two new Customer Service Representatives, Briana Burns and Amber Lasiter, noting she is excited to have them and think they will be a good addition to the team. Ludwig also mentioned staff have been making phone calls and hanging door tags to notify customers about work being done for the 69kv line project.

Director of Water Services Choate reported there have been 12 main breaks since the first of the year with around 60 calls for shutoffs due to broken pipes or water leaks.

Director of Business and Economic Development Howard mentioned the land purchased for Carthage Economic Development closed last week and they will now be working with Olsson and Allgeier Martin to develop plans for the park moving forward.

Director of Broadband and IT services Peterson reported there are no outstanding servicing requests for fiber. He noted this will mean scheduling installations will be a lot quicker now. He reported Cyber security is going well, there were no clicks for the month of January.

Director of Power Services Emery noted CWEP is currently receiving supplemental energy.

GM Bryant reported staff is in the middle of budget. He mentioned there will be a meeting with Craig Woycheese from Toth and Associates to discuss rates. He reported the purchasing department continues to face issues with lead times and pricing. GM Bryant mentioned letters that were received from the community thanking CWEP for quality of service the offer and the Sparkle in the Park during the holidays. Bryant expressed his appreciation to employees for continuing to deliver reliable services to the City of Carthage. GM Bryant announced that

Senator Jill Carter will be in the Community Room on Friday, February 16th at 1:00pm to present a resolution to CWEP.

**BOARD MEMBER COMMENTS:**

Board Secretary Collier gave a shoutout to Jost Tiffany and expressed his appreciation for fielding 13 calls in one night for water shut offs.

Board member Beimdiek thanked Nicki Fuller for a very informative presentation.

At 4:22pm, a motion by Beimdiek and seconded by Collier to adjourn the meeting passed unanimously.

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President – Brian Schmidt

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Secretary – Darren Collier