

# CWEP BOARD MEETING MINUTES

March 26, 2020

The Carthage Water & Electric Plant Board met in regular session March 26, 2020, 4:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

**Board:**

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| <input checked="" type="checkbox"/> Neel Baucom- President         | <input checked="" type="checkbox"/> Brian Schmidt - Member |
| <input checked="" type="checkbox"/> Danny Lambeth -Vice President  | <input checked="" type="checkbox"/> Ron Ross – Member      |
| <input checked="" type="checkbox"/> G. Stephen Beimdiek -Secretary | <input checked="" type="checkbox"/> Pat Goff - Member      |
| <input checked="" type="checkbox"/> Darren Collier -Liaison        |  |

**Staff:**

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|---|--|
| <input checked="" type="checkbox"/> Chuck Bryant-General Manager            | <input checked="" type="checkbox"/> Jason Choate-Director of Water Services    |
| <input checked="" type="checkbox"/> Cassandra Ludwig-General Counsel        | <input checked="" type="checkbox"/> Kelli Nugent/CFO                           |
| <input checked="" type="checkbox"/> Jason Peterson-Director IT & Broadband  | <input checked="" type="checkbox"/> Kevin Emery-Director of Power Services     |
| <input checked="" type="checkbox"/> Megan Stump- Executive Assistant        | <input checked="" type="checkbox"/> Stephanie Howard-Director of Business & ED |
| <input checked="" type="checkbox"/> Meagan Milliken-Customer Relations Mgr. |  |

President Baucom called the meeting to order at 4:00 p.m.

**ADDITIONS/CHANGES TO THE AGENDA:** None.

**APPROVAL OF MINUTES:**

A motion by Beimdiek and seconded by Goff to approve the minutes of the regular meeting of February 20, 2020 as presented passed unanimously.

**APPROVAL OF DISBURSEMENTS:**

A motion by Ross and seconded by Lambeth to approve disbursements for February in the amount of \$2,756,234.96 passed unanimously.

**FINANCIAL STATEMENT:**

CFO Nugent presented the financials for February noting that the net income for the utility combined was less than both budget and prior year. Year to date net income is 46% higher than budget and 3% higher than prior year. Operating revenues for all departments except Electric were higher than budget for the month. Operating expenses were lower than budget for the month for all departments except Communications. However, year to date, operating expenses are lower than budget for all departments. She noted that for the year to date power and water loss percentages came in at 3.09% and 10.98%, respectively.

A motion by Beimdiek and seconded by Schmidt to approve February financials passed unanimously.

**COMMITTEE REPORTS:** None.

**CITIZEN'S PARTICIPATION PERIOD:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**PRESENTATION OF COST OF SERVICE STUDY, CRAIG WOYCHEESE AT TOTH & ASSOCIATES**

General Manager Bryant introduced Craig Woycheese, CPA with Toth & Associates who then reviewed the cost of service study recently completed for CWEP's electric, water and wastewater utilities. Mr. Woycheese noted that he has been working with CWEP staff in gathering information for evaluating revenue, cost of service, and rate analysis.

Mr. Woycheese commended CWEP staff in their growing knowledge of rate studies and expressed his appreciation in working with a great group of employees.

GM Bryant noted that CWEP Staff has been well pleased with their dealings with Toth and Associates.

**CONSIDERATION OF SIMMONS BANK CORPORATE CARD AUTHORIZATION RESOLUTION**

General Manager Bryant reviewed the policy on how credit cards are to be used throughout the company. Bryant gave a brief overview of the credit card process CWEP currently uses for employees and explained what CWEP plans to do to make the process a lot smoother, eliminating a lot of steps and being more efficient.

A motion by Lambeth and seconded by Goff to approve the Simmons Bank corporate card authorization resolution, passed unanimously.

**RECOMMENDATION OF TUCK POINTING PROJECT AT THE CENTENNIAL COMPLEX**

General Manager Bryant noted a formal invitation was issued seeking qualified masonry contractors to remove and replace deteriorated mortar joints, bricks, and tuck point on the north and west walls of the Centennial Complex. Proposals were received from Hodkin Masonry Construction and Baucom Masonry Construction. GM Bryant recommends awarding this project to Hodkin Masonry Construction in the amount of \$29,950.00. This is an established

company that has provided masonry services to Carthage and the surrounding areas for many years.

A motion by Goff and seconded by Ross to approve the purchase of the Tuck Pointing Project at Centennial Complex in the amount of \$29,950.00, passed unanimously.

### **RECOMMENDATION OF THE ADVANCED METERING INFRASTRUCTURE (AMI) PROJECT**

General Manager Bryant noted requests for the AMI project were sent to over ten vendors and only eight proposals were received. After financially and technically evaluating the proposals with staff, Toth & Associates recommends CWEP select Itron for the new Advanced Metering Infrastructure. Bryant updated the board on the cost allocation of the AMI project.

A motion by Lambeth and seconded by Beimdiek to approve Itron as the new Advanced Metering Infrastructure, passed unanimously.

### **STAFF REPORTS:**

General Manager Bryant informed the board on all the changes happening at CWEP in such a short amount of time due to the COVID-19. Bryant expressed his appreciation to staff for managing all the changes well. He noted CWEP will not be disconnecting any services at this time, CWEP will work with customers to help the payment process during this difficult time. GM Bryant commended the Tech staff in helping those working from home get set up.

CFO Nugent applauded staff for adjusting to the changes fast and communicating well from home.

General Counsel Ludwig gave a legislative update.

Director of Power Services Emery announced Engine 7 has been certified, Powerplant is back to running full capacity now. He also reported feeder 7 upgrades to the wire mill have been completed and feeder 4 change out has been scheduled.

Director of Water Services Choate noted Wastewater Treatment Plant upgrades may be seeing delays due to COVID-19. He reported Well 1 and Well 5 have been put out of service.

Director of Business and ED Howard gave an industrial update regarding COVID-19.

Customer Relations Manager Milliken expressed her appreciation to Executive Assistant Stump for all her help during maternity leave. Milliken reported she has been working on signage for the lobby closure during COVID-19 as well as managing social media accounts during the crisis. Milliken announced The Tower to Tower Run for May has been cancelled due to COVID-19 outbreak.

**BOARD MEMBER COMMENTS:**

Ross commended GM Bryant and staff on stepping up to the plate and keeping everything running during this COVID-19 crisis.

At 6:01 p.m. the meeting adjourned.

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President – Neel Baucom

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Secretary – Steve Beimdiek