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**UTILITIES DEPARTMENT  
CITY OF BOWLING GREEN**

**BOARD OF PUBLIC UTILITIES MEETING AGENDA**  
City Administrative Services Building - Council Chambers (3<sup>rd</sup> Floor)  
Monday, April 12, 2021 at 5:00 p.m.

- I. APPROVAL OF MINUTES
  - A. March 8, 2021
- II. LOBBY VISITATION
- III. UTILITIES DIRECTOR REPORT
  - A. Supplemental Appropriation – Wastewater Refund
  - B. Advertise for Bids – Water Pollution Control Administration Building Roof
  - C. Electric Substation Monitoring and Communication Upgrades
  - D. Aclara RF Meter Reading System
- IV. SUPERINTENDENT REPORTS
  - A. Limited staff may attend due to COVID restrictions.
- V. OFFICIAL REPORTS
  - A. MAYOR..... MIKE ASPACHER
  - B. MUNICIPAL ADMINISTRATOR.....LORI TRETTER
- VI. COUNCIL MEMBER REPORTS
- VII. BOARD MEMBER REPORTS
- VIII. NEW BUSINESS
- IX. UNFINISHED BUSINESS
- X. EXECUTIVE SESSION - Personnel
- XI. ADJOURNMENT

RESOLUTION 04-2021-01

AUTHORIZING A SUPPLEMENTAL APPROPRIATION  
FOR A WASTEWATER REFUND

WHEREAS, The City of Bowling Green budgeted for anticipated revenues and expenses related to wastewater utility operations; and

WHEREAS, staff recently discovered an error in billing for extra strength surcharge to Phoenix Technologies resulting in an overcharge of \$235,753.55; and

WHEREAS, the Utilities Director negotiated an agreement with Phoenix to refund the overbilling during the 2021 and 2022 years per the attached documentation; and

WHEREAS, the agreement calls for a refund payment to Phoenix of \$35,000 and the 2021 budget does not have adequate funds to make the payment; now therefore

BE IT RESOLVED, a majority of the Bowling Green Board of Public Utilities authorize the following supplemental appropriation:

From:	Unappropriated Balances in Sewer Revenue Fund 5331	\$35,000
To:	5331.651.94100 - Refunds	\$35,000

BE IT FURTHER RESOLVED, that the Bowling Green City Council is requested to concur in the Board of Public Utilities action by granting the necessary legislative approval.

ADOPTED this 12th day of April 2021

ATTEST: Bowling Green Board of Public Utilities

By:  \_\_\_\_\_  
Megan Newlove, Chair

By: \_\_\_\_\_  
Amy Craft Ahrens, Secretary

RESOLUTION 04-2021-02

AUTHORIZING THE UTILITIES DIRECTOR TO ADVERTISE FOR BIDS  
AND ENTER INTO A CONTRACT(S) OR PARTICIPATE IN  
THE INTERLOCAL PURCHASING SYSTEM (TIPS) FOR ROOF REPLACEMENT  
AT THE WATER POLLUTION CONTROL FACILITY

WHEREAS, the 2021 Water and Sewer Capitol Improvement Fund included funds for roof replacement at the Water Pollution Control facility; and

WHEREAS, the TIPS program offers competitive bid pricing to government agencies for roof replacements and other services; and

WHEREAS, staff has found the roofing materials and contractors available in the TIPS program have been used successfully on past projects; now therefore

BE IT RESOLVED, a majority of the Bowling Green Board of Public Utilities, authorize the Utilities Director to advertise for bids and enter into a contract or participate in The Interlocal Purchasing System (TIPS) for roof replacement at the Water Pollution Control facility; and

BE IT FURTHER RESOLVED, that the Bowling Green City Council is requested to concur in the Board of Public Utilities action by granting the necessary legislative approval.

ADOPTED this 12<sup>th</sup> day of April 2021

ATTEST: Bowling Green Board of Public Utilities

By:   
Megan Newlove, Chair

By: \_\_\_\_\_  
Amy Craft Ahrens, Secretary

RESOLUTION 04-2021-03

AUTHORIZING THE UTILITIES DIRECTOR TO ENTER INTO A CONTRACT(S)  
WITH SCHWEITZER ENGINEERING LABORATORIES FOR ELECTRIC  
SUBSTATION COMMUNICATION EQUIPMENT

WHEREAS, the City of Bowling Green operates an electric transmission and distribution system that needs upgrades to the network communication systems located in the substations and the Electric Division Building; and

WHEREAS, staff has investigated equipment upgrades and recommend a solution from Schweitzer Engineering Laboratories (SEL), and

WHEREAS, SEL is the only available supplier for the equipment which has an estimated cost of \$69,290; and

WHEREAS, the Electric Capital Reserve Fund included \$150,000 in the 2021 budget for this project; and

WHEREAS, future budgets are expected to include funding for continued work on this project that will utilize SEL equipment; now therefore

BE IT RESOLVED, a majority of the Bowling Green Board of Public Utilities authorize the Utilities Director to enter into a contact(s) with Schweizer Engineering Laboratories (SEL) for electric substation communication equipment; and

BE IT FURTHER RESOLVED, that the Bowling Green City Council is requested to concur in the Board of Public Utilities action by granting legislative approval.

ADOPTED this 12th day of April 2021

ATTEST: Bowling Green Board of Public Utilities

By:   
Megan Newlove, Chair

By: \_\_\_\_\_  
Amy Craft Ahrens, Secretary

RESOLUTION 04-2021-04

AUTHORIZING THE UTILITIES DIRECTOR TO ENTER INTO A CONTRACT(S)  
WITH SCHWEITZER ENGINEERING LABORATORIES FOR ENGINEERING  
SERVICES RELATED TO ELECTRIC SUBSTATION  
COMMUNICATION EQUIPMENT

WHEREAS, the City of Bowling Green operates an electric transmission and distribution system that needs upgrades to the network communication systems located in the substations and the Electric Division Building; and

WHEREAS, staff has investigated equipment upgrades and recommend a solution from Schweitzer Engineering Laboratories (SEL), and

WHEREAS, the project will require engineering services that can be performed by SEL and staff recommends hiring SEL for the engineering services given they are the vendor of the equipment to be used on the project; and

WHEREAS, the estimated engineering costs for the project are approximately \$75,000; and

WHEREAS, the Electric Capital Reserve Fund included \$150,000 in the 2021 budget for this project; and

WHEREAS, future budgets are expected to include funding for continued work on this project that will utilize SEL engineering services; now therefore

BE IT RESOLVED, a majority of the Bowling Green Board of Public Utilities authorize the Utilities Director to enter into a contact(s) with Schweizer Engineering Laboratories (SEL) for engineering services related to electric substation communication equipment; and

BE IT FURTHER RESOLVED, that the Bowling Green City Council is requested to concur in the Board of Public Utilities action by granting legislative approval.

ADOPTED this 12th day of April 2021

ATTEST: Bowling Green Board of Public Utilities

By: \_\_\_\_\_

Megan Newlove, Chair

By: \_\_\_\_\_

Amy Craft Ahrens, Secretary

RESOLUTION 04-2021-06

AUTHORIZING THE UTILITIES DIRECTOR TO ENTER INTO A CONTRACT(S)  
WITH ACLARA FOR METER READING EQUIPMENT AND SERVICES

WHEREAS, a portion of the City's water meter reading equipment has reached the end of its useful life and requires a change in meter reading equipment; and

WHEREAS, the City currently uses Aclara powerline carrier meter reading equipment and this system is still a viable and functional option for electric customers and most of the water customers; and

WHEREAS, Aclara offers a Radio Frequency (RF) solution to read water meters that are not able to use the Aclara powerline carrier system; and

WHEREAS, the City will realize several benefits by converting to the Aclara RF system; and

WHEREAS, the 2021 budget included \$221,000 for this project with 50% in the Water Capital Reserve Fund and 50% in the Sewer Capital Reserve Fund; now therefore

BE IT RESOLVED, a majority of the Bowling Green Board of Public Utilities authorize the Utilities Director to enter into a contract(s) with Aclara for the purchase of meter reading equipment and associated services; and

BE IT FURTHER RESOLVED, that the Bowling Green City Council is requested to concur in the Board of Public Utilities action by granting legislative approval.

ADOPTED this 12th day of April 2021

ATTEST: Bowling Green Board of Public Utilities

By:   
Megan Newlove, Chair

By: \_\_\_\_\_  
Amy Craft Ahrens, Secretary