

Regular Meeting  
Board of Public Works  
Water Warehouse  
December 14, 2021

The regular meeting of the Board of Public Works Commission was held at the BPW Water Warehouse, 330 E. Washington, Tuesday, December 14. Chairperson Boerman called the meeting to order at 3:30 p.m.

PRESENT: Commissioners – Chairperson Boerman, Query, Dykstra and Walters  
ABSENT: Commissioners – Vice-Chair Cooney

Staff Present: General Manager Boatright, Electric T&D Manager DeKraker, Electric Power Supply & Market Operations Manager Mulder, Water Manager Levandoski, Utility Accounting/Finance Manager Chrisman and City Clerk Holmes

Motion was made by Commissioner Query and seconded by Commissioner Dykstra to approve the minutes of the November 16, 2021 regular meeting. Motion carried. All voting aye.

#### ***Public Comment***

No public comment given.

#### ***Safety Minute***

The Safety Minute this month was regarding fire safety.

#### ***IT Services On-Going Projects Update:***

The IT Project list was included in the Board Packet. IT Director, Tim Maloney was present to share insights on a significant project he has led to map-out the utility billing workflow and system integrations. This will be helpful in determining where efficiency improvements can be made, as well as provide valuable insights regarding business processes that rely on billing system data. Maloney also reported on the Penetration Test Report and Vulnerability Assessment.

#### **Approve Cash Disbursements and Regular Monthly Transfers**

There were no Financial Reports this month due to the Board Meeting date change.

#### ***Water Operations***

Manager Levandoski reviewed the Water Department report and updated the Board on the Water projects, the Holland BPW Water Contract Annual Reconciliation, the 1.25MG Reservoir Interior/Exterior Painting Project final payment and the Water Department proposed new Full-Time position.

#### ***Transmission & Distribution***

Manager DeKraker reviewed the Electric Department report and updated the Board on the Electric projects.

#### ***Replacement Fairview Transformer Purchase***

DeKraker explained the Fairview Substation currently has one 138/69 kV transformer with a peak rating of 83.3 MVA and two 25 MVA 69/12.47kV transformers. Fairview Substation currently has nine distribution feeders and carries roughly 30 MVA of load during peak. Also, two of the Fairview distribution circuits are backup feeds for large customers and one distribution circuit has yet to be loaded. Transformer #1 and Transformer #2 at Fairview Substation are not capable of supporting all Fairview loading if one were to break or become un-operational. Increasing the size of both 69/12.47kV transformers at Fairview Substation allows for reduced outage time if transformer #1 or #2 fails, increased system load transferring ability with other substations, and having capacity for any large customer additions.

Four bids were received and a bid evaluation was performed by the ZBPW T & D Department and PKM Consulting. Both recommended awarding the purchase of Fairview Substation Transformer #1 & #2 replacement purchase to General Electric as presented.

#### 21.104 Fairview Substation Transformer #1 & #2 Replacement Purchase Bid Recommendation

Motion was made by Commissioner Dykstra and seconded by Commissioner Query to award the purchase of Fairview Substation Transformer #1 and #2 to General Electric for a total price of \$1,564,224.00 contingent upon specifications review. Motion carried. All voting aye.

#### ***Perry 5 Additional Wire Purchase***

DeKraker explained This underground 500 copper wire is for the construction of the new Perry 5 circuit. The wire will get the circuit from the new switchgear on Perry to the overhead line on State St. giving us a new feed to this area. This was a recommendation in the last Electric System Study. Not only will it improve reliability for this area by giving us some switching options, but it will also help us unload some of the other substation transformers. When construction work begun, we ran into difficulty with the original proposed design. A new route was needed and thus additional wire will be required to complete this project.

Originally Power Line was awarded the bid for the Okonite Wire for this project. Staff would like to stay consistent with the same wire as we continue this project and therefore would like to recommend, we stick with Okonite Wire through Power Line.

#### 21.105 Additional Wire for Perry 5 Circuit Bid Recommendation

Motion was made by Commissioner Query and seconded by Commissioner Walters to award the purchase of underground 500 Copper Wire to Power Line Supply for a total price of \$56,245.32. Motion carried. All voting aye.

#### ***Electric Power Supply & Market Operations***

Manager Mulder updated the Board on current operations status, activities and projects.

#### ***Finance, Accounting & Customer Service***

Manager Chrisman updated the Board on the Finance, Accounting and Customer Service Report, Capital Projects update, Language Line Solutions Interpretation Services, the Customer Service Utility Billing Metrics.

Chrisman also explained the Water Deferred Utility Charge Dismissal recommendation. Historically, it was common practice for the Water Department to defer front footage assessment. To record the deferment, affidavits were drafted and notarized. To Staff's knowledge, there are four affidavits that remain unpaid and confirm ownership of the property, payment of 200 ft., the parcel's total frontage and understanding that the ZBPW "may collect" the deferred portion of front footage.

#### 21.106 Water Deferred Utility Charge Dismissal Recommendation

Motion was made by Commissioner Query and seconded by Commissioner Walters to void the four affidavits and dismissing the deferred assessment on the respective parcels as presented. Motion carried. All voting aye.

#### ***Professional Services Recommendation – Fiber Broadband Strategic Planning Consulting Services:***

Included in the 2021 City of Zeeland Strategic Action Plan was the action step for "Fiber Throughout the City" with an outcome indicator "By December 31, 2021, participate in the Ottawa County Digital Inclusion Study and continue monitoring progress in Ottawa County fiber broadband efforts. To also engage a consultant to assist the city in conducting a Fiber Broadband Strategic Workshop culminating in a written report to provide guidance on models and trends for the provision of municipal broadband services, technology considerations, funding considerations, and partnership opportunities." The City has partnered with Ottawa County in promotion of the Digital Inclusion Survey resulting in nearly 500 responses from Zeeland residents. Based on responses received from

Zeeland residents, approximately 36 percent of respondents indicate that they have no internet or internet speeds that are below broadband standards (25/3Mbps).

In pursuit of the second part of our action step which is to secure consulting services to assist the City conducting a Fiber Broadband Strategic Workshop, staff has requested proposals from four reputable broadband consulting firms. Out of this effort, staff is recommending engaging the services of CTC Technology & Energy Engineering and Business Consulting (CTC) based in Kensington, Maryland. CTC has provided strategic planning consulting services for the Holland Board of Public Works (HBPW) who owns and operates a fiber optic network that includes infrastructure throughout parts of its service area. HBPW initially engaged CTC in 2016 for purposes of assisting them in developing a business model to evaluate deployment of an expanded fiber-to-the-premises (FTTP) network throughout its service area to reach more customers. HBPW's engagement with CTC in 2016 culminated in a written report which analyzed various financial models and cost estimates for this proposed expansion. This year, HBPW has again engaged CTC for purposes of updating the 2016 report, not only in consideration of technology enhancements that have evolved over the interim period, but also to leverage strong community support for expanding access to fiber broadband brought on by the pandemic.

This proposed engagement with CTC will involve a series of broadband strategic planning sessions covering a range of policy and business case considerations including:

1. Prioritization of the City's goals for fiber/broadband
2. The preferred role of the City and that of potential private partners
3. Balancing of tradeoffs such as risks and benefits
4. Structuring of business elements such as potential City control or influence over private operations
5. Developing a grant strategy.

CTC has proposed a flat fee price of \$10,000 to perform the Scope of Work identified in their proposal. This fee is to be cost-shared with the City of Zeeland on a 50/50 basis. HBPW has been very pleased with the work product provided by CTC. Furthermore, CTC is very familiar with the fiber broadband landscape in Ottawa County which should prove beneficial in the development of Zeeland fiber broadband strategy. Staff recommends Board of Commissioner approval of the CTC consulting service proposal. If approved, staff will request City Council consideration at their December 20, 2021 regular meeting.

#### 21.107 Fiber Broadband Strategic Planning Consulting Service Professional Services Recommendation

Motion was made by Commissioner Query and seconded by Commissioner Dykstra to approve the proposal for fiber broadband strategic planning consulting services from CTC Technology & Energy Engineering and Business Consulting at a flat fee cost of \$10,000.00. Motion carried. All voting aye.

#### ***Franchise Renewal Update***

Ordinances have been introduced in both Holland Charter and Zeeland Charter Townships for renewal of 30-year franchise agreements with the option to pursue a ballot initiative for purposes of making said agreements irrevocable. Boatright presented each board with a copy of the ZBPW service area maps and shared facts about historical franchise fees paid, electric rates in comparison to neighboring utilities, reliability, and sustainability initiatives (renewable energy, energy efficiency incentive programming). The ordinances will be read for a second time later this month. Each board seemed very supportive of the franchise renewal. If approved, we will begin working with the townships on planning for a May 2022 ballot initiative.

#### ***Strategic Planning Update***

We are scheduled for strategic planning sessions on Friday, January 14 and Saturday, January 15, 2022. The session on Friday is for the Implementation Team (the ZBPW leadership team) and the session on Saturday is for the Advisory Team (the Board of Commissioners). All sessions will be held in the Howard Miller Library / Community Center Banquet Room. One change that Boatright wants to bring to the attention of the Board is on Friday, January 14. We will be holding a breakfast meeting at 7:00 a.m. which will include the members of both the Advisory Team

and the Implementation Team. Taking words directly from strategic planning consultant Steve VanderMeer, “the joint meeting reinforces to staff the important role of the board in reflecting community needs and priorities, and to the board that, while the board is setting the higher-level strategic priorities, it is staff that has to do most of the heavy lifting.”

*Upcoming Events*

- **Next Regular ZBPW Board Meeting, January 11, 2022, 3:30 p.m., Water Warehouse Meeting Space.**
- **ZBPW Strategic Planning Workshop – Advisory Team/Implementation Team Joint Breakfast, Friday, January 14, 2022, 7:00 a.m. Howard Miller Library/Community Center Banquet Room.**
- **ZBPW Strategic Planning Workshop, Implementation Team Session, Friday, January 14, 2022, 8:00 a.m. – 12 noon.**
- **ZBPW Strategic Planning Workshop, Advisory Team Session, Saturday, January 15, 2022, 8:00 a.m, - - 12:00 noon, Howard Miller Library/Community Center Banquet Room.**

Motion was made and supported that the regular meeting be adjourned at 6:10 p.m. Motion carried. All voting aye.

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Pamela Holmes, City Clerk