

Regular Meeting  
Board of Public Works  
Water Warehouse  
February 8, 2022

The regular meeting of the Board of Public Works Commission was held at the BPW Water Warehouse, 330 E. Washington, Tuesday, February 8. Chairperson Boerman called the meeting to order at 3:30 p.m.

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

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 Dykstra and seconded by Commissioner Cooney to approve the minutes of the January 11, 2022 Regular Meeting and the BPW Strategic Planning Sessions of January 14 and 15, 2022. Motion carried. All voting aye.

***Public Comment***

No public comment given.

***New Staff Member Introductions***

Boatright introduced Marlene Puente, Part-Time Customer Relationship Specialist, and Nathan (Nate) Busscher, Purchasing/Accounts Payable Coordinator. Marlene was previously with West Michigan Works! Serving in the role of Career Navigator. Prior to that, she was a Screener/HR Assistant with Western Tel-Com Inc. Marlene's experience has primarily involved "face of the company" roles providing customer service support. She has completed undergraduate studies in Business Marketing at Grand Rapids Community College and Marketing & Management at Allegan County Area Technical & Education Center. Nate has served in part-time roles for both Oakland CRC and Busscher Builders providing book-keeping activities. He has held full time positions with Novo (f.k.a. Empire Building), Agritek, Xtend, Inc., and Johnson Controls. He holds a bachelor's in business administration from Grand Valley State University.

***Safety Minute***

The Safety Minute this month was regarding warming up cold hands and feet.

***IT Services On-Going Projects List:***

IT Director, Tim Maloney, was present to give an update on the IT Department. The in-house Customer Service is up and running since January 31 and is going well. Projects to be completed by July 1, 2022 include Office 365, phone system and the Server project.

***Financial Reports***

Chrisman gave an update on the Electric Department and Water Department's revenues, expenditures and assets.

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

Motion was made by Commissioner Cooney and seconded by Commissioner Dykstra to approve the December, 2021 cash disbursements and the regular monthly transfers for the month of December, 2021 as follows:

Cash and Investments as of: December 31, 2021

	<b>Electric</b>	<b>Water</b>
Receiving	\$1,820,457	\$689,394
Accumulated Debt Service (in Receiving Fund)	-	-
Plant Improvements and Contingencies	\$24,442,857	\$13,015,793
Bond and Interest Payment Reserve*	-	-
Totals	<u>\$26,263,314</u>	<u>\$13,705,187</u>

\* Reserve required per electric and water revenue bond ordinances.

Recommended Transfers for the Month: December, 2021

	<b>Electric</b>	<b>Water</b>
Receiving	(42,309)	(297,100)
Accumulated Debt Service	-	-
Plant Improvements and Contingency	-	297,100
General Fund (per charter provision)	42,309	-

Motion carried. All voting aye.

### ***Water Operations***

Manager Levandoski reviewed the Water Department report and updated the Board on the Water projects and annual reports.

Levandoski explained in 2018 Moore & Bruggink Engineering (M&B) was hired to perform a Water System Reliability Study (WSRS) that also coincides with the 2018 Asset Management Plan (AMP). The Reliability Study evaluates the entire water distribution system as a whole by utilizing software's for hydraulic modeling, environmental compliance regulations, forecasting, and many other parts of a water distribution system. The WSRS identified and recommended the replacement of one of the 1600-gpm pumps. The Washington Pump Station (WPS) has 4 pumps. (2)-4400-gpm pumps that were installed in 2002 and (2) 1600-gpm pumps installed in 1963. Replacement of pump #4 (1600-gpm) will improve, but not be limited to, these factors.

- Redundancy to assure daily demands are available
- Increased efficiencies-pump curves
- Utilize innovative technology
- Comply with recommendations from WSRS and ASMP submitted to EGLE
- Follow best practice when maximum daily flows approach 90% of firm capacity

Engineering services for this project will begin in FY2022. The project will not start until FY2023. Moore & Bruggink is unable to provide an Engineer's Estimate for the entire project until the project is designed by M&B Engineering. The scope of the project can be referenced in the attachments along with Moore & Bruggink engineering proposal. Included in this estimate are costs for engineering design (\$30,806), subconsultant (Electrical Engineer) engineering services (\$35,200), and contingencies (\$1,000).

Staff is requesting approval of a FY2022 capital budget amendment in the amount of \$600,000 and approval for the procurement of professional engineering services to be performed by Moore & Bruggink in the amount of \$67,006.

### 22.008 Washington Pump Station Motor Upgrade Budget Amendment

Motion was made by Commissioner Cooney and seconded by Commissioner Dykstra to approve a FY2022 budget amendment in the amount of \$600,000.00. Motion carried. All voting aye.

22.009 Washington Pump Station Motor Upgrade Engineering Services Recommendation

Motion was made by Commissioner Dykstra and seconded by Commissioner Cooney to approve Moore & Bruggink Engineering Services for the Washington Pump Station Motor Upgrade in the amount of \$67,006.00. Motion carried. All voting aye.

Levandoski reported the Carlton Pump Station includes two (2) 8100 AC Water Booster pumps that supply water to Mead Johnson and to the 80th street water tower and ZBPW High-Pressure Water Distribution District. The Distribution system also utilizes a third jockey pump that is in ZGS Raw Water Building. This jockey pump is powered by Consumers Energy power and very beneficial for ZBPW to utilize. The jockey pump was installed to keep water turned over when ZGS is not running their cooling towers and/or during their annual shut-down process. (5 MGD Reservoir located on the property of ZGS).

When water distribution system demand is high, Carlton Pump Station needs to have both pumps running to fill the 80th Street water tower. When this process is followed it must be done manually (never during regular business hours) because if the second pump turns on, the pressure exceeds 130 PSI. System pressure should never be above 110 PSI.

Installation of VFDs on both of the booster pumps will not only allow a systematic approach toward how we run our pump station, but it will have a tremendous impact economically over time. These cost savings will be captured on pumps running at lower RPM's and increased motor and pump life by soft starting pumps rather than full voltage starting. The recommendation for Low Harmonic VFD will keep Z BPW's power clean but will allow the ZBPW water department to stay consistent with previous VFD's that have been installed over the past 3 years.

The install of a VFD will also build-in redundancy for the water distribution system. If the ZGS Raw Water building loses power or has a scheduled outage for a month, we will have the capability to utilize both pumps at the pump station and can make those changes with a push of a button.

Installation of an 8" in-line pump control valve is needed because it talks with the VFD and controls when, how much, and what PSI is released to the distribution system. The VFD has a direct connection to the valve located on the pump and motor. The 8" Singer double chamber valve will add protection for a soft close application in case power is lost to the station and the check valve would slowly close to avoid water hammer. This option also includes advantages for monitoring on the Scada system and pump protection.

22.010 Carlton Pump Station VFD Installation

Motion was made by Commissioner Dykstra and seconded by Commissioner Cooney to award the VFD installation and in-line pump control valve project to Kennedy Industries in the amount of \$60,242.00 as presented. Motion carried. All voting aye.

Levandoski explained the 12" watermain on E. Garfield Ave (N. Centennial approx. 800' east to 16" watermain) was installed in 1985. The water Department has experienced two watermain breaks the last few months. The first on 11/15/2021 and the second on 12/13/2021. After evaluation, it has been determined that these watermain breaks were caused by these factors:

- The watermain was not installed with sand bedding and backfill, but instead with very abrasive material such as bricks, rocks, and other aggressive soils.
- The watermain was not poly-wrapped when it was installed. Poly-wrapping ductile iron watermain can extend the life of the watermain up to 30-40 years. Poly-wrapping provides a cost-effective barrier between aggressive soils, corrosion, stray current, and provides overall protection for the ductile iron watermain.

Engineering services for this project will begin in FY2022. The replacement of the watermain will begin in

FY2023. The scope of the project includes replacement of approximately 800 feet of 12" and coordinated work necessary to cross the Brower Drain stream. Moore & Bruggink has provided an engineering estimate which is attached for reference. The tentative plan is to release bids in April 2022. Once bids are received and reviewed, the Water Operations Manager will request Board of Commissioners approval for a budget amendment and award of the project. The anticipated project start date is July 2022 with completion by September 30, 2022. The engineer's estimate for the project is \$293,150. Included in this estimate are costs for engineering design (\$15,000) and construction engineering (\$30,000).

#### 22.011 E. Garfield Ave. Watermain Replacement Project

Motion was made by Commissioner Dykstra and seconded by Commissioner Cooney to approve Moore & Bruggink Engineering services in the amount of \$45,000.00 as presented. Motion carried. All voting aye.

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

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

DeKraker explained the Riley Substation currently has one 138/69 kV transformer with a peak rating of 83.3 MVA. A second 138/69kV 83.3 MVA transformer would relieve much of the load on the existing transformers at Riley and Fairview. Additionally, increasing capacity and redundancy on the transmission system in the event of a contingency. Riley Substation previously had a second 83.3 MVA transformer, but this was moved to Fairview Substation to support additional load in that area. With the peak load in 2021 exceeding the rating of each 138/69kV transformer's individual rating a third transformer is needed to carry our system load if a transformer was inoperable. A majority of the remaining supporting infrastructure for this transformer is already in place at Riley Substation, making the installation process a smaller portion of this projects budget.

#### 22.012 Riley Transformer #4 Construction Recommendation

Motion was made by Commissioner Dykstra and seconded by Commissioner Cooney to award the purchase of the Riley Transformer #4 Construction Purchase to Kent Power in the amount of \$36,324.00 as presented. Motion carried. All voting aye.

DeKraker explained that a design change was made to the transformer specification at the Fairview substation. Submitted designs from the initial bid would not allow proper clearance from energized parts and equipment foundations. An addendum was issued to all bidders to modify their submitted designs to meet the updated size requirements. 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.

#### 22.013 Fairview Substation Transformer #1 and #2 Replacement Purchase

Motion was made by Commissioner Dykstra and seconded by Commissioner Cooney to award the purchase of Fairview Substation Transformer #1 & #2 Replacement Purchase to General Electric as presented in the amount of \$1,843,108.00. Motion carried. All voting aye.

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

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

Mulder explained as part of a comprehensive preventative maintenance program, generators should periodically be cleaned to remove dust and debris that accumulate over time in the rotor and stator of the generator assembly. This improves cooling of the windings, resulting in improved reliability and extended operating life. In the past, this service was performed as regularly scheduled maintenance at periodic intervals. Due to the limited operation of the units in recent years and the loss of a local contractor's ability to provide this service, it has been some time since this maintenance was regularly performed.

Based on new technologies and techniques, the use of dry ice to perform this service is now an available and proven method, the benefits of which include:

- Non-abrasive, non-flammable, and non-conductive process
- No solvents or grit media are used, which can result in residual containments
- Ability to control the intensity and level of aggressive cleaning, as/where necessary

The process of preparing and cleaning the unit includes sliding the stator away from the rotor assembly to provide access, in addition to the general disassembly of covers and associated hardware. A temporary dust shelter will be constructed to contain debris removed during the cleaning process. Upon completion, a glyptal insulating coating is applied to the windings, followed by electrical testing, adjustment of the generator air gap, reassembly, and additional verifications before returning the unit to service.

BPW Power Production Department staff had been considering the use of this process for some time, and in April of 2021 it was successfully performed on Unit 9. Accordingly, staff allocated funding in the FY2022 Operations and Maintenance budget for another unit, and intends to allocate funding for additional units in subsequent annual O&M budgets.

Based on the positive experience with Unit 9, staff intends to perform this service on Unit 11 this year, as it is the largest and most frequently operated at the Plant. Although discussions have taken place with multiple vendors in regards to this service, staff recommends sole-sourcing this project to Wheeler World Inc. of Gambier, Ohio. For many years, Wheeler World Inc. has been the BPW's preferred vendor to support its three Cooper Bessemer units (Units 9-11), and provided this service on Unit 9 last year. Accordingly, staff is confident in their ability to effectively complete this task.

To reduce travel expenses, a proposal was prepared to combine these services with the annual inspection service performed on Units 9-11, which is also a budgeted O&M expenditure.

#### 22.014 Washington Ave. Unit 11 Generator Cleaning & Units 9-11 Annual Inspections

Motion was made by Commissioner Dykstra and seconded by Commissioner Cooney to award Wheeler World a Professional Services Contract not to exceed \$41,168.00 of which \$35,518.00 is for Unit 11 generator cleaning, and the \$7,650.00 balance is for our annual inspection services. Motion carried. All voting aye.

#### ***Finance, Accounting and Customer Service***

Manager Chrisman updated the Board on current operations status, activities, projects and Customer Service Utility Billing Metrics.

#### ***Closed Session to Discuss the Acquisition of Property***

Motion was made by Commissioner Cooney and seconded by Commissioner Dykstra to enter into a closed session at 4:57 p.m. to discuss the Acquisition of Property.

The BPW Commission entered back into Open Session at 5:13 p.m.

#### ***FY2023 Preliminary Budget***

In the past, we have presented the preliminary BPW budget plan to the Commissioners at the regular February Board meeting. During last year's review, we shared the concern that the budget review process may be given short shrift, especially when we include this activity among several other pressing items under consideration. To address this concern, we are requesting a Special BPW Board of Commissioner meeting on Tuesday, February 15, 2022 which will be devoted solely to budget review. The BPW FY2023 preliminary budget contained in the packet under this tab is only for the Commissioners' review in advance of the February 15, 2022 special meeting. We will not be presenting this budget plan in its entirety during this meeting. At the February 15 meeting, Electrical Engineer Brian Coots will be on-hand, in Tracey's absence, to cover any outstanding issues and field questions regarding the T&D budget. Approval of the BPW FY2023 Budget will be requested at the March 8, 2022 Board meeting consistent with past practice. The timeline for budget review and approval is as follows:

- February 15, 2022 Special BoC Meeting to Review FY2023 Preliminary Budget
- March 8, 2022 Regular BoC Meeting to Approve FY2023 Final Budget
- March 29-30, 2022 City Council Work Study Sessions
- April 12, 2022 Present City Council Budget Changes to Board for Consideration
- May 2, 2022 Hold Public Hearing and Adopt Budget

Since T&D Manager Tracey DeKraker will be unavailable for the February 15 special meeting, she provided an overview of the T&D Budget at today’s meeting.

***APPA 2022 Reliable Public Power Provider (RP3) Designation***

The American Public Power Association’s RP3 designation signifies a public power utility’s commitment to reliability, safety, workforce development, and system improvement. In order to qualify, BPW staff must complete a rigorous application that provides evidence of best practices in the aforementioned areas of commitment. The benefits of the RP3 designation include national and local recognition as a safe, reliable utility, along with potential financial benefits including improved bond ratings, savings on workers comp insurance, and increased economic development opportunities as commercial and industrial prospects learn about our successes. Going through the RP3 process not only helps us to document the amazing things we are already doing, but also allows us to learn about needed areas of improvement.

We have been informed by APPA’s RP3 Panel that BPW’s 2021 application has been rated at the Diamond level which is the highest-level rating attainable in the program. We are among an elite group among the 2,000 public power utilities in the nation. A big thank you goes out to Electrical Engineer Brian Coots for his hard work on this application. A great deal of time and energy was put into this application. T&D manager Tracey DeKraker recently shared in an email to staff, “This designation is because of the hard work of every employee here at the ZBPW. You ALL do the right thing all the time – even when you think no one is looking. That’s what makes ZBPW what we are. Thank you all and keep up the great work.” The ZBPW will be recognized for achieving the RP3 designation during the opening of the 2022 APPA Engineering & Operations Conference in Austin, Texas, on Monday, March 28. The designation will be valid for three years, from May 1, 2022 through April 30, 2025.

***ZBPW Strategic Planning Update:***

Boatright can’t adequately express his sincere appreciation for both the Commissioner’s and the leadership team’s engagement in the initial BPW strategic planning sessions. He has been very pleased with the process and have truly enjoyed hearing everyone’s input on matters we previously had little or no opportunity to explore. Additional strategic planning sessions are scheduled as follows:

- |                                      |  |
|--------------------------------------|--|
| • Implementation Team (BPW Managers) | Monday, February 7, 10:00 a.m. to 11:30 a.m. |
| • Implementation Team                | Friday, February 18, 8:00 a.m. to 2:30 p.m.* |
| • Advisory Team (Commissioners)      | Saturday, February 19, 8:00 a.m. to noon*    |
| • Implementation Team Monday,        | February 21, noon to 2:00 p.m.               |
| • Implementation Team                | Friday, March 18, 8:00 a.m. to 2:30 p.m.*    |
| • Advisory Team                      | Saturday, March 19, 8:00 a.m. to noon*       |
| • Implementation Team                | Monday, March 21, noon to 2:00 p.m.          |

\* denotes meetings to be held at HML

***Fiber Broadband Strategic Workshop Update***

The City/BPW has engaged CTC Technology & Energy (CTC) to provide a series of four (4) 90-minute virtual workshops for the purpose of considering a range of issues related to broadband goals, benefits, beneficiaries, business model concepts, potential partnerships, and funding. These workshops will cover a range of policy and business case considerations including prioritization of the City’s goals for fiber broadband, the preferred role of the City/BPW, balancing tradeoffs such as risks and benefits, structuring of business elements such as potential City/BPW control or influence over private operations, and funding strategies. Staff has polled City Council

members, BPW Board members, and key staff members in attempt to coordinate dates and times for these workshops. Although there were no date options whereby 100 percent participation could be accommodated, we have confirmed the following dates and times with CTC that offer availability for most participants:

- Tuesday, March 22 – 12:30 p.m. to 2:00 p.m.
- Wednesday, March 23 – 12:30 p.m. to 2:00 p.m.
- Wednesday, March 30 – 12 noon to 1:30 p.m.
- Thursday, March 31 – 12 noon to 1:30 p.m.

***Franchise Renewal Update:***

Both the Zeeland and Holland Charter Township Boards have approved resolutions enabling placement of an electric franchise ballot initiative on the May 2022 ballot. I have included a copy of Zeeland Charter Township Resolution No. 936 under this tab which includes the ballot language. The Holland Charter Township resolution mirrors the Zeeland Charter Township resolution. These resolutions have been transmitted to the County Clerk in advance of the February 8 deadline for inclusion on the May 2022 ballot.

***IT Services On-Going Projects List:***

The IT Project List was included in the Board packet.

***Ottawa County Water Rate Survey***

Once again, the BPW retail water rates are among the lowest in the Ottawa County cohort for 2021. This is a testament to excellent leadership and fiscal stewardship at all levels of the Water utility over many, many decades. A copy of the survey was included in the packet.

***Upcoming Events***

- **Next Regular ZBPW Board Meeting, March 8, 2022, 3:30 p.m., Water Warehouse Meeting Space.**
- **Special ZBPW Board Meeting – FY2023 Budget Review, Tuesday, February 15, 2022, 4:00 p.m., Water Warehouse Meeting Space.**
- **Retirement Open House for Kim Zuverink, Wednesday, February 16, 2022, 1:00 p.m. – 3:00 p.m. Howard Miller Community Center Banquet Room.**
- **BPW Strategic Planning Session, Saturday, February 19, 2022, 8:00 a.m. – noon, Water Warehouse Meeting Space.**

Motion was made and supported that the regular meeting be adjourned at 5:39 p.m. Motion carried. All voting aye.

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Pamela Holmes, City Clerk

MINUTES OF BPW BUDGET REVIEW SPECIAL MEETING  
Zeeland Board of Public Works  
Water Warehouse Meeting Space  
330 E. Washington Street, Zeeland MI  
Tuesday, February 15, 2022, 4:00 p.m.

PRESENT: Commissioners – Chair Boerman, Vice Chair Cooney, , Dykstra, Walters

ABSENT: Commissioners - Query

Staff present: General Manager Boatright, Electrical Engineer Coots, Water Operations Manager Levandoski,  
Power Supply Manager Mulder, Accounting & Finance Manager Chrisman

Chair Boerman opened the meeting at 4:00 p.m. A Safety Minute entitled “Safety Can Be Redundant” was presented. Opening comments were made by General Manager Boatright. Staff presented details regarding the Zeeland BPW FY 2023 budget and fielded questions from the Commissioners.

The meeting was adjourned at 6:15 p.m.



MINUTES OF BPW STRATEGIC PLANNING SESSIONS  
Zeeland Board of Public Works  
Water Warehouse Meeting Space  
330 E. Washington Ave., Zeeland MI  
Saturday, February 19, 2022, 8:00 a.m. – 12:15 p.m.

PRESENT: Commissioners – Chair Boerman, Vice Chair Cooney, Query, Dykstra, Walters

ABSENT: Commissioners - None

Staff present: General Manager Boatright

Consultant present: Steve VanderMeer, Hometown Connections., Inc.

Chair Boerman opened the meeting at 8:00 a.m. Consultant VanderMeer continued facilitation of discussion among the Commissioners about a wide range of potential utility strategic priorities. The meeting was adjourned at 12:15 p.m.