

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

The regular meeting of the Board of Public Works Commission was held at the BPW Water Warehouse, 330 E. Washington, Tuesday, March 8, 2022. Chairperson Boerman called the meeting to order at 3:30 p.m.

PRESENT: Commissioners – Chairperson Boerman, Vice-Chair Cooney, Query, Dykstra and Walters
ABSENT: Commissioners – None

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 Walters to approve the minutes of the February 8, 2022 Regular Meeting. Motion carried. All voting aye.

Public Comment

No public comment given.

Safety Minute

The Safety Minute this month was regarding taking shortcuts. Safety is a choice and we need to avoid shortcuts when it comes to safety.

Financial Reports

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

22.015 Approve Cash Disbursements and Regular Monthly Transfers

Motion was made by Commissioner Cooney and seconded by Commissioner Dykstra to approve the January, 2022, cash disbursements and the regular monthly transfers for the month of January, 2022 as follows:

Cash and Investments as of: January 31, 2022

	Electric	Water
Receiving	\$1,152,339	\$505,639
Accumulated Debt Service (in Receiving Fund)	-	-
Plant Improvements and Contingencies	\$23,951,908	\$13,153,042
Bond and Interest Payment Reserve*	-	-
Totals	\$25,104,247	\$13,658,680

* Reserve required per electric and water revenue bond ordinances.

Recommended Transfers for the Month: January, 2022

	Electric	Water
Receiving	(42,309)	(113,300)
Accumulated Debt Service	-	-
Plant Improvements and Contingency	-	113,300
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 June 2018, The Michigan Department of Environment, Great Lakes, and Energy (EGLE) revised the Lead and Copper Rule. These revisions included but not limited to:

- **Distribution System Materials Inventory (DSMI):**

To ensure distribution system components and service lines are properly identified and effectively inventoried, the following requirements apply:

- o A preliminary DSMI, based on available information, must be submitted to EGLE by January 1, 2020.
- o A final DSMI must be submitted to EGLE by January 1, 2025, with a comprehensive updated inventory due every five years thereafter.
- o Supplies with lead service lines must report to EGLE annually on the status of lead service line replacement efforts.
- o Supplies must notify residents served by lead service lines within 30 days of determining the service line content.

Some water supplies have incomplete service line records, which means they may not know which houses have a lead service line and which ones do not. Completing a service line inventory is a critical starting point for protecting consumers from lead in drinking water. It is important for water suppliers to let consumers know if they have a lead service line so they can take precautions in their home. The inventory is necessary for water supplies to plan and implement lead service line removal requirements. It also identifies buildings that meet criteria to include in a water supply's Lead and Copper Rule sampling pool.

- **Galvanized Service Line Replacement (GSLR):**

- o Water supplies are required to fully replace all lead service lines. Full replacement means removing entire lead service lines, on both public and private property. Removing only part of the lead service line is prohibited, unless emergency repairs are necessary.
- o The definition of a lead service line changed. Lead service lines extend from the water main in the street to either the first water shutoff valve inside the building or 18 inches inside the building. Lead goosenecks, lead pigtails, and any other fittings made of lead between the water main and the shutoff are also considered lead service lines.
- o Galvanized service lines – steel pipes with a thin coating of zinc – that are or were attached to a lead service line must also be replaced.
- o Water supplies must replace an average of 5% of lead service lines each year so that all lead service lines are removed within 20 years. A water supplier can use a different replacement schedule based on the water supply's asset management plan if they receive permission from the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

Lead service lines are the largest source of lead in contact with drinking water. Lead service line replacement permanently removes this lead source from drinking water supplies. Studies show that partial lead service line replacement can release lead particles into water, increase pipe corrosion, and can allow more lead to reach a homeowner's faucet.

Prien & Newhof proposes to employ the following process for the GSLR Program: Assist Zeeland BPW with administering a Lead Service Line Replacement Program, we first propose to assist you with completing your Distribution System Material Inventory (DSMI). We understand your team is currently going through your system confirming the water service materials. Our involvement in this effort would entail meeting with you, reviewing your inventory, planning out the Lead Service Line Replacement Program, reviewing your existing GIS, and coordinating with any hydro-excavating contractor of your choice if necessary.

After the Lead Service Line Replacement project is developed, we can also assist with administering the construction engineering portion of the Lead Service Line Replacement project. Your stated goal was to complete the replacement of all galvanized water services previously connected to lead with copper in the next five years. We can assist you with administering the LSLR program including scheduling appointments, record drawing

management, project administration, documentation, and updates to your GIS system as an information repository. Using 1,000 water services that would need to be replaced, we estimate our cost to assist you in this endeavor to be approximately \$22,000 in the first year and a five-year total of approximately \$116,000. This would be analyzed after the first year and adjusted as needed. This can be discussed after the Lead Service Line Replacement project is developed and more details and confirmed numbers are available.

22.016 Professional Services Recommendation: Galvanized Service Line Replacement (GSLR) Program

Motion was made by Commissioner Query and seconded by Commissioner Dykstra to award Prein & Newhof Professional Engineering Services for GSLR in the amount of \$17,900.00. Motion carried. All voting aye.

Levandoski explained that per the America's Water Infrastructure Act of 2018, Utilities must:

- Conduct a Risk and Resilience Assessment (RRA)
- Prepare or revise an Emergency Response Plan (ERP)
- Submit a certification letter upon completion to the U.S. Environmental Protection Agency (U.S. EPA) for each (RRA and ERP)
- Review, update, revise as necessary and submit recertification for both at least every 5 years thereafter
- Maintain records (keep copies of RRA and ERP and any updates for 5 years after certification Submittal

The Bioterrorism Act of 2002 is the basis for America's Water Infrastructure Act of 2018. However, there are some notable differences:

- Under the Bioterrorism Act, the threat focus was on malevolent acts of terrorism or other intentional threats. Under AWIA, the focus includes an all-hazards approach, considering cyber and natural hazards as well as malevolent threats.
- Vulnerability Assessments are now called Risk and Resilience Assessments and include increased emphasis on cybersecurity and natural hazards.
- Formerly, utilities had to submit actual Vulnerability Assessments to EPA; under AWIA, utilities will now submit a letter certifying that they have conducted RRAs and updated their ERP.
- The utility must consider all potentially critical components of the water system, including:
 - o Pipes and constructed conveyances
 - o Physical barriers
 - o Source water
 - o Water collection and intake
 - o Pretreatment, treatment, storage, and distribution facilities
 - o Electronic, computer, or other automated systems
- In addition to assessing the physical parts of the system, the utility must also assess:
 - o Any Monitoring practices – physical security, water quality
 - o Financial infrastructure – accounting, billing, and ability to do payroll when facing a threat, including cyber-attack or destruction of the administration buildings housing these systems
 - o Use, storage, or handling of various chemicals by the water system
 - o Operation and maintenance of the system
- May include evaluation of capital and operational needs for risk and resilience management
- Strategies and resources to improve resilience, including physical and cyber security
- Plans and procedures that can be implemented and identification of equipment that can be utilized in the event of a malevolent act or natural hazard that threatens the ability of the utility to deliver safe drinking water.
- Actions, procedures, and equipment to lessen the impact on public health and safety and supply of drinking water from a malevolent act or natural hazards, including the development of alternative source water options, relocation of water intakes, and construction of flood protection barriers
- Strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security of the water system.

Prein & Newhof proposes to employ the following process for the Water Asset Management Plan (WAMP) and 6-year CIP: To assist you with updating your WAMP and your CIP, we need to review your existing WAMP, CIP and Rate and Connection Fee Study as well as update any existing Project Cost Estimates. Then we can work with you to develop a new, short- and long-term CIP along with any Rate Structure Revisions necessary.

22.017 Professional Services Recommendation: Water Asset Management Plan

Motion was made by Commissioner Query and seconded by Commissioner Walters to award Prein & Newhof Professional Engineering Services for Water Assessment Management Plan and CIP redevelopment in the amount of \$33,400.00. Motion carried. All voting aye.

Levandoski reported that Part 12, Rule R325.11203 and R325.11604 promulgated under Michigan's Safe Drinking Water Act, 1976, P.A. 399, as amended, requires a water system Reliability Study (WSRS) every 5 years. The study must include an evaluation of the reliability of the BPW's existing water distribution system as well as the projected future supply to this service area. The last WSRS was completed by Moore & Bruggink in July 2018. Prein & Newhof proposes to employ the following process for the Water System Reliability Study:

- Obtain Recent water system data
- 20-Year demand projections
- Evaluation of Storage and supply
- Hydrant Flow Testing
- Review and Update Hydraulic Model
- Recalibrate the Model
- Determine Existing and Projected System Performance
- Water Quality Analysis
- Identify Deficiencies and Evaluate Solutions
- Review Operation and Maintenance Procedures
- Review Reliability Issues
- Prepare Recommendations/CIP
- Provide Water System Maps
- Prepare Report
- Submit Final Draft Report

22.018 Professional Services Recommendation: Water System Reliability Study

Motion was made by Commissioner Dykstra and seconded by Commissioner Cooney to award Prein & Newhof Professional Engineering Services for Water System Reliability Study in the amount of \$29,900.00. Motion carried. All voting aye.

Levandoski explained A budget for the Street Reconstruction of Plainfield Avenue/Court project was established in fiscal years 2021 (\$100,000) and 2022 (\$125,000). However, the project did not come to fruition in FY 2021 and, as a result, no expenditures were charged against the FY 2021 capital budget. This project has now been designed, bid packages developed, and bids have been received. Now that a bid recommendation is forthcoming, staff is requesting a capital budget amendment for FY 2022 in an amount based on the recommended bid award associated with the Water Department capital contribution toward this project.

Seven (7) bids were received on Thursday, February 28, 2022, for the reconstruction of Plainfield Avenue and Plainfield Court project. All bids were reviewed and checked for accuracy. Diversco Construction Co. submitted the low bid for the project in the total amount of \$982,138.10. The engineer's estimate was \$1,100,000. The bid amount from Diversco Construction Co. for ZBPW Water is \$210,200.80. Additional costs that need to be included in the project are Engineering & Administration (\$39,900) and project contingency (\$26,851), for a total bid award amount of \$276,951.80. In addition, staff requests an additional five (5) percent of the total project cost (\$13,900) be included to cover the BPW internal labor costs for a total project budget amount of \$290,779.39.

Project engineering consultant Moore & Bruggink spoke with a representative from Diversco Construction and confirmed their commitment to the project. Due to the availability of water main and related items, they do not anticipate starting construction until August. With the material shortages in mind and to provide some flexibility in the project timeline, the project was set up allocating 30 calendar days for work on Plainfield Avenue and 70 calendar days for work on Plainfield Court. Construction will be completed this calendar year in October.

22.019 Street Reconstruction Plainfield Avenue/Court Water Main

Motion was made by Commissioner Dykstra and seconded by Commissioner Query to award the Water Department water main contract construction work to Diversco Construction in the amount of \$276,951.80 and to approve a FY 2022 Capital Budget Amendment of \$166,000, which is to be added to the current FY2022 capital budget amount of \$125,000, for a total FY 2022 budget of \$291,000.00. Motion carried. All voting aye.

Levandoski reported In 2018 M&B Engineering 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 limited to these factors:

- Redundancy to assure daily demands are available
- Increased efficiencies-pump curves
- Utilize Innovative technology
- Following 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. The scope of the project can be referenced in the attachments along with Moore & Bruggink (M&B) Engineering Proposal. Included in this estimate are costs for engineering design (\$30,806) and Subconsultant (Electrical Engineer) Engineering Services (\$35,200) and Contingencies (\$1,000). The Moore & Bruggink Engineering Professional Services was approved by ZBPW Board Members on 2/08/2022 in the amount of \$66,766.

The following is a brief overview of the scope of improvements to be made at Washington Pump Station:

- Pump #4 will be replaced with a new vertical turbine pump capable of 4,400 gpm to match the capacity of the larger two existing pumps.
- A Singer valve with an insertion type flow meter will be installed on the pump discharge piping.
- A new variable frequency drive (VFD) will be needed to run the new pump. The VFD bypass functionality will need to be capable of being operated remotely through the SCADA system and in person.
- The electrical system will need to have several components replaced to handle increased power demands of the new pump. The supply will also be equipped with generator receptacles and switchgear to allow a portable generator to power the booster station in case the CAT building were to be taken offline due to fire or other catastrophic failure.
- The HVAC RTU will need to be replaced and improvements will need to be made to the HVAC ducting. The current HVAC system is not able to keep the booster station building cool enough during peak temperature months, and a new pump being installed will only increase heat production within the building.
- The SCADA system will need to be modified to incorporate the Pump #4 VFD speed & control, Pump #4 Singer valve position, and Pump #4 flow meter signal.
- AMI metering will be added to the booster station electrical system to allow for metering of specific equipment. The electrical meters will be supplied by Zeeland BPW and installed by the Contractor.

- The construction will be performed by FHC in conjunction with Kennedy Industries, Parkway Electric, and Windemuller

22.020 Washington Pump Station Pump/Motor Replacement; Singer Valve, VFD Installation, HVAC Replacement

Motion was made by Commissioner Query and seconded by Commissioner Dykstra to approve a FY2022 budget amendment in the amount of \$760,544.00 (This includes previous Board of Commissioner's approval on 2/08/2022 for M&B Professional Engineering Services cost of \$66,766.00) and approve Moore & Bruggink proposal and scope of work in the amount of \$693,778.00. 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 2013 Bucket truck is due for replacement. We currently have budgeted our big trucks on a 10-year replacement cycle – keeping them as the main truck for 5 years and then as the backup truck for the next 5 years. The truck we are looking to replace will be 11-12 years old by the time the new one comes in. In looking into this truck, we were informed that if we order the truck now, we won't receive it until the first quarter of 2025. Hence, why we are working on this so early.

We received two quotations for this truck. Both have Altec utility boxes as we have found this to be our best choice due to the operation of the bucket and for purposes of maintenance and repairs. We did look at the only other manufacturer of utility boxes being Dueco and have found unacceptable quality when purchased in the past.

The International Chassis Truck with Altec utility box \$283,815

The Peach State Freightliner Chassis Truck with Altec utility box \$285,634

22.021 Bucket Truck Purchase

Motion was made by Commissioner Dykstra and seconded by Commissioner Walters to award the purchase of the International Chassis Truck with the Altec utility box for \$283,815.00. Motion carried. All voting aye.

DeKraker reported they are requesting metering cabinets for two new customers; Walters Gardens and a new NANR Plant, as well as two for inventory. The one for inventory is a specific 2 circuit cabinet which we have specific for Gentex and we do not have any in stock in the event we have an issue with a current one in the field.

22.022 Primary Metering Cabinet Purchases

Motion was made by Commissioner Dykstra and seconded by Commissioner Cooney to award the purchase of three Durham Metering Cabinets with one circuit feed to Power Line Supply for a total price of \$17968.00 each or \$53,904.00 total as well as one Elliott Metering Cabinet with two circuit feeds to Power Line Supply for a total price of \$35,467.01. Motion carried. All voting aye.

In 2017, DeKraker came to the board to ask for approval for a contract with Power Line Supply to provide us with an inventory management system. We have successfully implemented this system and it has definitely improved our inventory process. We are not running out of supplies for our projects. Also, our budgeting/invoicing process has greatly improved with this system and has saved hours of our employee's time.

Our contract with Power Line Supply is up for renewal and due to the fact there was no change in the contract, there is no other vendor who has an inventory management system for us to consider and is cost effective, staff recommends renewing the contract with Power Line Supply for a minimum of one year (termination requires 90 days advance written notice and we buy all the material that they have on stock for us). The agreement can be extended in one (1) year increments from the effective date.

22.023 Approve Power Line Supply Vendor Managed Inventory (VMI) Agreement

Motion was made by Commissioner Query and seconded by Commissioner Dykstra to approve the Vendor Managed Inventory Alliance Agreement between Power Line Supply and the Zeeland BPW. Motion carried. All voting aye.

Electric Power Supply & Market Operations

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

Mulder explained the Zeeland Board of Public Works (BPW) participates in the wholesale power market through the Michigan Public Power Agency (MPPA). This participation is guided by a Power Supply Risk Management Policy approved by the BPW Board and Zeeland City Council. In accordance with these policies, the BPW must have committed energy resources in place to supply specific levels of anticipated BPW energy requirements extending into the future. The requirements of this policy are indicated below, as specified by the ‘Stability Plan’ (60-month hedging horizon) which the BPW has selected:

<u>Forward Year</u>	<u>Energy Purchase with Price Commitment</u>
Year 1	75 – 90% of Estimated Annual Requirement
Year 2	65 – 75% of Estimated Annual Requirement
Year 3	50 – 60% of Estimated Annual Requirement
Year 4	30 – 45% of Estimated Annual Requirement
Year 5	15 – 25% of Estimated Annual Requirement

In order to comply with this policy, the BPW, with the support of MPPA, regularly reviews its portfolio and solicits purchase proposals to strategically address open positions in its energy portfolio.

In recent weeks, MPPA Power Supply staff has recommended that energy purchase transactions be executed for the period of calendar year 2024 – 2026, to address open positions and mitigate risk by aligning the BPW’s hedged position with its risk management policy. The resulting recommendations are provided in the table below:

<u>Calendar Year</u>	<u>Transaction Details</u>		<u>BPW Hedge Position</u>			
	<u>Total Energy (MWh)</u>	<u>Average Price (\$/MWh)</u>	<u>Total Cost (NTE)</u>	<u>% Of BPW Forecasted Load</u>	<u>% Hedged Before Transaction</u>	<u>% Hedged After Transaction</u>
2024	73,912.80	\$48.73	\$3,601,818.48	15.3%	54.0%	70.0%
2025	68,527.20	\$49.00	\$3,357,888.24	14.3%	41.0%	55.0%
2026	9,612.00	\$46.33	\$445,343.70	2.6%	40.0%	40.0%
Total	152,052.00	\$48.70	\$7,405,050.43			

The total, not-to-exceed cost associated with these recommended volumes at the maximum stated strike prices yields an overall average cost of \$48.70/MWh. These transaction(s) will be for financially-firm energy with physical delivery to the MISO Michigan Hub in the day ahead market.

Additional transactions are necessary to bring calendar years 2022 and 2023 into hedge plan compliance. These transactions will be addressed separately with monthly purchases, later this year.

22.024 MPPA Bilateral 2024-2026 Energy Purchase Recommendation

Motion was made by Commissioner Dykstra and seconded by Commissioner Cooney to approve the energy purchase commitments as presented, authorizing the General Manager to commit to the purchase of the following short-term energy products totaling a maximum not-to-exceed cost of \$7,405,050.43:

1. Calendar Year 2024:
 - a. Firm energy up to 73,912.8 MWh at an average not-to-exceed price of \$48.73 / MWh
2. Calendar Year 2025:
 - a. Firm energy up to 68,527.2 MWh at an average not-to-exceed price of \$49.00 / MWh

3. Calendar Year 2026:

- a. Firm energy up to 9,612.0 MWh at an average not-to-exceed price of \$46.33 / MWh

Motion carried. All voting aye.

At the May 12, 2020 regular meeting of the BPW Board, an informational memo was presented outlining staff's intent to register the NANR Autumn Hills Landfill Gas Generation Facility with the Public Utilities Commission of Ohio (PUCO), to take advantage of the difference in Renewable Energy Credit (REC) pricing between the Michigan and Ohio markets. An application was subsequently submitted on June 1, 2020 and approved by the PUCO on August 12, 2020, with an effective date coinciding with the application submittal.

Since that time, the BPW has successfully executed two (2) REC sales in the Ohio market, totaling in excess of 26,000 REC's. These transactions were executed independently, but in conjunction with those executed by the Michigan Public Power Agency (MPPA). In November 2021, staff requested authorization to execute an additional one-time transaction of up to 7,500 Ohio REC's, however that transaction did not materialize.

With the Ohio compliance filing deadline approaching, staff anticipates that a transaction for the balance of its 2021 vintage Ohio REC's, 12,242 in total, will be executed in the coming weeks. Although detailed discussions with brokers or counter-parties have not yet taken place, staff anticipates those to be forthcoming with forecasted pricing levels at or above \$10.00 per REC.

22.025 NANR Autumn Hills Ohio Market RECs Sale Transaction

Motion was made by Commissioner Query and seconded by Commissioner Dykstra to approve the recommendation of staff that a one-time sale of up to 12,242, 2021 vintage Ohio Renewable Energy Credits (REC's) in the BPW's GATS account be negotiated with counterparties and that an Agreement be signed by the BPW's General Manager with a selected counterparty, along with a letter of authorization for MPPA to again facilitate the transaction on behalf of the BPW and City of Zeeland, subject to the terms reviewed and approved by BPW staff and the City Attorney. 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 Walters and seconded by Commissioner Cooney to enter into a closed session at 4:45 p.m. to discuss the Acquisition of Property.

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

22.026 Purchase of Property

Motion was made by Commissioner Dykstra and seconded by Commissioner Cooney to approve the purchase of property adjacent to the Riley Substation property contingent upon final document approval by the City Attorney. Motion carried. All voting aye.

FY2023 Preliminary Budget

Staff presented the preliminary BPW FY2023 budget plan during the February 15 Special Board of Commissioners meeting. There were no substantive changes based on the Commissioner's feedback during that meeting. Staff is now requesting formal approval of the BPW FY2023 budget plan and, if approved by the Commissioners, will be transmitted to the City of Zeeland Finance Department for presentation to City Council in accordance with the following timeline:

- 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

Motion was made by Commissioner Query and seconded by Commissioner Cooney to approve the Zeeland Board of Public Works Fiscal Year 2023 Budget. Motion carried. All voting aye.

ZBPW Strategic Planning Update

Notes from the February 18 and February 19, 2022 Strategic Planning Sessions have been distributed to the Commissioners in an email. Progress is being made and the meeting schedule, as of now, is as follows:

- | | |
|--------------------------------------|---|
| • Implementation Team (BPW Managers) | Monday, March 7, 12:30 p.m. to 2:30 p.m. |
| • Implementation Team | Friday, March 18, 8:00 a.m. to 2:30 p.m.* |
| • Advisory Team (Commissioners) | 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

IT Services On-Going Projects List:

The IT Project List was included in the Board packet.

Upcoming Events

- **Next Regular ZBPW Board Meeting, April 12, 2022, 3:30 p.m., Water Warehouse Meeting Space.**
- **Fiber Broadband Strategic Workshops:**
 - o Tuesday, March 22 – 12:30 p.m. to 2:00 p.m.
 - o Wednesday, March 23 – 12:30 p.m. to 2:00 p.m.
 - o Wednesday, March 30 – 12 noon to 1:30 p.m.
 - o Thursday, March 31 – 12 noon to 1:30 p.m.
- BPW Community Grant Application Opening, April 1, 2022
- Zeeland and Holland Charter Townships Franchise Renewal Ballot Question, Tuesday, May 3, 2022.
- **MPPA 2022 Stakeholders Meeting, Friday, May 20, 2022, 12 noon to 5:00 p.m., Frederick Meijer Gardens**
- **Large Customer Breakfast, Tuesday, May 24, 2022, 7:30 a.m., Howard Miller Library Community Center Banquet Room**

Motion was made and supported that the regular meeting be adjourned at 5:14 p.m. Motion carried. All voting aye.

Pamela Holmes, City Clerk

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