

Regular Meeting
Board of Public Works
Water Warehouse
October 11, 2022

The regular meeting of the Board of Public Works Commission was held at the BPW Water Warehouse, 330 E. Washington, Tuesday, October 11, 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 Power Supply & Market Operations Manager Mulder, Water Manager Levandoski, Utility Accounting & Finance Manager Chrisman (Electronically), Interim T & D Manager Coots and City Clerk Holmes

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve the minutes of the September 13, 2022 Regular Meeting. Motion carried. All voting aye.

Public Comment

No public comment given.

Safety Minute

The Safety Minute this month was regarding “Choosing to Look the Other Way”.

Financial Reports

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

22.075 Approve Cash Disbursements and Regular Monthly Transfers

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

Cash and Investments as of: August 31, 2022	Electric	Water
Receiving	\$(745,676)	\$52,573
Accumulated Debt Service (in Receiving Fund)	-	-
Plant Improvements and Contingencies	\$20,191,437	\$13,654,684
Bond and Interest Payment Reserve*	-	-
Totals	\$19,445,761	\$13,707,257

* Reserve required per electric and water revenue bond ordinances.

Recommended Transfers for the Month: August, 2022

	Electric	Water
Receiving	(44,214)	-
Accumulated Debt Service	-	-
Plant Improvements and Contingency	-	-
General Fund (per charter provision)	44,214	-

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 FY2023-FY2024, the City of Zeeland plans to resurface Main Street from Community Restaurant’s service drive east of Fairview. During the Main Street Resurfacing Project, ZBPW Water Department would like to replace the watermain at the intersection of Main and Fairview while the road will be closed and under construction. Part of the watermain replacement project ZBPW will also be moving the watermain to the east side of Fairview for future replacement of the 12” watermain that was installed in 1972.

Since procurement of materials, specifically watermain, is currently experiencing a 52–70-week lead time, it would be in the Water Department’s best interest to procure the material in advance of the Main Street Snowmelt/resurface Projects going out for bid. Procuring these materials in advance will allow the necessary watermain work to be completed within the timeframe of the resurfacing project. Approving the procurement of this material will also eliminate delays that could arise waiting on watermain and various other fittings if ZBPW waited for the bid awardee to order the material once it has been awarded. Three bids were received and the low bid was from Etna Supply Company in Grand Rapids.

22.076 Main Avenue and Fairview Intersection Watermain Replacement Project Bid Award

Motion was made by Commissioner Query and seconded by Commissioner Cooney to approve the bid recommendation from Etna Supply Company for the procurement of materials needed to the Main Street /Fairview Intersection Waterman Replacement Project (with a 15% contingency) in the total amount of \$41,455.67. Motion carried. All voting aye.

Levandoski reported on the Lease Agreement between the Zeeland BPW and Verizon Wireless to install and operate radio communications equipment, antennas and appurtenances at the Carlton Water Tank Site. A new payment structure has been created for the additional equipment Verizon is installing.

It is hereby acknowledged that an annual payment was not made for September 22, 2021 through September 22, 2022. Verizon shall NOT pay an additional rental prorated amount since additional equipment will not be installed until September 22, 2022 – September 22, 2023 rental payment schedule. Rental payments shall be paid annually, in advance, as follows:

<u>Term</u>	<u>Annual Amount</u>
4th Renewal Term	
September 22, 2019	Paid
September 22, 2020	Paid
September 22, 2021	\$31,680.00
September 22, 2022	\$35,520.00
September 22, 2023	\$35,520.00
5th Renewal Term	
September 22, 2024	\$38,688.00
September 22, 2025	\$38,688.00
September 22, 2026	\$38,688.00
September 22, 2027	\$38,688.00
September 22, 2028*	\$38,688.00

*Lease term expiration date if all renewal term options are exercised

Lease Agreement coincides with current ongoing lease agreement ZBPW has with T-Mobile and Verizon Wireless at 80th Street Elevated Tank site.

22.077 Carlton Elevated Tank Radio Communications Verizon Lease Agreement Amendment

Motion was made by Commissioner Query and seconded by Commissioner Walters to approve the Lease Agreement between the ZBPW and Verizon Wireless 5th Amendment Lease Agreement for Carlton Pump Station Site. Motion carried. All voting aye.

Levandoski explained Prein & Newhof assisted in the preparing the construction contract along with quantities and an estimate based on the priority list of approximately 48 addresses on East Central Avenue in Zeeland. P&N construction estimate was approximately \$219,400. Bids were opened May 3, 2022 and only one bid was received from VDK for \$201,190. Zeeland BPW awarded the project to VDK on May 13, 2022 and VDK Plumbing got to work immediately with the first service line being replaced on May 25, 2022. The original contract was to be completed on or before September 16, 2022. As of today, VDK has completed their original amount of work at a cost of just under \$135,000.

In mid-June 2022, Zeeland BPW extended the construction contract for VDK into the next two target replacement areas which had 40 water service replacements on West Central Avenue and another 44 water service replacements on S Centennial, S Church, S Elm, W Lawrence and S Pine Streets. This was done because the unit prices from VDK were favorable in the first project area and VDK agreed to extend these unit prices into the next 2 areas without any additional mobilization costs which was a potential savings to Zeeland BPW of approximately \$40,000. This Change Order extended the project for a total of 132 water services and increased the construction cost from \$210,190 to \$534,690 and extended the completion date until the end of May 2023. This extension was due to several factors: The lack of bidders on the first phase, the satisfactory pricing from VDK and the excellent performance of VDK up to that point in time.

Zeeland BPW has approximately 650 more galvanized water service lines that will need to be replaced to meet Michigan Department of Environment, Great Lakes and Energy (EGLE) requirements before 2041. The expectation is roughly 150 water services per year or about 450 water services total with the understanding that this number can be higher or lower in a given year based on ZBPW Water Department needs. VDK Plumbing has expressed a willingness to do this work through an extension of their existing contract unit prices with a 1% increase in unit prices each year.

22.078 GSLR Contract Extensions – Three One-Year Contract Extensions with VanDerKolk Plumbing

Motion was made by Commissioner Query and seconded by Commissioner Dykstra to approve the following Contract Extensions:

1. VDK Plumbing GSLR Contract Extension #1 (FY2024) in the amount of \$572,051.15
2. VDK Plumbing GSLR Contract Extension #2 (FY2025) in the amount of \$577,779.29
3. VDK Plumbing GSLR Contract Extension #3 (FY2026) in the amount of \$583,553.23

Motion carried. All voting aye.

Transmission and Distribution Operations

Interim Electrical Transmission and Distribution Manager Coots updated the Board on activities including electric outage metrics rolling averages, the arrival of Riley Transformer #4, transmission pole restoration, hurricane Ian Mutual Aid, completed and upcoming projects.

Coots explained primary metering cabinets are typically used for large commercial/industrial customers who own and maintain their own transformer. This allows for ZBPW point of ownership to end at the primary metering cabinet, maintenance and high voltage feed for the transformer is now the responsibility of the customer. Size of the metering cabinet depends on customer loading and potential need for a second primary feed. This bid is intended to acquire materials for the clean water plant (1), Reckitt (2), Gentex (1), and the proposed RNG facility (1). Four bids were received with Power Line Supply being the low bid.

22.079 Primary Metering Cabinet Purchases

Motion was made by Commissioner Query and seconded by Commissioner Dykstra to award the purchase of one (1) 200A Metering Cabinet with one circuit feed to Power Line Supply for a price of \$22,223.00 and award the purchase of three (3) single circuit 600A Metering Cabinets and one (1) dual circuit 600A Metering Cabinet to IRBY for a total price of \$82,169.00 for a grand total of \$104,392.00 for all purchases.

The Board discussed purchasing an additional Metering Cabinet to have as a spare or for future development. They all agreed it was a good idea.

The motion was amended to include one (1) additional dual circuit 600A Metering Cabinet at a price of \$21,071.00 for a total bid award to IRBY of \$103,240.00 making the bid award grand total \$125,463.00 Motion carried. All voting aye.

Electric Power Supply & Market Operations

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

Accounting, Finance & Customer Service Update

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

Other Business

AED Purchase:

At a recent ZBPW Safety Steering Committee meeting, it was voted that the Zeeland BPW seek approval to acquire additional AEDs for our north warehouse, power-plant basement, and complete the rest of the Water & T&D vehicles. The clean water plant was also identified as having a need – an AED has been quoted for this fund as well. AEDs were so that it would be closer for staff to use, when out in the field, or for public use with a medical condition. Fire Chief Ross Tibbets was engaged to suggest some AED options. This AED model is consistent with First Responder AED Pads and creates an easy transition from civilian assistance to trained medical professionals. During the discovery phase, it was noticed that the quotes received were over \$10,000. Therefore, a formal bid process was warranted.

The RFP for 11 AEDs were both emailed to the previous quotes and set up on the City of Zeeland -bid postings website. AEDs were to be semi-automatic, volume adjustable, WIFI capable, durable carrying case, LIFELINK Central, 8-year warranty, 22 window stickers. We received 5 quotes by the due date of the September 30, 2022 deadline.

22.080 AED Purchase Bid Recommendation

Motion was made by Commissioner Dykstra and seconded by Commissioner Walters to award the AED purchase to Rescue One in the amount of \$15,345.00 pending City Council approval. Motion carried. All voting aye.

Kouw Property Acquisition Update:

In January 2022, Jay Haan from Knight Transfer Services approached the ZBPW about a property exchange for the parcel owned by the Kouw family located in front of the Riley Substation property. Knight Transfer had been

negotiating with the Kouw family to purchase the property located at 8851 Riley Street, adjacent to the ZBPW's Riley Street Substation property. The property swap proposal involved selling to the ZBPW a divided portion of the Kouw property along with a one-for-one property exchange to eliminate an awkward strip parcel that impeded Knight Transfer's ability to further develop the Kouw parcel. Both the ZBPW and Knight Transfer agreed on the parcel areas for purchase and exchange and subsequently negotiated a Buy Sell Agreement which the Board and City Council approved in March 2022 (copies of the cover memo dated March 18, 2022, Buy Sell Agreement, and Certificate of Survey documents were included in the Board Packet). On Friday, October 7, 2022, the parties closed the deal and the ZBPW is now the owner of the parcels in question.

City of Zeeland Health Insurance Update:

The City/BPW will see an increase in health insurance costs in the amount of approximately 3.9 percent. There will also be a slight increase in Retiree health insurance costs. These items were taken up for consideration by Personnel Committee on September 29 and by City Council on October 3, 2022. Both bodies approved the new rates effective January 1, 2023. Copies of City Manager Klunder's memos and supporting documentation were included in the Board Packet.

DEI Workgroup Update:

The DEI Workgroup has been in place now for a little over one year and the workgroup wanted to share actions taken to-date and potential activities or initiatives for future consideration. Memos were included in the Board Packet and were shared at the Personnel Committee on September 29 and City Council on October 3, 2022. No formal action was requested of either body. However, both Personnel Committee and City Council provided feedback in support for continuation of efforts by the workgroup. Boatright reviewed the potential activities and initiatives and would welcome feedback from the Board on these.

Employee Handbook Amendment – Overtime:

Boatright included in the Board Packet, a memo from Assistant City Manager, Kevin Plockmeyer, dated September 30, 2022 regarding overtime. In summary, the issue pertains to revising the payment of overtime for hourly non-union personnel to be consistent with actual practice. Instead of overtime being calculated for hours over eight (8) in a workday, it would instead be calculated for hours over forty (40) in a workweek. This action item was taken up for consideration at the Personnel Committee on September 29 and at City Council on October 3, 2022. Both bodies approved the amendment.

West Coast Chamber Ambassador Program:

Accounting and Finance Manager Kate Chrisman has volunteered to serve as a West Coast Chamber Ambassador. The Ambassador team is made up of community members who volunteer their time for the purpose of making the Chamber stronger. Participation in the Ambassador program is an excellent way to network, share ideas and build relationships in the Zeeland/Holland community. The expectations of the Ambassador Team are: monthly team meetings; recruitment of new Chamber members; seeking and sharing opportunities for Chamber development; attendance at Chamber Programs, events and ribbon cuttings; active participation in Chamber member outreach; and advocating for the Chamber, its members, and our community through networking via social media channels and personal interactions. Kate's participation in this initiative is demonstrative of how the BPW can add value to the community and be a contributor to the community's long-term success.

November Board Meeting:

Our next scheduled Board of Commissioner meeting happens to fall on Election Day, November 8, 2022. The City Clerk's office will be involved in the election process and is unavailable for minute-taking at this Board meeting. This issue can be handled a couple of ways including having a member of BPW staff taking notes and recording the meeting for Pam's later transcribing. The other option is to reschedule the meeting. In looking at the calendar, the 3rd Tuesday of November (November 15) may be an option worth considering as this date still allows good time separation (4 weeks) until the next scheduled Board meeting on December 13, 2022. It was the Board's decision to

keep the meeting on November 8 and arrangements will be made to record the meeting and have someone take notes to give to Pam to transcribe.

Thank You Notes:

Boatright included a few Thank You notes in the Board Packet: a thank you from Kerri VanDorp for our participation in the Zeeland Chalkfest; a thank you from Holland Zeeland Young Professionals for support of their 2022 golf outing; a thank you from the Zeeland East & West High Schools for support of the 2022 Senior All Night Party; and, last but not least, a thank you from City of Winter Park (FL) Electric Director Daniel D'Alessandro for mutual aid assistance.

Upcoming Events

- **Next Regular ZBPW Board Meeting, Tuesday, November 8, 2022, 3:30 p.m., Water Warehouse Meeting Space.**
- Employee Celebration Luncheon, Wednesday, October 12, 2022, 12 noon, Water Warehouse.
- Zeeland Historical Society Annual Dinner Fundraiser, October 20, 2022, 5:00 p.m., First Reformed Church of Zeeland 148 E. Central Avenue, Zeeland 49464.
- Ottawa County 2022 Diversity Forum, Thursday, October 27, 2022, 8:00 a.m. to 3:00 p.m., The Pinnacle Center, Hudsonville.

Motion was made and supported that the regular meeting be adjourned at 5:24 p.m. Motion carried. All voting aye.

Pamela Holmes, City Clerk