

Regular Meeting
Board of Public Works
Water Warehouse
July 11, 2023

The regular meeting of the Board of Public Works Commission was held at the BPW Water Warehouse, 330 E. Washington, Tuesday, July 11, 2023. Chairperson Boerman called the meeting to order at 3:30 p.m.

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

ABSENT: Commissioners – Walters

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

Motion was made by Commissioner Query and seconded by Commissioner Dykstra to add an additional Agenda item #7E, Utility Manager Contract Amendment. Motion carried. All voting aye.

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve the minutes of the June 13, 2023 Regular Meeting. Motion carried. All voting aye.

Public Comment

No public comment given.

Safety Minute

The Safety Minute this month was Tips to Prevent Foodborne Illness.

Financial Reports

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

23.048 Approve Cash Disbursements and Regular Monthly Transfers

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve the May, 2023, cash disbursements and the regular monthly transfers for the month of May, 2023 as follows:

Cash and Investments as of: May 31, 2023	Electric	Water
Receiving	\$1,251,431	\$664,100
Accumulated Debt Service (in Receiving Fund)	-	-
Plant Improvements and Contingencies	\$18,235,112	\$12,262,400
Bond and Interest Payment Reserve*	-	-
Totals	\$19,486,543	\$12,926,501

* Reserve required per electric and water revenue bond ordinances.

Recommended Transfers for the Month: May 31, 2023

	Electric	Water
Receiving	(44,214)	(256,700)
Accumulated Debt Service	-	-
Plant Improvements and Contingency	-	256,700
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 informational items.

Transmission and Distribution Operations

Electrical Transmission and Distribution Manager Coots updated the Board on activities including the T & D Department Report.

Coots explained underground 750 MCM aluminum cable will be used for replacing the current overhead primary backbone on Harrison and McKinley from Centennial to State St. Approximately 7,500ft of 750 MCM Al cable is needed to complete this undergrounding project to replace the existing 336 Hendrix overhead system. This addition will remove over 25% of overhead primary exposure on W4, currently our fourth highest distribution circuit by load. Four bids were received and staff desires to accept the bid from Border States (CME Cable) who has promised the shortest delivery lead time.

23.049 Aluminum Underground Cable Bid Recommendation

Motion was made by Commissioner Query and seconded by Commissioner Cooney to award the purchase of 7,500 feet of 750 MCM Al Cable for the Harrison McKinley Corridor Project to CME Cable through Border States Electric for a total price of \$81,375.00. Motion carried. All voting aye.

Coots reported PGM, Plant Growth Management Systems is the preferred Right-of-Way Management Services Firm for all of our tree trimming management needs. PGM has provided this service to ZBPW since 2001. Our tree trimming program has always gone extremely well and our outages due to tree issues has always been minimal to non-existent because of the great work they do for us. Having a Forestry Field Manager walk our system each year has proven very beneficial to ZBPW.

Our last contract was made with them on January 1, 2020. PGM has found they need to increase the hourly rate for Forestry Manager and initiate a fuel surcharge if gas exceeds \$5.10 / gallon. We have budgeted \$15,000 for transmission and \$50,000 for distribution in Fiscal Year 2024 for Tree Trimming Management Services.

Staff recommends approval of the Right of Way Management Services 2023-24 contract. The contract language has not changed since the last contract with the exception of the price increase and fuel surcharge.

23.050 Plant Growth Management Right-of-Way Management Services Contract Bid Recommendation

Motion was made by Commissioner Dykstra and seconded by Commissioner Query to approve the Right-of-Way Management Services 2023-2024 Contract with Plant Growth Management Services effective July 18, 2023. Motion carried. All voting aye.

Electric Power Supply & Market Operations

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

Mulder explained following construction of the BPW's North Warehouse, the flow of truck traffic for deliveries at the Power Plant has been altered to take advantage of the new loading dock. Due to its west facing orientation, all truck deliveries are now directed to enter the east entrance, positioning them to back into the loading dock if needed. Although trucks have intermittently used the east entrance for many years, exclusive use of this entrance identified turning radius issues for large tractor trailers, particularly those near 52 feet in length travelling east bound. Accordingly, staff identified the need to increase the width of the approach, and funding was included in the FY2024 capital improvement plan for this project.

In late 2022, Moore+Bruggink Consulting Engineers, the City's civil engineering firm, was contracted to evaluate and propose modifications to the east driveway and serve as the Owner's Engineer. The purpose of this project is to improve access by tractor trailer traffic, particularly when approaching from the west. Two proposals were developed and evaluated by staff, including a review by the City's Community Development Director. Based on the input received, Moore+Bruggink

developed detailed design drawings and a specification for the project, which was released for bid on June 12, 2023 and two bids were received from contractors.

Moore+Bruggink provided an engineer's estimate of \$67,550.00 for the base project scope. The low bidder on the project was Site Work Solutions, Inc. with a base bid of \$56,238.00 and an alternate bid of \$76,238.00 for concrete rather than asphalt. Moore+Bruggink has reviewed the bids and provided a recommendation that the contract be awarded to Site Work Solutions Inc., and that the alternate bid be selected based on the superior longevity provided by concrete (\$76,238.00). Staff have evaluated this recommendation and agree that although concrete is superior, the \$20,000.00 in additional cost is difficult to justify based on the longevity exhibited by the existing asphalt driveway. Accordingly, staff recommend the base bid (\$56,238.00) provided by Site Work Solutions, Inc. be accepted.

Based on the contractors bid, engineering fees, and other anticipated expenses, the total estimated project cost is provided below:

Project Construction: Site Works Solutions, Inc.	\$56,238.00
Professional Services: Moore+Bruggink Consulting Engineers Design, Bid Specifications, Construction Admin:	\$8,500.00
<u>Misc. Materials, Services & Contingency:</u>	<u>\$5,262.00</u>
Total Project Estimated Cost:	\$70,000.00

23.051 Power Plant East Driveway Reconfiguration Project Bid Recommendation

Motion was made by Commissioner Query and seconded by Commissioner Cooney to recommend that a not-to-exceed contract totaling \$56,238.00 be awarded to Site Works Solutions Inc. to perform the work in accordance with the base project scope of work outlined in the bid specification prepared by Moore+Bruggink. Furthermore, staff recommend that a total project budget of \$70,000.00 be approved for the project, including a \$10,000 amendment to the \$60,000 budget. All project costs will be allocated against the BPW's FY2024 capital improvement budget, split between the Electric and Water Departments on a 75% / 25% allocation as both departments share the use of the Power Plant and North Warehouse facilities for deliveries. Motion carried. All voting aye.

*If approved, the contract will be awarded subject to approval by City Council, and the City Attorney's review and acceptance of the agreement, in addition to satisfying all licensing, insurance, and bonding requirements typical with services of this nature.

Accounting, Finance & Customer Service Update

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

Other Business

Community Grant Applications:

We have received three (3) Community Grant Applications – Vriesland Church Outdoor Community Center, Zeeland Recreation Fitness Equipment Upgrade for Persons with Mobility Issues, and Drenthe Grove/Zeeland Twp. Park Pickle Ball Lighting and Seating. All three applications were included in the Board Packet. To be eligible to receive funding under the Community Grant Program, the applicant must be served by either the electric or water utility of the Zeeland Board of Public Works. The Vriesland Church Outdoor Community Center application does not meet eligibility requirements since the ZBPW does not provide service to this facility. The other two applications appear to meet eligibility requirements. At the June 11, 2023 Board meeting, the Commissioners motioned to deny funding for the Vriesland Church Outdoor Community Center application. Furthermore, the Commissioners motioned to table consideration on the remaining two (2) applications until the July Board meeting pending further due diligence.

Commissioner Dykstra conducted the due diligence with Zeeland Recreation. He distributed a list to the Board members and staff that showed the 5 pieces of equipment that would be purchased and the number of people/organizations who would

use the equipment. It was determined that the equipment would work well for those with physical limitations or who are in wheelchairs.

Commissioner Query questioned the need for lights for the Pickle Ball Courts at Drenthe Grove and doesn't feel that is necessary. Query and the Board did agree with the need for tables and seating.

It was determined to award Zeeland Recreation \$18,000.00 for the equipment upgrades for persons with mobility issues and \$7,000.00 to Drenthe Grove for tables and seating.

23.052 Award Community Grant Program Funding

Motion was made by Commissioner Cooney and seconded by Commissioner Query to direct staff to award Community Grant Funding as determined by the Board of Commissioners in the amount of \$18,000.00 to Zeeland Recreation equipment upgrades for persons with mobility issues and \$7,000.00 to Drenthe Grove for tables and seating. Motion carried. All voting aye.

*Chair Boerman abstained from voting due to a conflict of interest.

Chairperson Boerman explained that she and Vice Chair Cooney conducted Utilities Manager Boatright's annual review. They both feel Boatright is doing an excellent job and recommend amending his contract to reflect a change in the vacation schedule.

23.053 Utilities Manager Contract Amendment

Motion was made by Commissioner Query and seconded by Commissioner Dykstra to approve the amendment to the Utilities Manager's contract to change the vacation schedule from four weeks of vacation to five weeks of vacation. Motion carried. All voting aye.

Thank You:

A thank you note was received from Kerri Van Dorp, City of Zeeland Events Coordinator, for our sponsorship of this Zeeland Twilight Criterium held downtown in Zeeland on Friday, June 9, 2023.

MPPA Gorman Scholarship Announcement & Application Form:

This scholarship will provide \$2,500 to a deserving recipient in the Fall of 2023 intended for the 2023-2024 academic year. Eligibility for the Janet and Richard Gorman Scholarship extends to children and legal wards of MPPA member employees working under the Council, Commission, or Board of Trustees with general management responsibilities over the utility system. Additionally, children and legal wards of Michigan Public Power Agency employees are also eligible. The scholarship is applicable to students enrolled in Michigan-based colleges, universities, junior colleges, or community colleges, with preference given to those pursuing engineering degrees. Boatright provided the selection criteria and application form in the Board Packet.

Upcoming Events

- **Next Regular ZBPW Board Meeting, Tuesday, August 8, 2023, 3:30 p.m., Water Warehouse Meeting Space.**
- Zeeland Zoom (rescheduled), Tuesday, August 8, 2023, 5:30 p.m. to 8:00 p.m., downtown Zeeland (ZBPW hosting a booth).

Motion was made and supported that the regular meeting be adjourned at 5:00 p.m. Motion carried. All voting aye.

Pamela Holmes, City Clerk