

STUDY SESSION

The HBPW Board of Directors met
August 28, 2023
at 4:00 p.m.
625 Hastings Ave.
Holland, Michigan

Chair Thompson called the meeting to order at 4:00 p.m.

Members Present: PJ Thompson, Paul Lilly, Brian Lynn, Dave Couch, City Council Liaison Nathan Bocks, and Ex Officio Member Keith Van Beek

Members Absent: Carolyn Maalouf, Beth Snyder

Staff Present: Dave Koster, Aleesa Hounshell, Becky Lehman, Ted Siler, Joel Davenport, Chuck Warren, Jon Hofman, Andrew Reynolds, Pieter Beyer, Barry Rutherford, Amy Yost, Karen Hutfilz-Amar, Jennifer Soukhome, Julie DeCook, and Tracy York

24.033 **Communications from the Audience**

None

24.034 **Financial Update**

For information only.

STUDY SESSION TOPICS **Lake Crossing Water Transmission Main Repair Update**

24.035 Staff will review progress on the plan for the repair of the lake crossing water transmission main. An engineer is on board and is in discussions with potential slip line contractors on the specifics of the work. They are also working on assessment of the pipe to determine the proper sizing of the slip line. Cleaning of the pipe will be required in order to accurately assess the dimensions of the existing pipe before the construction plan can be finalized.

Recommendation: The Board members accepted the report as information.

24.036 **Employee Handbook Update**

The Employee Handbook requires periodic review and revision to incorporate changes in policies, procedures, laws, regulations, and benefit programs. The current version of the Employee Handbook was adopted May 2019. Formal approval of the revised version will be sought in September 2023, with the document becoming effective (if approved) October 2023.

A handbook revision team has performed a comprehensive review and update of the Employee Handbook. This team consisted of Jennifer Orme (City HR Director), Veronica Esteves (City HR Specialist), Becky Lehman (HBPW Business Services Director), Adriana Gonzalez (HBPW HR Specialist), and Jon Hofman (HBPW HR Manager). Proposed revisions were subsequently reviewed and approved by the City/HBPW legal counsel for labor and employment matters, Leigh Schultz with the Miller Johnson law firm. Significant and minor revisions are summarized in the attached document.

Recommendation: The Board reviewed the of the updated Employee Handbook in advance of a request for formal approval at the next regular Board Meeting.

** Red italics indicate information or discussion added during the meeting and/or action taken.*

24.037 **Community Energy Services Annual Report**

Michigan Public Act 295 (PA 295) passed in 2008, and as amended by PA 341 and 342 in 2016, requires utilities to file annual reports on their Energy Waste Reduction (EWR) programs. PA 341/342 requirements for municipal utilities to complete these annual filings expired at the end of the CY 2021 program year. A recent order by the MPSC has encouraged continued annual filings by the electric co-ops and municipal utilities as information for the State.

In response to MPSC's request, HBPW submitted our CY2022 program results to MPPA and MMEA to be compiled with other member utilities and submitted to the State. We have also chosen to voluntarily continue our annual report to customers via a bill insert and this presentation to the Board.

Recommendation: The Board members accepted the report as information

24.038 **Renewable Portfolio Update**

Staff gave a presentation reviewing the performance of HBPW's renewable energy resources in calendar year 2023. The presentation provided a forecast of future performance and an outline of planned future actions to address changing needs

Recommendation: The Board of Directors accepted the renewable portfolio update presentation for information.

24.039 **General Manager Comments**

- Monday, September 11, regular meeting at 4:00 PM at the Service Center.
- Wednesday, September 13, Joint Session with City Council at 6:00 pm, at the City Hall Training Room.
- September 25, 26, and 27 strategic planning with the Board of Directors.
- JDY demolition went as planned and had a large turnout. Thank you to the City, Public Safety, the contractors, subcontractors, and HBPW staff.
- Staff working on finalizing the East Point Substation and getting it prepared to be energized.
- Started to seed the anaerobic digester.

ADJOURNMENT

The Study Session of *August 28, 2023*, adjourned at *6:10 p.m.*

Minutes respectfully submitted by,

Aleesa Hounshell, Acting Secretary to the Board

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