

**SPECIAL MEETING**

The HBPW Board of Directors met  
**March 27, 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, Tim Hemingway, Paul Lilly, Carolyn Maalouf, and City Council Liaison Nathan Bocks

**Members Absent:** Beth Snyder, Dave Couch, Keith Van Beek

**Staff Present:** Dave Koster, Janet Lemson, Joel Davenport, Becky Lehman, Chuck Warren, Ted Siler, Trista Gregorski, Rene Kalkman, Jeffrey Koelsch, Pete Hoffswell, Chris Van Dokkumburg, Tracy York, Julie DeCook

23.181 **Approval of Agenda**

*Board Member Hemingway made a motion to approve the agenda. The motion was seconded by Board Member Lilly.*

23.182 **Communications from the Audience**

*None*

23.183 **Financial Update**

*For information only*

**SPECIAL ACTION ITEM** **Holland City Fiber Materials Purchase**

23.184 In order to reduce the risk of supply chain disruptions for the Holland City Fiber (HCF) project, HBPW Broadband Services and Purchasing staff worked with our Owner's Engineer (CTC) to develop a request for bid for approximately 50% of the materials needed for the network passings construction. The Request for Bid was advertised to selected vendors with a total of eight (8) responses. Two vendors (Graybar & Galloway) provided complete bids inclusive of all requested line items. Of these two vendors, Graybar had the lowest overall price at \$2,142,340, while Galloway submitted a total bid of \$2,349,122.

We reviewed Graybar's bid in detail and confirmed the proposed materials were in compliance with the standards set forth in the RFP. During the review, CTC did identify a unit pricing mistake that was corrected (actual price lower than indicated) and confirmed pricing on other items of note. Graybar was also willing to adjust some items lower in order to supply all materials in the bid request. The Graybar price referenced for approval is slightly higher than the bid price due to specific selections chosen as options that differ from the lowest price option totalized in the original bid.

Graybar has indicated an ability to work with the HBPW and the design-build contractor to provide direct shipping and material tracking to reduce the logistical complexity of the project and HBPW's requirements for temporary storage. The bid was also proposed in a way as to reduce the need for multiple vendors as much as possible and to encourage bids on most items from each vendor. For these reasons, we recommend the selection of Graybar as a single vendor.

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

Based on the estimated remaining material quantities and Graybar's unit prices, we anticipate the purchase of these materials represents ~50% of the overall material cost for the project.

*Recommendation: The Board of Directors approved a purchase order with Graybar for \$2,142,340.*

|                                         |                  |
|-----------------------------------------|------------------|
| <i>Motion to approve recommendation</i> | <i>Hemingway</i> |
| <i>Second</i>                           | <i>Maalouf</i>   |
| <i>Favor</i>                            | <i>4</i>         |
| <i>Oppose</i>                           | <i>0</i>         |

**STUDY  
ITEMS**

**Regulatory and Legislative Update**

23.185 As part of the annual calendar of topics, the HBPW Board of Directors will receive a regulatory and legislative update from staff. The report delivered via PowerPoint highlights the key regulations in each part of our operation and the potential impacts.

*Study Session topic. No Board action required.*

23.186 **Safety and Health Program Update**

As part of the annual calendar of topics, the HBPW Board of Directors will receive annual safety and health programs update from staff. The report, delivered via PowerPoint, highlights the key safety and health items in each part of our operation.

*Study Session topic. No Board action required.*

23.187 **Other Business**

- Proposed *Asset Tours* plan was given by the GM. One dedicated morning each quarter, with lunch following
  - Electric Utility in the Spring
  - Water Utility in the Summer
  - Wastewater in the Fall
  - Broadband/Other in the Winter
  - Offsite Tours as available
- Include members of City Council as their schedules permit
- Doodle poll for proposed dates (including day of week)

23.188 **General Manager Comments**

- Educational opportunities that were presented last meeting, May 18 MPPA, ACE23 (in Toronto) and National APPA Conference (in Seattle)
- Our next meeting is April 10, a Regular Meeting

23.189 **Board Comments**

- Lilly asked for an update on Unit 10; its been running for over a week
- April 12 & 13 are City Council's budget review sessions
- The forthcoming election on May 2 will include approval of the land transfer for JDY/Waterfront Holland/Verplank

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ADJOURNMENT

A motion to adjourn the meeting of *March 27, 2023*, was made by *Lilly* supported by *Hemingway* and agreed upon by the Board of Directors present.

The Board Meeting of March 27, 2023, adjourned at *6:17 p.m.*

Minutes respectfully submitted by,

Janet Lemson, Secretary to the Board