

REGULAR MEETING

The HBPW Board of Directors met
August 12, 2024
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, Kyle Engbers, Brian Lynn, City Council Liaison Scott Corbin, and Ex Officio Members Dave Couch and Keith Van Beek

Members Absent: Carolyn Maalouf, Dave Couch

Staff Present: Dave Koster, Janet Lemson, Ted Siler, Becky Lehman, Joel Davenport, Chuck Warren, Pieter Beyer, Mark Gipson, Brian Richey, Alex Craigmile, Julie DeCook

25.024 **Approval of Agenda**

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

25.025 **Communications From the Audience**

25.026 **Board Minutes – Regular Meeting Minutes of July 8, 2024, and Study Session Minutes of August 22, 2024**

As part of the Consent Agenda, the Board of Directors approved the minutes as presented.

25.027 **Authorization to Utilize the Night Drop for Deposits at Huntington Bank**

Through an RFP process, HBPW has contracted for banking services with Huntington Bank. HBPW utilizes the depository night drop for customer payments made at the HBPW service center and City Hall. Huntington Bank requires execution of its Night Depository Resolution by entities using the Bank's night depository facilities.

As part of the Consent Agenda, the Board of Directors approved execution of the Huntington Bank Night Depository Resolution listing Charles Warren and Michele Hoppes of Holland Board of Public Works as authorized representatives.

25.028 **Utility Easement at Nuvar East**

Nuvar Inc. built a new facility on a parcel that is served by a dead-end sewer. Nuvar agreed to an easement through their parcel to allow for future expansion of sewer service to the east of them. The Board Approved this easement in 2016, however, during a recent effort to map easements it was discovered the executed easement had not been officially recorded. Upon discussions with the City Attorney, the new owners of Nuvar were approached and they agreed to execute a new version of the easement. A new version was recommended due to a recent change of ownership of Nuvar Inc.

The City Attorney has reviewed and approved the new easement and Nuvar has signed the easement.

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

As part of the Consent Agenda, the Board of Directors accepted a Grant of Utility Easement for underground utilities at Parcel 03-02-03-200-020 with Nuvar Inc. The City Attorney has reviewed and approved the easement.

25.029 **Grant of Utility Easements for Holland City Fiber Projects**

The properties noted have agreed to utility easements for fiber construction. The easements will allow HBPW to provide fiber service to the homes in their condominium associations or to locate fiber equipment on their property.

As part of the Consent Agenda, the Board of Directors Approve the following easements as have been approved or are in the process of approval by the City Attorney:

Easement 1:

The owners of the property noted as Carrington Place Condominium Association are located on Carrington Place in the City of Holland and have agreed to an easement to locate new fiber infrastructure.

Easement 2:

The owners of the property noted as Lincoln Ridge Condominium Association located on Lincoln Ridge Drive in the City of Holland have agreed to a utility easement for fiber construction.

Easement 3:

The owners of the property noted as the Links at Rolling Meadows Condominium Association are near 48th Street at Ottawa Avenue in the City of Holland have agreed to an easement to locate new fiber infrastructure.

Easement 4:

The owners of the property noted as Appletree Condominium Association in the City of Holland on Appletree Drive have agreed to an easement to allow for the construction of fiber infrastructure.

Easement 5:

The owners of the property noted as Maple Creek Condominium Association near 641 Maple Creek Drive in the City of Holland have agreed to an easement to allow the construction of new fiber infrastructure.

Easement 6:

The Calvary Reformed Church property is noted as parcel 70-16-27-255-002 or 995 E. 8th Street in the City of Holland. The easement will allow HBPW to locate equipment on the church property to provide fiber service to the homes in the area.

25.030 **Ultrasonic 15000 Capital Budget Amendment**

An ultrasonic digital inspection system is used for the HEP and 48th Street preventive maintenance lubrication program on all pumps/motors and for diagnostic troubleshooting. The model currently used by EP staff is now obsolete, and software upgrades are no longer available. Staff had budgeted for a new unit based on a pricing quote provided last year. Pricing escalation since that time requires a capital budget amendment in order to make the purchase.

As part of the Consent Agenda, the Board of Directors approved an amendment to the Fiscal Year 2025 EP capital budget for the Ultrasonic 15000 project in the amount of \$2,200 for a revised project budget of \$22,200.

25.031 **WRF Digester Engineering Contract Contingency**

Donohue and Associates is the engineer for the anaerobic digester project at the Holland Area Water Reclamation Facility (WRF). While certain elements of the digester are functioning, the

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project has surpassed its original anticipated final completion date by over a year. That original final completion date of the project was July 13, 2023.

Given the project schedule overrun, Donohue and Associates (Donohue) has incurred additional costs over the original contract sum and has exhausted their awarded contract contingency of \$235,000 as of July 1, 2024. It is expected that the digester project will take additional months to complete as startup issues are addressed, causing Donohue to incur additional costs until the project is complete. This authorization will allow Donohue to continue to be paid for project-related costs incurred to ensure a successful completion of the project. Liquidated damages are provided for in the construction contract that will offset some of the impact of this increased cost.

With this transfer, the overall project remains under the budgeted amount of \$33,700,000.

As part of the Consent Agenda, the Board of Directors approved a transfer to the Donohue and Associates anaerobic digester project contract contingency of \$300,000 for an overall contract value of \$2,841,395.

25.032 Action on Consent items:

Motion to approve, accept, or adopt Consent Agenda items	<i>Engbers</i>
Second	<i>Lilly</i>
Favor	<i>4</i>
Oppose	<i>0</i>

25.033 **Major Project Update**

For information only

25.034 **Lake Macatawa Transmission Main Rehabilitation - Civil Work Contract**

Upon completion of the slip-lining of the Lake Macatawa Transmission main, a separate Civil contractor will perform final tie-ins of the liner to the water system. This work includes installation of additional fittings, valves, hydrants, manholes, and pipe as well as disinfecting the pipe and restoring the road and landscaping.

HBPW contracted with the engineering firm Brierley Associates as the engineer for the project. Brierley pursued a collaborative design approach by pre-qualifying contractors and suppliers that were specialists in their relative fields and developing a rehabilitation design with their input. This allowed for the development of an alternative that was based on sound engineering principles while also taking into account any potential constructability or scheduling concerns.

One of the critical contractors for the project is the Civil contractor. Schipper's Excavating was pre-qualified to perform this work based on their experience installing pipe of similar size, performance on past HBPW projects, cost competitiveness on past projects, and ability to commit to what was an undefined and flexible construction schedule.

Schipper's has provided a proposal to perform the work for \$352,600. The proposal is based on a negotiated procurement process whereby Schipper's provided multiple constructability reviews during design, and cost savings were identified and incorporated throughout the project. The \$2.5M budget previously presented and approved by the Board included \$400,000 for this civil work.

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ADJOURNMENT

A motion to adjourn the meeting of *August 12, 2024*, was made by *Lilly* supported by *Engbers* and agreed upon by the Board of Directors present.

The Board Meeting of August 12, 2024, adjourned at *5:03 p.m.*

Minutes respectfully submitted by,

Janet Lemson, Secretary to the Board