

**REGULAR MEETING**

The HBPW Board of Directors met  
**June 9, 2025**  
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, Carolyn Maalouf, Paul Lilly, Kyle Engbers, Brian Lynn, City Council Liaison Scott Corbin, and Ex Officio Members Dave Couch and Keith Van Beek

**Members Absent:** None

**Staff Present:** Ted Siler, Janet Lemson, Becky Lehman, Joel Davenport, Chuck Warren, Steve Bruinsma, Pete Hoffswell, Bill Badran, Travis Hallifax, Alex Craigmile, Guests: John Hurley, Ben Kaufman, Marsh

25.222 **Approval of Agenda**

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

25.223 **Communications From the Audience**

25.224 **Board Minutes – Regular Meeting Minutes of May 12, 2025, and Study Session Minutes of May 12, 2025.**

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

25.225 **Grant of Utility Easement for Holland City Fiber Project**

Quarterline Crossings has agreed to a utility easement for fiber construction. The easements will allow HBPW to provide fiber service to the residents in these property associations or to locate fiber equipment on the property.

*As part of the Consent Agenda, the Board of Directors approved an easement with Quarterline Crossing Association in the City of Holland for the installation of new fiber infrastructure, subject to approval as to form by the City Attorney.*

25.226 **Capital Budget Amendment for MyMeter Customer Portal Project**

A FY 2024 tactical action team selected MyMeter as the new provider for the HBPW customer portal. Work has begun to implement the new portal, including testing of data transfers, utility billing and usage presentment, integration with other HBPW vendors, etc.

Three HBPW vendors require fees to implement the regular data transfers required to ensure that customer information shown on the customer portal is correct and up to date. These vendors include NorthStar, the HBPW customer information and billing system; MeterSense, the HBPW meter data management software; and Survalent, the HBPW Electric Distribution SCADA and Outage Management System provider. The costs of these implementations are shown in the table below.

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

<u>Vendor</u>	<u>Integration Cost</u>
NorthStar	\$ 35,000.00
MeterSense	\$ 17,420.00
Survallent	\$ 20,000.00
	<b>\$ 72,420.00</b>

The current approved FY 2025 capital project budget for the customer portal implementation is \$157,772. Funds have been spent on the consultant used to select MyMeter and initial fees have been paid to MyMeter for portal implementation. An increase of \$72,420 in the FY 2025 capital budget line item for this project is needed to cover these outside vendor implementation costs.

*As part of the Consent Agenda, the Board of Directors approved an amendment to the FY25 capital project budget for the HBPW Customer Service portal implementation in the amount of \$72,420 for a total new project budget of \$230,192.*

25.227 **Budget Amendment for FY 2025 Electric Distribution Capital Budget**

The FY 2025 approved budget for the Electric Distribution Transformers Upgrade and Replacement line item is \$800,000. Electric Distribution is addressing more new customer requests this year than typical, in addition to the regular planned replacements due to end of life and circuit replacements. Higher transformer costs have also reduced the number of transformers that we can deploy at the historical budget amount.

The team is requesting a budget transfer of \$200,000 from New Underground Lines and Equipment to the Transformer Upgrades and Replacement budget line.

As an example of increased distribution transformer costs, in 2020 a 50 kVA pad mount transformer supplying residential homes was \$1,810, and today that cost is \$4,946, with the expectation we may see additional price increases this next fiscal year.

*As part of the Consent Agenda, the Board of Directors approved an Electric Distribution budget amendment to transfer \$200,000 from the New Underground Lines and Equipment budget to the Transformer Upgrade and Replacement budget. The new FY 2025 New Underground Lines and Equipment revised budget will be \$2,100,000 and the Transformer Upgrades and Replacement budget will be \$1,000,000.*

25.228 Action on Consent items:

Motion to approve, accept, or adopt Consent Agenda items	<i>Lilly</i>
Second	<i>Maalouf</i>
Favor	<i>5</i>
Oppose	<i>0</i>

25.229 **Major Project Update**

*For information only*

25.230 **Financial Review**

*For information only*

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25.231 **FY 2026 Energy Production Property Insurance Program**

Board approval of the FY 2026 insurance program for HBPW energy production property assets is being requested.

The proposed FY 2026 program involves ten leading insurance companies (compared to nine in FY 2025 and five in FY 2024), assuming various levels of risk. The current quoted total gross premium for FY 2026 is \$1,226,587.18, compared to \$1,256,640 in FY 2025, a decrease of 2.45%. Negotiations are underway with an eleventh carrier that historically has very competitive rates. If successful, the gross premium would be \$1,171,337. Negotiations with the eleventh carrier may not be completed in time to bind new coverage for FY 2026, which is why the recommendation is worded with the not-to-exceed amount of \$1,226,587.18 proposed by the other ten carriers.

Details on the participating carrier coverage amounts and quoted gross premiums can be found in the attached HBPW Program Summary document.

*Recommendation: The Board of Directors approved the Marsh Specialty FY 2026 insurance program for HBPW energy property assets, at a total premium cost not to exceed \$1,226,587, and authorize the HBPW Finance Director authority to execute the documents necessary to bind coverage.*

<i>Motion to approve recommendation</i>	<i>Lilly</i>
<i>Second</i>	<i>Maalouf</i>
<i>Favor</i>	<i>5</i>
<i>Oppose</i>	<i>0</i>

25.232 **Resolutions of Appreciation for Mutual Aid**

On the evening of May 15, 2025, a line of severe thunderstorms moved through the Holland area. On the north side of our electric service territory, in Park Township, the Waukazoo Woods neighborhood experienced very localized straight-line winds that caused severe damage to multiple mature trees. The tree damage resulted in multiple HBPW poles, primary and secondary line segments, and customer service lines being brought to the ground. Given the unusual severity of the damage, HBPW reached out to the Michigan Municipal Electric Association mutual aid network to request help in restoration efforts. Zeeland Board of Public Works, Hillsdale Board of Public Works, Niles Utilities Department, and Lowell Light and Power all responded, and crews arrived on Friday, May 16, or Saturday, May 17, to provide assistance through Sunday, May 18. City of Holland employees also assisted all day on Friday, May 16, with operation of their vector truck to help HBPW line crew members excavate for replacement of broken utility poles.

In the immediate aftermath of the storm 2,002 electric customers were without service, mostly in Park Township and Holland Charter Township. HBPW staff were able to quickly isolate circuits and repair minor damage to reduce the customer outages to 684 by midday Friday. Diligent work by HBPW and the mutual aid crews reduced customer outages to 116 by Saturday evening. All customers that could be restored were reconnected by noon on Sunday, May 18.

While electric crews were working on the north side, HBPW water and wastewater employees were also working on the south side in Park and Laketown Townships to monitor lift stations that were running on generators or had bypass pumping activities due to pump motor issues caused by lightning strikes. This was also a multi-day effort until power was restored and pumps were replaced.

HBPW appreciates all the outside help that was provided to reduce the time that customers experienced an electrical outage. Many of the homes in the Waukazoo Woods neighborhood had damage from wind and falling trees, some severe, so reducing the amount of time they were also without electricity was imperative. The cooperation of all the internal and outside crews was impressive and all worked with safety as the top priority.

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We would also like to thank all those HBPW and City employees integral to restoration efforts through time and efforts above and beyond their normal work hours or job duties.

*Steve Bruinsma, Electric Distribution Superintendent  
Dan Krieger, Electric Distribution Engineering Supervisor  
Pat Chatman, Engineering Specialist  
Braden Houseman, Engineering Specialist  
Michael Wise, Electric Distribution Planner  
Luis Diaz Rodriguez, Apprentice System Operations Technician  
Ben Aubin, Apprentice System Operations Technician  
Jim Casemier, Lead Electric Distribution Technician*

*Brian Ruch, Line Crew Supervisor  
Jason Haynes, Lead Lineworker  
Travis Lampen, Lead Lineworker  
Chad Ehmcke, Lineworker  
Ryan Kruse, Lineworker  
Mitch DeKraker, Lineworker  
Jonathan Abbott, Lineworker  
Garett Oetman, Lineworker  
Otto Dryfhout, Lineworker Apprentice  
Josh Valkema, Lineworker Apprentice  
Aaron Andre, Lineworker Apprentice  
Randy Lugtigheid, Utility Vegetation Technician*

*Tim Milecki, Broadband Outside Plant Engineer  
Russell Mudgett, Facilities Utility II  
Rita Meurer, Buyer*

*Josh Wright, Lead Service and Maintenance  
AJ Robitaille, Service and Maintenance Apprentice  
Conrad Freeman, Service and Maintenance  
Josh Follett, Service and Maintenance  
Francisco Mendoza, Service and Maintenance  
Kyle Jurries, Service and Maintenance*

City of Holland  
*Melanie Kuzniki  
Steve Van Huis  
Haven Boyers*

Contractors  
*Utility Contracting  
Monarch Tree Services  
Lakeshore Tree Service*

*Recommendation: The Board of Directors approved a Resolution of Appreciation for mutual aid provided to HBPW by Zeeland Board of Public Works, Hillsdale Board of Public Works, Niles Utilities Department, and Lowell Light and Power.*

<i>Motion to approve recommendation</i>	<i>Maalouf</i>
<i>Second</i>	<i>Lilly</i>
<i>Favor</i>	<i>5</i>
<i>Oppose</i>	<i>0</i>

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25.233 **Service Center Structure A Heat and Insulation**

Due to Broadband expansion, influx of material inventory, and additional vehicles, we are running out of parking and storage space. To help plan for the long-term utilization of the Service Center (SC), a TA was completed last year for a master plan. As part of the master plan in the short-term, insulating and heating the existing SC Structure A was recommended and budgeted for FY 2026.

This project includes remodeling Structure A to be insulated and heated. Insulating and heating Structure A would allow for the Water/Wastewater (W/WW) Department’s equipment and hose storage rack to be moved from the heated garage out to this structure and leave all the Department’s equipment in the same structure which would, in turn, improve response times in emergencies. This would also open four additional vehicle parking spaces in the heated garage.

In May 2025, the HBPW project team requested proposals from two local contractors qualified in performing design-build services. The services requested included design, permitting, and construction execution of a conversion on the existing Structure A to be insulated and heated. Bids were received from two contractors who attended the pre-bid conference and walk-through. HBPW staff interviewed the bidders and determined that they had qualified bids. The following table summarizes the bids received:

<b>Contractor</b>	<b>Location</b>	<b>Bid Amount</b>	<b>Exceptions</b>
EV Construction	Holland, MI	\$124,447	N
Lakewood	Holland, MI	\$111,300	Y

Lakewood's bid included two exceptions: 1. The bid did not include the installation of a new gas service to Structure A that was defined in the scope of services; 2. The bid included a note saying that more insulation may be required and priced once final drawings are complete. EV Construction did not have any exceptions for their bid. Given Lakewood did not submit a bid for full services, the team recommends awarding the contract for the insulation and heating of SC Structure A to EV Construction Company as the lowest price qualified bidder.

*Recommendation: The Board of Directors approved a contract with EV Construction in the amount of \$124,447, with a 4.5% contingency of \$5,553, for a total of \$130,000 pending approval as to form by the City Attorney.*

*Motion to approve recommendation Lilly  
Second Maalouf  
Favor 5  
Oppose 0*

25.234 **Holland City Fiber Owner's Engineer - Contract Amendment, CTC Technology**

CTC Technology and Energy supports the Holland City Fiber (HCF) project as the HBPW owner's engineer through contract tracking, invoice review, change order review, and quality assurance activities. Due to a longer than expected design review process, CTC has expended additional hours in support of the activities in the original scope of work. Staff has reviewed a change order proposal from CTC and recommend approval of an additional \$118,000 for Change Order #1. CTC still has activities to complete on the project, mainly oversight on close out of engineering and construction activities for EX2 contained in their original scope of work.

To cover potential future additional work, including design changes due to permitting restrictions and additional quality control activity, we recommend a new contingency of \$135,000 to the CTC

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contract total. The current approved contract total value is \$511,951. The new contract total when including Change Order #1 and additional contingency is \$764,951. This contract change, along with the other planned HCF activities, does not exceed the approved HCF capital project budget of \$25,000,000.

*Recommendation: The Board of Directors approved a contract value increase with CTC Technology and Energy for \$118,000 for Change Order #1 plus an additional contingency of \$135,000, for a new total contract value of \$764,951.*

<i>Motion to approve recommendation</i>	<i>Maalouf</i>
<i>Second</i>	<i>Lynn</i>
<i>Favor</i>	<i>5</i>
<i>Oppose</i>	<i>0</i>

25.235 **EX<sup>2</sup> Construction and Engineering Contract Amendment for Holland City Fiber Project**

The request for proposals for the engineering and construction of the Holland City Fiber passings project included a high level design of the network in order for bidders to have a design to bid to and allow HBPW to have a good comparison of costs for evaluation of the bids. A change order has been planned for a construction labor and materials true up once the passings network design was finalized. The price for each activity will remain the same as the original bid price, but the quantities of specific activities have changed to reflect the final design. In addition to this true up to design, other scope changes have included switching to a higher count fiber cable to reduce the need for multiple fiber runs and the addition of pole assessments for make-ready purposes.

The original EX<sup>2</sup> contract approval is for \$17,564,961.20, which includes a 10% contingency above the original bid. Change orders 1-11 have been submitted and approved within the original requested contract amount. The team is requesting an additional \$300,000.00 in contract contingency to cover changes that can be required as a result of the remaining right-of-way permit process. The new approved contract total will be \$17,864,961.20 and will keep the total project cost within the \$25,000,000.00 approved budget.

*Recommendation: The Board of Directors approved an increase in the EX<sup>2</sup> Engineering and Construction Contract contingency of \$300,000.00 for a newly approved contract price of \$17,864,961.20*

<i>Motion to approve recommendation</i>	<i>Lilly</i>
<i>Second</i>	<i>Lynn</i>
<i>Favor</i>	<i>5</i>
<i>Oppose</i>	<i>0</i>

25.236 **Fiber Optic Maintenance and Construction Services and Electric Distribution and Fiber Optic Underground Construction Services**

A construction services agreement is managed by Holland BPW to cover the installation of Electric Distribution and Broadband underground wire and fiber optic cable as well as construction and maintenance activities specific to the HBPW fiber optic network. Most of the costs incurred for these services are for capital projects involving new construction and system refurbishment. The current 3-year agreement with Utility Contracting Company for these activities expires June 30, 2025.

HBPW solicited separate proposals for the Electric and Broadband underground and Broadband fiber optic construction and maintenance services with the goal of receiving more proposals by not limiting companies that don't perform both services. Despite that goal, only two bids were received, both from companies we have worked with for these activities and perform all the services

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requested. In order to evaluate the proposals, the bid totals are based on estimated annual quantities of materials installed by HBPW over the previous three years. The results from both proposals are shown below:

	<b>Utility Contracting Co.</b>	<b>Western Tel-Com Inc.</b>
Underground construction	\$4,249,555.60	\$4,059,000.87
Fiber Optic construction	\$ 488,388.90	\$ 678,700.00
<b>Total Combined</b>	<b>\$4,737,944.50</b>	<b>\$4,737,700.87</b>

When the proposals are evaluated in totality, as has been done in the past, the bids are essentially the same. Utility Contracting Co. (UCC) has consistently met expectations during the term of their current contract, and their understanding and history of work with HBPW brings added value. UCC has also demonstrated an ability to bring additional staff and equipment to meet the demand when our workload has increased. If there is a future change in the quantity of services required, it is likely to occur as an increase in the fiber optic construction and maintenance services, where UCC also has an advantage in their bid. HBPW staff recommends UCC as the successful bidder for these services.

This agreement is for a term of one year beginning July 1, 2025. The agreement may be extended for an additional two years at the discretion of HBPW, using the Engineering News Record (ENR) Construction Cost Index as reference for updated annual pricing for the activities listed in the scope of work.

*Recommendation: The Board of Directors approved a contract with Utility Contracting Co. LLC, for Fiscal Year 2026 at the rates specified in the bid proposals for underground construction and fiber optic services, pending approval as to form by the City Attorney.*

<i>Motion to approve recommendation</i>	<i>Maalouf</i>
<i>Second</i>	<i>Lilly</i>
<i>Favor</i>	<i>5</i>
<i>Oppose</i>	<i>0</i>

- 25.238      **General Manager Comments**  
 • Next Board Meeting, Study Session, June 23

**ADJOURNMENT**

A motion to adjourn the meeting of *June 9, 2025*, was made by *Maalouf* supported by *Lilly* and agreed upon by the Board of Directors present.

The Board Meeting of June 9, 2025, adjourned at *5:27 p.m.*

Minutes respectfully submitted by,

Janet Lemson, Secretary to the Board

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