

REGULAR MEETING

The HBPW Board of Directors met
October 6, 2025
at 4:00 p.m.
625 Hastings Ave.
Holland, Michigan

Chair Thompson called the meeting to order at 4:02 p.m.

Members Present: PJ Thompson, Carolyn Maalouf, Paul Lilly, Kyle Engbers, and Ex Officio Members Dave Couch and Keith Van Beek

Members Absent: Scott Corbin, Brian Lynn

Staff Present: Dave Koster, Janet Lemson, Becky Lehman, Joel Davenport, Ted Siler, Jenessa Carter, Chuck Warren, Julie DeCook, Steve Bruinsma, Tracy York Guest: Ben Coffman, Marsh

26.062 **Approval of Agenda**

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

26.063 **Communications From the Audience**

None

26.064 **Board Minutes – Regular Meeting Minutes of September 8, 2025, and Special Meeting Minutes of September 22, 2025**

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

26.065 **Grant of Utility Easement for Holland City Fiber – Maplewood Village**

Maplewood Village Condominium Association, at 40th Street and Maplewood Court, has agreed to a utility easement for fiber construction. The easement will allow HBPW to provide fiber service to the residents in the association or to locate fiber equipment on the property.

As part of the Consent Agenda, the Board of Directors approved an easement with Maplewood Village Condominium Association for the installation of new fiber infrastructure.

26.066 Action on Consent items:

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

26.067 **Major Project Update**

For information only

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

26.068

Combined Property/Liability Insurance Program for the City of Holland/Holland Board of Public Works Effective November 1, 2025 - October 31, 2026

Marsh has served as the insurance broker for the City of Holland and the Holland Board of Public Works (HBPW) since February 2022, providing property, casualty, and liability coverage. With this renewal, HBPW's total insurance cost will decrease by \$10,688 (0.85%), despite an increased asset base, including the \$35M digester project. The reduction is due in part to a refined cost allocation method between the City and HBPW based on actual revenues from recent audits. It also includes a significant reduction (41%) in pollution coverage annual costs. Since coverage for a three-year term is being purchased, it skews the overall savings.

Pollution coverage cost decrease is primarily due to the closure of the JDY and 6th Street locations. However, coverage has been expanded to include potable water and biosolids coverage.

The Marsh renewal strategy overview is also attached. Page 6 of the overview highlights key challenges of the public entity insurance market. Strategy summary is on page 25.

Recommendation: The Board of Directors approved the City of Holland/Holland Board of Public Works insurance program as presented by Marsh USA with a total cost estimated to not exceed \$2,096,939 (plus applicable state taxes and fees) and an allocation to HBPW estimated not to exceed \$1,227,272.

<i>Motion to approve recommendation</i>	<i>Maalouf</i>
<i>Second</i>	<i>Lilly</i>
<i>Favor</i>	<i>4</i>
<i>Oppose</i>	<i>0</i>

26.069

Electric Distribution Bucket Truck Purchase

Bucket trucks are used to service our overhead electrical distribution system, traffic signals, and street lighting. The Electric Distribution team researched bucket truck offerings and is recommending the purchase of an Altec AT40G.

The lead time for these pieces of equipment is three years (FY 2028 delivery). The request for pricing was performed with the Michigan MIDeal contract pricing process. Michigan MIDeals is an extended purchasing program which allows units of government to use the State of Michigan contracts to buy vehicles and tools. HBPW saves time and money by avoiding its own bidding process while taking advantage of lower costs established by the MIDeal contract through their competitive bidding processes. The hybrid option added an additional 25% to the purchase price of the truck, so it was not selected.

The FY 2025 budget included \$350,000 to replace Truck #49, but this budget line was not carried over into the FY 2026 capital budget. A FY 2026 budget amendment is required to make this purchase.

Recommendation: The Board of Directors approved a purchase order with Altec Inc. for one AT40G bucket truck, in the amount of \$198,958 with a 10% contingency of \$20,000 for a total of \$218,958 and approve a FY 2026 Electric Distribution capital budget amendment in the amount of \$218,958.

<i>Motion to approve recommendation</i>	<i>Lilly</i>
<i>Second</i>	<i>Maalouf</i>
<i>Favor</i>	<i>4</i>
<i>Oppose</i>	<i>0</i>

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26.070 **Calendar Year 2026 Board Meetings Schedule**

Currently, the HBPW's Board of Directors is scheduled to meet twice a month, once for a Regular Board Meeting, and once for a Study Session. Regular Board Meetings are scheduled on the first Monday following the first Wednesday City Council Meeting of the month. Study Sessions are scheduled for the fourth Monday of the month, except for holidays or known conflicts.

After the calendar year meeting schedule is approved, it is posted publicly with the intent to give adequate notice of Board meetings.

Recommendation: The Board of Directors approved the calendar year 2026 Board meeting schedule.

<i>Motion to approve recommendation</i>	<i>Maalouf</i>
<i>Second</i>	<i>Lilly</i>
<i>Favor</i>	<i>4</i>
<i>Oppose</i>	<i>0</i>

26.071 **General Manager Comments**

- Next meeting is October 27, a Special Meeting
- Health Insurance is progressing well with progressing to “the Pool”
- City approved VerHage, due diligence has begun, we have paid our escrow payment
- Today begins Public Power Week. October 9, from 5-7, will be an open house at HEP. Cust appreciation day will be Friday, October 10, from 10-4 pm.
- Paid part-time firefighters are shown in a recent City of Holland Newsletter video. Thank you to the COH for this great video depicting several BPW employees who do double duty.

26.072 **Board Comments**

- Teams feature will not be used in a Study Session since these meetings are not recorded.

ADJOURNMENT

A motion to adjourn the meeting of *October 6, 2025*, was made by *Maalouf* supported by *Lilly* and agreed upon by the Board of Directors present.

The Board Meeting of October 6, 2025, adjourned at *4:45 p.m.*

Minutes respectfully submitted by,

Janet Lemson, Secretary to the Board

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