

REGULAR MEETING

The HBPW Board of Directors met
May 11, 2020
at 4:00 p.m.
via Zoom Teleconference

Chair Hemingway called the meeting to order at 4:01 p.m.

Members Present: Tim Hemingway, Diane Haworth, Phil Miller, Sue Franz, Paul Lilly, City Council Liaison, Nathan Bocks, and Ex Officio Members Bob Shilander and Keith Van Beek

Members Absent: None

Staff Present: Dave Koster, Janet Lemson, Chuck Warren, Joel Davenport, Ted Siler, Becky Lehman, John Van Uffelen, Jane Monroe, Pieter Beyer, Steve Bruinsma, Shawna VanderYacht, Jon Hofman

20.131 **Board Minutes – Regular Meeting Minutes of April 6, 2020, and Study Session Minutes of April 27, 2020**

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

20.132 **Memorandum of Understanding for Macatawa Area Coordinating Council Stormwater Grant**

Recently, water conservation has been an increasingly important issue in the Macatawa Watershed due to increased summer irrigation. Many practices that increase water conservation also manage stormwater, both in quantity and quality. The MACC has recently applied for, and received, a grant from the Great Lakes Restoration Initiative for stormwater control initiatives. As part of the grant application, HBPW agreed in principal to provide paid staff time to support and implement a volunteer rainscaping program in the Holland area. The HBPW is committed to promoting water conservation through various means and is pleased to be a partner on this project.

Specifically, the HBPW will assist the MACC in developing and deploying a volunteer-led site assessment process modeled after the Grand River Rainscaping program. HBPW staff will be trained in how to train and support volunteers. HBPW staff will also be a resource to homeowners that are ready to take the next steps and implement water conservation or stormwater management practices on their property. The proposed memorandum of understanding with the MACC outlines both of our roles and responsibilities in this project now that the funding has been acquired.

The HBPW looks forward to continued collaboration with the MACC on this project. Partnering with programs such as the EPA's Great Lakes Restoration Initiative will increase the amount of green stormwater practices in the Macatawa Watershed and support water quality restoration as part of our source water protection initiatives.

As part of the Consent Agenda, the Board of Directors approved an agreement with the MACC for HBPW to provide staff time to support a rainscaping program in the Holland area at a maximum reimbursement amount of \$4,500.

20.133 **Declaration of Surplus Material**

The HBPW has identified materials and equipment which are no longer pertinent for use. The attached lists show the items determined as excess, obsolete, or uneconomical to repair. Once declared surplus, the items will be disposed of in the following order:

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

1. Offered to other City departments
2. Sold to companies specializing in inventory disposal
3. Auction (utilizing GovDeals online portal)
4. Public auction (in limited cases)
5. Donation
6. Recycling or waste disposal

As part of the Consent Agenda, the Board of Directors approved, and forwarded to City Council for approval, the list of items ready to be declared as surplus.

20.134 Action on Consent items:

Motion to approve, accept, or adopt Consent Agenda items	<i>Haworth</i>
Second	<i>Lilly</i>
Lilly	<i>Y</i>
Franz	<i>Y</i>
Miller	<i>Y</i>
Haworth	<i>Y</i>
Hemingway	<i>Y</i>
Favor	<i>5</i>
Oppose	<i>0</i>

20.135 **Communications from the Audience**

None

20.136 **Major Project Update**

For information only

20.137 **Change Order for Service Center Storage Structures Construction**

In 2019, BPW staff awarded a design build contract to EV Construction (EV) to develop a design to accommodate covered storage needs in the Service Center's yard and construct the approved design upon approval of a Guaranteed Maximum Price (GMP). EV's approved design will add two garage type structures for storage of equipment and trailers and covered concrete bins for aggregate material storage. This project originally included relocating the docks outside of the fence; however, it was determined during design that the dock relocation would not provide the assumed security benefits due to security upgrades that had been made to the storage yard in FY19. Therefore, the dock relocation scope and budget was removed from the project in the FY21 budget.

Although the Capital Justification for the revised project quantifies the avoided cost benefits over the next 10 years, the useful life of the structures will be 20-30+ years, which would increase these benefits accordingly. Work scope and budget from an approved FY20 yard reorganization project to increase the size of the concrete storage pad space was also added to the design to capitalize on cost efficiencies of constructing at the same time. The combined budget for both projects is \$1,150,000.

The scope of EV's construction services are defined in their design build contract and include supplying all labor, equipment, materials and services to construct the approved design, including management and supervision of all subcontractors and self-performed construction activities. The contract also established the reimbursable General Condition items and CM fee of 3% that's included in the GMP. EV solicited bids from qualified contractors for the subcontracted work and provided labor, material and equipment cost breakdowns for the work they will self-perform. EV also reviewed their COVID resource and response procedures for the project with BPW staff to maintain safety for both BPW and EV workers throughout the construction activities. BPW staff conducted a thorough

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review of the bids, cost backup and project plan provided by EV and recommends approving a change order to EV's design build contract in the amount \$962,000 for a revised contract amount of \$1,024,900. The revised contract and approved contingency total of \$1,100,900 is within the combined project budget.

Recommendation: The Board of Directors approved a change order to EV Construction's design build contract for a Guaranteed Maximum Price of \$962,000 and an 8% contingency of \$76,000.

<i>Motion to approve recommendation</i>	<i>Miller</i>
<i>Second</i>	<i>Franz</i>
<i>Lilly</i>	<i>Y</i>
<i>Franz</i>	<i>Y</i>
<i>Miller</i>	<i>Y</i>
<i>Haworth</i>	<i>Y</i>
<i>Hemingway</i>	<i>Y</i>
<i>Favor</i>	<i>5</i>
<i>Oppose</i>	<i>0</i>

20.138 **MERS Retiree Health Funding Vehicle Trust Agreement**

Michigan Public Act 202 of 2017 requires municipalities to take actions to reduce or eliminate the growth of unfunded liability for post-employment benefits, including retiree health insurance subsidies. Adoption of the MERS Retiree Health Funding Vehicle Uniform Resolution will allow the HBPW, through the City, to comply with these requirements by using a qualified trust that has been established by MERS for this purpose.

Upon approval of the trust agreement, the HBPW will annually deposit into this trust funds that equal or exceed the actuarially-determined Annual Required Contribution (ARC) for employees hired since June 30, 2018, and will withdraw funds from the trust to pay subsidy benefits.

For reference, the actuarially-determined ARC relating to the retiree health subsidy benefit for all HBPW employees in FY2019 was \$90,539.

Recommendation: The Board of Directors Approved the attached MERS Retiree Health Funding Vehicle Uniform Resolution.

<i>Motion to approve recommendation</i>	<i>Haworth</i>
<i>Second</i>	<i>Franz</i>
<i>Lilly</i>	<i>Y</i>
<i>Franz</i>	<i>Y</i>
<i>Miller</i>	<i>Y</i>
<i>Haworth</i>	<i>Y</i>
<i>Hemingway</i>	<i>Y</i>
<i>Favor</i>	<i>5</i>
<i>Oppose</i>	<i>0</i>

BOARD COMMENTS

Our next regularly scheduled Study Session is Monday, May 18.

ADJOURNMENT

A motion to adjourn the meeting of *May 11, 2020*, was made by *Lilly* supported by *Haworth* and agreed upon by the Board of Directors present.

The Board Meeting of May 11, 2020, adjourned at *5:08 p.m.*

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Minutes respectfully submitted by,

Janet Lemson, Secretary to the Board