

**REGULAR MEETING**

The HBPW Board of Directors met  
**August 9, 2021**  
at 5:00 p.m.  
625 Hastings Ave.  
Holland, Michigan

**Chair Hemingway called the meeting to order at 5:01 p.m.**

**Members Present:** Tim Hemingway, Carolyn Maalouf, Paul Lilly, Sue Franz, PJ Thompson, City Council Liaison Nathan Bocks, and Ex Officio Members Bob Shilander and Keith Van Beek

**Members Absent:** None

**Staff Present:** Dave Koster, Janet Lemson, Becky Lehman, Ted Siler, Aleesa Hounshell

22.022 **Approval of Agenda**

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

22.023 **Board Minutes – Regular Meeting Minutes of July 12, 2021, and Study Session Minutes of July 26, 2021**

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

22.024 **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 repairs. Once declared surplus, the items will be disposed of in the following order:

1. Offered to other City Departments
2. Sell 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 forward to City Council for approval, the list of items ready to be declared as surplus.*

22.025 **Utility Easement at 390 Mayfair Street Holland, MI 49424**

The Electric Distribution staff has determined that in order to best serve a section in the Maywood Park Subdivision, an easement for underground electric lines needs to be procured from the property owners at 390 Mayfair Street Holland, MI 49424. Ted Graftema and Josephine Zamora have agreed to grant the Holland BPW, The City of Holland, a 10 foot utility easement along and parallel to the East property line of lot 31, for \$1.00.

This easement will allow the Holland BPW to run from the street to the rear lot line with underground electric distribution lines to better serve this area, improving reliability by replacing aging overhead infrastructure.

*\* 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 70-16-18-275-011 with Ted Graftema and Josephine Zamora for the sum of \$1.00, pending approval as to form from the City Attorney.*

22.026 **LG Chem - CSX Railroad Facilities Encroachment Agreements**

The sewer that collects LG Chem's wastewater flow has a defective pipe at the railroad crossing (behind Perrigo's Warehouse). To replace this pipe there will need to be bypass pumping to accommodate the continuous flow from LG Chem. Near the existing sewer crossing, there is an additional crossing that holds an empty water main that was installed for future development. This crossing will act as the conveyance method for bypass piping to flow to the nearest downstream manhole. Due to the nature of this work requiring two (2) crossings to the railroad, CSX is requiring two (2) separate facilities encroachment agreements, one (1) for the sewer main replacement and one (1) for the bypass pumping operation. Also, it should be noted that these two (2) agreements, once approved, will replace the two (2) existing CSX agreements.

*As part of the Consent Agenda, the Board of Directors approved encroachment agreements with CSX Transportation, Inc. in the amount of \$3,200 and \$3,750 totaling \$6,950, as approved to form by the City Attorney.*

22.027 Action on Consent items:

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

22.028 **Communications from the Audience**

*None*

22.029 **Major Project Update**

*For information only*

22.030 **Country Club Reconstruction - 8th Street to Legion Park Drive**

HBPW is partnering with the City's Transportation Department on replacement of water and sewer force main utilities for the Country Club from 8th Street to Legion Park Drive reconstruction project. The water main is 1963 cast iron with 15 recorded breaks in the project area, with three new breaks in the last month. The force main is 1969 cast iron without any recorded breaks but operates at a lower pressure. The engineering team deemed it prudent to replace the force main since the corrosion observed on the water main would also be on the force main, but the lower pressure has yet to cause breaks. The City Transportation Department is using the opportunity to make large improvement to the open ditch storm water drainage.

HBPW requested pricing for the work from seven local contractors and received two qualified bids summarized below:

Milbocker:

- Low Bidder at \$2,322,131.80.
- They will accept a reduction of \$20,000 to use C900 materials on watermain and sanitary force main.

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

Diversco:

- Second bidder at \$3,234,391.75
- Price adjustment for C900 materials is inconsistent. At a 3% deduction on the listed items, the deduction would have been \$15,377.76.
- The price for a 2022 construction season is higher than the bid price by \$231,259.01.

Based on these results, the low bid price was 11.5% above our engineer’s estimate for the project. The post bid interview with Milbocker indicated we may be facing material delays anywhere from eight weeks for the zinc coated ductile iron water main to 20 weeks for PVC main. Milbocker has still not received a firm commitment on the specialty order storm water quality structures. Milbocker has agreed to hold bid pricing for Spring 2022 work if material delivery delays cause the project timing to change.

Below is a project cost table:

<b>Project Costs</b>	
General Construction	\$ 2,322,131.75
City Share	\$ 1,270,920.06
BPW Water	\$ 651,204.84
BPW Sanitary	\$ 400,006.84
<b>Engineering</b>	
General Cost	\$ 214,500.00
City Share	\$ 107,250.00
BPW Water	\$ 53,625.00
BPW Sanitary	\$ 53,625.00
<b>FY22 Budget</b>	
BPW Water Budget	\$ 600,000.00
BPW Water Cost	\$ 704,829.84
BPW Sanitary Budget	\$ 500,000.00
BPW Sanitary Cost	\$ 453,631.84

*Recommendation: The Board of Directors approved a contract with Milbocker & Sons, Inc., in the amount of \$2,322,131.80 with a 10% contingency of \$232,213.18, for a total of \$2,554,344.98, pending approval as to form from the City Attorney. Approve a transfer from contingency in the amount of \$150,000 to cover the additional water main costs.*

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

**Other Business - Election of Officers**

22.031 Shortly after the first meeting of the fiscal year, the annual election of a Board Chair takes place.

*Recommendation: Franz made a nomination that Hemingway serve as our Board Chair for the FY 2022. With no other nominations, Board Member Lilly seconded this motion. Upon vote of members present, Tim Hemingway was elected Board Chair for the 2022 fiscal year.*

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

22.032 Shortly after the first meeting of the fiscal year, the annual election of a Board Vice Chair takes place.

*Recommendation: Hemingway made a nomination that Thompson serve as our Board Vice Chair for the FY 2022. With no other nominations, Board Member Franz seconded this motion. Upon vote of members present, PJ Thompson was elected Board Vice Chair for the 2022 fiscal year.*

22.033 The Chair has the responsibility to appoint members to Committees as a part of the Board duties. With the retirement of Haworth from the Board, Hemingway appointed Thompson to serve on the Audit Committee along with Franz.

22.034 **General Manager Comments**

- Upcoming meetings is August 23, which will be a Study Session
- Next regular meeting September 13 (Monday following Labor Day) Koster will be gone, Siler will sit in place of the General Manager
- Ottawa County sent notification we are considered to be at substantial community level of COVID transmission
- A meeting with the Chair and Vice Chair to discuss Board on Study Session topics will take place within the next month.

**Board Comments**

- Secretary of Energy Granholm is interested in reducing the long term costs of energy storage, Lilly requested we consider this for a study session topic

**ADJOURNMENT**

A motion to adjourn the meeting of *August 9, 2021*, was made by *Lilly* supported by *Franz* and agreed upon by the Board of Directors present.

The Board Meeting of August 9, 2021, adjourned at *5:53 p.m.*

Minutes respectfully submitted by,

Janet Lemson, Secretary to the Board