## **REGULAR MEETING**

The HBPW Board of Directors met

November 8, 2021

at 4:00 p.m.
625 Hastings Ave.
Holland, Michigan

# Chair Hemingway called the meeting to order at 4:05 p.m.

Members Tim Hemingway, Paul Lilly, Carolyn Maalouf, PJ Thompson, Sue Franz, and Ex Officio Member

Present: Bob Shilander

Members Nathan Bocks, Keith VanBeek Absent:

**Staff** Dave Koster, Janet Lemson, Becky Lehman, Joel Davenport, Theo VanAken, Steve Bruinsma,

**Present:** Pieter Beyer

22.082 Approval of Agenda

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

Member Lilly

22.083 Board Minutes - Regular Meeting Minutes of October 11, 2021, and Special Meeting Minutes

of October 25, 2021

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

22.084 Action on Consent items:

Motion to approve, accept, or adopt Consent Franz

Agenda items

Second Lilly
Favor 5
Oppose 0

22.085 Communications from the Audience

None

22.086 Major Project Update

For information only

22.087 Greenly and Waverly Substations Relay Upgrade

The Holland BPW 138 kV distribution loop around our service territory is protected with a series of relays located at each substation.

ITC, the electric transmission operator and interconnection to the larger grid for our service territory, is beginning the process of upgrading the interconnection points at Black River Substation with new breakers and protective equipment. The Black River breakers and relays were once owned by Holland BPW, but sold to ITC to facilitate HBPW being removed from NERC registration as a Transmission Owner/ Transmission Operator.

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

The Holland BPW is not responsible for any costs at Black River Substation but the relays at our Greenly and Waverly Substations are our responsibility to own, maintain and operate. The newer versions of relays that ITC are installing do not communicate with our relays at Greenly and Waverly, and subsequently these need to be upgraded to maintain the protection provided.

The cost estimate for this project is \$96,250 plus a \$10,000 project contingency for a total cost of \$106,250. The staff is requesting an amended capital budget for this project, which includes purchase orders with A Star Electric in the amount of \$64,740.00 for the new relays and Theka Engineering in the amount of \$31,510 for the engineering and installation of the associated equipment.

Recommendation: The Board of Directors amended the FY22 capital budget in the amount of \$106,250 to perform the Greenly and Waverly Substation relay upgrade.

Motion to approve recommendation

Second

Franz

Favor

Oppose

Thompson

Franz

5

0

# 22.088 WRF Secondary Clarifiers 3 and 4 Replacement Engineering Services

In October 2021, proposals for engineering services to upgrade the WRF's secondary clarifiers 3 and 4, were requested from qualified engineering firms. Three proposals were received and evaluated by the project team. All proposals received were responsive and evaluated to be of high quality by the project team. The table summarizes the bids received:

Firm	Business Location	Proposal Price	Meets Requirements	Previous Contracts
Tetra Tech	Lansing, MI	\$95,000	Yes	Yes
Fishbeck	Grand Rapids, MI	\$110,000	Yes	Yes
Donohue & Associates	Grand Rapids, MI	\$119,295	Yes	Yes

The team recommends awarding the engineering services to Tetra Tech based on the expertise of their proposed team and their design approach for the project. This engineering contract will be presented to the WRF Administrative Committee for approval on November 16, 2021.

Recommendation: The Board of Directors approved a contract with Tetra Tech for \$95,000, with a contingency of \$4,750 (5%), subject to approval by the Admin Committee and as to form by the City Attorney.

Motion to approve recommendation

Second

Favor

Oppose

Lilly

Thompson

5

0

## 22.089 General Manager Comments

- A reminder to all of Wednesday, 11/10's Special Joint Session with City Council at 6 p.m. in Council Chambers. No action is planned at this closed meeting, but more getting a sense of the feelings of our Board and City Council as we move forward with Broadband.
- November 30 is our next planned HBPW Board Study Session where we'll be covering electric utility issues and capital plan overview

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• OSHA regulation for government business entities with more than 100 employees either all vaccinated for COVID, or tested for COVID weekly. We've kept our people up to date with a notice last Friday and will have more finalized details to them later this week. Currently, vaccination rate at the BPW is 57%.

### 22.090 Board Comments

- This week, Board members will receive an e-mail from Jon Hofman (with full approval of the Board Chair and Vice Chair) regarding the annual evaluation of the General Manager. Please feel free to contact Jon, the Chair, or Vice Chair with any questions you may have. They are seeking truly effective feedback, not just "checking the boxes."
- Question arose as to the date when we will start waiving credit card payment fees for customers paying their bill with a credit card. Paymentus and Northstar are working together to get our system installed and working along with Amy Yost and IT. We hope to have a more specific update to the Board at our next meeting.
- Board Member Lilly expressed a concern as to the fact the City is no longer recording their study sessions. He wonders what options are available to interested parties if they miss topics/discussions/presentations covered at a study session they are unable to attend. He was particularly wondering about the STD presentation and surrounding conversation not having been recorded.

### **ADJOURNMENT**

A motion to adjourn the meeting of *November 8*, *2021*, was made by *Maalouf* supported by *Lilly* and agreed upon by the Board of Directors present.

The Board Meeting of November 8, 2021, adjourned at 5:00 p.m.

Minutes respectfully submitted by,

Janet Lemson, Secretary to the Board

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