

REGULAR MEETING

The HBPW Board of Directors met
February 19, 2018
at 4:00 p.m.
in the Service Center Board Room
625 Hastings Avenue
Holland, Michigan

Chair Hemingway called the meeting to order at 4:03 p.m.

Members Present: Tim Hemingway, Diane Haworth, Sue Franz, Phil Miller, Jim Storey, City Council Liaison Brian Lynn, and Ex Officio Members Bob Shilander and Matt Messer

Members Absent: None

Staff Present: Dave Koster, Janet Lemson, Chuck Warren, Joel Davenport, Becky Lehman, John Van Uffelen, Ted Siler, Chris Van Dokkumburg, Judy Visscher, Pete Hoffswell, Steve Bruinsma, Tamara Black, Theo VanAken, Andrew Reynolds, Kevin Koning, Jon Hofman

18.116 **Board Minutes – Regular Meeting of January 8, 2018, and Study Session of January 22, 2018**

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

18.117 **Paradigm Design Inc. South Shore Drive Change Order**

On September 12, 2016, the Board approved the original contract with Paradigm Design for \$318,125.00 with a 10% contingency for a total contract value of \$349,937.50. During the course of construction the following change orders were executed:

- 1) Change design from gravity sewer to forcemain, \$9,120.00
- 2) Reduce scope of water main reconstruction and modify road widening, \$11,570.00

These change orders raised the engineering contract value to \$338,815.00; however, they also resulted in substantial savings in construction costs for the BPW. The proposed change order 3 would raise the contract value above the approved total contract value to \$356,215.00.

As the administrator of the contract, the BPW executes the contract change orders; however these costs will be shared with the city and the county. Based on time tracked by Paradigm Design Inc., the BPW intends to bill the county (via the City of Holland) for \$4,170.00 of the additional engineering fees. The BPW and the City generally do not divide shared engineering and construction services based on line items costs but instead use a cost split based on construction categories. Based on this split, the BPW's real cost associated with this change order is approximately \$7,270.00.

No further charges are expected from Paradigm for this project.

As part of the Consent Agenda, the Board of Directors approved a change order with Paradigm Design in the amount of \$17,400.00 for a total contract value of \$356,215.00.

18.118 **Transfer from Contingency for WRF Final Clarifier #6 Drive Replacement**

The approved budget for the WRF Final Clarifier #6 Drive Replacement Project is \$60,000. After receiving proposals, the combined total of the lowest quotes is \$63,603 which includes a cost for

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equipment of \$32,728 and an installation cost of \$30,875. A contingency of an additional \$3,087 is also being requested for a total project cost of \$66,690. A transfer from contingency of \$6,690 will enable the project to be executed within a revised budget of \$66,690.

As part of the Consent Agenda, the Board of Directors approved a transfer from contingency of \$6,690 to the WRF Final Clarifier #6 Drive Replacement Project for a revised project budget of \$66,690.

18.119 Moore & Bruggink Inc. 16th Street Lift Station Controls Building Change Order

On March 14, 2016, the BPW Board of Directors approved a contract with Moore & Bruggink Inc. in the amount of \$123,500.00, plus a 10% contingency, for a total of \$135,850.00. The contract included design and construction services for six lift stations for which the BPW had budgeted a total of \$1,750,000.00 in improvements. Previously executed change orders added an arc flash study, studied design options at the Mohawk station, expedited the 8th Street Lift Station as a separate project, and evaluated the feasibility of replacing the 17th Street Lift Station with an upgraded 16th Street Lift Station. These change orders were previously approved by the Board and resulted in a contract value of \$151,381.28.

During design, Moore & Bruggink received budgetary pricing on the proposed pumps and panels in which they were advised the electric power requirements of the station required an expensive air conditioned control panel if located outdoors. The original contract assumed outdoor control panels per BPW's typical design. The 16th Street Lift Station panel is proposed to power three pumps each rated at 60 horsepower.

The other option is to build a controls building to house the panels. Comparing the costs, the complicated standalone control panel with air conditioning equipment would cost an estimated \$90,000.00. The estimated cost for the control building would also be approximately \$90,000.00 (which includes the cost of this change order). The Water/Wastewater Services group decided to pursue the controls building to eliminate the additional equipment and long-term reliability and maintenance concerns associated with an air conditioned outdoor panel.

The change order request to complete the project is within budget but above the approved contingency for the contract, subsequently requiring Board approval.

As part of the Consent Agenda, the Board of Directors approved a change order in the amount of \$16,550.00 for a total contract value of \$167,931.28.

18.120 Electric Production (EP) Emissions Analyzers

Electric Production (EP) has budgeted to replace six emissions analyzers that have been operating at the 48th Street Peaking Station since 1995-2000. EP staff is proposing to replace the six existing "single pollutant" emissions analyzers with three "combination" analyzers, thus reducing the number of analyzers to maintain, and to align with the type of analyzers that have been installed at Holland Energy Park (HEP).

EP staff is seeking to purchase Thermo-Scientific analyzers for consistency across both facilities. Standardization on the Thermo-Scientific analyzers would minimize the inventory of consumable analyzer components and reduce extra training/written procedures for servicing and use of emissions analyzers.

Prices for the analyzers were sought from two vendors as summarized in the following table:

Vendor	Description	Cost
Thermo-Scientific	Analyzers and installation	\$70,293
MSI	Analyzers and installation	\$66,700

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Installation of the new analyzers and associated components will be performed by EP I&C Technicians with support from MSI (analyzer switch out) and Environmental Services Corporation (reconfiguration of emissions software).

As part of the Consent Agenda, the Board of Directors approved the purchase of three emissions analyzers and installation services via Purchase Order from Mechanical Systems, Inc. (MSI) in the amount of \$66,700.

18.121

Engineering Support for 36-inch Diameter Sanitary Sewer Lining

The 36-inch interceptor proposed for CIPP lining runs from 16th Street and College north to 6th and College, then quasi-cross country northwest to the Water Reclamation Facility. The BPW hopes to avoid significant impacts to the 8th Street business district by lining from a manhole in 9th Street through to 6th Street and also planning this work for the most optimal time frame possible (each lining segment will require approximately one week of construction). Bypass pumping equipment may still need to be run above ground through the intersection of 8th and College, however. Some other work in adjusting manholes to larger openings will be required as part of the project, but will be presented later and in another report.

The majority of the pipe shows early to moderate signs of hydrogen sulfide induced corrosion, with concrete aggregate missing from the surface of the pipe, typically towards the top/crown of the pipe. The most critical segment of pipe is near the entrance to the Water Reclamation Facility and has exposed and rusting reinforcing steel. After the collapse of the reinforced concrete pipe/manhole at the intersection of 8th and Country Club the BPW has lined several segments of large diameter reinforced concrete pipe in poor condition, most notably 8th Street west of Country Club, 7th Street west of Lincoln, and 16th Street east of Central.

Construction costs are estimated to be approximately \$1,300,000. The CIPP liners are approximately 70,000 pounds each and require over-sized manhole covers for installation. BPW staff has a significant amount of experience in relation to this type of work, however, two tasks deserve additional engineering assistance:

- The area of construction and the bypass equipment required will lead to road closures approximately 5 blocks long with no or little east/west traffic flow. Approximately 12 different road closures will be required during project.
- The design and inspection/testing of the 36-inch liner deserves a higher level of scrutiny than in smaller diameter projects due to the expense associated with over-design and the risk associated with under-design.

Due to the specialized nature of lining work, four of the larger firms local to West Michigan were solicited with requests for proposals (RFPs). Three firms submitted a proposal, however, BPW staff are recommending a proposal from Fleis & Vandenbrink be considered non-responsive at this time due to exceptions to the engineering contract being submitted with the proposal. BPW staff hopes to resolve the contractual issues for future work.

The two proposals recommended for consideration are summarized below:

Firm Name	Location	Proposal Fee
Moore & Bruggink	Grand Rapids, MI	\$52,320
FTC&H	Grand Rapids, MI	\$57,180

The BPW is currently working with both firms, Moore & Bruggink with the '2016' lift station improvements project and FTC&H with the large diameter valve replacements at 168th and Perry. The BPW recommends contracting with Moore & Bruggink for the work.

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As part of the Consent Agenda, the Board of Directors approved a service agreement for engineering services with Moore & Bruggink Inc. in the amount of \$52,320 with a 20% contingency of \$10,464 for a total of \$62,784, pending approval as to form from the City Attorney.

18.122

Action on Consent items:

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

18.123

Communications from the Audience

None

18.124

Financial Review – December 2017

For information only

18.125

Major Project Update

For information only

18.126

Budget FY2019 Subcommittee

Prior to the presentation of the HBPW's annual budget to the full Board for approval at the March 12, 2018 Board Meeting, HBPW staff meets with the Budget Subcommittee to review the budget in detail. The HBPW Board of Directors is requested to appoint two Board members to serve on the Budget Subcommittee. Last year the Subcommittee was comprised of Tim Hemingway and Phil Miller.

The Budget Subcommittee is expected to begin the review process in late February.

Recommendation: The Board of Directors appointed a Budget Subcommittee comprised of two Board members (Tim Hemingway and Phil Miller) to meet with HBPW staff and review the FY2019 budget.

<i>Motion to approve recommendation</i>	<i>Haworth</i>
<i>Second</i>	<i>Storey</i>
<i>Favor</i>	<i>5</i>
<i>Oppose</i>	<i>0</i>

Study Session Item(s)

18.127

Water Legislation Updates

HBPW staff will catch the Board up on recently proposed water legislation and the potential impacts to the HBPW's water utility.

Recommendation: Study Session item. No Board action required.

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18.128

Closed Door Session – Legal Opinion, Labor Negotiations

Motion to enter Closed Session @ 5:36 p.m.
Second

Miller
Haworth

ROLL CALL VOTE: Hemingway, Haworth, Franz, Miller, Storey

Motion to re-enter Open Session @ <H:MM>
Second
Favor
Oppose

Miller
Haworth
5
0

BOARD COMMENTS

February 28, 2018 @ City Hall Community Energy Plan, Ted Siler will represent the BPW General Manager. Anne Saliers will present a Community Energy Plan Strategic Development Team Update.

ANNOUNCEMENTS

Reminder: Our next regular BOD meeting is March 12, 2018

ADJOURNMENT

A motion to adjourn the meeting of *February 19, 2018*, was made by *Miller* supported by *Haworth* and agreed upon by the Board of Directors present.

The Board Meeting of February 19, 2018, adjourned at *7:09 p.m.*

Minutes respectfully submitted by,

Janet Lemson, Secretary to the Board

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