

**REGULAR MEETING**

The HBPW Board of Directors met  
**May 11, 2026**  
at 4:00 p.m.  
270 S River Ave – City Council Chambers  
Holland, Michigan

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

**Members Present:** PJ Thompson, Carolyn Maalouf, Paul Lilly, Brian Lynn (arrived late), Kyle Engbers (arrived late), City Council Liaison Scott Corbin (arrived late), and Ex Officio Member Dave Couch

**Members Absent:** Keith VanBeek

**Staff Present:** Dave Koster, Janet Lemson, Ted Siler, Becky Lehman, Joel Davenport, Jenessa Carter, Rene Kalkman, Jeffrey Koelsch, Madison Rudolph, Steve Bruinsma, Julie DeCook, Dan Krieger

26.208 **Approval of Agenda**

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

26.209 **Communications From the Audience**

*None*

26.210 **Board Minutes – Regular Meeting Minutes of April 6, 2026, and Special Meeting Minutes of April 27, 2026**

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

26.211 **Release of Sewer Special Assessment for 24th Street, US31 to Waverly Road**

In 1981, the City of Holland entered into a construction agreement with Robert Mannes. Mr. Mannes paid for the costs of construction of sanitary sewer on 24th Street from US31 east to Waverly Road. The agreement allowed for a special assessment and recovery of construction expense for Mr. Mannes when properties were developed on the north side of 24th Street that connected to the sanitary sewer main. The properties identified have been developed and assessed, and the special assessment can be released.

*As part of the Consent Agenda, the Board of Directors approved the release of the special assessment for sewer service to properties on the north side of 24th Street as described in the attached document.*

26.212 **Fiber Drop Construction Services Contract for FY 2027**

Current Holland City Fiber (HCF) drop construction has been supported by ITG who is completing their contract by the end of June 2026. Broadband Services completed an RFP process to find a new partner to assist internal staff with building fiber drops from the HCF Passings Project to customer properties as well as fiber drop construction for new Active Ethernet and Dark Fiber services.

Staff requested proposals from nine companies and received two bids. After a full evaluation process that considers price, contractor capacity, quality, experience and other factors,

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

ComServe submitted the lowest cost evaluated bid and the highest evaluation score. The cost evaluation was based on a provided number of overhead and underground drops in order to make good comparisons between rates provided in the bids.

<b>Contractor</b>	<b>Evaluation Score</b>	<b>Evaluated Proposal Fee</b>
ComServe Communications Inc.	4.3	\$143,250
Utilities One	3.8	\$167,985

The contract is for a one-year term and contains no minimum construction requirements. ComServe will be used on an as-needed basis to augment HBPW internal staff completing scheduled drop construction activities outside the home.

The HCF proforma estimates 1,422 new customers in FY27, or about 118 a month. HBPW field technicians will cover most or all of these installations, but any resource shortfalls will be covered by this agreement. The total requested value in this recommendation, \$300,000, can cover up to approximately 30% (442) of all anticipated drops for the year at an average price of \$678.

All FY 2027 drop construction is completed as part of the Broadband capital budget with a total budget of \$1,614,000.

*As part of the Consent Agenda, the Board of Directors approved the rates provided in a construction contract with ComServe Communications Inc. for a one-year term, for a total value of \$300,000, pending approval as to form by the City Attorney.*

26.213 Action on Consent items:

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

26.214 **Major Project Update**

*For information only*

26.215 **FY 2026 James Street Substation Electric Distribution Capital Budget Amendment and Construction Contract with Newkirk Electric**

The 138kV breakers at James Street are at end of life and in need of replacement. The Siemens breakers purchased for the project were received in December 2025 and Electric Distribution staff solicited proposals for the installation of the new breakers in March 2026.

Proposals to provide construction services for the replacement of the 138 kV breakers at James Street Substation were received from three qualified bidders. The scope of work includes labor and materials needed to install the breakers. A summary of the bid results and quoted delivery times are shown in the table below.

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*Recommendation: The Board of Directors approved an Electric Distribution budget amendment to transfer \$350,000 from the New Underground Lines and Equipment budget to the Underground Equipment Replacement budget, and \$50,000 from the New Underground Lines and Equipment to Distribution Meter Additions in the FY 2026 Electric Distribution Capital Budget.*

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

## **STUDY ITEM**

### **Safety, Regulatory Compliance, and Legislative Update**

26.217

As part of the annual calendar topics, the HBPW Board of Directors will receive an annual update on safety and health programs, regulatory compliance, and legislative information from staff. The report, delivered via PowerPoint, highlights the key safety and health items in each part of our operation, key regulations, and potential impacts.

*The Board of Directors accepted the report as a study item, No Board action required*

26.218

### **General Manager Comments**

- Our May 18th Study Session was combined with this one, so this will be the only Board meeting of May. Our next scheduled Regular meeting is June 8, and we will return to the SC Boardroom
- The HBPW is narrowing conversations with battery energy storage and solar; we've had a conversation regarding the storage at 48<sup>th</sup> Street substation

## **ADJOURNMENT**

A motion to adjourn the meeting of *May 11, 2026*, was made by *Lynn* supported by *Engbers* and agreed upon by the Board of Directors present.

The Board Meeting of May 11, 2026, adjourned at *5:12 p.m.*

Minutes respectfully submitted by,

Janet Lemson, Secretary to the Board