

**REGULAR MEETING**

The HBPW Board of Directors met  
**April 8, 2019**  
at 4:00 p.m.  
in the Service Center Board Room  
625 Hastings Ave.  
Holland, Michigan

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

**Members Present:** Tim Hemingway, Diane Haworth, Phil Miller, Paul Lilly, City Council Liaison Brian Lynn, and Ex Officio Members Bob Shilander and Keith Van Beek

**Members Absent:** Sue Franz

**Staff Present:** Dave Koster, Janet Lemson, Chuck Warren, Ted Siler, Becky Lehman, Joel Davenport, John Van Uffelen, Kevin Koning, Theo VanAken, Jane Monroe, Grant Koster

19.117 **Board Minutes – Regular Meeting Minutes of March 11, 2019, and Study Session Minutes of March 25, 2019**

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

19.118 **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:

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 lists of items ready to be declared surplus.*

19.119 **Waverly Water Main Engineering/Construction Services**

While still considering the exact scope of the Waverly project, HBPW issued a purchase order to OMM Engineering, Inc. for \$13,917 to perform surveying services on Waverly Road from 16th Street to 12th Street. This purchase order was issued in October 2018. HBPW staff had been considering additional cathodic protection as an interim measure instead of complete replacement, at least until a more significant road project was undertaken.

The City of Holland plans to resurface Waverly Road from 16th Street to 48th Street. There are, however, no City plans for improvements north of 16th Street. Prior to FY20 budgeting, BPW staff decided to plan on a full replacement of the 12 and 20-inch water mains in Waverly Road from 16th Street to 13th Street. This decision has been verified by another water main break that occurred in Waverly Road just north of 16th Street on March 12, 2019.

For FY19 budgeting, while still considering a larger scale project to include a portion of Waverly Road south of 16th Street, the BPW had anticipated a total project budget of \$1,100,000. For FY20 budgeting,

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

after reducing the scope to 16th Street to 13th Street, the budget was reduced to \$600,000.

After finalizing the scope of the project, BPW contacted the two engineering firms that have provided the lowest competitive bid pricing and also have recent experience on BPW/City projects, OMM Engineering and Paradigm Design. OMM Engineering provided the most cost effective proposal, which is being recommended for approval by HBPW staff. The BPW does not anticipate using the soil boring line item from the OMM proposal. The proposals as evaluated are a cost of \$42,588 for the OMM proposal and \$65,475 for the Paradigm proposal.

Budgeted purchases under \$50,000 are generally not brought to the HBPW Board of Directors for approval. However, since the surveying and design/construction services amount to more than \$50,000, the Board of Directors is being asked to approve the design/construction services to ensure HBPW complies with the purchasing policy.

*As part of the Consent Agenda, the Board of Directors approved a purchase order with OMM Engineering, Inc. in the amount of \$42,588 with a 10% contingency of \$4,259 for a total of \$46,847.*

**19.120 Approval of Water System Advisory Council Bylaws**

After discussion, fine tuning, and a vote taken by the members of the WSAC at their first meeting March 11, 2019, the bylaws are being presented to the Board for their approval. These bylaws overview the WSAC's duties and responsibilities until such time the Council is no longer needed. During this meeting, the WSAC voted to elect Paul Lilly as the Council Chair, John Van Ufflen as Vice Chair, and Janet Lemson as Secretary. Their next scheduled meeting is June 24, 2019, 2:30 p.m., immediately prior to the HBPW Board Study Session of the same date.

*As part of the Consent Agenda, the Board of Directors approved the bylaws of the newly formed HBPW Water Systems Advisory Council.*

**19.121 WRF West WAS Pumps Replacement Construction Services**

The West WAS Pumps Replacement project includes the installation of two pumps that have been procured by the BPW, piping modifications, and additional valves and instrumentation. BPW staff requested bids for the project and received bids from three qualified mechanical contractors. The following table summarizes the bids received.

<b>Bidder Name</b>	<b>Business Location</b>	<b>Bid Amount</b>	<b>Meets Specs</b>	<b>Previous Contracts</b>
Allied Mechanical	Kalamazoo MI	\$72,118	Yes	Yes
Northwest Kent Mechanical	Cedar Spgs MI	\$59,500	Yes	Yes
Franklin Holwerda	Wyoming MI	\$49,000	Yes	Yes

After review of the bids, BPW Staff recommends that Franklin Holwerda Company (FHC) be awarded the work as the responsible low bidder. The West WAS Pumps Replacement work scope requires the same construction contract terms and conditions as FHC's currently executed construction services contract for the Primary Clarifier Improvements Project. This Change Order will add a separate Scope of Work to this contract that will be billed to the West WAS Pump Replacement budget.

During the post bid interview one additional valve and one additional blind pipe flange were identified that need to be replaced. The additional replacements add \$2,650 to the project bid of \$49,000 for a total of \$51,650.

The requested Change Order for \$51,650 is within the approved West WAS Pumps Replacement project budget of \$135,000 and does not require a transfer from contingency.

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

*As part of the Consent Agenda, the Board of Directors approved a Change Order to Franklin Holwerda Company's current Primary Clarifier Improvements construction contract in the amount of \$51,650 to add the West WAS Pumps Replacement Scope of Work.*

Action on Consent items:

Motion to approve, accept, or adopt Consent Agenda items	<i>Haworth</i>
Second	<i>Miller</i>
Favor	<i>4</i>
Oppose	<i>0</i>

19.122 **Communications from the Audience**

*None*

19.123 **Major Project Update**

*For information only*

19.124 **2019 Sanitary Sewer Lining Project (SWR86)**

The BPW has consistently budgeted approximately \$1,000,000/yr for lining sanitary sewers since 2011. Initially, the lining focused on older clay mains in poor condition. After lining approximately 30 miles of sewer, many of the clay lines in most urgent need of attention have been improved. The approach in recent years has shifted to making a number of smaller, focused improvements to problem sewers and manholes in one fiscal year and performing a larger and more strategic project to eliminate business risk the next year.

The current project is the smaller, more focused program. BPW staff are considering improvements to access and lining of certain cross country/creekbed sewers next calendar year.

The most prominent areas proposed to be lined in the current project are Columbia Avenue, (4th to 6th and 7th to 9th), 38th and 39th Pine to Central; 33rd Columbia to College; and Plasman between South Shore and 20th.

A total of six contractors were invited to submit bids. Four construction bids were received March 7, 2019, from the following companies:

<b>Bidder Name</b>	<b>Business Location</b>	<b>Amount</b>	<b>Meets Specs</b>	<b>Previous Contracts</b>
Corby Energy	Belleville MI	\$264,565.00	Yes	Yes
Insituform	Howell MI	\$266,565.50	Yes	Yes
Lanzo	Roseville MI	\$348,550.00	Yes	No
IPR	Detroit MI	\$349,930.00	Yes	Yes
Engineer's Estimate	HBPW	\$298,055.00		

The FY20 budget is \$1,000,000. The project is not scheduled to start until the beginning of FY20.

*Recommendation: The Board of Directors approved a contract with Corby Energy Services, Inc., in the amount of \$264,565.00, with a 10% contingency, for a total project budget of \$291,021.50, pending approval as to form from the City Attorney.*

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

<i>Motion to approve recommendation</i>	<i>Lilly</i>
<i>Second</i>	<i>Haworth</i>
<i>Favor</i>	<i>4</i>
<i>Oppose</i>	<i>0</i>

**BOARD COMMENTS**

*Koster briefly described the Strategic Planning Framework handout given to the Board for the continuation of Strategic Planning taking place at the April 22 Study Session.*

*The next meeting of the HBPW Board is April 22, a study session*

**ADJOURNMENT**

A motion to adjourn the meeting of *April 8, 2019*, was made by *Miller* supported by *Haworth* and agreed upon by the Board of Directors present.

The Board Meeting of April 8, 2019, adjourned at *4:47 p.m.*

Minutes respectfully submitted by,

Janet Lemson, Secretary to the Board