

**AGENDA for the Zeeland Board of Public Works**  
**3:30 p.m. – Tuesday, October 14, 2025**  
**Zeeland Board of Public Works**  
**Water Warehouse Meeting Space**  
**330 E. Washington Ave., Zeeland, MI 49464**

1. Call Meeting to Order – Announcement of Quorum
2. Review and Approve Minutes of the September 9, 2025 Regular Meeting\*
3. Public Comment
4. Safety Minute
5. Financial Reports\*
  - A. Electric Utility Statement of Revenues and Expenditures
  - B. Water Utility Statement of Revenues and Expenditures
  - C. Cash Disbursements
    1. Electric
    2. Water
  - D. Summary of Cash Position and Recommended Cash Transfers
6. Department Reports, Project Updates, Bid Recommendations
  - A. Accounting, Finance & Customer Service
    1. Finance & Customer Service Department Report
    2. FY2025 Financial Review
    3. Water Rate Revision Update (Verbal)
  - B. Water
    1. Water Department Report
  - C. Transmission & Distribution
    1. T&D Department Report
    2. Professional Services Recommendation: Padmount Switchgear Dry Ice Cleaning\*
    3. Professional Services Recommendation: Washington Substation Preventative Maintenance\*
    4. Bid Recommendation: Padmount Switchgear Purchase\*
  - D. Power Supply and Market Operations
    1. Power Production Department Report
    2. Bid Recommendation: BPW Office Security System\*
7. Other Business
  - A. Electric Cost of Service Study – Mark Beauchamp, Utility Financial Solutions
  - B. Approve Mutual Aid Resolutions (4) - Holland Board of Public Works, Lowell Light and Power, Coldwater Board of Public Utilities, and the City of Niles\*
  - C. Informational – West Coast Chamber Inspire Award to Yellow Lime Creative
  - D. Approve General Manager Job Description\*
  - E. Upcoming Events

Adjourn

\* denotes Board Action requested

Regular Meeting  
Board of Public Works  
Water Warehouse  
September 9, 2025

The regular meeting of the Board of Public Works Commission was held at the BPW Water Warehouse, 330 E. Washington, Tuesday, September 9, 2025. Chairperson Boerman called the meeting to order at 3:30 p.m.

PRESENT: Commissioners – Chairperson Boerman, Vice Chair Cooney, Query, Walters, VanAst

ABSENT: Commissioners – None

Staff Present: BPW General Manager Boatright; Electric Power Supply & Market Operations Manager Mulder; Electric, Transmission and Distribution Manager Coots; Water Operations Manager Postma, City of Zeeland ACM/Finance Director, City of Zeeland IT Director Maloney

Guest Present: Kurt Wassink, HR Solutions

Motion was made by Commissioner Query and seconded by Commissioner Walters to approve the minutes of the August 12, 2025 Regular Meeting. Motion carried. All voting aye.

***Public Comment***

No public comment given.

***Safety Minute***

The Safety Minute this month was Distracted Driving.

25.043 Approve Cash Disbursements and Regular Monthly Transfers

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve the July, 2025 cash disbursements and the regular monthly transfers for the month of July, 2025 as follows:

Cash and Investments as of :	July 31, 2025	<u>Electric</u>	<u>Water</u>
Receiving	\$	4,861,448	\$ 1,524,714
Accumulated Debt Service (in Receiving Fund)		-	-
Plant Improvements and Contingencies		11,895,475	11,265,687
Bond and Interest Payment Reserve*		-	-
Totals	\$	<u>16,756,923</u>	<u>\$ 12,790,401</u>

\* Reserve required per electric and water revenue bond ordinances.

Recommended Transfers for the Month:	July-25	<u>Electric</u>	<u>Water</u>
Receiving		(1,119,145)	(1,052,500)
Accumulated Debt Service		-	-
Plant Improvements and Contingency		1,061,500	1,052,500
General Fund (per charter provision)		57,645	-

Motion carried. All voting aye.

### ***Accounting, Finance & Customer Service Report***

ACM/Finance Director Plockmeyer updated the Board on current operations status, activities and projects.

### ***Water Department Report***

Water Operations Manager Postma updated the Board on activities, current operations status and projects.

### ***Transmission and Distribution Operations Report***

Manager Coots updated the Board on current activities including the T & D Department Report.

### ***Electric Power Supply & Market Operations Report***

Manager Mulder updated the Board on current operations status, activities, projects and buildings & grounds.

Manager Mulder explained that the BPW Administrative Office Expansion & Renovation project was approved in March with a project budget of \$2,500,000. Because the project is being executed as design-build rather than bid-build, a firm cost could not be finalized until the detailed design was complete. In the months that followed, detailed design drawings were finalized for all aspects of the project, including Architectural & Engineering (A&E) and Mechanical/Electrical/Plumbing (MEP). Staff actively participated in this process, working closely with Lakewood Construction (General Contractor) and InterActive Studio LLC (A&E firm). While certain aspects of the original scope were altered during that process, value-engineering alternatives were also identified, offsetting many of those costs.

After plans were released for permits in late August, Lakewood Construction issued them to numerous skilled trades and service contractors for competitive bid. Excluded from this process were the services provided by the MEP design-build partners, which were included with the General Contractor bid evaluation process in March. The table below provides a summary of the revised project budget as well as the original estimate.

<b>Service Description</b>	<b>Revised Estimate (September 2025)</b>	<b>Original Estimate (March 2025)</b>	<b>Variance</b>
Design & Engineering Services	\$108,050	\$108,050	\$0
Construction, CM Services & Fees	\$2,100,161	\$1,857,414	\$242,747
Office Furniture	\$98,186	\$134,756	-\$36,570
Scope Additions / Extras (incl. Bldg. Security/Intrusion System)	\$101,850	\$172,000	-\$70,150
A/V Equipment, Appliances, IT Equipment, Cameras, etc.	\$101,718	\$38,000	\$63,718
Staff Labor	\$0	\$35,000	-\$35,000
<b>Sub-Total:</b>	<b>\$2,509,965</b>	<b>\$2,345,220</b>	<b>\$164,745</b>
<b>Total Project Contingency:</b>	<b>\$240,035</b>	<b>\$185,741</b>	<b>\$54,294</b>
<b>Total:</b>	<b>\$2,750,000</b>	<b>\$2,530,961</b>	<b>\$219,039</b>

In summary, staff would note that the revised total project cost (without contingency) aligns closely with the original estimate (including contingency) prepared prior to the detailed design process. Although the design is substantially complete and bids have been received for nearly all services and trades, staff believe that including a small contingency when undertaking a project of this size and complexity is necessary. Accordingly, staff have allocated a total project contingency of just under 10% (\$240,035). Of this amount, \$105,009 is allocated towards the construction cost for a total project budget of \$2,750,000, as estimated by Lakewood Construction.

Furthermore, staff would note that other office technology systems have been added or enhanced beyond what was included in the original estimate, including: a more advanced audio/video system for the Board Room, a replacement building security/intrusion system, and additional security cameras throughout.

Staff recommend a \$250,000 budget amendment, increasing the total project budget to \$2,750,000 (including contingency). This budget covers A&E services, office furniture, IT and AV equipment, intrusion detection, and other materials in addition to construction costs and management fees.

Staff also request that a contract totaling \$98,186.28 be awarded to West Michigan Office Interiors to design, furnish, and install office furniture per their proposal. This service is being sole sourced due to their partnership in the design/build process. Although this service has been included in the project budget for some time, staff have not previously requested formal approval for this expenditure.

If approved, this expenditure will be realized against the FY2026 CIP budget as anticipated and allocated on a 75% / 25% basis between the Electric and Water Departments.

25.044 Approve BPW Administrative Office Expansion & Renovation Budget Amendment

Motion was made by Commissioner Cooney and seconded by Commissioner Walters to approve the BPW Administrative Office Expansion & Renovation project budget amendment in the amount of \$250,000 for a total project budget of \$2,750,000 subject to approval by Zeeland City Council.

Motion carried. All voting aye.

25.045 Approve Sole Source Contract to West Michigan Office Interiors

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve a sole source contract totaling \$98,186.28 to be awarded to West Michigan Office Interiors to design, furnish, and install office furniture.

Motion carried. All voting aye.

Manager Maloney explained that on August 6, 2025, the new BPW conference room audio/video RFP was posted. All vendors were asked to reply by 5:00p on August 29, 2025.

The following vendors replied with solutions they felt would meet or exceed RFP requirements.

<b>Vendor / Proposal</b>	<b>Equipment &amp; Services Total</b>	<b>Shipping / Other</b>	<b>Grand Total</b>
MOSS (Grand Rapids)	\$80,340.84	\$2,410.23	\$82,751.07
RTI (Riverside Technologies)	\$15,464.35	N/A	\$15,464.35
Smart Homes / Smart Offices (SHSO)	\$52,868.15	\$708.00	\$53,576.15
Town & Country Group	\$77,479.13	Included	\$77,479.13
Parkway Electric	\$54,289.00 (AV) + \$11,226.00 (Web Conf.)	N/A	\$65,515.00
Third Coast Option 1	\$61,743.73 (Equipment) + \$10,398.66 (Labor)	N/A	\$72,142.39
Third Coast Option 2	\$48,505.24 (Equipment) + \$10,398.66 (Labor)	N/A	\$58,903.90

After reviewing and comparing vendor proposals for the Zeeland BPW Conference Room 127 A/V system, staff recommend awarding the contract to **Smart Homes / Smart Offices (SHSO)**.

If approved, this expense will be allocated against the BPW Administrative Office Expansion & Renovation project as proposed in the FY2026 CIP budget and allocated on a 75%/25% basis between the Electric and Water Departments.

Rationale for Recommendation:

- **Balanced Cost and Capability:** At \$53,576.15, SHSO represents a mid-range solution that provides a strong balance between affordability and functionality.
- **Comprehensive Features:** The proposal includes a Crestron control system with a custom touch panel and a full microphone package (seven tabletop, handheld, and lapel options). This ensures flexibility and scalability to meet varying meeting and presentation needs.
- **Value Compared to Alternatives:** While RTI offered the lowest cost solution (\$15,464.35), its limited microphone coverage and simplified system do not fully meet RFP requirements. Higher- end proposals (MOSS, Town & Country, Third Coast Option 1) deliver enterprise-level systems but at costs approaching or exceeding \$72,000–\$82,000, which is considered beyond the operational needs of BPW. SHSO therefore represents the best balance of value, compliance, and functionality.

To account for potential unforeseen costs such as tariff increases or networking/electrical work not included in the base proposal, a 5% contingency (\$2,679) is recommended. This brings the total recommended authorization to \$56,255.

#### 25.046            Approve New BPW Administrative Office Conference Room Audio / Video Equipment

Motion was made by Commissioner Query and seconded by Commissioner VanAst to award the bid to Smart Homes / Smart Offices in the amount of \$53,576.15, plus a 5% contingency for a total project authorization of \$56,255.

### ***Other Business***

#### **Approve MPPA Retail Energy Improvement Program Project Participation Agreement**

General Manager Boatright explained that the Zeeland BPW has historically operated its Energy Waste Reduction (EWR) programs with an annual budget of about \$500,000. Under the new 2026 - 2029 MPPA Retail Energy Improvement Program, costs will rise to roughly \$1.13 million annually - a significant increase that reflects the expanded scale of services and compliance obligations under Public Act 229. While higher than our traditional budget, this MPPA program is structured to be more cost-effective than alternatives and ensures we meet the state's new requirement of achieving 1.5% annual energy savings, with strong oversight and accountability mechanisms.

At your June 2025 meeting, staff recommended to the Commissioners that we adopt the MPPA program for the 2026 - 2029 compliance cycle. A comparison of available compliance options underscores this recommendation. The MPPA program delivers projected annual savings of 6.0 million kWh at \$0.188/kWh, while the State of Michigan's Efficiency United program is projected to cost considerably more - \$1.57 million annually at \$0.238/kWh for similar savings. In addition, the MPPA model returns a higher share of dollars directly to customers through incentives (70% vs. 54% under the state program) and holds contractors accountable with a 45 - 50% performance holdback. By contrast, the State program involves higher administrative costs (46% vs. 30%) and no guarantee of funds returning to the community if savings targets are missed.

#### 25.047            MPPA Retail Energy Improvement Program Project Participation Agreement

Motion was made by Commissioner Cooney and seconded by Commissioner Walters to approve the Retail Energy Improvement Program Project Participation Agreement for Consideration by Zeeland City Council at the September 15, 2025 Regular Meeting

Motion carried. All voting aye.

Kurt Wassink of HR Solutions facilitated a discussion with the Commissioners concerning the recruitment process for the General Manager position, in anticipation of General Manager Boatright's planned retirement in September 2026.

### ***Upcoming Events***

- Next Regular ZBPW Board Meeting, Tuesday, October 14, 2025, 3:30 p.m., Water Warehouse Meeting Space, 330 E. Washington Ave, Zeeland

- JR Automation Global Headquarters Groundbreaking Ceremony, Wednesday, September 17, 2025, 10:00 a.m., 800 Riley Street, Zeeland
- Gentex Discovery Preschool Ribbon Cutting, Friday, September 19, 2025, 10:00 a.m., 3845 88th Ave., Zeeland
- MMEA Fall Conference, September 23-25, 2025, Delta Hotels Muskegon Convention Center, Muskegon, MI
- Zeeland Pumpkinfest, Thursday, October 2 – Saturday, October 4, Downtown Zeeland

Motion was made and supported that the regular meeting be adjourned at 6:05 p.m. Motion carried. All voting aye.

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*Andrew Boatright, General Manager*



## **Safety Minute – October 2025 National Pedestrian Safety Month**

October is National Pedestrian Safety Month, and the U.S. Department of Transportation's National Highway Traffic Safety Administration (NHTSA) is reminding everyone to stay alert and share the road safely.

Across the nation, pedestrian safety remains a serious concern. In 2023, an estimated 68,244 pedestrians were injured and 7,314 were killed in traffic crashes. While this represents a 4% decrease from 2022, pedestrians still accounted for 18% of all traffic fatalities. On average, one pedestrian dies every 72 minutes and another is injured every 8 minutes in a crash.

At some point each day, we are all pedestrians — walking to work, across a parking lot, or through our neighborhoods. Zeeland BPW encourages all employees and community members to take extra care on and around our streets. Please remember these important safety tips from NHTSA:

- **Use extra caution in low-visibility conditions.** More than three-quarters (77%) of pedestrian fatalities occur after dark.
- **Follow posted speed limits,** especially in neighborhoods and near schools.
- **Drive sober.** Alcohol was a factor in 46% of fatal pedestrian crashes in 2023.
- **Always stop for pedestrians** in crosswalks and **never pass vehicles stopped at a crosswalk.**
- **Stay alert and minimize blind spots.** Look for pedestrians everywhere, especially when turning or backing up.

As Halloween approaches, please be especially vigilant for children and families who may be walking along streets or crossing unexpectedly. Slowing down and paying attention saves lives.

For more pedestrian safety information, visit [NHTSA.gov/Pedestrian](https://www.nhtsa.gov/Pedestrian).

Zeeland Board of Public Works  
Statement of Revenue & Expenses  
Electric Utility Fund  
August 2025

GL NUMBER	ACTIVITY FOR MONTH 8/30/2025	ACTIVITY % OF OPERATING REVENUE	August 2025 BUDGET	BUDGET % OF OPERATING REVENUE	COST AS BUDGET % OF ACTUAL REVENUE	DELTA F/(U)	YTD BALANCE 8/30/2025	2025-26 AMENDED BUDGET	2025-26 REMAINING BUDGET	PRIOR YEAR YTD BALANCE 8/30/2024
Fund 582 - ELECTRIC UTILITY FUND										
	CHARGES FOR SERVICE	3,623,914.68	3,768,443.64				7,350,611.49	38,769,996.34	31,419,384.85	6,857,064.00
	OTHER REVENUE	3,640.97	7,811.96				7,273.82	80,370.00	73,096.18	7,463.63
TOTAL OPERATING REVENUES	3,627,555.65		3,776,255.61				7,357,885.31	38,850,366.34	31,492,481.03	6,864,527.63
240 - CONTINGENCIES	0.00	0.00%	16,442.06	0.44%	\$ 15,794.61	\$ 15,794.61	0.00	169,157.00	169,157.00	0.00
252 - FRINGE BENEFITS	0.00	0.00%	145.80	0.00%	\$ 140.06	\$ 140.06	0.00	1,500.00	1,500.00	0.00
536 - POWER PRODUCTION	83,038.51	2.29%	126,702.73	3.36%	\$ 121,713.48	\$ 38,674.97	193,280.70	1,303,526.00	1,110,245.30	168,435.78
537 - INTERCHANGE POWER	2,269,887.11	62.57%	2,518,274.71	66.69%	\$ 2,419,111.04	\$ 149,223.93	4,359,671.72	25,908,176.00	21,548,504.28	4,518,418.01
539 - TRANSMISSION	1,032,164.04	28.45%	422,902.04	11.20%	\$ 406,249.16	\$ (625,914.88)	1,083,745.72	4,350,844.00	3,267,098.28	1,018,239.69
540 - UTILITY LINES	142,349.14	3.92%	188,478.89	4.99%	\$ 181,057.04	\$ 38,707.90	270,897.91	1,939,083.23	1,668,185.32	268,864.15
542 - STREET LIGHTING & SIGNALS	965.44	0.03%	601.25	0.02%	\$ 577.57	\$ (387.87)	2,815.39	6,185.67	3,370.28	3,075.78
543 - METERS	1,236.26	0.03%	4,223.76	0.11%	\$ 4,057.44	\$ 2,821.18	3,736.31	43,454.30	39,717.99	3,377.92
545 - SUBSTATIONS	5,497.26	0.15%	21,407.51	0.57%	\$ 20,564.53	\$ 15,067.27	35,077.30	220,241.85	185,164.55	14,534.96
546 - ACCOUNTING	20,016.19	0.55%	38,093.87	1.01%	\$ 36,593.82	\$ 16,577.63	37,794.57	391,912.23	354,117.66	40,373.90
547 - ADMINISTRATION	102,109.43	2.81%	168,596.31	4.46%	\$ 161,957.39	\$ 59,847.96	227,361.14	1,734,529.97	1,507,168.83	219,368.00
551 - CLEAN ENERGY PROGRAM	75,779.88	2.09%	43,740.00	1.16%	\$ 42,017.62	\$ (33,762.26)	99,946.39	450,000.00	350,053.61	56,013.60
571 - BUILDINGS & GROUNDS	17,988.50	0.50%	33,958.87	0.90%	\$ 32,621.65	\$ 14,633.15	33,738.01	349,371.10	315,633.09	35,993.94
572 - INSURANCE & BONDS	35,307.15	0.97%	49,131.68	1.30%	\$ 47,197.00	\$ 11,889.85	70,614.30	505,470.00	434,855.70	70,318.20
576 - CAPITAL CONTRIBUTIONS	0.00	0.00%	4,860.00	0.13%	\$ 4,668.62	\$ 4,668.62	0.00	50,000.00	50,000.00	0.00
TOTAL OPERATING EXPENDITURES	3,786,338.91	104.38%	3,637,559.47	96.33%	\$ 3,494,321.04	\$ (292,017.87)	6,418,679.46	37,423,451.35	31,004,771.89	6,417,013.93
Fund 582 - ELECTRIC UTILITY FUND:										
NET OF OPERATING REVENUES & EXPENDITURES	(158,783.26)		138,696.14				939,205.85	1,426,914.99	487,709.14	447,513.70
NON-OPERATING REVENUES										
Equity Adjustment in MPIA	606,526.63		97,200.00				647,385.20	1,000,000.00	352,614.80	686,974.99
Equity Adjustment in MPPA	40,837.99		9,720.00				33,229.98	100,000.00	66,770.02	140,104.18
Interest Earnings - Imp & Add	27,812.13		19,440.00				43,632.97	200,000.00	156,367.03	33,509.31
Sale of Fixed Assets	12,000.00		2,916.00				12,000.00	30,000.00	18,000.00	0.00
Capital Contributions	9,079.71		4,860.00				9,079.71	50,000.00	40,920.29	8,033.25
TOTAL REVENUES	4,323,812.11		3,910,391.61				8,103,213.17	40,230,366.34	32,127,153.17	7,733,149.36
NON-OPERATING EXPENSES										
550 - DEPRECIATION	239,276.64	6.60%	284,595.38	7.54%	\$ 273,388.69	\$ 34,112.05	478,553.29	2,927,936.00	2,449,382.71	432,332.24
965 - TRANSFERS OUT	57,644.50	1.59%	67,236.54	1.78%	\$ 64,588.93	\$ 6,944.43	115,289.00	691,734.00	576,445.00	107,578.84
TOTAL EXPENDITURES	4,083,260.05		3,989,391.40				7,012,521.75	41,043,121.35	34,030,599.60	6,956,925.01
NET OF REVENUES & EXPENDITURES	240,552.06		(78,999.79)				1,090,691.42	(812,755.01)	(1,903,446.43)	776,224.35



Zeeland Board of Public Works  
Statement of Revenue & Expenses  
Water Utility Fund  
August 2025

GL NUMBER	ACTIVITY FOR MONTH 8/30/2025	ACTIVITY % OF OPERATING REVENUE	August 2025 BUDGET	BUDGET % OF OPERATING REVENUE	COST AS BUDGET % OF ACTUAL REVENUE	DELTA F/(U)	YTD BALANCE 8/30/2025	2025-26 AMENDED BUDGET	2025-26 REMAINING BUDGET	PRIOR YEAR YTD BALANCE 8/30/2024		
Fund 591 - WATER UTILITY FUND												
	CHARGES FOR SERVICE	624,164.48	565,178.63				1,310,884.78	5,808,619.00	4,497,734.22	1,129,055.90		
	OTHER REVENUE	301.35	2,026.27				385,558.35	20,825.00	(364,733.35)	803.26		
TOTAL OPERATING REVENUES		624,465.83	567,204.90				1,696,443.13	5,829,444.00	4,133,000.87	1,129,859.16		
240 - CONTINGENCIES	0.00	0.00%	779.06	0.14%	\$	857.70	\$ 857.70	0.00	10,130.78	10,130.78	0.00	
252 - FRINGE BENEFITS	0.00	0.00%	76.90	0.01%	\$	84.66	\$ 84.66	0.00	1,000.00	1,000.00	0.00	
534 - SOURCE OF SUPPLY	219,231.43	35.11%	196,726.50	34.68%	\$	216,586.60	\$ (2,644.83)	428,935.75	2,558,212.00	2,129,276.25	399,402.85	
535 - PUMPING	40,951.00	6.56%	36,896.85	6.51%	\$	40,621.69	\$ (329.31)	80,968.42	479,802.94	398,834.52	57,357.28	
538 - TRANSMISSION	18,220.58	2.92%	34,620.82	6.10%	\$	38,115.89	\$ 19,895.31	37,643.88	450,205.73	412,561.85	37,128.35	
546 - ACCOUNTING	11,334.26	1.82%	14,871.88	2.62%	\$	16,373.23	\$ 5,038.97	21,363.01	193,392.41	172,029.40	22,252.87	
547 - ADMINISTRATION	46,341.09	7.42%	54,297.47	9.57%	\$	59,778.95	\$ 13,437.86	83,308.85	706,078.93	622,770.08	86,408.46	
571 - BUILDINGS & GROUNDS	6,814.41	1.09%	11,106.99	1.96%	\$	12,228.27	\$ 5,413.86	13,940.16	144,434.22	130,494.06	19,471.42	
572 - INSURANCE & BONDS	11,769.05	1.88%	12,957.65	2.28%	\$	14,265.76	\$ 2,496.71	23,538.10	168,500.00	144,961.90	23,439.40	
576 - CAPITAL CONTRIBUTIONS	0.00	0.00%	769.00	0.14%	\$	846.63	\$ 846.63	0.00	10,000.00	10,000.00	0.00	
TOTAL OPERATING EXPENDITURES		354,661.82	56.79%	363,103.11	64.02%	\$	399,759.39	\$ 45,097.57	689,698.17	4,721,757.01	4,032,058.84	645,460.63
Fund 591 - WATER UTILITY FUND: NET OF REVENUES & EXPENDITURES												
	269,804.01		204,101.79				1,006,744.96	1,107,686.99	100,942.03	484,398.53		
NON-OPERATING REVENUES												
Interest Earnings - Imp & Add	21,736.67		14,580.00				33,832.90	150,000.00	116,167.10	25,670.91		
Rents	0.00		7,750.93				0.00	79,742.08	79,742.08	0.00		
Sale of Fixed Assets	0.00		0.00				0.00	0.00	0.00	0.00		
Contributed Capital	5,398.00		2,430.00				11,251.00	25,000.00	13,749.00	486.00		
TOTAL REVENUES		651,600.50	591,965.83				1,741,527.03	6,084,186.08	4,342,659.05	1,156,016.07		
NON-OPERATING EXPENSES												
550 - DEPRECIATION	90,180.70	14.44%	90,020.29	15.87%	\$	99,108.10	\$ 8,927.40	180,361.39	1,170,615.00	990,253.61	194,754.92	
TOTAL EXPENDITURES		444,842.52	453,123.41				870,059.56	5,892,372.01	5,022,312.45	840,215.55		
NET OF REVENUES & EXPENDITURES		206,757.98	138,842.42				871,467.47	191,814.07	(679,653.40)	315,800.52		

FUND 582 - ELECTRIC  
CHECK DATE FROM 08/01/2025 - 08/30/2025

Check Date	Check #	Payee	Description	Amount
08/08/2025	186818	AAA LEAD INSPECTIONS, INC	ASBESTOS SAMPLING OF ROOF & CONCRETE SLAB	150.00
08/04/2025	140831(A)#	ACE HARDWARE	CHECK GEN 140831(A) TOTAL FOR FUND 582:	192.33
08/11/2025	140876(A)#	ACE HARDWARE	CHECK GEN 140876(A) TOTAL FOR FUND 582:	58.96
08/18/2025	140914(A)#	ACE HARDWARE	CHECK GEN 140914(A) TOTAL FOR FUND 582:	148.93
08/04/2025	140833(A)	ACTION INDUSTRIAL SUPPLY CO.	CHECK GEN 140833(A) TOTAL FOR FUND 582:	158.86
08/18/2025	140915(A)#	ACTION INDUSTRIAL SUPPLY CO.	CHECK GEN 140915(A) TOTAL FOR FUND 582:	109.65
08/04/2025	140834(A)	AD BOS OFFICE COFFEE SERVICE	COFFEEMATE LIQUID, 100% COLOMBIAN	116.28
08/11/2025	140879(A)	AD BOS OFFICE COFFEE SERVICE	EQUIPMENT RENTAL NEWCO AIRPOT BREWER - AUGUST	14.24
08/25/2025	140939(A)	AD BOS OFFICE COFFEE SERVICE	GAS SURCHARGE, COFFEEMATE LIQUID FV, 100% COLOMB	116.28
08/15/2025	186908	AIDEN RASMUSSEN	MILEAGE REIMBURSEMENT	87.50
08/29/2025	187023	ALICEA ESTEVAN	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50274608-21	55.23
08/08/2025	186820	ANDREW BOATRIGHT	REIMBURSEMENT FOR EXPENSES AT MEPC CONFERENCE	17.78
08/01/2025	186770	ANTHONY RAMIREZ	REFUND OF OVERPAYMENT ON FINAL ACCOUNT: 50110019	85.68
08/04/2025	140836(A)	Beaver Research Company	LEMON CHILL 200Z	55.65
08/22/2025	186954	BEN OSBURN	CLEAN ENERGY PROGRAM: APPLIANCE RECYCLING	50.00
08/11/2025	140880(A)	BORDER STATES INDUSTRIES	UTC USPA 500 SSP SPLC UG 500KCMIL-10, UTC PED4 500S	821.13
08/04/2025	140838(A)	BRICKLEY DELONG CP ACCOUNTANTS	AUDIT OF FINANCIAL STATEMENTS FOR YEAR ENDED 6/30/2	2,143.00
08/08/2025	186825	CAMAAL & KYLE MURRAY	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50016730-08	76.55
08/29/2025	187030	CATHY BLACKBURN	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50071890-11	68.16
08/15/2025	186912	CHAD BROWER	TRAVEL EXPENSE REIMBURSEMENT	153.80
08/15/2025	186914	CHRIS PILLSBURY	TRAVEL EXPENSE REIMBURSEMENT	58.48
08/15/2025	140912(A)	CONSTELLATION NEWENERGY	NATURAL GAS USAGE 7/1/25 - 7/31/25	28,028.39
08/11/2025	140882(A)#	COOPERATIVE RESPONSE CENTER, INC.	CHECK GEN 140882(A) TOTAL FOR FUND 582:	528.86
08/29/2025	187035	CORY SCHMIDT	CLEAN ENERGY PROGRAM: 554 ALICE AVE	25.00
08/04/2025	140842(A)	CRESCENT ELECTRIC SUPPLY CO.,	CHECK GEN 140842(A) TOTAL FOR FUND 582:	81.01
08/11/2025	140883(A)	CRESCENT ELECTRIC SUPPLY CO.,	MINI CIRCUIT BREAKER, EATON BUSSMANN SERIES FRN-R F	306.23
08/18/2025	140924(A)	CRESCENT ELECTRIC SUPPLY CO.,	1 PORT SINGLE GANG KEYSTONE FACEPLATE	1.61
08/01/2025	186778	DAKOTA RADLOFF	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50274716-27	83.54
08/08/2025	186831	DAVID PRINCE	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50254111-07	11.85
08/08/2025	186832	DEBRUYN SEED COMPANY	1LB SEVIN DUST	8.97
08/11/2025	140884(A)	DEYOUNG IND. WASTE DISPOSAL	LANDFILL CHARGES	239.38
08/11/2025	140886(A)	Don's Flowers & Gifts	INTERIORSCAPING - BPW	61.50
08/15/2025	186918	DUTCH KLEEN	JANITORIAL SERVICE 7/15/25 - 8/08/25	1,800.00
08/15/2025	186919#	ECOLAYERS, INC.	TREEM/IMAM HOSTING - AUGUST 2025	125.00
08/01/2025	186780	EDUCATION & OUTREACH COMPANY	CUSTOM PAPER BUCKET TRUCK, FULL COLOR LOGO	1,030.00
08/29/2025	187037	ERG PROPERTIES LLC	REFUND OF OVERPAYMENT ON FINAL ACCOUNT: 50036310	29.81
08/25/2025	140947(A)#	EXTEND YOUR REACH	CHECK GEN 140947(A) TOTAL FOR FUND 582:	10,256.23
08/27/2025	140974(E)#	FIRST BANKCARD	CREDIT CARD ACCT THRU 7/31/25	10,033.19
08/22/2025	186962	GENTEX	CLEAN ENERGY PROGRAM C&I: GENTEX	20,000.00
08/01/2025	186783	GREYSTONE HOMEOWNERS ASSOC	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50280397-00	60.00
08/01/2025	186785	HEIDI GEERLINGS	CLEAN ENERGY PROGRAM: 3607 FAWN VIEW DRIVE	40.00
08/01/2025	186786	HOLLAND BOARD OF PUBLIC WORKS	HBPW SAFETY SERVICES CY25 2ND QUARTER	956.25
08/08/2025	186839	HOLLAND ELEC MOTOR & SUP LLC	CHECK GEN 186839 TOTAL FOR FUND 582:	3,184.85
08/18/2025	140930(A)	HR SOLUTIONS GROUP OF WEST MICHIGAN	HR SERVICES - JULY 2025	849.20
08/25/2025	140949(A)	INTEGRITY BUSINESS SOLUTIONS	WHITE BILLING PAPER	224.96
08/04/2025	140849(A)	INTEGRITY LANDSCAPE MANAGEMENT LLC	BPW FERTILIZER APPLICATION 2	305.63
08/11/2025	140893(A)	INTEGRITY LANDSCAPE MANAGEMENT LLC	BPW SITES LAWN MAINTENANCE INSTALLMENT 5 OF 6	840.75
08/11/2025	140894(A)	INTERACTIVE STUDIO, LLC	BPW OFFICE RENOVATION - CIVIL SURVEY, CIVIL PLANNING	25,485.30
08/08/2025	140875(E)#	INVOICE CLOUD	JULY 2025 BILL PRESENTMENT & CREDIT CARD FEES	2,115.25
08/29/2025	187046	JAMES E & LUCILLE DE VRIES	REFUND OF OVERPAYMENT ON FINAL ACCOUNT: 50220425	112.22
08/01/2025	186790	JASMINE EMERICK	REFUND OF OVERPAYMENT ON FINAL ACCOUNT: 50280072	82.95
08/08/2025	186840	JASMINE EMERICK	REFUND OF OVERPAYMENT ON FINAL ACCOUNT: 50280072	90.28
08/29/2025	187047	JEREMY SHERMAN	CLEAN ENERGY PROGRAM: 1349 HILLRIDGE WAY	250.00
08/29/2025	187048	JIM & MARY JO HUIZENGA	CLEAN ENERGY PROGRAM: 9824 S CLEARWATER DR	125.00
08/22/2025	186973	JULIO HERNANDEZ	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50035830-27	108.01
08/01/2025	186792#	KENDALL ELECTRIC INC.	CHECK GEN 186792 TOTAL FOR FUND 582:	2,746.06
08/08/2025	186841	KENDALL ELECTRIC INC.	LUMARK WALLPACK, I-MATIC ELECTRONIC PHOTO CONTRC	139.52
08/15/2025	186932#	KENDALL ELECTRIC INC.	CHECK GEN 186932 TOTAL FOR FUND 582:	564.58
08/29/2025	187050	KENDALL ELECTRIC INC.	1/2 GALV RIGID CONDUIT	29.12

08/29/2025	187051	KENNA LASKOVY	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50254059-07	58.35
08/22/2025	186974	KEVIN BRINK	CLEAN ENERGY PROGRAM: 1727 LAKEVIEW DR	200.00
08/22/2025	186975	LESLIE MEADOWS	CLEAN ENERGY PROGRAM: 64 WINTERHALDER DR	35.00
08/08/2025	186843	LINDE GAS & EQUIPMENT INC.	CHECK GEN 186843 TOTAL FOR FUND 582:	336.30
08/08/2025	186844	LORI YOUNG	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50094731-26	37.06
08/29/2025	187054	MARGO VALENTINE	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50010171-14	117.35
08/08/2025	186845	MAST HEATING & COOLING	AC REPAIR IN SUBSTATION 320 FAIRVIEW	198.00
08/08/2025	186847	MEGAN SIRT	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50254128-08	49.01
08/08/2025	186848	MELISSA & ASHLEY SILVA	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50039324-12	109.10
08/18/2025	140931(A)	MERLE BOES INC.	DIESEL FUEL FOR POWER PLANT	21,156.16
08/01/2025	186797	MICHELE HARLEN & BRITTANY FISCHER	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50240268-06	21.77
08/22/2025	186978#	MICHIGAN MUNICIPAL WC FUND	POLICY PREMIUM 7/1/25 - 7/1/26	5,679.46
08/01/2025	140829(A)#	MICHIGAN PUBLIC POWER AGENCY	PURCHASED POWER EXPENSE - 7/12/2025-7/18/2025	394,738.22
08/08/2025	140874(A)#	MICHIGAN PUBLIC POWER AGENCY	PURCHASED POWER EXPENSE - 7/19/2025-7/25/2025	429,766.51
08/15/2025	140911(A)#	MICHIGAN PUBLIC POWER AGENCY	PURCHASED POWER & COMMITTEES - MONTHLY BILLING - /	1,512,813.36
08/22/2025	140936(A)#	MICHIGAN PUBLIC POWER AGENCY	PURCHASED POWER EXPENSE - 8/02/2025-8/08/2025	353,999.06
08/29/2025	140972(A)	MICHIGAN PUBLIC POWER AGENCY	PURCHASED POWER EXPENSE - 8/09/2025-8/15/2025	441,109.82
08/22/2025	186986	MILLER KNOLL	CLEAN ENERGY PROGRAM C&I: MILLER KNOLL	20,000.00
08/01/2025	186799	NICOLE HAYDEN	CLEAN ENERGY PROGRAM: 8852 MICA DR	200.00
08/08/2025	186854	OC COMMUNITY ACTION AGENCY	DIRECT ASSISTANCE GRANT APPOINTMENTS - SERVICE FEE	760.34
08/15/2025	186935	OTTAWA COUNTY ROAD COMMISSION	68TH AVE PERMIT	400.00
08/29/2025	187060	PARAMED DBA AMR OF MI	BLS EMERGENCY, EMERGENT MILES	2,178.23
08/22/2025	186989	PARKVIEW ADULT FOSTER CARE HOME	COMMUNITY GRANT	4,607.10
08/04/2025	140850(A)	Parkway Electric & Comm. LLC	TRANSFORMER TESTS	1,200.00
08/01/2025	186801	PATRICIA MURLEY	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50031076-16	38.14
08/08/2025	186856	PATRICK S WHITNEY	CLEAN ENERGY PROGRAM: 114 W GARFIELD AVE	144.00
08/22/2025	186990	PITNEY BOWES GLOBAL FINANCIAL SER	SENDPRO C SERIES BILLING 6/30/25 - 9/29/25	150.80
08/04/2025	140851(A)#	Plant Growth Management System	PLANNING F3, OFFICE TD	2,028.35
08/04/2025	140852(A)	POWER LINE SUPPLY	CHECK GEN 140852(A) TOTAL FOR FUND 582:	3,030.33
08/11/2025	140897(A)#	POWER LINE SUPPLY	CHECK GEN 140897(A) TOTAL FOR FUND 582:	6,478.61
08/18/2025	140932(A)#	POWER LINE SUPPLY	CHECK GEN 140932(A) TOTAL FOR FUND 582:	5,665.49
08/15/2025	186936	R-BO	REFUND OF OVERPAYMENT ON FINAL ACCOUNT: 50130205	148.50
08/18/2025	140933(A)	Repco-Lite Paints, Inc.	METL CLAD SEMI GLOSS, FITS-ALL PAINT CAN SPOUT, STIR V	148.21
08/08/2025	186858	REPUBLIC SERVICES #240	WASTE PICKUP - JULY 2025	885.70
08/15/2025	186937	RESCO	TRANSFORMER 1PH PAD	3,255.00
08/29/2025	187062	RESCO	CHECK GEN 187062 TOTAL FOR FUND 582:	89,830.00
08/01/2025	186806	ROBERT KAMPS	CLEAN ENERGY PROGRAM: 8475 MAPLE CT S	225.00
08/08/2025	186862	ROBERT MULDER	MILEAGE TO/FROM SHEPLER'S FERRY MACKINAC CITY AND	390.62
08/22/2025	186994	RON OSKAM	CLEAN ENERGY PROGRAM: APPLIANCE RECYCLING	50.00
08/01/2025	186807	RONALD KLAMT	REFUND OF OVERPAYMENT ON FINAL ACCOUNT: 50213025	68.48
08/15/2025	186938	RYAN PATRICK GAMBY	REFUND OF OVERPAYMENT ON FINAL ACCOUNT: 50016393	122.39
08/15/2025	140913(A)	SEMCO ENERGY, INC.	USAGE 7/1/25 - 7/31/25	12,402.93
08/29/2025	187065	SHEENA MARVIN	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50254057-13	100.00
08/29/2025	187066#	SPARTAN STORES, LLC.	CHECK GEN 187066 TOTAL FOR FUND 582:	111.18
08/15/2025	186941	SPENCER POSTMA	PER DIEM REMAINING BALANCE	108.77
08/11/2025	140903(A)	SPRYPOINT SERVICES	IMPLEMENTATION PROGRESS PAYMENT	26,830.24
08/08/2025	186868	STATE OF MICHIGAN	MONTHLY SALES TAX PAYMENT - JULY 2025	61,028.27
08/22/2025	186997	STEVEN & JOANN KOOI	CLEAN ENERGY PROGRAM: APPLIANCE RECYCLING	50.00
08/01/2025	186812	STUART C IRBY CO	CHECK GEN 186812 TOTAL FOR FUND 582:	28,204.93
08/08/2025	186870	STUART C IRBY CO	OUTDOOR PPLICATION 110 KV BIL NOMINAL SYSTEM VOLTA	5,025.00
08/15/2025	186942	STUART C IRBY CO	DURH 1005521 SOCKET-OFFSET METER TERMINALS RINGLE	2,940.00
08/29/2025	187069	STUART C IRBY CO	SWITCHGEAR 15KV FAULT IND MOUNTING	22,687.74
08/22/2025	187000	TMI COMPRESSED AIR	CLEAN ENERGY PROGRAM C&I: TMI COMPRESSED AIR	6,000.00
08/29/2025	187071	TMI COMPRESSED AIR	CLEAN ENERGY PROGRAM C&I: ITW DRAWFORM	10,500.00
08/08/2025	186874	TRUGREEN	ORNAMENTAL BED WEED CONTROL	1,114.69
08/22/2025	187003	UFS	SER THRU 7/27/25 COS FP 1 YEAR RATES & PCA REVIEW	9,445.00
08/01/2025	186815	UNIFIRST CORPORATION	MATS, WIPERS, MOPS, AIR FRESHENER	183.12
08/08/2025	186875	UNIFIRST CORPORATION	MATS, WIPERS, MOPS, AIR FRESHENER	366.24
08/15/2025	186945	UNIFIRST CORPORATION	MATS, WIPERS, MOPS, AIR FRESHENER	200.27
08/29/2025	187073	UNIFIRST CORPORATION	MATS, WIPERS, MOPS, AIR FRESHENER	400.54
08/08/2025	186884	WESTENBROEK MOWER CENTER	SWITCH-SINGLE POLE NO	13.49
08/29/2025	187080	WESTENBROEK MOWER CENTER	SWITCH-IGNITION, SWITCH-SINGLE POLE NO	12.75
08/04/2025	140859(A)	Western Tel-Com, Inc.	NS-5 DISTRIBUTION 88TH AVE	122,990.90
08/18/2025	140934(A)	WHEELER WORLD INC	GASKET-CRANKCASE DOOR COVER, GROMMET, INTAKE MA	1,871.95
08/11/2025	140906(A)	YELLOW LIME CREATIVE	MONTHLY FIXED AMOUNT - BPW	3,854.47
08/15/2025	186948#	Zeeland BPW	BPW UTILITIES STATEMENT DUE 8/20/25	2,947.04

08/29/2025	187083	ZEELAND HIGH SCHOOL - SANP	SENIOR ALL-NIGHT PARTY CLASS OF 2026 DONATION	187.50
08/25/2025	140971(A)	Zeeland Print Shop	"SORRY WE MISSED YOU" DOOR HANGERS	205.00
Total for fund 582 ELECTRIC UTILITY FUND				\$ 3,737,910.83

#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

FUND 591 - WATER  
CHECK DATE FROM 08/01/2025 - 08/30/2025

Check Date	Check #	Payee	Description	Amount
08/08/2025	186818	AAA LEAD INSPECTIONS, INC	ASBESTOS SAMPLING OF ROOF & CONCRETE SLAB	50.00
08/04/2025	140831(A)	ACE HARDWARE	CHECK GEN 140831(A) TOTAL FOR FUND 591:	8.00
08/11/2025	140876(A)#	ACE HARDWARE	CHECK GEN 140876(A) TOTAL FOR FUND 591:	61.98
08/04/2025	140834(A)	AD BOS OFFICE COFFEE SERVICE	COFFEEMATE LIQUID, 100% COLOMBIAN	38.76
08/11/2025	140879(A)	AD BOS OFFICE COFFEE SERVICE	EQUIPMENT RENTAL NEWCO AIRPOT BREWER - AUGUST	4.75
08/25/2025	140939(A)	AD BOS OFFICE COFFEE SERVICE	GAS SURCHARGE, COFFEEMATE LIQUID FV, 100% COLOMB	38.76
08/08/2025	186819	ADVANCE AUTO PARTS	FULL SYNTHETIC OIL FOR TRUCK #558	14.98
08/08/2025	186820	ANDREW BOATRIGHT	REIMBURSEMENT FOR EXPENSES AT MEPC CONFERENCE	5.92
08/04/2025	140838(A)	BRICKLEY DELONG CP ACCOUNTANTS	AUDIT OF FINANCIAL STATEMENTS FOR YEAR ENDED 6/30/2	714.00
08/08/2025	186825	CAMAAL & KYLE MURRAY	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50016730-08	(24.28)
08/15/2025	186914	CHRIS PILLSBURY	TRAVEL EXPENSE REIMBURSEMENT	19.49
08/29/2025	187032	CHRISTOPHER VANDER WILT	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50240658-00	48.44
08/01/2025	186776	CHRISTY WETHERELL	REFUND OF OVERPAYMENT ON FINAL ACCOUNT: 50240432	36.40
08/11/2025	140882(A)	COOPERATIVE RESPONSE CENTER, INC.	BASE FEE, CRC LINK USER LICENSE, MULTISPEAK OMS INTE	339.95
08/08/2025	186832	DEBRUYN SEED COMPANY	1LB SEVIN DUST	2.99
08/11/2025	140886(A)	Don's Flowers & Gifts	INTERIORSCAPING - BPW	20.50
08/15/2025	186918	DUTCH KLEEN	JANITORIAL SERVICE 7/15/25 - 8/08/25	600.00
08/11/2025	140889(A)#	ETNA SUPPLY INC.	CHECK GEN 140889(A) TOTAL FOR FUND 591:	1,689.40
08/18/2025	140927(A)#	ETNA SUPPLY INC.	CHECK GEN 140927(A) TOTAL FOR FUND 591:	1,699.00
08/25/2025	140947(A)#	EXTEND YOUR REACH	CHECK GEN 140947(A) TOTAL FOR FUND 591:	5,128.12
08/18/2025	140928(A)	FASTENAL	S/S HCS, S/S FW, S/S FHN	504.12
08/27/2025	140974(E)#	FIRST BANKCARD	CREDIT CARD ACCT THRU 7/31/25	2,311.53
08/29/2025	187041	GREAT LAKES ENERGY	SERVICE FROM 7/7/25 - 8/7/25	65.05
08/01/2025	140781(E)#	HOLLAND BOARD OF PUBLIC WORKS	WATER/COMMUNICATIONS JUNE 2025 USAGE	212,099.22
08/01/2025	186786	HOLLAND BOARD OF PUBLIC WORKS	HBPW SAFETY SERVICES CY25 2ND QUARTER	318.75
08/15/2025	186926	HOLLAND BOARD OF PUBLIC WORKS	BACT SAMPLES - JULY 2025	600.00
08/18/2025	140930(A)	HR SOLUTIONS GROUP OF WEST MICHIGAN	HR SERVICES - JULY 2025	283.07
08/25/2025	140949(A)	INTEGRITY BUSINESS SOLUTIONS	WHITE BILLING PAPER	112.49
08/04/2025	140849(A)	INTEGRITY LANDSCAPE MANAGEMENT LLC	BPW FERTILIZER APPLICATION 2	317.37
08/11/2025	140893(A)	INTEGRITY LANDSCAPE MANAGEMENT LLC	BPW SITES LAWN MAINTENANCE INSTALLMENT 5 OF 6	395.25
08/11/2025	140894(A)	INTERACTIVE STUDIO, LLC	BPW OFFICE RENOVATION - CIVIL SURVEY, CIVIL PLANNING	8,495.10
08/08/2025	140875(E)#	INVOICE CLOUD	JULY 2025 BILL PRESENTMENT & CREDIT CARD FEES	1,051.37
08/01/2025	186791	JOYCE BIRKHOLZ	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50240496-00	18.11
08/22/2025	186973	JULIO HERNANDEZ	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50035830-27	16.12
08/08/2025	186848	MELISSA & ASHLEY SILVA	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50039324-12	22.53
08/08/2025	186849	MICHAEL GARDNER	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50240548-06	37.34
08/01/2025	186797	MICHELE HARLEN & BRITTANY FISCHER	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50240268-06	11.01
08/22/2025	186978#	MICHIGAN MUNICIPAL WC FUND	POLICY PREMIUM 7/1/25 - 7/1/26	1,729.81
08/22/2025	186989	PARKVIEW ADULT FOSTER CARE HOME	COMMUNITY GRANT	1,535.70
08/01/2025	186801	PATRICIA MURLEY	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50031076-16	6.99
08/22/2025	186990	PITNEY BOWES GLOBAL FINANCIAL SER	SENDPRO C SERIES BILLING 6/30/25 - 9/29/25	50.26
08/08/2025	186858	REPUBLIC SERVICES #240	WASTE PICKUP - JULY 2025	295.23
08/08/2025	186864#	RS TECHNICAL SERVICES, INC.	PREVENTATIVE MAINT. KIT, MEMBRANE CAP, FIELD SERVICE	1,893.21
08/15/2025	186938	RYAN PATRICK GAMBY	REFUND OF OVERPAYMENT ON FINAL ACCOUNT: 50016393	(60.41)
08/01/2025	186810	SITE WORK SOLUTIONS	MAIN AVE CONSTRUCTION FROM STATE ST TO FAIRVIEW 2/1	1,089.58
08/15/2025	186940	SITE WORK SOLUTIONS	SERVICES THROUGH 7/1/25 - 8/1/25 - TAFT, LAWRENCE ANI	167,920.66
08/11/2025	140903(A)	SPRYPOINT SERVICES	IMPLEMENTATION PROGRESS PAYMENT	8,943.42
08/08/2025	186873	TREVOR NEIMAN	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50036910-12	57.36
08/01/2025	186815	UNIFIRST CORPORATION	MATS, WIPERS, MOPS, AIR FRESHENER	41.95
08/08/2025	186875	UNIFIRST CORPORATION	MATS, WIPERS, MOPS, AIR FRESHENER	83.90
08/15/2025	186945	UNIFIRST CORPORATION	MATS, WIPERS, MOPS, AIR FRESHENER	46.15
08/29/2025	187073	UNIFIRST CORPORATION	MATS, WIPERS, MOPS, AIR FRESHENER	92.30
08/01/2025	186816	VAN DER KOLK PLUMBING LLC	WATER REPLACEMENT AT 43 S JEFFERSON	3,418.57
08/08/2025	186876	VAN DER KOLK PLUMBING LLC	WATER SERVICE REPLACEMENT	4,725.12
08/15/2025	186946	VAN DER KOLK PLUMBING LLC	CHECK GEN 186946 TOTAL FOR FUND 591:	12,263.46
08/29/2025	187075	VAN DER KOLK PLUMBING LLC	CHECK GEN 187075 TOTAL FOR FUND 591:	20,854.02
08/08/2025	186884	WESTENBROEK MOWER CENTER	SWITCH-SINGLE POLE NO	4.50
08/29/2025	187080	WESTENBROEK MOWER CENTER	SWITCH-IGNITION, SWITCH-SINGLE POLE NO	4.25
08/11/2025	140906(A)	YELLOW LIME CREATIVE	MONTHLY FIXED AMOUNT - BPW	1,145.53

08/15/2025	186948#	Zeeland BPW	BPW UTILITIES STATEMENT DUE 8/20/25	27,152.86
08/29/2025	187083	ZEELAND HIGH SCHOOL - SANP	SENIOR ALL-NIGHT PARTY CLASS OF 2026 DONATION	62.50
Total for fund 591 WATER UTILITY FUND				\$ 490,512.51

#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

**BOARD OF PUBLIC WORKS  
SUMMARY OF CASH POSITION**

Cash and Investments as of : August 30, 2025

	<u><b>Electric</b></u>	<u><b>Water</b></u>
Receiving	\$ 3,640,487	\$ 817,417
Accumulated Debt Service (in Receiving Fund)	-	-
Plant Improvements and Contingencies	12,833,910	12,081,834
Bond and Interest Payment Reserve*	-	-
Totals	<u>\$ 16,474,397</u>	<u>\$ 12,899,250</u>

\* Reserve required per electric and water revenue bond ordinances.

Recommended Transfers for the Month: August-25

	<u><b>Electric</b></u>	<u><b>Water</b></u>
Receiving	(57,645)	(345,200)
Accumulated Debt Service	-	-
Plant Improvements and Contingency	-	345,200
General Fund (per charter provision)	57,645	-

Notes on Recommended Transfers:

- 1 The annual operating transfer for FY 25-26 from the Electric Fund to the General Fund is a combination of 1% of net fixed assets as of June 30, 2024 and 1% of gross sales, less sales tax, for the year ended June 30, 2024, less any franchise payments. The annual operating transfer is divided into twelve monthly payments.
- 2 Assumed carrying amounts (minimum) in Receiving accounts are established at approximately 10% of budgeted operating expenses, before depreciation.  
  
Electric = 10% of \$ 37,423,451 or approximately \$ 3,742,345  
Water = 10% of \$ 4,721,757 or approximately \$ 472,176
- 3 Further surpluses of \$345,200 in the Water Fund are recommended for transfer to the Plant Improvements and Contingencies Reserve.

TO: Chairperson Boerman and Members of the Board of Public Works

FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance

SUBJECT: Accounting, Finance & Customer Service Update

DATE: October 2, 2025

---

#### **August 2025 Customer Metrics**

- Overdue/Disconnect Notices = 212
- Active Accounts = 8,012
- Total Bills Sent = 8,050
- Paperless Bills = 2,437
- NorthStar Pre-Authorized Payment Customers = 2,272
- Invoice Cloud = 3,401
  - Credit Card = 2,680
  - EFT = 721

#### **July 2025 Customer Metrics**

- Overdue/Disconnect Notices = 237
- Active Accounts = 8,006
- Total Bills Sent = 8,019
- Paperless Bills = 2,428
- NorthStar Pre-Authorized Payment Customers = 2,272
- Invoice Cloud = 3,387
  - Credit Card = 2,672
  - EFT = 715

#### **MyMeter**

- MyMeter Active Accounts as of March 31, 2024 = 738

**Sprypoint Billing Software Transition** - The Customer Service staff, along with other supporting teams, continue to make steady progress on the transition to the Sprypoint billing software system. However, we have determined that the planned October 27 go-live date will need to be postponed.

Following an October 7 review, it was determined that additional work is required on the final statement presentation, and another round of bill validation will need to take place. This additional validation necessitates moving the go-live date. The team is now tentatively targeting November 17 for go-live, based on team availability.

If this date proves unworkable, we will likely need to look at a date after the holiday season. While this delay is disappointing, our top priority is ensuring a smooth and accurate transition to Sprypoint. We believe this adjustment is the best course of action to verify accuracy and deliver a successful implementation.

**Fiscal Year 2025 Year in Review** – At Tuesday's meeting, we will review the financial performance for Fiscal Year 2025. Following this cover memo is a copy of the presentation that we will discuss at that meeting.

**Fiscal Year 2025 Audit** – Staff completed the on-site portion of the audit during the week of September 29. Overall, the process went very smoothly, and the auditors had very few—if any—adjustments to the financial statements. A huge thanks goes out to the BPW Managers and members of the Finance Team for ensuring the audit's success.

One item of note is the accounting for the Belle River Conversion Project. It was determined that as funds are transferred from the MPPA Trust Account to the project, they will be recorded as a prepaid expense. These prepaids will then convert into an interchange power expense on a monthly basis, spread over the term of the loan other agencies are using to finance this conversion.

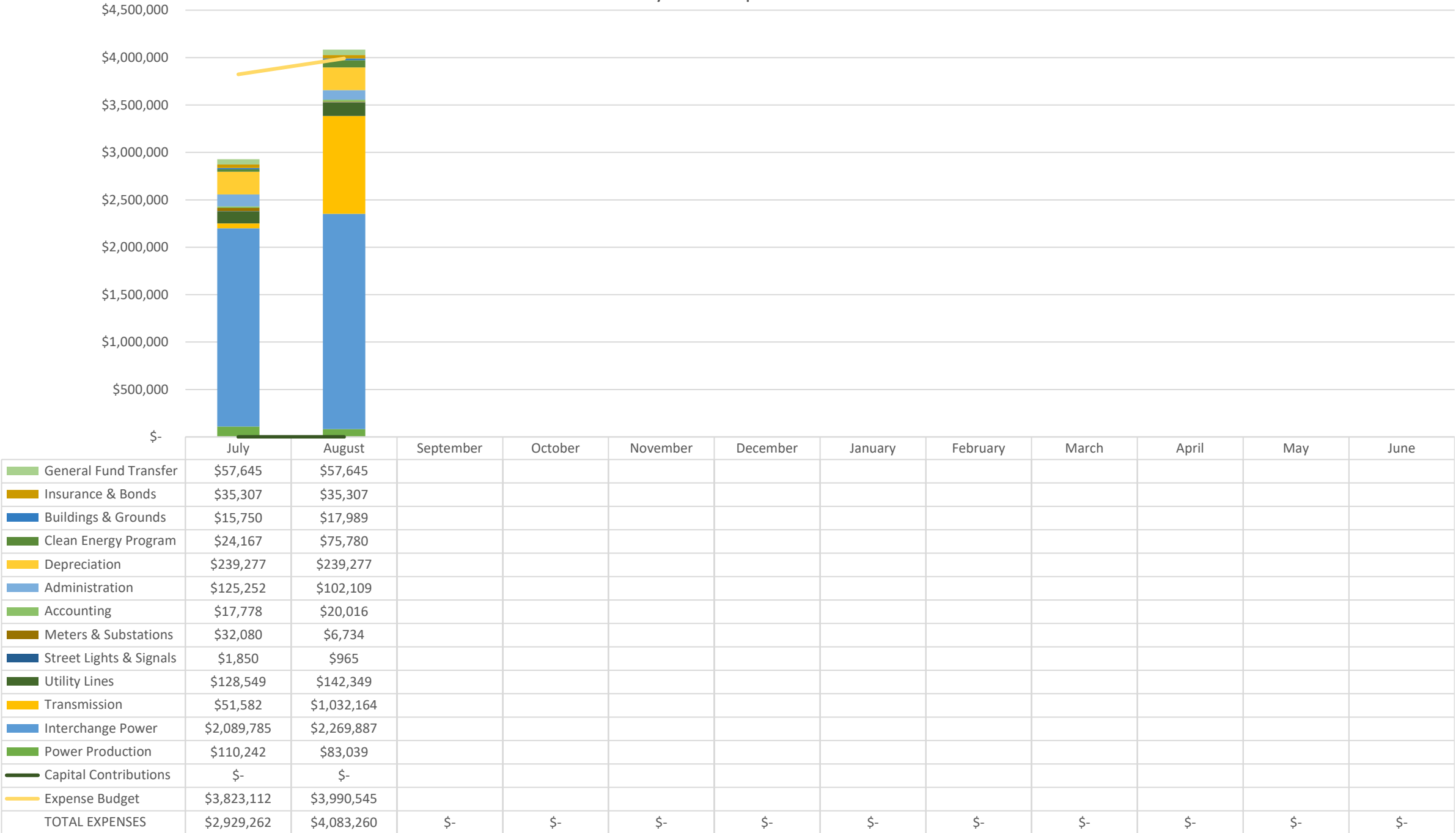
Special thanks to the team at Brickley DeLong for their expertise in ensuring this unique transaction was handled properly and to the benefit of the Zeeland BPW.



## Electric Utility Fund Operating Revenue

[illegible]

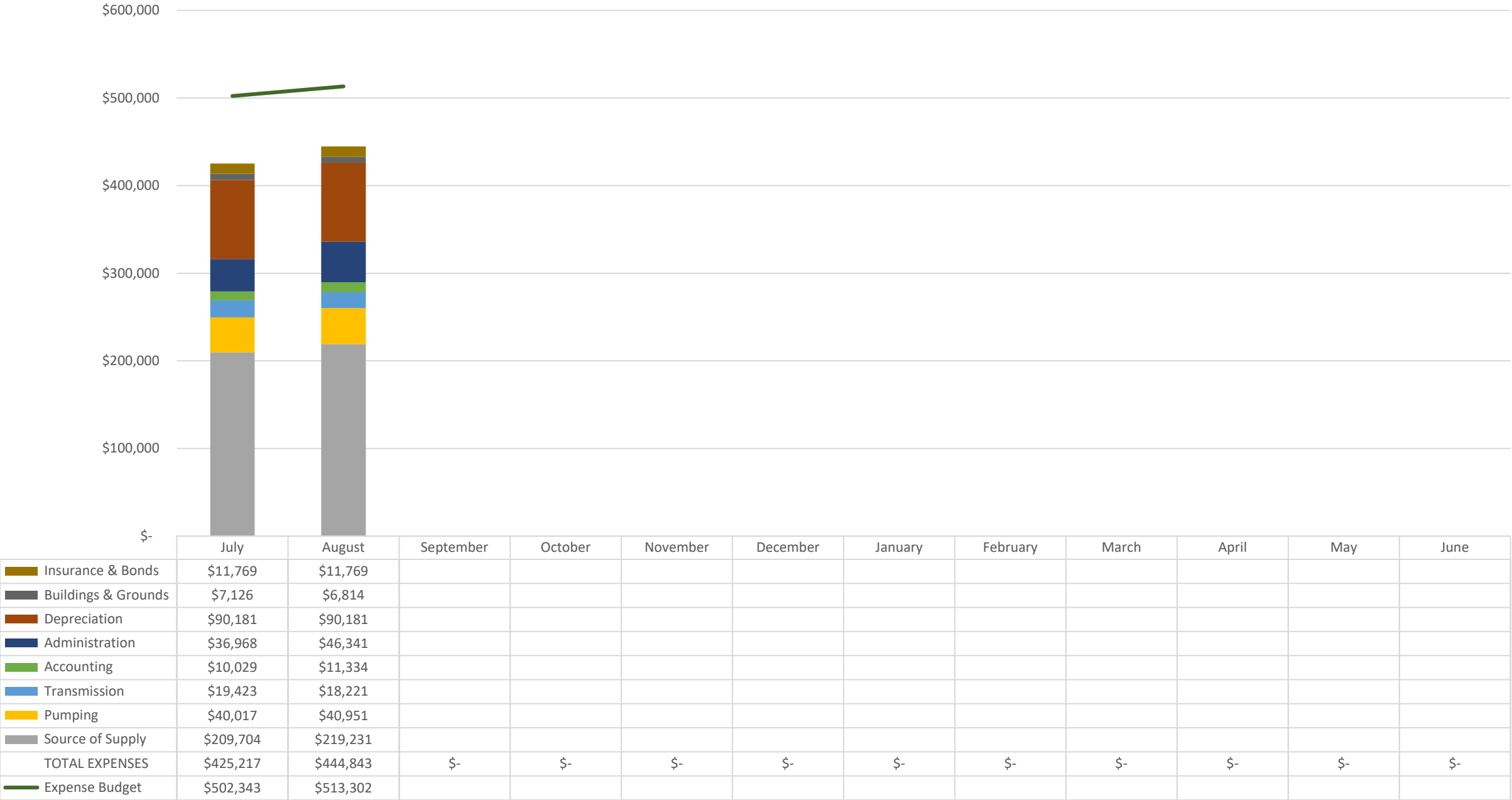
Electric Utility Fund Expenditures



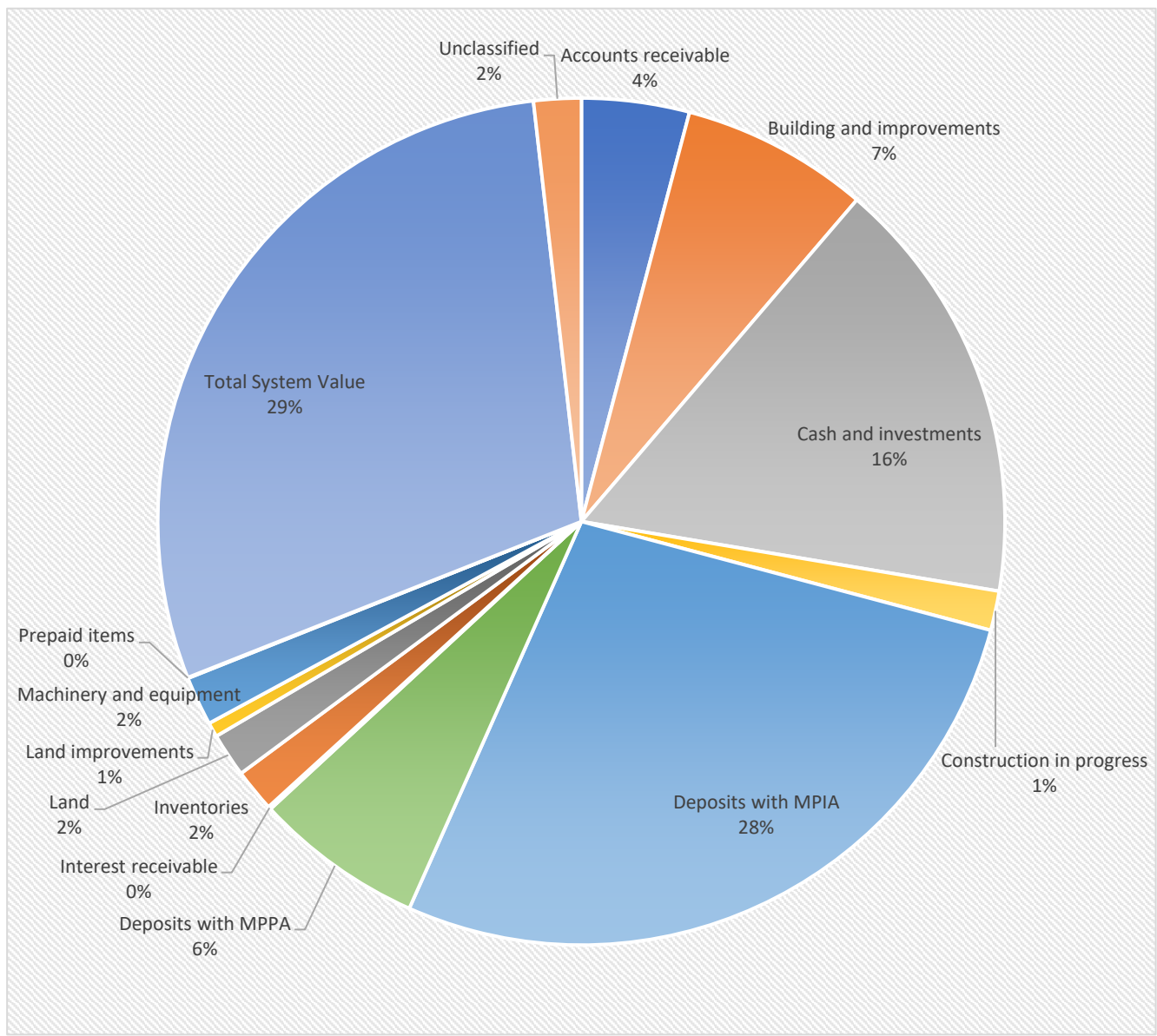
## Water Fund Operating Revenues

[illegible]

Water Fund Expenditures

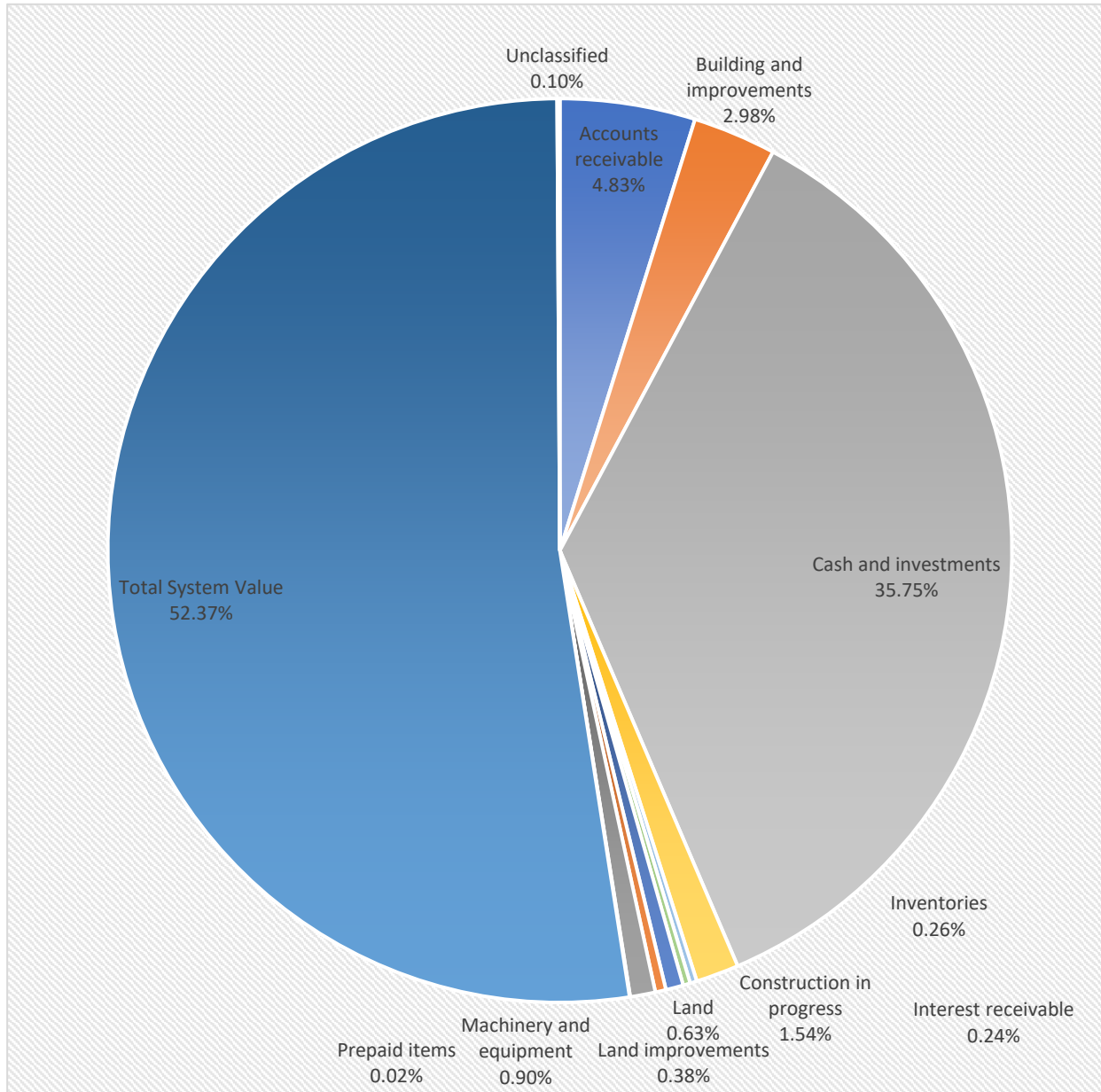


# Electric Assets

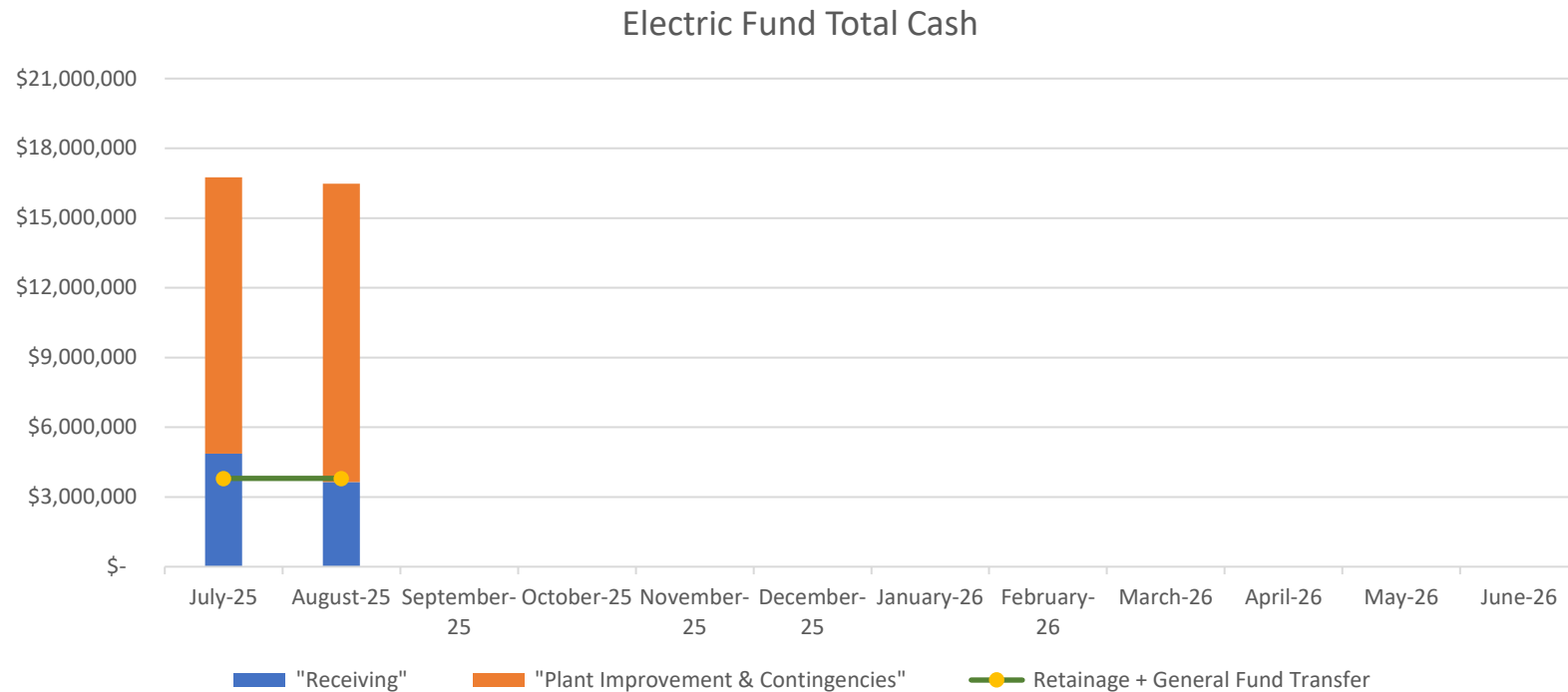


	August 2025	July 2025
Accounts receivable	\$ 4,136,865.47	\$ 4,227,860.81
Building and improvements	\$ 7,207,970.53	\$ 7,207,970.53
Cash and investments	\$ 16,474,397.13	\$ 16,756,923.24
Construction in progress	\$ 1,513,399.27	\$ 1,407,014.00
Deposits with MPIA	\$ 27,712,835.52	\$ 27,153,385.09
Deposits with MPPA	\$ 6,503,452.26	\$ 6,245,170.76
Interest receivable	\$ 111,543.92	\$ 111,543.92
Inventories	\$ 1,638,419.02	\$ 1,615,226.28
Land	\$ 1,691,050.33	\$ 1,691,050.33
Land improvements	\$ 558,008.28	\$ 558,008.28
Machinery and equipment	\$ 1,883,221.99	\$ 1,883,221.99
Prepaid items	\$ 29,455.50	\$ 32,432.73
Total System Value	\$ 29,392,356.54	\$ 29,614,953.18
Unclassified	\$ 1,823,688.00	\$ 1,823,688.00
TOTAL ASSETS	\$ 100,676,663.76	\$ 100,328,449.14

# Water Assets



	August 2025	July 2025
Accounts receivable	\$ 1,744,402.87	\$ 1,799,421.59
Building and improvements	\$ 1,076,174.14	\$ 1,076,174.14
Cash and investments	\$ 12,899,250.35	\$ 12,790,401.43
Construction in progress	\$ 554,294.60	\$ 317,940.96
Interest receivable	\$ 87,403.63	\$ 87,403.63
Inventories	\$ 93,068.75	\$ 92,466.00
Land	\$ 226,432.58	\$ 226,432.58
Land improvements	\$ 137,717.72	\$ 137,717.72
Machinery and equipment	\$ 325,301.71	\$ 325,301.71
Prepaid items	\$ 7,942.73	\$ 8,817.97
Total System Value	\$ 18,897,257.57	\$ 18,987,438.27
Unclassified	\$ 34,695.00	\$ 34,695.00
TOTAL ASSETS	\$ 36,083,941.65	\$ 35,884,211.00



Electric Total Cash  
\$ 16,474,397

Receiving Account - \$3,640,487  
Plant Improvement & Contingencies -  
\$12,833,910

**FY 2026 Retainage = \$3,742,345**  
~10% of budgeted operating expenses,  
before depreciation.



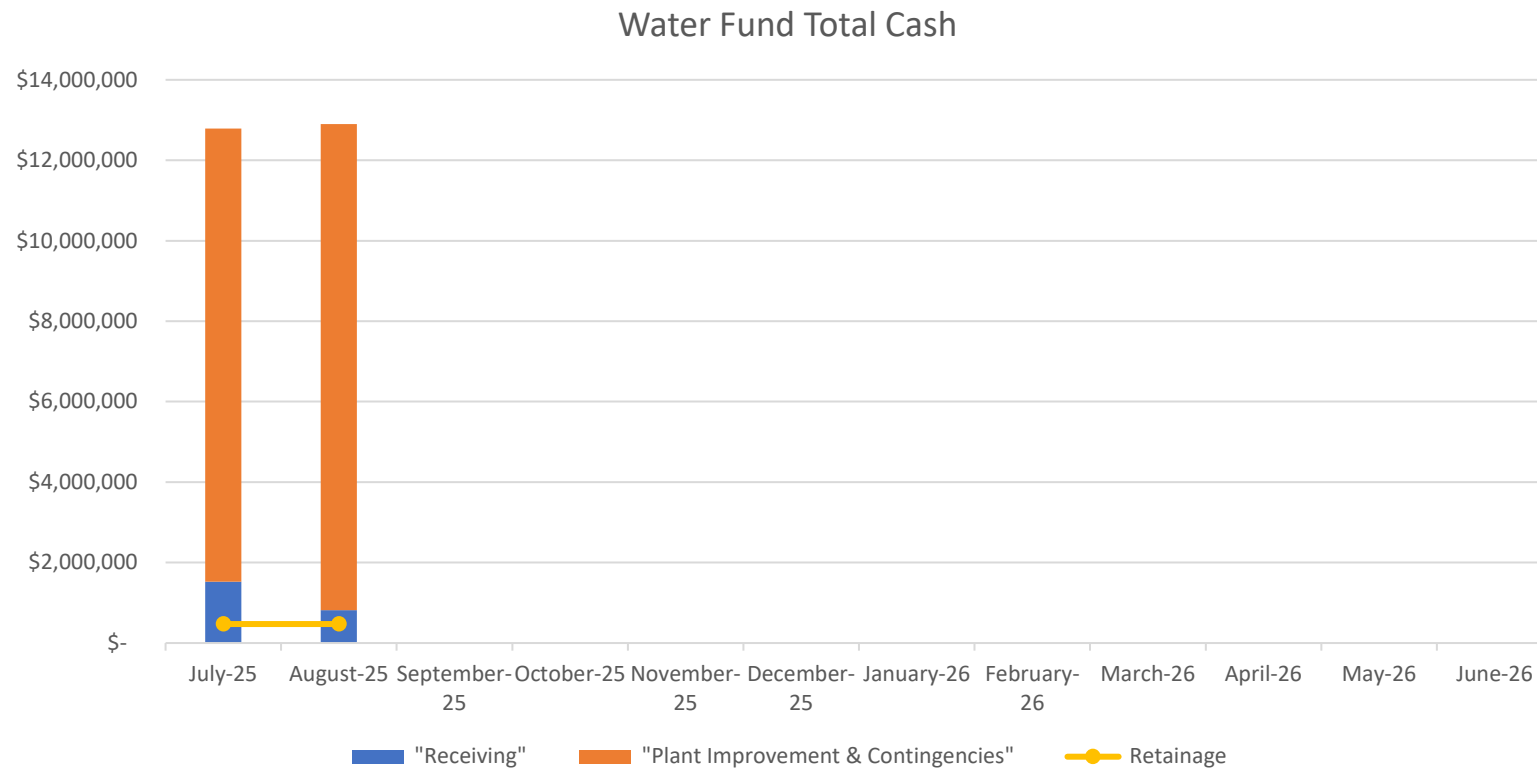
Electric Cash Usage - \$282,526

**Beginning Balance - \$16,756,923**

Operating Loss	(\$582,987) (Decreases Cash)
Depreciation	\$239,277 (Non-Cash Component of Operating Income, Add to Cash)
Change in A/P	\$113,470 (Increases Cash)
Change in A/R	\$90,995 (Increases Cash)
Change in Inventory	(\$20,216) (Decreases Cash)
Capital Assets	(\$123,065) (Purchases of Capital Assets Decreases Cash)

**Ending Balance - \$16,474,397**





Water Total Cash  
\$12,899,250

Receiving Account - \$817,417  
Plant Improvement & Contingencies -  
\$12,081,834

**FY 2026 Retainage = \$472,176**  
~10% of budgeted operating expenses,  
before depreciation.



Water Cash Increase - \$108,849

**Beginning Balance - \$12,790,401**

Operating Gain	\$195,702 (Increases Cash)
Depreciation	\$90,181 (Non-Cash Component of Operating Income, Add to Cash)
Change in A/P	\$4,028 (Increases Cash)
Change in A/R	\$55,019 (Increases Cash)
Change in Inventory	\$273 (Increases Cash)
Capital Assets	(\$236,354) (Purchases of Capital Assets Decreases Cash)

**Ending Balance - \$12,899,250**



**ZEELAND**  
Board of Public Works

# Fiscal Year 2025 Financial Review



## ELECTRIC UTILITY FUND

	<u>Fiscal Year 2024 Actual</u>	<u>Fiscal Year 2025 Budget</u>	<u>Fiscal Year 2025 Actual</u>
Revenues	\$40,337,761	\$42,819,370	\$42,225,628
Expenses	<u>\$35,440,480</u>	<u>\$41,554,377</u>	<u>\$37,445,958</u>
Net Income	\$4,897,281	\$1,264,993	\$4,779,670



## ELECTRIC UTILITY FUND – REVENUES - \$593,742 less than budgeted

- Overall utility sales were \$504,511 or 1.3% less than budgeted
- Budgeted for a grant reimbursement in the amount of \$343,333 which never materialized
- Budgeted for \$2,600,000 in capital contributions only received \$49,752 in capital contributions due to a budgeted contribution from Gentex not being made in FY25
- Equity Adjustments in MPIA and MPPA were \$1,992,151 more than budgeted
- Interest Earnings were \$579,030 more than budgeted
- Sale of fixed assets was \$221,500 more than expected due to the sale of used transformers



ELECTRIC UTILITY FUND – EXPENSES - \$4,108,419 less than budgeted

<u>Department</u>	<u>Fiscal Year 2025 Budget</u>	<u>Fiscal Year 2025 Actual</u>	<u>Variance</u>
240 - Contingencies	\$30,000	\$0	\$30,000
252 – Fringe Benefits	\$1,500	\$0	\$1,500
536 – Power Production	\$1,439,609	\$1,250,174	\$189,435
537 – Interchange Power	\$26,723,937	\$24,091,069	\$2,632,868
539 – Transmission	\$4,238,998	\$3,777,814	\$461,184
540 – Utility Lines	\$1,663,511	\$1,827,370	(\$163,859)
542 – Street Lights & Signals	\$105,964	\$18,559	\$87,405
543 – Meters	\$121,615	\$17,956	\$103,659
545 – Substations	\$235,511	\$158,635	\$76,876



## ELECTRIC UTILITY FUND – EXPENSES - \$6,818,821 less than budgeted

<u>Department</u>	<u>Fiscal Year 2025 Budget</u>	<u>Fiscal Year 2025 Actual</u>	<u>Variance</u>
546 – Accounting	\$373,937	\$281,966	\$91,971
547 – Administration	\$1,508,265	\$1,402,050	\$106,215
550 – Depreciation	\$3,079,400	\$2,871,320	\$208,080*
551 – Clean Energy Program	\$504,469	\$333,235	\$171,233
571 – Buildings and Grounds	\$308,400	\$266,990	\$41,410
572 – Insurance and Bonds	\$573,790	\$481,400	\$92,390
576 – Capital Cont. Expense	\$0	\$21,949	(\$21,949)*
965 – Transfers Out	\$645,473	\$645,473	\$0

\*Fixed asset related line items for which we expect some adjustments prior to completion of the audit



ELECTRIC UTILITY FUND – Department 240 Contingencies  
\$30,000 less than budgeted

- Generally, budget for a contingency each Fiscal Year which wasn't used during FY25

ELECTRIC UTILITY FUND – Department 252 Fringe Benefits  
\$1,500 less than budgeted





ELECTRIC UTILITY FUND – Department 536 Power Production  
\$189,434 less than budgeted

- Contractual Services - \$120,312 less than budget due to not completing the generation study RFP in Fiscal Year 2025
- Equipment and Building Maintenance - \$25,325 less than budget due to fewer than budgeted repairs



ELECTRIC UTILITY FUND – Department 537 Interchange Power  
\$2,632,868 less than budgeted

- Less than budget due to power supply costs being less than expected. This is also evidenced by the less than expected sales.

ELECTRIC UTILITY FUND – Department 539 Transmission  
\$461,184 less than budgeted

- Our transmission credit was \$461,184 more than expected due to greater than expected assets on our MISO transmission filing.



ELECTRIC UTILITY FUND – Department 540 Utility Lines  
\$163,859 more than budgeted

- A majority of this cost overrun was due to how wages were allocated in the budget versus how they were spent throughout the year.
- Wages and associated fringe benefits were \$86,540 more than budgeted in this department
- In total, wages and fringe benefits were \$209,711 less than budgeted in the Electric Utility Fund largely driven by staffing changes in the accounting department, fewer than expected part-time hours, and vacancies in the apprentice line worker position
- In addition to wages, equipment and vehicle repairs were \$84,750 more than expected in the Fiscal Year



ELECTRIC UTILITY FUND – Department 542 Street Lights and Signals,  
Department 543 Meters, and Department 545 Substations  
Collectively \$267,940 less than budgeted

- Mostly driven by the allocation of wages and fringe benefits from budget to actual

ELECTRIC UTILITY FUND – Department 546 Accounting  
\$91,971 less than budgeted

- Capitalization of wages for the Sprypoint Project were more than expected (\$22,644).
- \$61,507 of fewer costs due to transitions in staffing for the accounting department



ELECTRIC UTILITY FUND – Department 547 Administration  
\$106,215 less than budgeted

- \$128,374 less than budgeted due to the timing and cost of some of the IT Projects.

ELECTRIC UTILITY FUND – Department 551 Clean Energy Program  
\$171,233 less than budgeted

- Cost Savings is due to under utilization of the Clean Energy Program



ELECTRIC UTILITY FUND – Department 571 Building and Grounds  
\$41,410 less than budgeted

- Cost savings due to maintenance supplies and projects being less than expected and fewer part-time hours than budgeted

ELECTRIC UTILITY FUND – Department 572 Insurance and Bonds  
\$92,390 less than budgeted

- Cost savings due to insurance renewal being less than expected



## ELECTRIC UTILITY FUND – Cash Increase \$172,687

Cash Beginning of Fiscal Year - \$16,471,273

Operating Gain (Adds to Cash)	\$4,779,670
Depreciation (Adds to Cash)	\$2,871,320
Accounts Payable Decrease (Use of Cash)	(\$427,333)
Accounts Receivable Increase (Use of Cash)	(\$1,108,984)
Capital Asset Purchases (Use of Cash)	(\$3,487,902)
Inventory Increase (Use of Cash)	(\$283,273)
Change in MPPA/MPIA (Reduces Operating Gain)	(\$2,170,811)

Cash Ending of Fiscal Year - \$16,643,965



## WATER UTILITY FUND

	<u>Fiscal Year 2024 Actual</u>	<u>Fiscal Year 2025 Budget</u>	<u>Fiscal Year 2025 Actual</u>
Revenues	\$5,986,976	\$5,479,111	\$6,247,200
Expenses	<u>\$4,774,080</u>	<u>\$6,075,776</u>	<u>\$5,293,555</u>
Net Income	\$1,212,896	(\$596,667)	\$953,645





## WATER UTILITY FUND – REVENUES - \$768,089 more than budgeted

- Water sales were \$221,367 more than budgeted driven by the commercial sales
- Interest Earnings were \$539,685 more than budgeted



WATER UTILITY FUND – EXPENSES - \$782,222 less than budgeted

<u>Department</u>	<u>Fiscal Year 2025 Budget</u>	<u>Fiscal Year 2025 Actual</u>	<u>Variance</u>
240 - Contingencies	\$12,000	\$0	\$12,000
252 – Fringe Benefits	\$1,000	\$0	\$1,000
534 – Source of Supply	\$2,413,036	\$2,424,267	(\$11,231)
535 – Pumping	\$572,783	\$423,377	\$149,406
538 – Transmission	\$359,155	\$327,823	\$31,331
546 – Accounting	\$230,556	\$152,205	\$78,351
547 – Administration	\$645,668	\$605,007	\$40,661
550 – Depreciation	\$1,536,650	\$1,082,168	\$454,482*
571 – Building and Grounds	\$113,667	\$107,415	\$6,252
572 – Insurance and Bonds	\$191,263	\$160,476	\$30,787
576 – Capital Contributions	\$0	\$10,817	\$10,817*

\* Fixed asset related line items for which we expect some adjustments prior to completion of the audit



WATER UTILITY FUND – Department 240 Contingencies  
\$12,000 less than budgeted

- Generally, budget for a contingency each Fiscal Year which wasn't used during FY25

WATER UTILITY FUND – Department 252 Fringe Benefits  
\$1,000 less than budgeted



WATER UTILITY FUND – Department 534 Source of Supply  
\$11,231 more than budgeted

- Within .47% of \$2,413,036 budget



WATER UTILITY FUND – Department 535 Pumping  
\$149,406 less than budgeted

- Budgeted for \$21,457 of overtime which was not used
- Due to the allocation of hours worked, wages and benefits were \$94,648 less than budgeted
- In total we budgeted \$989,981 of wages and fringe benefits for the Water Fund and only spent \$826,131 a difference of \$163,849 – largely driven by a vacancy in the Water Manager position and a change in staffing in the accounting department



WATER UTILITY FUND – Department 538 Transmission  
\$31,337 less than budgeted

- Most line items were under budget resulting in the better-than-expected performance

WATER UTILITY FUND – Department 546 Accounting  
\$78,351 less than budgeted

- Underbudget largely due to wages and benefits associated with staffing changes in the accounting department



WATER UTILITY FUND – Department 547 Administration  
\$40,661 less than budgeted

- Largely driven by the vacancy in the Water Operations Manager position



WATER UTILITY FUND – Department 571 Building and Grounds  
\$6,252 less than budgeted

- Part-time wages were less than budgeted

WATER UTILITY FUND – Department 572 Insurance and Bonds  
\$30,787 less than budgeted

- Cost savings due to insurance renewal being less than expected





## WATER UTILITY FUND – Cash Usage \$105,970

Cash Beginning of Fiscal Year - \$11,954,440

Operating Gain (Adds to Cash)	\$953,644
Depreciation (Adds to Cash)	\$1,082,168
Decrease in Payables (Use of Cash)	(\$391,529)
Increase in Accounts Receivable (Use of Cash)	(\$494,362)
Capital Asset Purchases (Use of Cash)	(\$1,254,510)
Increase in Inventory (Use of Cash)	(\$1,381)

Cash Ending of Fiscal Year - \$11,848,470

# WATER DEPARTMENT REPORT (August Usage)

## Monthly Board Meeting 10/14/2025

<u>WHOLESALE PURCHASES</u>	<u>August 2025</u>		<u>August 2024</u>		<u>PERCENT CHANGE</u>
AMOUNT PURCHASED	261,080,000	GAL	258,790,000	GAL	0.9%
TOTAL PAYMENT	\$219,231.43		\$196,594.76		11.5%
UNIT COST (1000 GALLONS)	\$0.8397		\$0.7597		10.5%

### MONTHLY INFORMATION

TOTAL AMOUNT PURCHASED (Gal)-(8/1/25-8/31/25)	261,080,000	GAL	258,790,000	GAL	0.9%
TOTAL AMOUNT SOLD (Gal)	261,227,284	GAL	259,778,904	GAL	0.6%
MONTHLY SYSTEM LOSSES (Gal)	(147,284)	GAL	(988,904)	GAL	N/A
MONTHLY SYSTEM LOSSES (%)	-0.06%		-0.38%		N/A
RATE PURCHASED - RATE SOLD = ROI (1000 GAL)	\$1.26		\$1.24		1.7%
AVERAGE MONTHLY <u>RETAIL</u> UNIT RATE (1000 Gal)	\$2.22		\$2.13		4.2%
AVERAGE MONTHLY <u>CONTRACT</u> UNIT RATE (1000 Gal)	\$1.88		\$1.80		4.6%

### WATER SOLD

*RESIDENTIAL	19,620,788	GAL	15,969,800	GAL	22.9%
COMMERCIAL/INDUSTRIAL	149,357,648	GAL	142,404,240	GAL	4.9%
CONTRACTUAL SALES-(8/1/25-8/31/25)	92,248,848	GAL	101,404,864	GAL	-9.0%
TOTAL SALES	261,227,284	GAL	259,778,904	GAL	0.6%

### CHARGES FOR SERVICES

RESIDENTIAL	\$43,543.46		\$33,946.50		28.3%
COMMERCIAL/INDUSTRIAL	\$331,462.16		\$302,704.20		9.5%
INDUSTRIAL SALES - CONTRACTUAL	\$173,757.13		\$182,646.68		-4.9%
FIRE PROTECTION	\$15,941.75		\$15,146.25		5.3%
READINESS TO SERVE	\$59,459.98		\$55,232.58		7.7%
MISC CHARGES (Overdue Int)	\$0.00		\$0.00		N/A
TOTAL CHARGES	\$624,164.48		\$589,676.21		5.8%

### CUMULATIVE FOR FISCAL YEAR

PUMPING STATION DISCHARGE- Start July 1,2025	554,160,000	GAL	493,130,000	GAL	12.4%
AMOUNT SOLD	554,375,964	GAL	495,867,900	GAL	11.8%
SYSTEM LOSSES	-215,964	GAL	-2,737,900	GAL	N/A
SYSTEM LOSSES (PERCENT)	0.0%		-0.6%		N/A
TOTAL CHARGES FOR SERVICES	\$1,310,884.78		\$1,129,067.64		16.1%
AVERAGE RATE PER 1000 GAL SOLD(combined with all service charges)					

### PEAK DAY

MONTH -8/10/2025 (8/28/2024)	11.04	MGD	9.88	MGD	
FISCAL YEAR-TO-DATE - 07/29/2025 (08/28/2024)	11.56	MGD	9.88	MGD	

TO: Chairperson Boerman and Members of the Board of Public Works

FROM: Jason Postma, Water Operations Manager

SUBJECT: Water Department On-Going Projects Update

DATE: October 3, 2025

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#### **Meter Replacement Program-**

- Total Water Meters- 3,026
  - AMI Water Meters-2,631 (87%)
  - Radio Read Water Meters-128 (4.2%)
  - Touch Read Water Meters-265 (8.7%)
  - 96.3% of all large diameter meters are replaced
    - 4 remaining out of 215 large diameter meters to replace.

#### **Galvanized Service line Replacement Program-**

- Replaced (89) GSL in 2025 (Replaced (133) GSL in 2024)
- Replaced (25) GSL in September 2025
- Replaced (824) GSL since June 18, 2018, when New EGLE Requirements were Implemented.
- Approximately (172) total GSLR still needs replacing.

#### **Other Work Projects-**

- Logan Estates Meter Replacement began (approximately 380 meters) (148 replaced) (38%)
- Taft St. Construction. All new water main south of Central is in. Set for final inspection mid-October.
- Starting winter checking fire hydrants.

#### **Water Administration Projects-**

- Risk and Resilience Assessment- EPA Requirement
  - Next steps – certifying with the EPA. The deadline to certify is June 30, 2026.
  - ERP certification statement to EPA is due on or before December 31, 2026.
  - Updating our ERP
- Lead and Copper Sampling
  - Next steps – Submit results the EGEL by 10/10/25. **Completed 10/3/25**
- Carlton Pump Station
  - Resurrecting a 3<sup>rd</sup> pump.
- Sample Site Plane
  - Updating our Bati sample plan.





Water Main Break on Colonial St

October 3, 2025



TO: Chairperson Boerman and Members of the Board of Public Works

FROM: Brian L. Coots, Electrical Transmission & Distribution Manager

SUBJECT: Electric Transmission & Distribution Department Projects Update

DATE: October 14th, 2025

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### **Garfield St. Undergrounding**

As part of our capital improvement program, and undergrounding goals from the City of Zeeland we will be undergrounding the overhead primary lines on the east of west side of Centennial St. This will remove a 0.25mi problematic stretch of overhead three phase conductor.

Currently, switchgears have been set, and crews are working on terminating the primary conductors. After equipment is terminated, old overhead primary running east and west can be taken down. Staff are currently working to efficiently transfer services to new feeds.

### **Riley 138kV Disconnect Switch**

SECCO Manufacturing was contracted to provide specialized technical support for the 138kV center break vee switch, designated RY-300, located at the Riley Substation. A SECCO technician performed a complete re-calibration and verification of the switch's opening and closing operations to ensure all mechanical and electrical components function within manufacturer specifications and operational safety standards. The recalibration was successfully completed, confirming proper alignment, contact pressure, and timing of the operating mechanisms. This maintenance ensures reliable performance of the switch and allows ZBPW to safely re-energize Riley Transformer #3 once the external work on the 138kV transmission system is completed in late October.

### **Near Term Projects**

Further updates on the Prairie Winds West, Trailside Phase 3, and Eagle Meadows developments, all of which are currently under construction, confirm that ZBPW will be able to begin installing distribution system infrastructure by the end of September. Collectively, these developments will add more than 100 new customers. Our goal is to complete the distribution backbone in these areas before winter. Also, some near-term projects have been completed and are listed below.

- Replacement of switchgear SW-0154 on 96<sup>th</sup> Ave due to age and poor condition. Replacement required a planned outage; this allowed crews time to replace aging infrastructure and keep our backbone primary circuit connections strong.
- One transformer at Zeeland Hospital was replaced in conjunction with an internal service upgrade requested by the customer. During the outage window crews took advantage of the time and replaced the 1,000kVA transformer feeding the medical office building.
- Taft St. underground distribution system has been completed; all remaining work is dependent on when customers in the area can schedule electricians to cutover from the overhead service to new underground facilities.

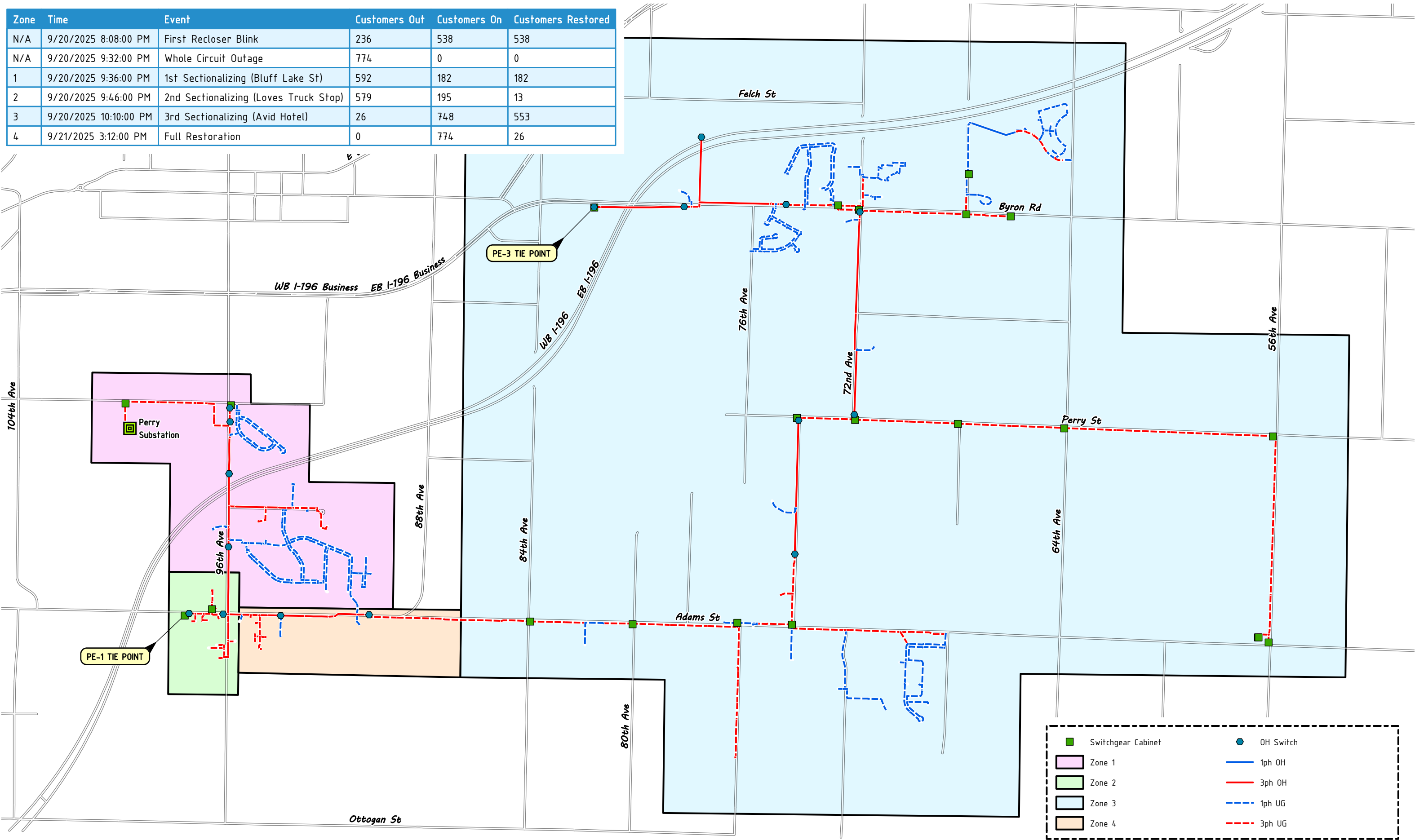
## Outage Statistics

- 9/20: 8:08PM Sever straight line winds came through our service territory creating outages on all customers for Perry #5. A more detailed report on this incident alone shall follow this report.
- 9/23: 2:20PM A homeowner ran over a secondary pedestal in a subdivision. This outage affected roughly 2 customers for 23 minutes.
- 9/26: 8:27PM Underground cable failed due to nearby excavations completed the day prior damaged the cable. When this cable failed 4 customers were out of power for 57 minutes.
- 10/1: 9:30PM A squirrel got into the exposed portion of a cutout on a riser pole feeding half of a subdivision. This outage affected roughly 27 customers for 17 minutes; the outage time was very short due to crews already being in the area for other daily operations.

### IEEE 1366 Statistics

Metric	Oct 2024 - Sep 2025	Oct 2023 - Sep 2024
SAIDI	15.229	6.977
SAIFI	0.123	0.0925
CAIDI	123.387	75.422
ASAI	99.9974%	99.9986%
Momentary Interruptions	1	0
Sustained Interruptions	22	16

Zone	Time	Event	Customers Out	Customers On	Customers Restored
N/A	9/20/2025 8:08:00 PM	First Recloser Blink	236	538	538
N/A	9/20/2025 9:32:00 PM	Whole Circuit Outage	774	0	0
1	9/20/2025 9:36:00 PM	1st Sectionalizing (Bluff Lake St)	592	182	182
2	9/20/2025 9:46:00 PM	2nd Sectionalizing (Loves Truck Stop)	579	195	13
3	9/20/2025 10:10:00 PM	3rd Sectionalizing (Avid Hotel)	26	748	553
4	9/21/2025 3:12:00 PM	Full Restoration	0	774	26



## Outage Incident Report – PE-5 Circuit

### Cause

A broken line with six fallen poles caused multiple outages and required sectionalizing to restore service progressively.

### Impact

- Total customers affected: 774
- Longest duration: ~19 hours (from 9/20 9:32 PM until 9/21 3:12 PM)
- Area impact: PE-5 Circuit including several large subdivisions

### Timeline of Events

- 9/20 8:08 PM – First Recloser Blink - 540 customers briefly impacted, 236 remained out.
- 9/20 9:32 PM – Whole Circuit Outage - 774 customers without power (including the 236 already out).
- 9/20 9:36 PM – Sectionalizing Step 1 (Bluff Lake Street, subdivision loop) - 182 customers restored.
- 9/20 9:46 PM – Sectionalizing Step 2 (Loves Truck Stop area) - 13 customers restored.
- 9/20 10:10 PM – Sectionalizing Step 3 (Avid Hotel area) - 553 customers restored.
- 9/20 11:03 PM – Mutual Aid From Holland BPW and Lowell Light and Power arrived to assist.
- 9/21 3:53AM – Additional crews from Coldwater BPU and Niles were called to assist.
- 9/21 3:12 PM – Full Circuit Restoration - All 774 customers restored.

### Final Restoration

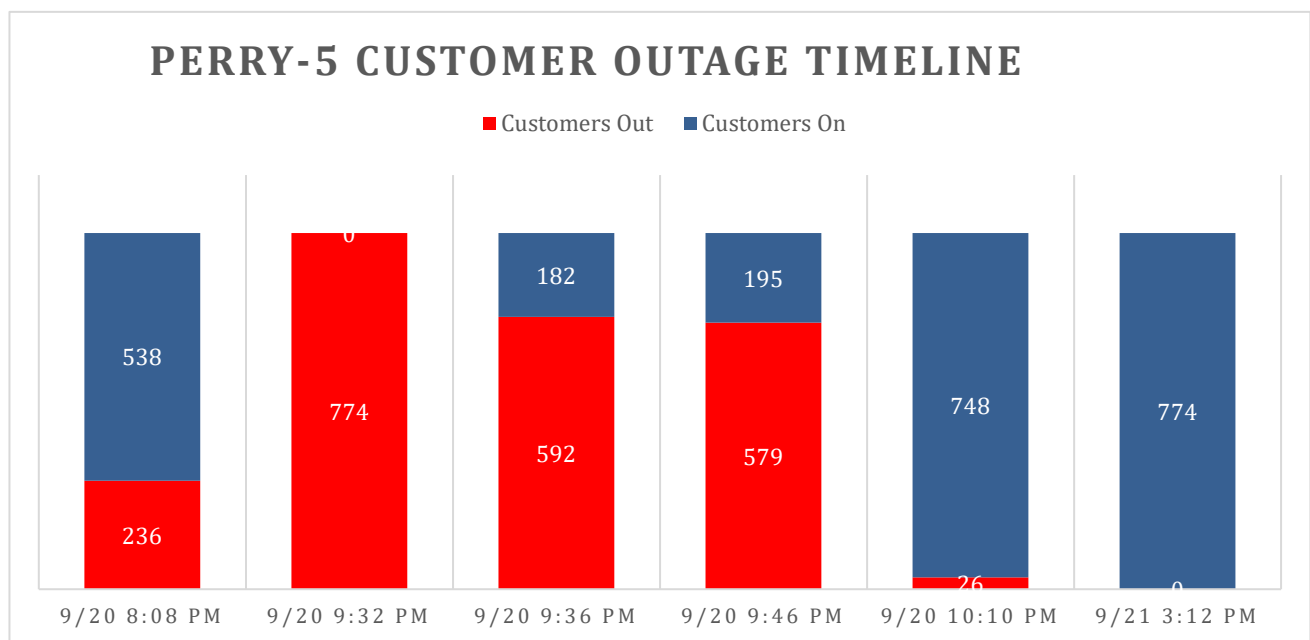
All customers were fully restored by 3:12 PM on 9/21. The final 28 customers came back online at this step. The assistance we received from our municipal partners was tremendous, and we couldn't have restored customers this quickly without their assistance. They once again highlight the Public Power community coming together to help one another in times of need. Also, Consumers Energy Lineworkers in the area for safely and promptly de-energizing downed conductors in the area to provide us with a safe working area.

### Visual Timeline

The following chart shows outages vs. restorations across the event sequence:



Time	Event	Customers Out	Customers On	Customers Restored
9/20 8:08 PM	First Recloser Blink	236	538	538
9/20 9:32 PM	Whole Circuit Outage	774	0	0
9/20 9:36 PM	1st Sectionalizing (Bluff Lake St.)	592	182	182
9/20 9:46 PM	2nd Sectionalizing (Loves Truck Stop)	579	195	13
9/20 10:10 PM	3rd Sectionalizing (Avid Hotel)	26	748	553
9/21 3:12 PM	Full Restoration	0	774	26



TO: Chairperson Boerman and Members of the Board of Public Works

FROM: Brian L. Coots – Electric Transmission & Distribution Manager

SUBJECT: Professional Services Recommendation – Pad Mounted Switchgear Dry Ice Cleaning

DATE: October 14, 2025

---

**Description:**

As part of a comprehensive preventative maintenance program, switchgear should be periodically cleaned to remove dust, debris, and corrosion that accumulate naturally over time, especially in outdoor equipment. Compromised equipment insulation increases the risk of arcing to the ground, potentially damaging equipment, causing outages, and posing safety risks to employees and the public. Cleaning reduces the likelihood of energized equipment tracking and ensures the effectiveness of the equipment's insulation.

For several years, we have had our pad-mounted switchgear and metering cabinets cleaned by Premier Line Services with excellent results. Premier Line Services also cleans equipment for neighboring municipal utilities, such as the Holland Board of Public Works and the Grand Haven Board of Light and Power. However, Premier Line Services has disclosed not coming to Michigan to perform the dry ice cleaning. It was stated that this was due to other large projects tying up their available resources.

Finding a utility dry ice cleaning contractor was somewhat challenging due to the niche job being performed. Staff found a Michigan based outfit that specializes in dry ice cleaning both utility and industrial products. References were provided by Strength H2O Industrial Solutions to confirm their track record in working in the utility space. The budgeted professional service has been included in the 2026 fiscal year Operations and Maintenance budget for utility lines professional and contracted services. We estimated the cost to be approximately \$30,000 for three days of switchgear and equipment dry ice cleaning.

**Recommendation:**

Staff recommend that a not-to-exceed professional services contract totaling \$29,500 be awarded to Strength H2O Industrial Solutions to perform switchgear cleaning. An allocation for these expenditures is included in the FY2026 Operations and Maintenance budget, and associated charges will be allocated accordingly.

**Attachments**

Zeeland Board of Public Works Dry Ice Cleaning-Strength.pdf

# Zeeland Board of Public Works

## Dry-Ice Cleaning PMH Switchgear



Sep 23<sup>rd</sup>, 2025

Sep 23<sup>rd</sup>, 2025

Mr. Brian Coots - **Zeeland Board of Public Works**

350 E Washington Ave. Zeeland, MI 49464

bcoots@zeelandbpw.com | (616) 251-0142

## Dry-Ice Cleaning PMH Switchgears

Mr. Coots,

Thank you very much for the opportunity to bid on the above-mentioned project. Strength H2O Industrial Solutions offers comprehensive and innovative industrial cleaning solutions for all commercial, institutional, and industrial markets. We are pleased to submit the following proposal for Dry-Ice Cleaning PMH Switchgears for your review and consideration. Our goal is to always meet your business needs, while working as safely and efficiently as possible.

Strength H2O pledges to increase Zeeland Board of Public Works' competitive position in the marketplace through our expanded relationship, and we recognize our obligation to be an active partner in the value improvement/cost reduction efforts of our customers. Strength H2O prides itself in consistently being the **lowest overall cost provider**, ensuring maximum total economic benefit for Zeeland Board of Public Works.

Thank you for your interest in the services provided by Strength H2O Industrial Solutions. Should you have any questions, comments or concerns please feel free to contact me using my contact information below. We look forward to working with you.

Sincerely,



Krys Webster

**Strength H2O Industrial Solutions**

(c) (724) 470-5556 | strengthh20@gmail.com

[www.industrialcleaningpros.com](http://www.industrialcleaningpros.com)

## PROJECT SCOPE

Strength H2O will provide all labor, materials, and equipment necessary to conduct the dry ice cleaning of 20 Locations within a 25 sq. mile area.

- Dry ice blasting/cleaning of exterior and interior surfaces of 20 pad mounted switchgears (PMH-9, PMH-10, PMH-11, PMH-12)
- Strength will inspect all switchgears before and after cleaning.
- Provide pre/post cleaning photos along with summary of work performed.
- Dry ice cleaning will take place over a 3-day period
- Strength will provide all dry ice pellets required to complete the cleaning
- Coordinate scheduling with Zeeland Board of Public Works to minimize service disruption.
- Once cleaning has commenced it will not stop until completed.
- Any debris/contaminants will be placed in containers and disposed of by Strength H2O.

## SAFETY

All work performed by Strength H2O personnel will be in strict conformance to the scope of work, all applicable OSHA and EPA standards and to Zeeland Board of Public Works Environmental Health & Safety policies. Strength H2O is committed to maintaining the safest possible working environment for its employees and for the employees of its customers.

To fulfill this commitment, Strength H2O maintains a comprehensive safety program, documented by specific safety policies and procedures.

- Hazard Communications (OSHA 29 CFR 1910.1200)
- Confined Space Entry (OSHA 29 CFR 1910.146)
- Lock-out/Tag-out (OSHA 29 CFR 1910.147)
- Work Platforms (OSHA 29 CFR 1910.30 or 1910.66)
- PPE/Respirator Usage (OSHA 29 CFR 1910.134)
- Site Specific Hazards (OSHA 29 CFR 1910.119)

Prior to the start of any work on this project, Strength H2O's safety and operational personnel will prepare a Job Safety Analysis (JSA), including a complete hazard assessment and a summary of measures to eliminate or control potential risks. JSAs will be developed for this job scope, in coordination with Zeeland Board of Public Works JSA components will be reviewed during the safety meetings held prior to the start of each shift. It is Strength H2O's policy that no job may start without a job specific JSA.

All Strength H2O personnel assigned to this project will participate in a pre-job safety meeting in which the anticipated safety and health hazards and the planned controls for each will be reviewed. A safety meeting will be held at the start of each shift and Strength H2O's area safety manager will conduct periodic job safety audits.

Strength H2O completely supports the goal of a drug-free workplace. Strength maintains a substance abuse policy which includes pre-hire, post-incident, "reasonable suspicion," and random mandatory testing. Strength's substance abuse policy meets or exceeds customer requirements.

Confined space entry procedures, per OSHA 29 CFR 1910.146 will be strictly followed by all personnel. Strength H2O will provide a trained attendant and instrumentation to continuously monitor the atmosphere during periods of personnel entry.

## **ZEELAND BOARD OF PUBLIC WORKS WILL PROVIDE**

Adequate room for the service.

Equipment required to open manways, blind input lines, lock-out / tag-out motors, etc.

Project Liaison with the authority to accept work, approve job change orders, etc.

## **PRICING**

Strength H2O's **Lump Sum price** for this project described above is \$28,500.00. Plus \$1,000.00 mobilization/de mobilization fee, total price for project is \$29,500.00.

### **3 DAY PROJECT COSTS BREAKDOWN**

**MOBILIZATION/DE MOBILIZATION ONE TIME FEE - \$1,000.00**

**DAY 1 TOTAL COSTS \$9,500.00**

#### **DISPENSABLE ITEMS \$1,500.00**

- 2 Totes Dry Ice Pellets
- Personal Protective Equipment (Tyvek, Gloves, Safety Glasses, Etc.)

#### **EQUIPMENT \$3,100.00**

- Dry Ice Blasting Machine
- Dry Ice Blasting Hose
- Specialty Dry Ice Blasting Gun Nozzles
- Tow Behind Air Compressor
- Support Truck To Tow Compressor
- Equipment Trailer W/Support Truck
- Fuel Cell to Fuel Air Compressor
- Job Site Safety Equipment
  - Safety Cones
  - Job site Tape
  - Handheld Walkie Talkies

#### **HIGH VOLTAGE EQUIPMENT \$3,500.00**

- High Voltage Arc Flash Suit Kit (We purchase a new suit for each project)
- High Voltage Boots
- High Voltage Gloves.

#### **PROJECT SUPPORT \$1,400.00**

- Dry Ice Blasting Tech
- Safety Manager
- Equipment Operator
- Laborer

**DAY 2 TOTAL COSTS \$9,500.00**

#### **DISPENSABLE ITEMS \$1,500.00**

- 2 Totes Dry Ice Pellets

- Personal Protective Equipment (Tyvek, Gloves, Safety Glasses, Etc.)

#### **EQUIPMENT \$3,100.00**

- Dry Ice Blasting Machine
- Dry Ice Blasting Hose
- Specialty Dry Ice Blasting Gun Nozzles
- Tow Behind Air Compressor
- Support Truck To Tow Compressor
- Equipment Trailer W/Support Truck
- Fuel Cell to Fuel Air Compressor
- Job Site Safety Equipment
  - Safety Cones
  - Job site Tape
  - Handheld Walkie Talkies

#### **HIGH VOLTAGE EQUIPMENT \$3,500.00**

- High Voltage Arc Flash Suit Kit (We purchase a new suit for each project)
- High Voltage Boots
- High Voltage Gloves.

#### **PROJECT SUPPORT \$1,400.00**

- Dry Ice Blasting Tech
- Safety Manager
- Equipment Operator
- Laborer

**DAY 3 TOTAL COSTS \$9,500.00**

#### **DISPENSABLE ITEMS \$1,500.00**

- 2 Totes Dry Ice Pellets
- Personal Protective Equipment (Tyvek, Gloves, Safety Glasses, Etc.)

#### **EQUIPMENT \$3,100.00**

- Dry Ice Blasting Machine
- Dry Ice Blasting Hose
- Specialty Dry Ice Blasting Gun Nozzles
- Tow Behind Air Compressor
- Support Truck To Tow Compressor
- Equipment Trailer W/Support Truck
- Fuel Cell to Fuel Air Compressor



- Job Site Safety Equipment
  - Safety Cones
  - Job site Tape
  - Handheld Walkie Talkies

**HIGH VOLTAGE EQUIPMENT \$3,500.00**

- High Voltage Arc Flash Suit Kit (We purchase a new suit for each project)
- High Voltage Boots
- High Voltage Gloves.

**PROJECT SUPPORT \$1,400.00**

- Dry Ice Blasting Tech
- Safety Manager
- Equipment Operator
- Laborer

## **REFERENCE SCOPE DETAILS**

### **PROJECT 1 – CITY OF INKSTER MI | \$188,300.00**

#### **SCOPE:**

Dry ice blast cleaning on electric distribution equipment throughout city consisting of 2 substations, and a combined total of roughly 120 switchgear cabinets. Strength provided all equipment, labor, tools, personal protection equipment (PPE), and any additional resources needed to complete the project.

### **PROJECT 2 – CHRYSLER MACK ASSEMBLY 1 & 2 | \$525,000.000**

#### **SCOPE:**

- MACK 1 Clean 8,100' of Cable Trey using dry ice blasting cleaning method.
- MACK 2; Clean 5,900' of Cable Trey using dry ice blasting cleaning method.

### **PROJECT 3 – MID-MISSOURI ENERGY | \$269,366.00**

#### **SCOPE:**

##### **Thermal Oxidizer**

Dry Ice Blast the face of the Boiler Tubes and Economizer Tubes including Dry Ice Blasting between Tubes to blow out refractory and debris, as needed.

- 1ST HATCH - Dry ice blast HRSG
- 2ND HATCH - Dry ice blast back side of HRSG and front side of first stack economizer.
- TOP HATCH - Dry ice blast between 1st and 2nd stack economizer.
- BACK HATCH BEFORE ID FAN - Dry ice blast back of 3rd and 4th stack economizer. (ID fan is not included).
- 4TH STACK ECONOMIZER. (ID Fan is not included).

##### **TO ID Fan**

- Blast Thermal Oxidizer Fan Blade to remove any debris. (Fan Housing is not included)

##### **Dryer ID Fans (2)**

- Blast complete ID Fan and shaft, from the dampers to the floor, this also includes fan the housing.

##### **90 Degree Duct Work (2)**

- Blast or scrape 90 degree duct work connected to dryer ID fans

#### **Air/Air Exchanger/Preheater**

- Dry Ice blast front face of the air to air tubes along with cleaning out and unplugging the tubes if necessary.
- Dry Ice blast all debris from drop box. This will include the explosion doors down to the auger and the hatch doors.
- Dry Ice blast damper box. This will include the damper blades up to the duct work and the hatch door.

#### **Cyclone Throats & Rims**

- Dry Ice blast Hatch doors of Cyclone Throats, clean out Auger area and Dry Ice blast the inside of throats up to the first weld. Cyclone cross-over Duct & Rims will be hand scraped to the extent that they are reachable through the latch area.

### **PROJECT 4 – AUTOMOTIVE TUMBLING | \$87,500.00**

#### **SCOPE:**

- Dry Ice cleaning of 2-4 Hasting Zones Including all Motors, Panels & Robotics. Zones 1-4
- Dry Ice cleaning of 2-4 Hasting Zones, Including all Motors, Panels & Robotics. Zones 4-8
- Dry Ice cleaning of 2-4 Hasting Zones, Including all Motors, Panels & Robotics. Zones 8-12
- Dry Ice cleaning of 2-4 Hasting Zones, Including all Motors, Panels & Robotics. Zones 12-16
- Dry Ice cleaning of 2-4 Hasting Zones, Including all Motors, Panels & Robotics. Zones 16-20

Priced Per Sunday at \$17,500.00, 5 Sundays Total starting March 5<sup>th</sup>, 2023 & Completing On April 2<sup>nd</sup>, 2023.

### **PROJECT 5 – CHRYSLER JEFFERSON NORTH ASSEMBLY RETOOLING | \$176,250**

#### **SCOPE:**

Clean 4,700' of Cable Trey using dry ice blasting cleaning method.

TO: Chairperson Boerman and Members of the Board of Public Works

FROM: Brian L. Coots, Electric Transmission & Distribution Manager

SUBJECT: Professional Services Recommendation: Washington Substation Preventative Maintenance

DATE: October 14, 2025

---

The following Washington Substation Preventative Maintenance and Equipment Testing is submitted for Board approval. This maintenance work is included in the FY2026 Budget Plan.

**Description:**

As part of our transmission and five-year substation system maintenance schedule, we are planning for equipment testing and maintenance to be performed at Washington Substation. This maintenance and testing ensure compliance with all manufacturer and NETA guidelines for proper operation of equipment and utility best practice. Also, maintenance and testing identify equipment that may be nearing failure that can be replaced before it creates outages or hazards.

This recommendation is for preventive maintenance and equipment testing at Washington Substation.

Bidder Name	Quote	Meets Specification	Comments
Shermco	\$62,812	YES	Recommendation
Premier Power Maintenance	\$69,357	YES	
Electric Power Systems	\$64,500	YES	

**Recommendation:**

Award the bid for Washington Substation Preventative Maintenance and Equipment Testing to Shermco for a total price of **\$62,812**.

Attachments: Shermco - Washington Substation Preventative Maintenance.pdf



PROPOSAL PREPARED FOR:

Brian Coots

Zeeland Board of Public Works

PROJECT NAME:

Washington Substation Maintenance Testing

SHERMCO QUOTE NUMBER: SIQ-00019300-25 R1

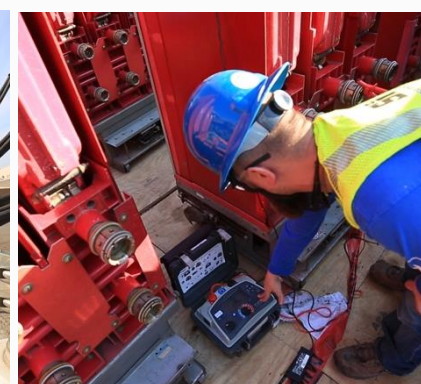
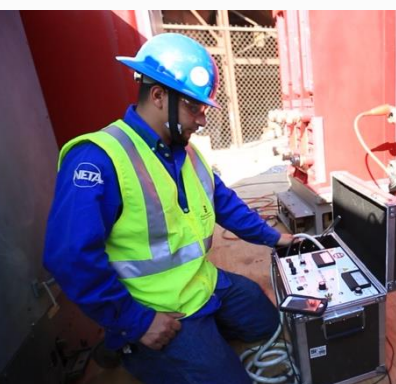
APPROVED BY: Sean Borgman

October 3, 2025

**Detroit Service Center**

37666 Amrhein Rd, Livonia, MI 48150

Office (734) 744-4594





October 3, 2025

Brian Coots  
Zeeland Board of Public Works  
350 E. Washington Ave.  
Zeeland, Michigan, 49464

Re: Washington Substation Maintenance Testing  
SHERMCO Quote # SIQ-00019300-25 R1

Shermco Industries is pleased to offer this proposal for the scope of work listed below:

**FIXED PRICE (4 Working Days) ..... \$62,812.00**

**FIXED PRICE (2 Working Days)..... \$67,489.00**

\*See Appendix A for Addendum

Payment terms net 30 days from the date of the invoice. Pricing does not include any applicable taxes, permits and licensing fees. All sales subject to Shermco Industries, Inc. standard terms and conditions dated 9-14-2023. All freight will be prepaid and added to the invoice.

#### EQUIPMENT

Qty: 1	ea.	25 MVA TRANSFORMER	Qty: 14	ea.	15kV 1200A BREAKER
Qty: 1	ea.	LTC – *Expanded Scope	Qty: 1	ea.	12.5 KV 2000A BREAKER
Qty: 1	ea.	TRANSRUPTOR	Qty: 1	ea.	IR Scan
Qty: 4	ea.	138 kV AIR BREAK SWITCH	Qty: 1	ea.	Lightning arrestors - all
Qty: 1	ea.	PT (SET OF THREE)	Qty: 2	ea.	69kV 1200A HV Circuit Breaker
Qty: 1	ea.	CAPACITOR	Qty: 10	ea.	Relays
		VAC SWITCH	Qty: 2	ea.	Distribution Panels
		CONTROLLER	Qty: 3	sets	MV PT
Qty: 1	ea.	3000kVA 2400V XFMR	Qty: 3	sets	MV CT
Qty: 1	ea.	3000kVA 2400V XFMR			

#### WORKSCOPE

Shermco will provide NETA certified technician(s) to clean, inspect and test) the above-listed equipment. All testing will be performed in reference to the ANSI/NETA MTS-2023 Standard for Maintenance Testing Specifications for Electrical Power Equipment and Systems. The work scope includes the following specifications:

- 7.1 Switchgear and Switchboard Assemblies; includes visual, mechanical inspection, and electrical tests of the bus, control wiring, heaters, and grounding. If standard included control and measuring devices such as relays, instruments, meters, instrument transformers, control power transformer, or surge arresters are not shown on the one-line drawing or listed in the above equipment count, they are excluded from this scope of work and will not be tested.



- 7.2.2 Transformers, Liquid-Filled
- 7.5.1.3 Switches, Air, Medium- and High-Voltage, Open
- 7.6.2 Circuit Breakers, Oil, Medium- and High-Voltage
- 7.6.3 Circuit Breakers, Vacuum, Medium-Voltage
- 7.9.1-2 Protective Relays, Electromechanical, Solid-State and Microprocessor-Based
- 7.10.1-3 Instrument Transformers, Current, Voltage and Coupling-Capacitor Voltage Transformers
- 7.12.3 Regulating Apparatus, Load Tap-Changers (see expanded scope below)
- 7.18.1.1-3 Direct-Current Systems, Batteries
- 7.18.2 Direct-Current Systems, Chargers
- 7.19.2 Surge Arresters, Medium- and High-Voltage Surge Protection Devices
- 7.20.1 Capacitors and Reactors, Capacitors

- **LTC Inspection EXPANDED SCOPE**

- Drain and filter oil
  - Internal inspection & Contact wear
  - Remove any accumulated residue
  - Check mechanism and inspect operation through each step
  - Test oil breakdown after filtering
  - Cleanup and dispose of all cleanup materials
  - Check operation of LTC interlocks
  - Moisture Content
  - Gas Analysis
  - Oil screen
  - Winding resistance on all taps
- Test fault pressure relay
- Turns ratio tests on all LTC and NLTC taps
- Verify and calibrate all gauges and set alarms
- Check connections are secure and tight

## **SCHEDULE**

Personnel will be scheduled upon written acceptance of this proposal in the form of contract, work order, purchase order, or similar documentation. Allow two (2) weeks from receipt of acceptance for scheduling of personnel and equipment. All efforts will be made to accommodate the project schedule; however, personnel and equipment are scheduled on a first come, first served basis.

*Note: This proposal is based on an estimated one straight time mobilization(s) to the work site. Additional or changes to the mobilization(s) are subject to additional billing.*

Monday through Friday 7:00AM until 4:00 PM will be billed at a straight time (ST) rate.

Monday through Friday before 7:00AM or after 4:00PM will be billed at an overtime (OT) rate.



Saturday and after eight consecutive ST hours worked will be billed at an OT rate.

Sunday and after twelve consecutive hours worked will be billed at a premium time (PT) rate.

## **REPORT**

Upon completion of the above-mentioned work scope, you will receive one (1) electronic copy of the report, prepared within thirty (30) working days. The report will include conditions and test data, with a summary of recommendations for future maintenance, replacement of components or replacement of apparatus.

## **GENERAL CONDITIONS**

Work performed by Shermco Industries will be in accordance with the following:

1. The customer's electrician or engineer, familiar with the distribution system, is to be available during the testing and commissioning period.
2. The customer shall provide an auxiliary source of 120 volts, 60 hertz, single-phase power for lights, vacuum cleaners, small power tools and test equipment unless other agreements are made.
3. If primary injection testing of low voltage breakers is required, the customer shall provide an auxiliary source of single phase, 480-volt power (minimum 150 amperes), to operate high current test equipment. Upon customer request, Shermco can supply a generator for \$1,500.00 per day.
4. The customer is responsible for providing Shermco with all facility one-line drawings/ diagrams, control schematics, and equipment drawings. Shermco will require this information prior to the beginning of the project, during the pricing and submittal phase of the project. It is recommended that the customer provides an up-to-date protective device coordination study report including a device settings table, prior to Shermco starting to perform onsite testing. Otherwise, all protective devices including but not limited to the following: protective relays, low voltage circuit breakers, ground fault protection devices, etc. will be tested and left at the "as found" settings.
5. Switching of electrical equipment is the responsibility of the customer. If Shermco is requested or required to perform the switching operations, no responsibility will be assumed by Shermco for any possible equipment failure during these switching operations. In the event Shermco must perform switching, the customer will be charged for any cost incurred per Shermco established rates. Any utility service-disconnect or reconnect is to be scheduled by the customer so that the electrical equipment is available without delay. The "line side" or entire service entrance of the electrical equipment must be de-energized and available for testing before any system performance testing can be performed.
6. Site specific training, up to one hour per technician, is included in the proposal. Any additional site-specific training or other safety requirements are hereby excluded from this proposal, unless specifically referenced herein.
7. Prior to the start of any onsite work, the customer shall familiarize Shermco personnel with their safety practices, regulations in effect at the jobsite, and any chemical and physical hazards, including process safety issues associated with the work environment. Shermco shall be under no obligation to commence work unless safety practices are acceptable to Shermco.





8. Cancellations, which may include weather-related issues, will be assessed with a mobilization and/or project management/completion charge based on expenses incurred. Delays due to circumstances beyond the control of the Shermco service personnel will be subject to additional billing at established rates. This includes stand-time for switching, power-up operations & equipment clearances and permitting.
9. This quotation is effective for 30 days from quotation date, unless otherwise authorized by Shermco Industries. If materials have been quoted and are to be provided, additional costs may apply due to the rapidly changing price of raw materials. Further, Shermco Industries reserves the right to adjust prices to reflect the impact on any tariffs, duties, or similar governmental charges imposed after the date of this proposal. These adjustments will be calculated to ensure fair allocation of increased costs. Shermco Industries will provide advance notice of any such adjustments along with documentation supporting the changes.
10. All permits required will be the responsibility of the customer.

Thank you for this opportunity to be of service. Should you have any questions please do not hesitate to give me a call.

Respectfully Submitted  
Shermco Industries, Inc.

*Sean Borgman*

Sean Borgman  
Regional Sales Lead  
Engineering Services Division  
sborgman@shermco.com  
(734) 634-3200

Copy:  
Kevin Forster – Estimator, Associate - ESD



## Appendix A:

### ADDENDUM NO.1

Client: **Zeeland Board of Public Works**

Project Name: Washington Substation PM 2025

Issue Date: **10/2/2025**

Issued By: **Brian L. Coots**

#### 1. Battery Bank Testing

a. Testing the Battery Bank and Charger will not be in the scope of work.

#### 2. Washington Substation Drawings and Schematics (WASH\_PM.zip Attached )

a. Washington Substation One Line – One Line Diagram of Site from

b. WASH\_010 – One Line Diagram for the 15kV Indoor Switchgear

c. WASH\_101 – Overhead view of the equipment inside of the substation yard

d. WASH\_605 – Three-Line Diagram for main Power Transformer CT's

e. WASH\_619, WASH\_620, & WASH\_621 – Three-Line Diagram for 69kV Breakers CT's

f. WASH\_850 through WASH\_858 – Main Power XFMR Details

#### 3. Grounding

a. Zeeland BPW will conduct all switching and de-energize equipment to be tested

b. Contractor to Test, Ground, and LOTO after Zeeland BPW crews de-energize gear

c. Grounding equipment is to be provided by contractor

d. Grounding strap in 15kV Indoor Switchgear available in each cubicle

#### 4. Misc

a. Oil samples are only required for the two (2) 3000kVA transformers (T-416 & T-417) from the equipment list.

b. Main Power Transformer Gasketing provided by Zeeland BPW

c. Scope of work to be completed in five (5) business days

d. RTAC Testing is just to perform the self-check and include in relay report



## SHERMCO Terms and Conditions

A proposal or quotation issued by the Shermco company named in the proposal ("Shermco") provided to you (the "Proposal") is an offer to purchase services from you and/or procure equipment, parts, components, and software ("Procured Items") from you as specified in the Proposal ("Services") pursuant to these terms (the "Terms"). By accepting the Proposal, you are agreeing to be bound by these Terms. The Proposal and Terms together form the entire agreement between you and Shermco (the "Agreement").

### Your obligations and Changes

You agree to pay Shermco's fees, charges, and reimbursable expenses for the Services and applicable taxes thereon (the "Charges") within 30 days after receipt of the invoice by you unless otherwise specified in the Proposal. Invoices are deemed received by you within 24 hours of being sent by Shermco. If the invoice is not paid by the due date, such charges may accrue late interest up to 1.5% of the outstanding balance per month, or the maximum permitted by law, whichever is lower, from the date such payment is due until the date paid. A surcharge of 2.5% of the invoice amount will apply for all invoices paid by credit card. You will be billed weekly for Services performed during the prior month for Services provided on a time and materials basis, otherwise, you will be billed upon the completion of applicable milestones as set out in the Proposal. **Shermco specifically reserves the right to impose additional charges in the event any applicable tariffs, duties, or taxes are levied by governmental authorities. These charges shall be added to the purchase price and payable by the buyer, ensuring compliance with all legal and regulatory requirements related to importation.** In addition, Shermco may suspend performance of the Services without liability to you until payment of all overdue amounts is made in full, including applicable interest and may require a retainer for Services to be rendered in future. All expenses incurred by Shermco relating to collection of past due amounts shall be charged to your account.

You will provide Shermco with access to the job site and all information about hazards including Material Safety Data Sheets as well as timely decisions upon request and all documentation and information reasonably required by Shermco for its provision of the Services. Shermco is entitled to rely upon the accuracy of that documentation and information and you assume the risk of any inaccuracy unless validation of that documentation and information is specifically part of the Services. You may not require Shermco or its employees, as a condition to site access or otherwise, to further agree or to enter into any agreement which waives, releases, indemnifies or otherwise limits or expands any right or obligations whatsoever hereunder. You and Shermco shall take all such reasonable steps to protect the confidentiality of information provided by one to the other and neither party shall disclose same or use it for purposes other than for the project under which the Services are rendered.

If, during the term of this Agreement, circumstances or conditions that were not originally known to Shermco become known, to the extent that they affect the Services, Prices, Charges, schedule, allocation of risks or other material terms of this Agreement, Shermco reserves the right to renegotiate appropriate portions of this Agreement. Shermco shall notify you in writing of the changed conditions necessitating renegotiation, and you and Shermco shall promptly and in good faith enter into renegotiation of this Agreement

to address them and it is specifically agreed that the re-negotiation may result in a change in the scope of the Services, the Charges, the schedule, or other material terms of this Agreement and that a change order premium may be applied by Shermco.

### Standard of Care and Warranty

Shermco's Services shall reflect that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality (the "Standard of Care"). Upon prompt, written notice to Shermco, but in any event within one (1) year of completion of the Services, that the Services or part of the Services fail to meet that Standard of Care, Shermco shall, at its option, re-perform the portion of the Services not meeting the Standard of Care to remedy the deficiency, or pay you the amount of the Charges paid by you for the Services not meeting the Standard of Care.

All Procured Items carry only the specific manufacturer's warranty related to it or extended to Shermco by its supplier and Shermco provides no separate warranty including but not limited to any warranties relating to title and non-infringement of third-party intellectual property rights. Shermco will assign or flow through to you all warranties provided by third parties with respect to the Services. You will be responsible for all Shermco's costs associated with your cancellation of any order of Procured Items including shipping and cancellation or re-stocking charges. Shermco bears no liability for any delays in shipping or delivery of Procured Items. Risk of loss of Procured Items passes to you at the same time as Shermco's supplier's terms transfer that risk to Shermco. **Except for the Standard of Care, Shermco disclaims all warranty, guarantee or condition, statutory or otherwise, express, or implied, written, or oral, including but not limited to warranties of merchantability and fitness for a particular purpose. Nothing in the Agreement creates a fiduciary duty owed by one party to the other. The Limitation of Liability provision below limits Shermco's liability to you.**

### Limitation of Liability

In recognition of the relative risks and rewards for you and Shermco in connection with the project under which Shermco provides the Services, you and Shermco agree that notwithstanding any other provision in the Agreement, the common law, applicable statutes, or any other legal theory, and to the fullest extent permitted by law, **THE TOTAL AGGREGATE LIABILITY OF SHERMCO AND, TO THE EXTENT LEGALLY LIABLE IN ANY MANNER, THE LIABILITY OF ITS OFFICERS, DIRECTORS, PARTNERS, EMPLOYEES, SHAREHOLDERS, OWNERS AND SUBCONSULTANTS, FOR ANY AND ALL CLAIMS, LOSSES, COSTS, DAMAGES OF ANY NATURE WHATSOEVER OR CLAIMS OR EXPENSES FROM ANY CAUSE OR CAUSES RESULTING FROM OR IN ANY WAY RELATED TO THE PROJECT, THE SERVICES OR THE AGREEMENT, INCLUDING LEGAL FEES AND COSTS AND EXPERT-WITNESS FEES AND COSTS, IS LIMITED to**, at Shermco's option, either the re-performance by Shermco of the Services not meeting the Standard of Care to remedy the deficiency or the payment by Shermco to you for actual damages incurred by you directly up to an amount equal to the Charges paid by you for the Services not meeting the Standard of Care. This limitation limits any and all of Shermco's liability or cause of action however alleged or arising including any indemnity



obligations, and regardless of the success or effectiveness of other remedies, relating in any fashion to any work and any Services, whether originally performed or re-performed, any revisions to the work or the services rendered hereunder and any misrepresentations made during the course of rendering those services whether by Shermco's employees, sub-contractors, consultants, or agents, and includes without limitation, those caused by Shermco's negligence or gross negligence, a fundamental breach of contract or breach of a fundamental term or any other breach of duty whatsoever unless otherwise prohibited by law.

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither party shall ever be liable to the other for any special, indirect, incidental, punitive, or consequential damages arising out of the project, the provision of the Services or the Agreement regardless of whether such losses were foreseeable at the time of the making of the Agreement. This mutual waiver of damages includes, but is not limited to loss of use, business interruption or loss of revenue, savings, reputation, data, computer functionality, use of equipment, earnings, income or profits, that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of warranty of any kind even if such party has been advised of the possibility of such potential loss or damage in advance. Shermco shall not be responsible for the acts or omissions of you, your employees, contractors, subcontractors, agents, or their employees, nor liable for any loss, injury, or damage to persons or property caused by their negligence or fault.

#### **Ownership and Use of Documents, Patents and Trademarks**

All documents, including drawings, plans, models, designs, specifications, reports, photographs, computer software, surveys, calculations, computer print-outs, electronic files, and other data used in connection with the Services and which were prepared by, or on behalf of, Shermco (the "Documents") and all patents, trademarks, copyrights, industrial or other intellectual property rights resulting from the Services or from concepts, products, or processes that are developed or first reduced to practice by Shermco, or others on behalf of Shermco, in performing the Services (the "Intellectual Property") are Shermco's property whether the work is executed or not and together, are Shermco's "Instruments of Service". Shermco retains all common law, statutory and other reserved rights thereto.

You may only use the Instruments of Service as permitted under these Terms if you have paid the Charges. Thereafter, you are granted a non-exclusive license to use the Intellectual Property inherent in the Instruments of Service for the life of, and only for, the project under which Shermco provided the Services and retain and use a copy of the Documents all solely for purposes of its maintenance and repair. The terms of use and license of any of Shermco's intellectual property licensed to you under a separate license agreement are not governed by this Agreement.

You will not, directly, or indirectly, disclose to third parties, use, misuse or modify the Instruments of Service except as specifically authorized in this Agreement or explicitly agreed to in writing by Shermco. You will, to the fullest extent permitted by law, indemnify and hold harmless Shermco from any and all claims by any party (including claims of infringement of third-party intellectual property rights), damages, liabilities or costs, including reasonable legal fees and expenses on a solicitor and own client basis, arising, directly or

indirectly in any manner whatsoever, out of any such unauthorized disclosure, use, misuse or modification of the Instruments of Service. You agree that Shermco is not responsible or liable to you or anyone else for the consequences, financial, legal or otherwise, of your disclosure, use, misuse or modification of the Instruments of Service.

#### **Remedies on Breach**

Nothing in the Agreement shall operate to limit a party's legal remedies for breach of the other party's obligations hereunder which shall, at all times, be cumulative. You agree that any material breach of this Agreement will cause irreparable harm to Shermco, that such harm will be difficult if not impossible to ascertain, and that Shermco shall be entitled to equitable relief, including injunction, against any actual or threatened breach hereof, without bond and without liability should such relief be denied, modified, or vacated. Neither the right to obtain such relief nor the obtaining of such relief shall be exclusive of or preclude Shermco from any other remedy.

#### **Force Majeure**

Shermco shall not be responsible or liable for any loss, damage, detention or delay arising directly or indirectly from any cause or event beyond Shermco's reasonable control including war, invasion, insurrection, riot, the order of any civil or military authority, or by fire, flood, weather or other acts of the elements or acts of God or other emergencies, pandemics or other public health emergencies, breakdown, lockouts, strikes or labor disputes; the lack of availability of equipment, supplies or products (but not to the extent that any such lack of availability of any of the foregoing results from Shermco's failure to have exercised reasonable diligence); failure of any Government agency to act in a timely manner, or, failure of performance by you or your contractors or consultants; or without limiting the foregoing, any other cause beyond Shermco's reasonable control.

#### **General**

Nothing in the Agreement shall create a contractual relationship with, or a cause of action in favor of, any third party. The Services are being performed solely for your benefit and no other party shall have any claim against Shermco because of the Agreement or the performance or non-performance of the Services. Shermco may provide Services through resources of its subsidiaries or affiliates and may subcontract performance of the Services without your consent but remains liable, therefore.

Neither party shall, during the term of the Agreement and for a period of two (2) years thereafter, without the prior written consent of the other party, offer employment to or actively solicit any employees or personnel of the other party who have been engaged in or associated with the Services.

Unless the Services are rendered in Canada, your relationship with Shermco and the Agreement shall be governed by the applicable laws of the State of Texas and the Courts thereof and the courts of appeal therefrom. If the Services are rendered in Canada, same will be governed by the jurisdiction where the Services are provided and the Courts of that jurisdiction and the courts of appeal therefrom.

This Agreement supersedes all prior negotiations, discussions, agreements, or representations whether written or oral. No other terms, conditions, warranties, or understandings whether express or



implied, form a part of this Agreement. No amendment or waiver of the Agreement is binding unless agreed to in writing by both parties, a waiver of one provision does not operate to waive any other provision and no waivers of a provision of the Agreement shall act as a subsequent waiver of the same provision. If any provision of the Agreement is invalid or unenforceable, the remaining provisions are valid and binding. Shermco may, at any time, at its sole option, assign this Agreement wholly or in part.

#### **Termination and Survival**

Either party may terminate this Agreement upon material breach of this Agreement by the other party upon five (5) days' written notice to the breaching party or for convenience upon giving the other party not less than fifteen (15) calendar days' written notice and, in the event of termination of this Agreement by either party, you shall, within fifteen (15) calendar days of receipt of Shermco's final invoice, pay Shermco for all Charges up to and including the date of termination. If a party is purporting to terminate for material breach, the breaching party shall have seven (7) days to resolve the breach in which case, the Agreement shall not be terminated. Obligations related to confidentiality, payment for Services and indemnification survive the termination of this Agreement.

Client: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

The Terms and Conditions detailed herein will supersede any Client Terms that may be issued subsequent to this Proposal. (04/09/2025)

TO: Chairperson Boerman and Members of the Board of Public Works

FROM: Brian L. Coots, Electric Transmission & Distribution Manager

SUBJECT: Padmount Switchgear Bid Recommendation

DATE: October 14, 2025

The following bid award recommendation is submitted for Board approval. All items listed are included in the FY 2026 Capital Improvement Plan and to keep our critical infrastructure replacement parts in stock if failures occur and ensure sufficient quantity of materials for Capital Improvement Plan projects.

**Description:**

Padmount switchgears have many uses on our system ranging from circuit sectionalizing, load transfers, and looping electrical feeds to customers. Currently our system has 178 pad-mounted switchgear cabinets, and with our continued growth and increased exposure, keeping a proper supply of switchgear in inventory is imperative. The following bid award recommendation is submitted for your approval.

<b>Zeeland Board of Public Works Medium Voltage Switchgear Bids</b>				
<b><u>Switchgear</u></b>	<b><u>QTY.</u></b>	<b><u>IRBY</u></b>	<b><u>Border States</u></b>	<b><u>PLS</u></b>
PMH-9 or PSI/II-9	5	\$ 105,205	\$ 128,967	\$ 134,915
PMH-10 or PSI/II-10	2	\$ 48,438	\$ 54,748	\$ 57,273
PMH-11 or PSI/II-11	3	\$ 68,061	\$ 72,955	\$ 76,319
PMH-12 or PSI/II-12	1	\$ 19,651	\$ 28,516	\$ 29,829
<b><u>Total Cost:</u></b>		<b>\$ <u>241,355</u></b>	<b>\$ <u>285,186</u></b>	<b>\$ <u>298,336</u></b>
*IRBY lead times for all units to be roughly 30 weeks, Border States & PLS roughly 40 weeks				

**Recommendation:**

Award purchase of switchgear cabinets to IRBY Co. for a total price of \$241,355.

Attachment: Irby S&C Switchgear Quote.pdf



STUART C IRBY BR1033 MT PLEASANT MI  
 5846 VENTURE WAY  
 MOUNT PLEASANT MI 48858-1149  
 989-773-7454

# Quotation

QUOTE DATE	ORDER NUMBER
09/15/25	S014375398
REMIT TO: STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384	PAGE NO.  1

SOLD TO:  
 ZEELAND PUBLIC WORKS  
 350 WASHINGTON AVE  
 ZEELAND, MI 49464-1000

SHIP TO:  
 ZEELAND BOARD OF LIGHT  
 347 E WASHINGTON AVE  
 ZEELAND, MI 49464-1000  
 616-772-6212

ORDERED BY: Coots

CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		JOB/RELEASE NUMBER		OUTSIDE SALESPERSON	
209467						Chris J Dryer	
INSIDE SALESPERSON				REQD DATE	FRGHT ALLWD	SHIP VIA	
Dakota James				09/15/25	Yes		
ORDER QTY	SHIP QTY	LINE	DESCRIPTION			Prc/UOM	Ext Amt
			***** Shipping Instructions *****				
			* ALL UNITS TO SHIP BY END OF FEBRUARY			*	
			* 2026			*	
			*****				
5EA		1	SANC 55152R4F2N7 SWITCHGEAR PMH9 15KV FAULT IND MOUNTING			21041.000EA	105205.00
2EA		2	SANC 55242R4-F2N7 SWITCHGEAR PADMOUNTED PMH-10 14.4 KV V 95 KV BIL F2-PROVISION FOR FAULT INDICATOR WITH WINDOW N7-SURGE ARRESTERS			24219.000EA	48438.00
3EA		3	SANC 55162R4F2N7 SWITCHGEAR PMH11 15KV FAULT IND MOUNTING			22687.000EA	68061.00
1EA		4	SANC 55172R4-F2N7 PMH12 PAD MOUNT GEAR 14400 VOLTS 600 AMP MANUAL MODEL F2 PROVISIONS ONLY FOR FAULT INDICATOR WITH WINDOW N7 SURGE ARRESTORS 10KV METAL OXIDE			19651.000EA	19651.00

**\* This is a quotation \***

Prices firm for acceptance within 30 days with the exception of commodity prices which are subject to change daily. Quotation is void if changed. Complete quote must be used unless authorized in writing.

All transactions are subject to and exclusively governed by our Terms and Conditions of Sale which are incorporated herein and available at: <https://www.irbyutilities.com/terms>. Additional or conflicting terms are rejected, void, and of no force or effect.

Subtotal	241355.00
S&H CHGS	0.00
Sales Tax	0.00
<b>TOTAL</b>	<b>241355.00</b>

\*\* Reprint \*\* Reprint \*\* Reprint \*\*



# Quotation

**STUART C IRBY BR1033 MT PLEASANT MI**  
**5846 VENTURE WAY**  
**MOUNT PLEASANT MI 48858-1149**  
**989-773-7454**

QUOTE DATE	ORDER NUMBER
09/15/25	S014375398
REMIT TO:	PAGE NO.
STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384	2

**SOLD TO:**  
**ZEELAND PUBLIC WORKS**  
**350 WASHINGTON AVE**  
**ZEELAND, MI 49464-1000**

**SHIP TO:**  
**ZEELAND BOARD OF LIGHT**  
**347 E WASHINGTON AVE**  
**ZEELAND, MI 49464-1000**  
**616-772-6212**

**ORDERED BY: Coots**

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB/RELEASE NUMBER	OUTSIDE SALESPERSON
209467			Chris J Dryer
INSIDE SALESPERSON	REQD DATE	FRGHT ALLWD	SHIP VIA
Dakota James	09/15/25	Yes	

## Terms and Conditions of Sale for Quotes

A. Seller assumes no responsibility whatsoever for any interpretation of bid documents, plans, or specifications provided to Seller (i.e., customer shall be solely responsible for ensuring interpretation of such documents, plans and/or specifications and for conformity and appropriateness of all goods and services ordered in comparison to same).

B. Prices are subject to change at any time prior to shipment unless otherwise agreed in writing signed by an authorized Seller representative.

C. Pricing and estimated delivery dates are based solely on the quantities and specific products and/or scope of services identified in this quote. Seller may refuse, terminate, or change pricing, estimated dates, and other terms of its offer if customer requests changes or deviations from the original quote. Unless an authorized Seller representative accepts customer's proposed deviations in an explicit signed agreement modifying this quotation, any such proposed deviations are automatically rejected, void, and of no force or effect.

D. Quotation does not include special mounting or installation hardware, equipment options, accessories, samples, spares, or mock-up equipment unless otherwise noted.

E. Seller is not responsible for the design of the project or any goods supplied.

F. Seller reserves the right to increase the pricing quoted herein to account for force majeure events, the imposition of new or increased tariffs, shipping costs, import/export fees, duties, customs, or taxes, currency fluctuations, or increases in commodity or market pricing.

G. Pre-shipment of anchor bolts is plus freight.

H. Where applicable, fabrication and shipment of goods can only be made after Seller receives the following: (i) purchase order conforming to this Quotation, (ii) customer's verification and approval of technical information, (iii) approved Submittal Drawings, and (iv) credit approval.

I. Lead times are strictly estimates. Seller is not responsible for ship dates beyond estimated dates unless Seller's President or VP Finance otherwise explicitly agrees in a signed writing as part of this Quotation and then only to the extent so agreed.

J. All orders are FCA Shipping Point, prepaid and billed, unless otherwise noted in quote.

K. Logistic solutions, storage, handling, kitting, expedited or special delivery, testing, including, but not limited to, infrared scanning and NETA testing, spares, start-up, installation, commissioning, arc flash studies, and other services are excluded unless otherwise specified in this quote. Please contact your Seller representative for additional information on any such services if desired.

L. This quotation and all related transactions are also subject to the applicable manufacturer's published warranties, including all applicable disclaimers, exclusions, and limitations.

M. This quotation constitutes Seller's confidential information, and customer shall not share or distribute this quotation to third parties other than to the extent reasonably necessary to process the transactions contemplated herein with Seller.

N. Unless otherwise expressly agreed in a separate writing signed by Seller's President or VP Finance, Seller does not agree and is not subject to any contractual flow-down or pass-through terms from customer, including, but not limited to, DFARs, FARs, Prime Contracts, Minority Business requirements, Buy America Act, etc.



## ELECTRIC DEPARTMENT REPORT

August 2025

<u>OPERATIONS</u>	<u>August 2025</u>		<u>August 2024</u>		<u>PERCENT CHANGE</u>
BPW	182,389	KWH	170,223	KWH	7.1%
RENEWABLES	7,248,165	KWH	7,032,386	KWH	3.1%
PURCHASED POWER	36,402,835	KWH	36,656,302	KWH	-0.7%
SYSTEM TOTAL	43,833,389	KWH	43,858,911	KWH	-0.1%

### ENERGY SOLD

RESIDENTIAL	5,582,466	KWH	5,317,209	KWH	5.0%
COMMERCIAL	2,718,413		2,710,798		0.3%
INDUSTRIAL	33,453,120	KWH	31,116,097	KWH	7.5%
PUBLIC	2,725,526		2,449,085		11.3%
SYSTEM TOTAL	44,479,525	KWH	41,593,189	KWH	6.9%

### CHARGES FOR SERVICES

RESIDENTIAL	\$521,877.45		\$514,540.06		1.4%
COMMERCIAL	\$267,269.37		\$274,654.01		-2.7%
INDUSTRIAL	\$2,560,040.30		\$2,467,530.04		3.7%
PUBLIC	\$235,100.90		\$214,680.14		9.5%
STREET LIGHTS	\$10,216.20		\$10,392.95		-1.7%
TOTAL CHARGES	\$3,594,504.22		\$3,481,797.20		3.2%

### CUMULATIVE FOR FISCAL YEAR

KWH PURCHASED AND GENERATED	90,386,304	KWH	85,292,445	KWH	6.0%
KWH SOLD	88,748,734	KWH	81,264,307	KWH	9.2%
SYSTEM LOSSES	1,637,570	KWH	4,028,138	KWH	
SYSTEM LOSSES (PERCENT)	1.8%		4.7%		
TOTAL CHARGES FOR SERVICES	\$7,292,732.71		\$6,803,307.30		
AVERAGE RATE PER KWH SOLD	\$0.08217		\$0.08372		-1.8%

### PEAK HOUR

PURCHASED POWER - 8/8/25 @ 2PM	84,677	KW	88,222	KW	
POWER GENERATED	0	KW	0	KW	
TOTAL PEAK	84,677	KW	88,222	KW	-4.0%
ALL TIME PEAK - 91,663 KW - 6/24/25 @ 2PM					

### RENEWABLE ENERGY CREDITS

	Monthly RECs Generated	REC Bank (Available)	Pending (Est.)	Total (with Pending)
BEEBE WIND FARM	254	1,951	3,807	5,758
PEGASUS WIND FARM	1,604	46,399	23,786	70,185
ASSEMBLY SOLAR 1	1,324	18,068	11,006	29,074
ASSEMBLY SOLAR 2	2,013	22,825	13,856	36,681
INVENERGY SOLAR	2,123	21,417	12,009	33,426
BRANDT WOODS SOLAR	662	0	3,191	3,191
PURCHASED	0	0	0	0
TOTALS:	7,980	110,660	67,655	178,315
2025 COMPLIANCE REQUIREMENT:				64,422
BALANCE (Carry Forward):				113,893

VOLUNTARY GREEN PROGRAM	4.1	44	0	44
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Note 1: 'Pending' RECs have been generated, are due to the BPW and are awaiting transfer

Note 2: RECs counts include applicable Michigan Incentive RECs (iRECs)

### JULY 2025 FUEL AND PURCHASED POWER COSTS

	<u>TOTAL COST</u>	<u>KWH</u>	<u>AVERAGE COST (MILLS)</u>
FUEL USED AT PLANT	\$47,011.62	822,971	57.12
PURCHASED POWER	\$2,721,556.24	45,729,944	59.51
SYSTEM TOTAL	\$2,768,567.86	46,552,915	59.47

### ADJUSTMENT FACTOR

(SYSTEM AVERAGE COST - 45.00) X 1.06 X 0.001 =	\$0.015340
12 month rolling average	\$0.016307

TO: Chairperson Boerman and Members of the Board of Public Works

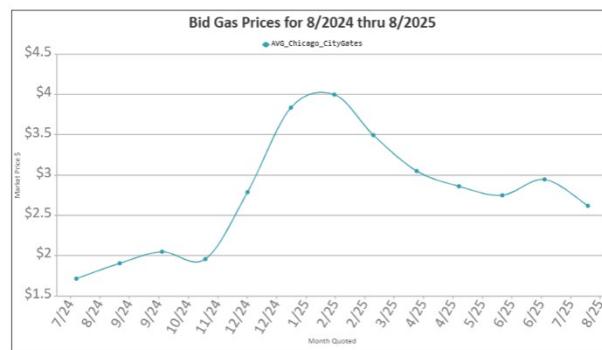
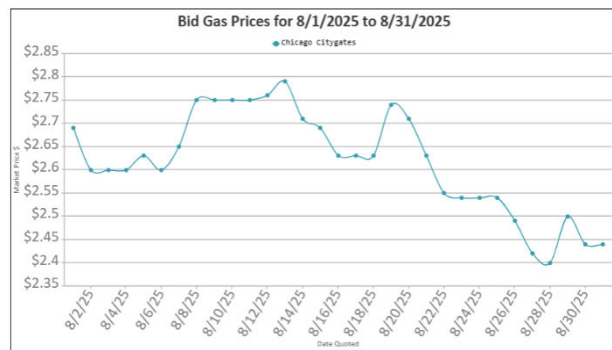
FROM: Robert Mulder - Power Supply & Market Operations Manager

SUBJECT: Power Production and Buildings & Grounds Department Report

DATE: October 7, 2025

### **Operations & Power Supply: August 2025**

- Operation of the BPW's on system generating units remained consistent, increasing 7.1% year-over-year.
- BPW renewables increased by 3.1% year-over-year, accounting for 16.5% of our monthly energy.
  - The BPW received 5,388,785 kWh from our (4) solar PPA's, 12.3% of our monthly energy.
  - The BPW received 1,859,380 kWh from our (2) solar PPA's, 4.2% of our monthly energy.
- Purchased power decreased by (0.7%) year-over-year, accounting for 83.1% of our monthly energy.
- Total energy requirements decreased by (0.1%) year-over-year for a total of 43,833,389 kWh.
- System demand decreased by (4.0%) year-over-year, reaching a peak of 84,677 kW on 8/8/2025.
- Like previous months, MISO market prices in August increased year-over-year:
  - Day-ahead average: \$42.371/MWh (+33.4% year-over-year)
  - Real-Time average: \$38.736/MWh (+26.9% year-over-year)
- Natural gas spot market prices:
  - The month began at \$2.69/MMBtu and closed at \$2.44/MMBtu
  - Monthly average: \$2.618/MMBtu - An (11.2%) decrease from July's monthly average of \$2.947/MMBtu and 52.6% year-over-year increase from August 2024's average of \$1.716/MMBtu.



### **Renewable Energy Credits (RECS): August 2025**

- During the month of August, an estimated 7,980 RECs were generated (pending) in the MIRECS system from Beebe, Pegasus Wind, and the Assembly / Invenergy / Brandt Woods Solar PPA's.
- Voluntary Green Program participation remained steady with five (5) customers, totaling 4.1 RECs.
- The BPW's MIRECs account balance presently stands at 116,660 (2023 and 2024 vintage) with an additional estimated 67,655 due for January through August 2025, totaling 184,315. The 2025 compliance requirement is 64,422.

### **Projects & Department Updates**

- Jason Sparey-Levac achieved Electric System Operator II certification on September 12, 2025. Jason performed exceptionally well on both the oral and written examinations. This is a significant accomplishment and will be recognized at our all-staff meeting in November. As previously mentioned,

Jason has assumed the role of creating and maintaining our electric SCADA graphics and will be attending the Survalent Global User's Conference in Denver, Colorado in early October.

- The IRP Update and Stakeholder Engagement project has been ramping up. nFront has begun working on the IRP update, incorporating the operations and position information we provided into their forecast models. We have also been working with their team and our media consultant, Yellow Lime Creative, on planning the public kickoff meeting scheduled for October 16, and stakeholder engagement in general. Invitations and a link to a customer survey have been mailed to all customers and invitations extended to key accounts and stakeholder groups. The Power Supply Strategic Planning website has been launched, which provides an overview of the IRP update and stakeholder engagement initiative. This can be found at the following link: <https://zeelandbpw.com/power-generation-supply>
- Annual catalyst performance verification testing at the BPW's Riley Generation and West Washington Generation facilities was completed by power production staff. All compliance requirements were satisfied.

### **Buildings & Grounds**

- The BPW office remodel and expansion project is progressing on schedule; significant demolition is complete, and site work / excavation is in process. Over-excavation and additional gravel are likely needed to complete the installation of the underground storm water detention system due to soil conditions and the presence of ground water. Those issues are being addressed by Lakewood and their subcontractors and were not unexpected based on soil borings and analysis performed in advance of construction. Staff continue to work with InterActive Studio, West Michigan Office Interiors (WMOI), and Lakewood Construction to finalize finishes and other remaining elements of the detailed design.
- The Customer Service team at Howard Miller Library have settled into their temporary offices, which thus far have satisfied their needs. Staff would again like to thank Ben Kiewiet, Amanda Hanson and City of Zeeland staff for their continued support.
- In addition to supporting the BPW Office Remodel project, Building & Grounds staff remain busy with lawn maintenance, preparing for fall clean-up and winter, Christmas light preparation, and other activities.

TO: Chairperson Boerman and Members of the Board of Public Works

FROM: Robert Mulder – Power Supply & Market Operations Manager

CC: Brian Hoezee – Buildings & Grounds Foreman

SUBJECT: Bid Recommendation – BPW Office Security System

DATE: October 8, 2025



In conjunction with the BPW Office expansion and remodel project, staff have identified the need to upgrade the current security system from a few basic motion detectors to a modern security / intrusion detection system. This upgrade includes a centrally located security panel, keypad displays for control, numerous door contacts, and motion/glass-break sensors throughout, along with an auto-dialer for remote notification.

Quotes were requested from several local contractors, one of which choose to sub-contract a portion of these services. The results are provided below.

Bidder	Quoted System	Bidder Location	Bid Amount	Monitoring Service (Monthly)	Notes
Inline Electric / Riverside	DMP XR150	Holland / GR, MI	\$12,800.00	\$30.00 / \$75.00 (Intrusion Only / Fire & Intrusion)	*Bid includes 10% mark-up through Inline Electric *Does not include Lakewood's 8% CM fee
Inline Electric / Total Fire & Security	DMP XR150	Holland / GR, MI	\$11,700.00	\$55.00 (Fire & Intrusion)	<b>Recommendation</b> *Bid includes 10% mark-up through Inline Electric *Does not include Lakewood's 8% CM fee
Parkway Electric & Comm.	Honeywell Vista 128bpt	Holland, MI	\$11,850.00	\$35.00 (Intrusion Only)	
Town & Country Group	Honeywell Vista 128FBPT	Zeeland, MI	\$11,717.00	\$39.99 (Intrusion Only)	

As shown above, the bid spread was narrow with three of the bids falling within \$150. The low bidder was Inline Electric sub-contracting the services of Total Fire & Security. Inline Electric is currently contracted through Lakewood Construction to perform installation of the general electrical, data, and fire systems associated with the office remodel and expansion project. The proposals provided by Inline represent combining the fire and security systems and installing them using a single provider, rather than installing separate systems. Staff believes this method is preferred, in addition to being the most cost-effective.

A \$12,000 allocation in the office remodel and expansion project's amended construction budget was included for this upgrade.

### **Recommendation:**

Staff recommend that Inline Electric, subcontracting the services of Total Fire & Security, be selected as the installer of the intrusion detection system. Because Inline Electric is already under contract with Lakewood Construction, staff recommend that this service be added to Lakewood's scope of work, adding an additional 8% construction management fee to the bid for a total estimated cost of \$12,636.00. While this service could be contracted directly, the additional cost to include it with the overall project managed through Lakewood seems prudent on a project of this scale.

If approved, this expense will be allocated against the BPW Administrative Office Expansion & Renovation project per the approved amended project budget and allocated on a 75%/25% basis between the Electric and Water Departments.

Attachments:

Total Fire & Security: Zeeland BPW – Intrusion Detection System Quote (10/6/2025)



5385 Patterson Ave, Suite C  
Grand Rapids, MI 49512  
Phone (616) 735-2300  
Fax (616) 735-2330

Monday, October 6, 2025

### **Zeeland BPW – Intrusion Detection System Quote**

Total Fire and Security is pleased to submit our proposal for the Intrusion Detection System for the project referenced above. Any additional equipment or changes required by the AHJ, architect, or customer for the proposed system(s) will be at an additional cost.

### **Bill of Material**

---

#### **Intrusion Alarm Panel**

- |   |                           |
|---|---------------------------|
| 1 | XR150NLG Control Panel    |
| 1 | 236LTE-V/ 381-2 Cell Comm |
| 1 | PS12-5 Power Supply       |
| 2 | 7872 Intrusion Keypad     |

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#### **Intrusion Alarm Devices**

- |   |                                   |
|---|-----------------------------------|
| 2 | FG-730 Glass Break Detectors      |
| 5 | TANE-60 Door Contacts             |
| 7 | MET-44WG-18 Overhead Door Contact |
| 6 | FLX-S-ST Motion Detector          |
| 2 | HUB-T Panic Button                |
| 2 | 335 Siren                         |
| 1 | 734-16 Zones Expansion Module     |

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#### **Labor and Fees**

Necessary Engineering Labor  
Necessary Programming and Testing Labor  
Necessary Submittals and Drawings

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- This proposal is a Intrusion Detection System with the quantity provided. Any devices above and beyond will be added at an additional cost.
- The proposed Instruction Control Panel is UL listed for Combination Fire/Security/Access Control System.
- This proposal includes a 1-year warranty. Proposal valid for 90 days.



Total Fire & Security  
[www.totalfireandsecurity.biz](http://www.totalfireandsecurity.biz)

Monday, October 6, 2025

Zeeland BPW – Intrusion Detection System Quote

- An electrical contractor must provide power to our panels, back boxes, conduit, rough ins, undergrounds, etc.
- General Contractor is responsible for providing drawings we can use for our submittal.

**Intrusion Detection System – Install and Test -----\$ 8,971.00**

**Monitoring Fees for both Fire Alarm Security System -----\$ 55.00 Month  
(\$5.00 per month discount will be applied if Auto Pay enrolled)**

Proposal Accepted By \_\_\_\_\_

Date Accepted \_\_\_\_\_

Respectfully Submitted,

*Tuong Van*



TO: Chairperson Boerman and Commissioners

FROM: Andrew M. Boatright, General Manager

SUBJECT: Item 7 - Other Business – October 14, 2025 Board of Commissioners Meeting

DATE: October 10, 2025

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- A. Electric Cost of Service Study Presentation: At this meeting, Mark Beauchamp, President of Utility Financial Solutions, will present the results of the Electric Cost of Service Study. The accompanying slide presentation is included under this tab. The study's findings will be reviewed, and staff will seek Commissioner input to guide the next phase of the process - rate design.

Following this discussion, rate design recommendations will be developed and presented to the Board of Commissioners for approval at the November 2025 meeting. If approved, the new electric rates will take effect for usage beginning January 1, 2026.

- B. Approve Mutual Aid Resolutions: Staff request Board approval of the four resolutions found under this tab recognizing and commending the Holland Board of Public Works, Lowell Light & Power, Coldwater Board of Public Utilities, and the City of Niles for their exceptional assistance following the September 20, 2025 straight-line wind event.

Each resolution expresses the Board's appreciation for the rapid, professional, and collaborative support provided through the Michigan Municipal Electric Association Mutual Aid program, which was instrumental in restoring power to Zeeland BPW customers.

*Requested Action: Approve Resolutions Recognizing Holland Board of Public Works, Lowell Light & Power, Coldwater Board of Public Utilities, and the City of Niles for Mutual Aid Support*

- C. Informational – Michigan West Coast Chamber Inspire Award to Yellow Lime Creative: Staff are pleased to share that Zeeland BPW's marketing consulting firm, Yellow Lime Creative, was recognized with the Inspire Award at the Michigan West Coast Chamber of Commerce Annual Awards Celebration held on September 18, 2025.

This award honors organizations that exemplify creativity, innovation, and community connection. Yellow Lime Creative, an all-female marketing agency, was commended for its contagious energy, bold ideas, and strong community relationships that inspire others to think differently and take bold risks that foster growth and connection.

The press release announcing the award recipients is included under this tab for the Board's reference.

- D. Approve General Manager Job Description: At this meeting, the Board will discuss key considerations and potential decisions related to the General Manager recruitment process. The discussion will include review of the updated General Manager job description, the proposed recruitment approach and timing thereof, and selection panel structure.

Kurt Wassink, HR Solutions, will be on-hand at the October 14 meeting to participate in this discussion. He will also facilitate the recruitment process and provide support throughout.



The revised General Manager job description is included under this tab for Board review and possible approval.

*Requested Action: Approve the General Manager Job Description dated September 2025*

E. Upcoming Events:

- **Next Regular ZBPW Board Meeting, Tuesday, November 11, 2025, 3:30 p.m., Water Warehouse Meeting Space, 330 E. Washington Ave, Zeeland**
- Power Supply Strategic Planning and Stakeholder Engagement Initiative Public Meeting, Thursday, October 16, 6:00 p.m., Howard Miller Community Center Banquet Room
- MPIA Fall Board Meeting, Tuesday, October 28, 2025, 1:00 p.m., Grand Haven Board of Light and Power
- New Utility Billing System Go-Live Date, Monday, November 17, 2025
- Holiday Power Dollars Distribution, Monday, December 1 – Friday, December 12, 2025
- Zeeland Magical Christmas Parade, Monday, December 1, 2025, 6:30 p.m., Downtown Zeeland

# Zeeland Board of Public Works

Electric Financial Projection and Cost of Service Study

Mark Beauchamp

President, Utility Financial Solutions, LLC

# Rate Study Process

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## Financial Projection

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## *Cost of Service - informational*

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## Rate Design

# Assumptions

Fiscal Year	Inflation	Growth Retail Customers	Purchase Power Change	Transmission Cost Change	MPIA Restricted Reserve	Utility Funded Capital	Bond Issues Including Fees	Period	Rate
2026	3.25%	1.6%	9.6%	7.5%	\$ 25,245,786	\$ 5,293,000	-	-	0.0%
2027	3.25%	1.5%	0.8%	8.8%	25,372,015	2,605,500	-	-	0.0%
2028	3.25%	1.3%	0.3%	8.7%	25,498,875	10,544,500	\$ 6,000,000	20	5.0%
2029	3.25%	1.2%	1.0%	6.5%	25,626,370	10,340,000	\$ 6,000,000	20	5.0%
2030	3.25%	1.1%	-9.2%	12.9%	25,754,502	3,877,000	-	-	0.0%

# Financial Projection

## Current Rates

Fiscal Year	Projected Rate Adjustments	Debt Coverage Ratio	Adjusted Operating Income	Optimal Operating Income	Projected Cash Balances	Recommended Minimum Cash
2026	0.00%	N/A	\$ (1,101,994)	\$ 2,923,151	\$ 16,406,918	\$ 11,153,149
2027	0.00%	N/A	(1,007,845)	3,003,921	16,818,629	11,318,992
2028	0.00%	6.00	(1,399,466)	3,203,177	14,681,261	11,884,533
2029	0.00%	2.83	(1,983,083)	3,439,772	12,101,012	12,472,819
2030	0.00%	2.60	(2,483,590)	3,543,431	9,767,596	12,209,593

Bond Issues			
Fiscal Year	Including Fees	Period	Rate
2026	-	-	0.0%
2027	-	-	0.0%
2028	\$ 6,000,000	20	5.0%
2029	\$ 6,000,000	20	5.0%
2030	-	-	0.0%

# Financial Projection

## *With Adjustments*

Fiscal Year	Projected Rate Adjustments	Debt Coverage Ratio	Adjusted Operating Income	Optimal Operating Income	Projected Cash Balances	Recommended Minimum Cash	Bond Issues Including Fees	Period	Rate
2026	1.25%	N/A	\$ (801,999)	\$ 2,923,151	\$ 16,706,914	\$ 11,153,149	-	-	0.0%
2027	1.25%	N/A	(19,248)	3,003,921	18,107,221	11,318,992	-	-	0.0%
2028	1.25%	9.13	109,452	3,203,177	17,478,772	11,884,533	\$ 6,000,000	20	5.0%
2029	1.25%	4.95	63,939	3,439,772	16,945,544	12,472,819	\$ 6,000,000	20	5.0%
2030	1.25%	5.31	118,629	3,543,431	17,214,346	12,209,593	-	-	0.0%

*\*2026 adjustment projected for 1/1/2026*

# Financial Projection

## Minimum Cash Determination

Description	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Notes
<b>Minimum Cash Reserve Allocation</b>						
Operation & Maintenance Less Depreciation Expense	12.3%	12.3%	12.3%	12.3%	12.3%	45 day working capital lag
Purchase Power Expense	18.4%	18.4%	18.4%	18.4%	18.4%	2 months PS \$ - 53% of revs from two customers, top 10 make up 72%
Historical Rate Base	100%	100%	100%	100%	100%	See note below
Current Portion of Debt Service Payment	83%	83%	83%	83%	83%	
Five Year Capital Improvements - Net of bond proceed:	20%	20%	20%	20%	20%	
% Plant Depreciated	59%	61%	58%	56%	57%	
<b>Calculated Minimum Cash Level</b>						
Operation & Maintenance Less Depreciation Expense	\$ 1,441,471	\$ 1,502,079	\$ 1,594,121	\$ 1,677,285	\$ 1,813,929	
Purchase Power Expense	4,579,678	4,684,913	4,758,803	4,864,317	4,464,448	
Historical Rate Base	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	Would use MPIA funds for any catastrophic cost over \$1.0M
Current Portion of Debt Service Reserve	-	-	399,608	799,216	799,216	Debt Issued for generators
Five Year Capital Improvements - Net of bond proceed:	4,132,000	4,132,000	4,132,000	4,132,000	4,132,000	
<b>Minimum Cash Reserve Levels</b>	<b>\$ 11,153,149</b>	<b>\$ 11,318,992</b>	<b>\$ 11,884,533</b>	<b>\$ 12,472,819</b>	<b>\$ 12,209,593</b>	
<b>Projected Cash Reserves</b>	<b>\$ 16,706,914</b>	<b>\$ 18,107,221</b>	<b>\$ 17,478,772</b>	<b>\$ 16,945,544</b>	<b>\$ 17,214,346</b>	
<b>Days Cash on Hand</b>	<b>167</b>	<b>175</b>	<b>164</b>	<b>154</b>	<b>161</b>	

# Cost of Service



# Electric Cost of Service Results

## *Informational*

Customer Class	Cost of Service	Projected Revenues	Effective % Change	Rate Adjustment Guidance
Residential (A)	\$ 6,632,398	\$ 4,868,695	36.2%	Higher than avg
General Secondary (B)	4,292,205	3,772,746	13.8%	Average
Street Light (S)	208,503	145,315	43.5%	Higher than avg
General Secondary (C)	2,328,829	2,259,757	3.1%	Lower than avg
Commercial & Industrial Primary (D)	29,461,402	27,851,680	5.8%	Lower than avg
Total	\$ 42,923,337	\$ 38,898,193	10.3%	System Average

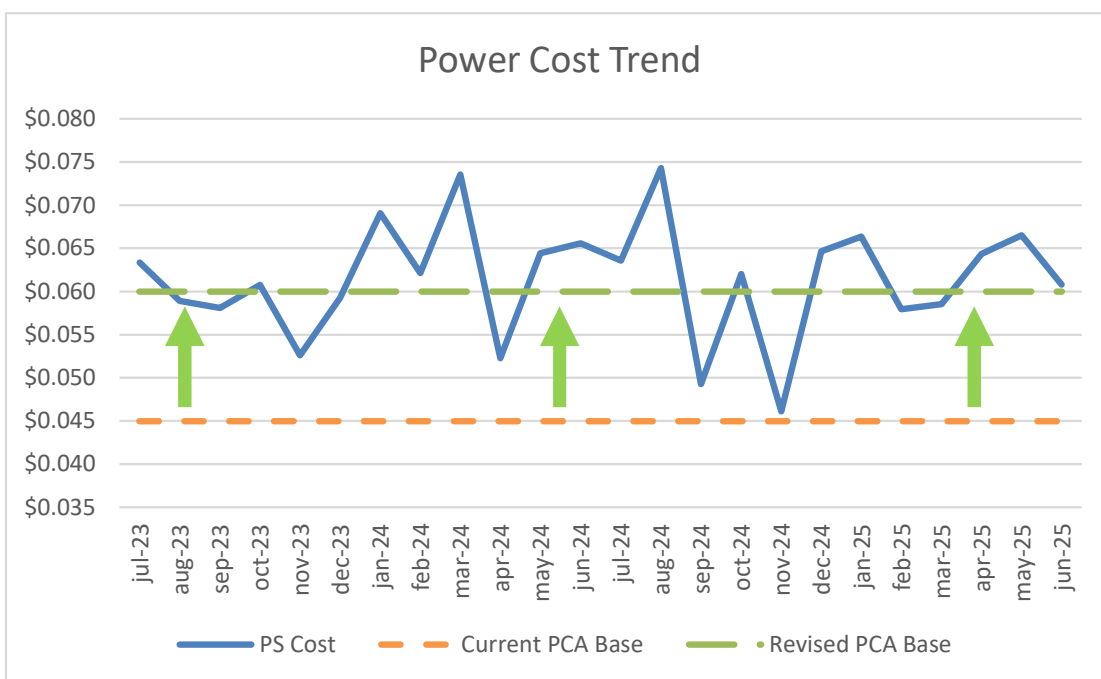
# Monthly Charge

## *Informational*

Customer Class	COS Customer Charge	Average Customer Charge
Residential (A)	\$ 24.42	\$ 12.50
General Secondary (B)	57.10	26.50
General Secondary (C)	204.94	35.00
Commercial & Industrial Primary (D)	443.12	75.00

# True Up PCA

## Review of Power Supply Costs



Description	\$/kWh
Current PCA Base	\$ 0.0450
PCA True Up to Energy Rates	\$ 0.0150
<b>Revised PCA Base</b>	<b>\$ 0.0600</b>

# Sample Rate Design

Customer Class	Year 1 Change	Year 2 Change	Year 3 Change	COS	Rate Adjustment Guidance
Residential (A)	2.25%	2.25%	2.25%	36.2%	<i>Higher than avg</i>
General Secondary (B)	1.25%	1.25%	1.25%	13.8%	<i>Average</i>
Street Light (S)	2.40%	2.40%	2.40%	43.5%	<i>Higher than avg</i>
General Secondary (C)	0.90%	0.90%	0.90%	3.1%	<i>Lower than avg</i>
Commercial & Industrial Primary (D)	1.10%	1.10%	1.10%	7.2%	<i>Lower than avg</i>
Totals	1.25%	1.25%	1.25%	13.5%	System Average

# Sample Residential Rate Design

PCA True Up		\$ 0.015			
Rates	Current	Year 1	Year 2	Year 3	
<b>Monthly Charge:</b>					
Service Charge	\$ 12.50	\$ 13.50	\$ 14.50	\$ 15.50	
Energy Smart Program Fee	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	
Total Monthly Charge	\$ 13.00	\$ 14.00	\$ 15.00	\$ 16.00	
<b>Energy Charge:</b>					
Power Cost Energy	\$ 0.04500	\$ 0.06000	\$ 0.06000	\$ 0.06000	
Distribution Energy	\$ 0.01860	\$ 0.01940	\$ 0.02025	\$ 0.02115	
Total Energy	\$ 0.06360	\$ 0.07940	\$ 0.08025	\$ 0.08115	
<b>Power Cost Adjustment:</b>					
All Energy	\$ 0.02000	\$ 0.00500	\$ 0.00500	\$ 0.00500	
Revenue from Rate	\$ 4,868,696	\$ 4,978,241	\$ 5,090,252	\$ 5,204,782	
Change from Previous		2.25%	2.25%	2.25%	

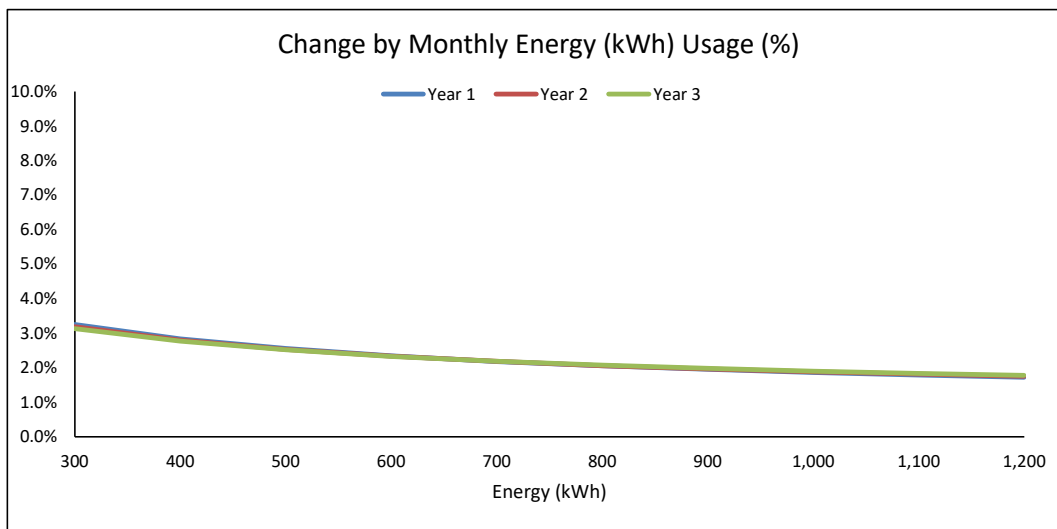
Monthly \$ → \$1 / year

\$0.015 trued up to base

\$0.015 removed from PCA

*EWR charges will be assessed as required by the State of Michigan*

# Sample Residential Rate Design Impacts

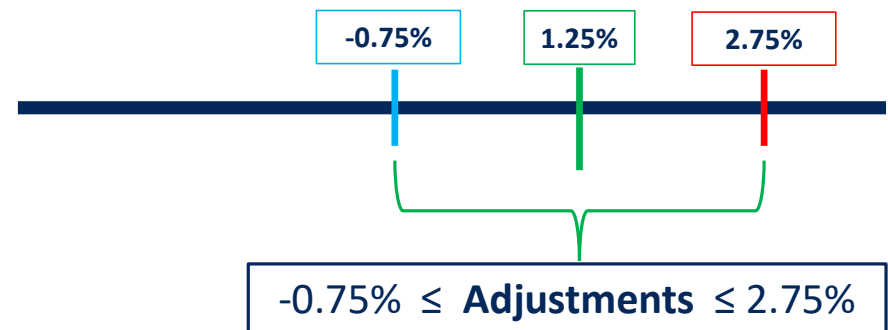


\$ Monthly Change	Year 1	Year 2	Year 3
300	\$ 1.24	\$ 1.26	\$ 1.27
400	\$ 1.32	\$ 1.34	\$ 1.36
500	\$ 1.40	\$ 1.43	\$ 1.45
600	\$ 1.48	\$ 1.51	\$ 1.54
700	\$ 1.56	\$ 1.60	\$ 1.63
800	\$ 1.64	\$ 1.68	\$ 1.72
900	\$ 1.72	\$ 1.77	\$ 1.81
1,000	\$ 1.80	\$ 1.85	\$ 1.90
1,100	\$ 1.88	\$ 1.94	\$ 1.99
1,200	\$ 1.96	\$ 2.02	\$ 2.08

Average Usage	653	Year 1	Year 2	Year 3
Average Bill \$	\$ 67.61	\$ 69.13	\$ 70.69	\$ 72.28
Average % Change		2.25%	2.25%	2.25%
Monthly Change		\$ 1.52	\$ 1.56	\$ 1.59

# Next Steps

- Design rates with +/- 1.5% Bandwidth
  - No class would get more than 2.75%
  - No class would get less than -0.75%
- Increase Residential Customer Charge by \$1 per year
- True up PCA by \$0.015



# Questions?





# **ZEELAND BOARD OF PUBLIC WORKS**

## **RESOLUTION 2025-01**

### **HOLLAND BOARD OF PUBLIC WORKS**

**WHEREAS**, on the evening of Saturday, September 20, 2025 at approximately 8:08 p.m. the Zeeland area was impacted by strong straight-line winds; and

**WHEREAS**, the straight-line wind event resulted in six (6) Zeeland Board of Public Works-owned wood poles located on the south side of Adams Street, just east of 96<sup>th</sup> Avenue to snap; and

**WHEREAS**, the damaged facilities caused power outages to 774 customers at the peak of the event; and

**WHEREAS**, the Zeeland Board of Public Works is a member of the Michigan Municipal Electric Association Mutual Aid program; and

**WHEREAS**, the Mutual Aid Coordinator for West Michigan public power utilities is Steve Bruinsma, Electric Distribution Superintendent, Holland Board of Public Works; and

**WHEREAS**, with the aid of Mr. Bruinsma, additional crews were dispatched from Holland Board of Public Works and Lowell Light and Power, to assist Zeeland with emergency restoration work; and

**WHEREAS**, the Holland Board of Public Works provided essential support and resources in a timely, organized, and highly professional manner, demonstrating exceptional collaboration and commitment to service; and

**WHEREAS**, the dedication, expertise, and cooperative spirit of its employees greatly contributed to the successful completion of this effort, reflecting their ongoing commitment to excellence and public service.

**WHEREAS**, the Zeeland Board of Public Works Board of Commissioners understands the tremendous amount of expertise and effort put forth by the employees of the Holland Board of Public Works.

**NOW THEREFORE, BE IT RESOLVED** by the Zeeland Board of Public Works Board of Commissioners that:

Section 1: The Zeeland Board of Public Works hereby commends the Holland Board of Public Works and their employees for exemplary and efficient efforts in restoring power to the Zeeland customers during its storm related outages, and

Section 2: This Resolution shall be published, and a copy hereof is presented to the Holland Board of Public Works and the employees thereof.

DATE: October 14, 2025

\_\_\_\_\_  
Linda Boerman, BOARD CHAIR

# **ZEELAND BOARD OF PUBLIC WORKS**

## **RESOLUTION 2025-02 LOWELL LIGHT & POWER**

**WHEREAS**, on the evening of Saturday, September 20, 2025 at approximately 8:08 p.m. the Zeeland area was impacted by strong straight-line winds; and

**WHEREAS**, the straight-line wind event resulted in six (6) Zeeland Board of Public Works-owned wood poles located on the south side of Adams Street, just east of 96<sup>th</sup> Avenue to snap; and

**WHEREAS**, the damaged facilities caused power outages to 774 customers at the peak of the event; and

**WHEREAS**, the Zeeland Board of Public Works is a member of the Michigan Municipal Electric Association Mutual Aid program; and

**WHEREAS**, through the Michigan Municipal Electric Association Mutual Aid program, additional support and resources were dispatched from Lowell Light & Power to assist Zeeland with emergency restoration work; and

**WHEREAS**, Lowell Light & Power provided essential support in a timely, organized, and highly professional manner, demonstrating exceptional collaboration and commitment to service; and

**WHEREAS**, the dedication, expertise, and cooperative spirit of its employees greatly contributed to the successful completion of this effort, reflecting their ongoing commitment to excellence and public service.

**WHEREAS**, the Zeeland Board of Public Works Board of Commissioners understands the tremendous amount of expertise and effort put forth by the employees of Lowell Light & Power.

**NOW THEREFORE, BE IT RESOLVED** by the Zeeland Board of Public Works Board of Commissioners that:

Section 1: The Zeeland Board of Public Works hereby commends Lowell Light & Power and their employees for exemplary and efficient efforts in restoring power to the Zeeland customers during its storm related outages, and

Section 2: This Resolution shall be published, and a copy hereof is presented to Lowell Light & Power and the employees thereof.

DATE: October 14, 2025

\_\_\_\_\_  
Linda Boerman, BOARD CHAIR

# **ZEELAND BOARD OF PUBLIC WORKS**

RESOLUTION 2025-03

## **COLDWATER BOARD OF PUBLIC UTILITIES**

**WHEREAS**, on the evening of Saturday, September 20, 2025 at approximately 8:08 p.m. the Zeeland area was impacted by strong straight-line winds; and

**WHEREAS**, the straight-line wind event resulted in six (6) Zeeland Board of Public Works-owned wood poles located on the south side of Adams Street, just east of 96<sup>th</sup> Avenue to snap; and

**WHEREAS**, the damaged facilities caused power outages to 774 customers at the peak of the event; and

**WHEREAS**, the Zeeland Board of Public Works is a member of the Michigan Municipal Electric Association Mutual Aid program; and

**WHEREAS**, through the Michigan Municipal Electric Association Mutual Aid program, additional support and resources were dispatched from the Coldwater Board of Public Utilities to assist Zeeland with emergency restoration work; and

**WHEREAS**, the Coldwater Board of Public Utilities provided essential support in a timely, organized, and highly professional manner, demonstrating exceptional collaboration and commitment to service; and

**WHEREAS**, the dedication, expertise, and cooperative spirit of its employees greatly contributed to the successful completion of this effort, reflecting their ongoing commitment to excellence and public service.

**WHEREAS**, the Zeeland Board of Public Works Board of Commissioners understands the tremendous amount of expertise and effort put forth by the employees of the Coldwater Board of Public Utilities.

**NOW THEREFORE, BE IT RESOLVED** by the Zeeland Board of Public Works Board of Commissioners that:

Section 1: The Zeeland Board of Public Works hereby commends the Coldwater Board of Public Utilities and their employees for exemplary and efficient efforts in restoring power to the Zeeland customers during its storm related outages, and

Section 2: This Resolution shall be published, and a copy hereof is presented to the Coldwater Board of Public Utilities and the employees thereof.

DATE: October 14, 2025

\_\_\_\_\_  
Linda Boerman, BOARD CHAIR

# **ZEELAND BOARD OF PUBLIC WORKS**

## **RESOLUTION 2025-04 CITY OF NILES**

**WHEREAS**, on the evening of Saturday, September 20, 2025 at approximately 8:08 p.m. the Zeeland area was impacted by strong straight-line winds; and

**WHEREAS**, the straight-line wind event resulted in six (6) Zeeland Board of Public Works-owned wood poles located on the south side of Adams Street, just east of 96<sup>th</sup> Avenue to snap; and

**WHEREAS**, the damaged facilities caused power outages to 774 customers at the peak of the event; and

**WHEREAS**, the Zeeland Board of Public Works is a member of the Michigan Municipal Electric Association Mutual Aid program; and

**WHEREAS**, through the Michigan Municipal Electric Association Mutual Aid program, additional support and resources were dispatched from the City of Niles to assist Zeeland with emergency restoration work; and

**WHEREAS**, the City of Niles provided essential support in a timely, organized, and highly professional manner, demonstrating exceptional collaboration and commitment to service; and

**WHEREAS**, the dedication, expertise, and cooperative spirit of its employees greatly contributed to the successful completion of this effort, reflecting their ongoing commitment to excellence and public service.

**WHEREAS**, the Zeeland Board of Public Works Board of Commissioners understands the tremendous amount of expertise and effort put forth by the employees of the City of Niles.

**NOW THEREFORE, BE IT RESOLVED** by the Zeeland Board of Public Works Board of Commissioners that:

Section 1: The Zeeland Board of Public Works hereby commends the City of Niles and their employees for exemplary and efficient efforts in restoring power to the Zeeland customers during its storm related outages, and

Section 2: This Resolution shall be published, and a copy hereof is presented to the City of Niles and the employees thereof.

DATE: October 14, 2025

\_\_\_\_\_  
Linda Boerman, BOARD CHAIR

# Celebrating Business Excellence: West Coast Chamber Announces 2025 Award Recipients

[Back to Member News](#)



By Michigan West Coast Chamber of Commerce

9/19/2025



For Immediate Release

September 19, 2025

## PRESS RELEASE

Contact: Emmy Riemersma

Membership & Marketing Coordinator

Michigan West Coast Chamber of Commerce

65 E 7th Street Suite 300, Holland, MI 49423

616.392.9634 | [emmy@westcoastchamber.org](mailto:emmy@westcoastchamber.org)

[www.westcoastchamber.org](http://www.westcoastchamber.org)

### Celebrating Business Excellence: West Coast Chamber Announces 2025 Award Recipients



(Pictured from left to right: Alex Tillard of Yellow Lime Creative, Tony McCaul of Critter Barn, Mike Novakoski of EV Construction, David Koster of Holland Board of Public Works, and Kelly Springer of Metal Flow Corporation)

**Holland, MI** – The Michigan West Coast Chamber of Commerce hosted its Annual Awards Celebration at the Holland Civic Center Place on Thursday, September 18, 2025. Over 200 members were in attendance as the community came together to celebrate the contributions and achievements of several outstanding local organizations. The evening was made possible by the support of Platinum Program Sponsor, Blue Cross Blue Shield of Michigan.

"The Annual Awards Celebration reflects the trailblazing spirit that defines our members and our community," said Jodi Owczarski, President and CEO of the West Coast Chamber. "We were honored to celebrate those who are leading the way with innovation and impact."

The awards were presented to four organizations and one individual in the following categories:

**Inspire:** This award was presented to Yellow Lime Creative, an all-female marketing agency known for their contagious energy, bold ideas, and strong community relationships. Their creative approach inspires others to think differently and take bold risks that spark growth and connection.

**Innovation:** This award was presented to the Holland Board of Public Works for their forward-thinking approach to sustainable energy and infrastructure. Through projects that prioritize environmental stewardship and community benefit, they are setting the standard for how utilities can innovate to serve and strengthen a community well into the future.

**Impact:** This award was presented to Critter Barn, which began in 1984 and has grown into an educational farm attracting over 100,000 people. Through its groundbreaking Global Universal Design, Critter Barn is making an impact by creating a fully accessible place where everyone can connect with agriculture and community.

**Excellence:** This award was presented to EV Construction. Founded in 1945, EV Construction is recognized for doing things in an unmistakably different way. They excel by combining innovation, integrity, and a people-first culture that sets them apart in the construction industry.

**Icon:** This award was presented to Kelly Springer, President and CEO of Metal Flow Corporation. A well-respected leader in West Michigan, Kelly has guided Metal Flow with integrity and vision, growing its global reach while remaining deeply rooted in community stewardship. She is widely recognized for her authenticity and commitment to strengthening business and community.

To learn more about the award winners, follow the Chamber's West Coast Way magazine as each winner's story is featured in the coming months.

**About the Michigan West Coast Chamber of Commerce:**

The Michigan West Coast Chamber of Commerce serves over 1,200 member businesses and their 80,000 employees in the Holland and Zeeland areas. As a Catalyst, Convener, and Champion, the Chamber connects member businesses to the resources they need to be successful. The Chamber has been recognized with the U.S. Chamber's prestigious Five Star Accreditation. Less than 1% of chambers in the country receive this distinction. The Chamber is proud to be named a 2025 Chamber of the Year by the Association of Chamber of Commerce Executives (ACCE). Learn more by visiting [www.westcoastchamber.org](http://www.westcoastchamber.org).

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By registering you agree that the Chamber may use any image of you that might appear in photographs or video taken at a Chamber event.*



#### Get In Touch!

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✉ [info@westcoastchamber.org](mailto:info@westcoastchamber.org)

9:00 am - 4:00 pm,  
Monday - Friday

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## **City of Zeeland – Board of Public Works**

### **Job Description**

### **GENERAL MANAGER**

**Supervised By:** Board of Public Works (BPW) Board of Commissioners (Board)

**Supervises:** Electric Transmission and Distribution Manager, Water Operations Manager, Electric Power Supply and Market Operations Manager

#### **General Summary:**

Leads, plans, organizes, directs and otherwise performs work as the chief executive officer of the Zeeland Board of Public Works.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides management direction of all operational and planning activities and functions involved in the production or acquisition, transmission and distribution, and sale of electrical capacity and energy to all customers within the City of Zeeland and its surrounding townships.
2. Provides management direction to all operational and planning activities and functions involved in the acquisition, transmission, distribution, storage and sale of water to all customers within the City of Zeeland and its surrounding townships.
3. Plans, supervises, and administers the routine operations of the BPW including operations, maintenance, and capital expenditure budgeting, rate setting and analysis, problem solving in technical areas, management of power pooling and wholesale water and power purchase agreements, development of maintenance schedules and standards, compliance with safety practices, and monitoring consultant work.
4. Facilitates the identification of potential or existing problems, the recommendation of policy options to the Board, and the implementation of policy decisions.
5. Coordinates and supervises improvements to the City's water and electric systems by directing major capital improvements through entire planning and construction cycles including feasibility studies, financing, environmental planning, preparation of plans, securing of bids, negotiating of contracts and general administration.
6. Responsible for operations of the BPW during emergencies including storms and equipment failures.
7. Responsible for compliance with all government regulations pertinent to BPW operations.
8. Responsible for development of short-term and long-term operational objectives and strategic plans and implementing action plans to reach established goals.



9. Supervises general office activities including accounting and financial record keeping, utility billing, maintenance of official records, development of reports to the Board, and preparation of correspondence to the media, City Council, and general public.
10. Establishes and implements programs for the continual training of employees; evaluates the performance of employees; provides proper channels for communications with employees; and otherwise manages employee relations with BPW employees.
11. Plans and assists the Board Chair in the development of Board meeting agendas and attends Board meetings.
12. Attends and actively participates in department head meetings, Board of Commissioner meetings, City Council meetings and work study sessions, and other governance-related meetings to represent the utility's interests.
13. Acts as the Board's official representative on the Michigan Municipal Electric Association, the American Public Power Association, the Board of Commissioners of the Michigan Public Power Agency and other professional associations as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Preference will be given to candidates with the specified qualifications; however, other related municipal government or utility-related experience may be considered as a substitute where appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Bachelor's degree in engineering, finance, accounting, or another related technical or professional discipline. An equivalent combination of education and relevant experience may be considered. Preference will be given to candidates holding relevant professional licensure or certifications, such as Professional Engineer (P.E.), Certified Public Accountant (CPA), or other comparable credentials in technical, financial, or utility-related disciplines.
- Ten years of progressively responsible experience in the management of municipally-owned electric and/or water utilities, or an equivalent combination of education, training, and experience including that includes responsibility for the design, construction, and maintenance of electrical and water systems.
- Comprehensive knowledge in electric utility power markets, power supply, power supply planning, utility finance and rates, and risk management.
- Comprehensive knowledge in the theory and techniques associated with electrical power generation, transmission, and distribution and water transmission and distribution, the facilities required, and the maintenance of such facilities and related equipment.
- Comprehensive knowledge of public and business administration and management techniques, particularly as related to the management of a municipal utility.
- Considerable knowledge of federal, state, and local regulations pertaining to the construction, maintenance, and repair of electric and water systems.
- Considerable skill in the assemblage of data and preparation of reports and records.
- Ability to plan, coordinate, and supervise the work of subordinates engaged in a variety of specialized duties.
- Considerable skill in communicating and dealing with Board members, employees, other local government departments and officials, the news media, and the general public.

**Physical Demands and the Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit for long periods. The employee is occasionally required to walk or stand; and frequently uses repetitive motions.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet to moderate.

September 2025

*This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities of a person so classified.*