

Regular Meeting
 Board of Public Works
 Water Warehouse
 October 14, 2025

The regular meeting of the Board of Public Works Commission was held at the BPW Water Warehouse, 330 E. Washington, Tuesday, October 14, 2025. Chairperson Boerman called the meeting to order at 3:31 p.m.

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

ABSENT: Commissioners – VanAst

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

Guests Present: Mark Beauchamp, Utility Financial Solutions; Kurt Wassink, HR Solutions

Motion was made by Commissioner Walters and seconded by Commissioner Query to approve the minutes of the September 9, 2025 Regular Meeting. Motion carried. All voting aye.

Public Comment

No public comment given.

Safety Minute

The Safety Minute this month was “October is National Pedestrian Safety Month.”

25.047 Approve Cash Disbursements and Regular Monthly Transfers

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

Cash and Investments as of :	August 30, 2025	<u>Electric</u>	<u>Water</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>Electric</u>	<u>Water</u>
Receiving		(57,645)	(345,200)
Accumulated Debt Service		-	-
Plant Improvements and Contingency		-	345,200
General Fund (per charter provision)		57,645	-

Motion carried. All voting aye.

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.

Manager Coots explained 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, the BPW has 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 has been somewhat challenging due to the niche job being performed. Staff found a Michigan based outfit that specializes in dry ice cleaning for 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 FY 2026 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.

25.048 Approve Padmount Switchgear Dry Ice Cleaning Contract Professional Services

Motion was made by Commissioner Query and seconded by Commissioner Walters that a not-to-exceed professional services contract totaling \$29,500 be awarded to Strength H2O Industrial Solutions to perform padmount switchgear dry ice cleaning. Motion carried. All voting aye.

Manager Coots explained as part of our transmission and five-year substation system maintenance schedule, the BPW is 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. The following 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	

25.049 Award Bid for Washington Substation Preventative Maintenance and Equipment Testing Professional Services

Motion was made by Commissioner Walters and seconded by Commissioner Query to award the bid for Washington Substation Preventative Maintenance and Equipment Testing to Shermco Industries, Inc. for a total price of \$62,812. Motion carried. All voting aye.

Manager Coots explained that 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 was submitted for Board approval:

Zeeland Board of Public Works Medium Voltage Switchgear Bids				
<u>Switchgear</u>	<u>QTY.</u>	<u>IRBY</u>	<u>Border States</u>	<u>PLS</u>
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
Total Cost:		\$ 241,355	\$ 285,186	\$ 298,336
*IRBY lead times for all units to be roughly 30 weeks, Border States & PLS roughly 40 weeks				

25.050 Award Bid for Padmount Switchgear

Motion was made by Commissioner Query and seconded by Commissioner Walters to award the bid for padmount switchgear to Stuart C. Irby Co. in the amount of \$241,355.00. Motion carried. All voting aye.

Commissioner Cooney joined the meeting at 4:10 p.m.

Electric Cost of Service Study Presentation

Mark Beauchamp, President of Utility Financial Solutions, presented the results of the Electric Cost of Service Study. The study’s findings were reviewed with the Board of Commissioners. Staff listened to Commissioner input which will be used to guide the next phase of the process - rate design. After thoughtful discussion, the Commissioners directed staff and Consultant Beachamp to proceed with rate design based on a 1.5 percent overall average rate increase and a \$1.00 per month increase in the customer charge for the Residential customer classification.

Accounting, Finance & Customer Service Report

ACM/Finance Director Plockmeyer updated the Board on current operations status, activities and projects. Director Plockmeyer also provided a review of FY 2025 financials as well as an update on the anticipated rate adjustment for the Water Utility effective January 1, 2026.

Electric Power Supply & Market Operations Report

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

Manager Mulder explained that 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 chose 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)	Recommendation *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. 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. Staff believe 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.

25.051 Award Bid for Intrusion Detection System Installation

Motion was made by Commissioner Walters and seconded by Commissioner Query to include the installation of the intrusion detection system by Inline Electric/Total Fire & Security in Lakewood Construction's scope of work for a total estimated cost of \$12,636.00, including 8% construction management fee. Motion carried. All voting aye.

Other Business

Approve Mutual Aid Resolutions

General Manager Boatright requested Board approval of four resolutions 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.

25.052 Mutual Aid Resolutions 2025-01, 2025-02, 2025-03, and 2025-04

Motion was made by Commissioner Walters and seconded by Commissioner Walters to approve Resolutions 2025-01 through 2025-04. Motion carried. All voting aye.

Informational – Michigan West Coast Chamber Inspire Award to Yellow Lime Creative

General Manager Boatright shared 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.

General Manager Job Description

The Commissioners discussed key considerations and potential decisions related to the General Manager recruitment process. The discussion included the review of the updated General Manager job description, the proposed recruitment approach and timing thereof, and selection panel structure.

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

The Commissioners agreed by consensus that the General Manager recruitment process is to begin with an internal-only recruitment. It was further agreed that there would be a two-stage interview process beginning with a panel made up of a cross-section of Commissioners and external stakeholders and the second interview stage would consist of the full Board of Commissioners. The Commissioners agreed by consensus that Commissioners Cooney and Van Ast would serve on the initial interview panel. The Commissioners directed consultant Wassink to recruit additional external members of the initial panel to include City Manager Klunder, a representative from the large industrial class of ZBPW customers, Executive Coach Jeff Boersma, and a representative from the public power utility community. The Commissioners further directed consultant Wassink to target an internal recruitment posting by no later than mid-November 2025 and that the initial and second interviews are targeted for completion on or around the December 9, 2025 regular Board of Commissioners meeting.

25.053 Approve the General Manager Job Description

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve the General Manager Job Description dated September 2025. Motion carried. All voting aye.

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

Motion was made and supported that the regular meeting be adjourned at 6:11 p.m. Motion carried. All voting aye.

Andrew Boatright, General Manager