

Regular Meeting  
 Board of Public Works  
 Water Warehouse  
 January 13, 2026

The regular meeting of the Board of Public Works Commission was held at the BPW Water Warehouse, 330 E. Washington, Tuesday, January 13, 2026. Chairperson Boerman called the meeting to order at 3:30 p.m.

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

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 Plockmeyer, IT Manager Maloney, City of Zeeland City Clerk DeVerney

Guest Present Eric VanDop, Brickley DeLong

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

**Public Comment**

None.

**Safety Minute**

Don't be in a hurry.

25.70 Fiscal Year 2024-2025 Annual Compensation Financial Report

Eric VanDop (from Brickley DeLong) presented the audit findings for the fiscal year that ended June 30, 2025. The Zeeland BPW had another sound fiscal year. As such, the City/BPW received an unqualified opinion which is the best opinion an audit can receive.

Motion by Commissioner Query and seconded by Commissioner Cooney to accept the Fiscal Year 2024-2025 Annual Compensation Financial Report as presented. Motion carried. All voting aye.

25.71 Approve Cash Disbursements and Regular Monthly Transfers

Motion was made by Commissioner Walters and seconded by Commissioner VanAst to approve the November 2025 cash disbursements and the regular monthly transfers for the month of November 2025 as follows:

Cash and Investments as of: November 30, 2025

	<u>Electric</u>	<u>Water</u>
Receiving	\$ 4,382,257	\$ 537,211
Accumulated Debt Service (in Receiving Fund)	-	-
Plant Improvements and Contingencies	13,038,319	13,826,817
Bond and Interest Payment Reserve*	-	-
Totals	<u>\$ 17,420,575</u>	<u>\$ 14,364,028</u>

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

Recommended Transfers for the Month:

November-25

	<u>Electric</u>	<u>Water</u>
Receiving	(639,945)	(65,000)
Accumulated Debt Service	-	-
Plant Improvements and Contingency	582,300	65,000
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 which include:

- Sprypoint Billing Software transition
- Budgets
- December meeting follow-up

***Water Department Report***

Water Operations Manager Postma updated the Board on activities, current operations status, and projects which include:

- Meter replacement program
- Galvanized Service Line Replacement Program
- Water Administration projects
- Other work projects

25.72            O&M Pumping Expense

Manager Postma is requesting approval for Kennedy Industries to rebuild a spare pump for Carlton Pump Station in the total amount of **\$23,495.00**.

During a routine inspection the Water Department staff found a leaking seal on pump 1 at Carlton Pump. Representatives from Kennedy made a recommendation to install the spare pump. After completing the installation, they performed an inspection of the pump and found several parts needing replacement. The department keeps a spare pump on hand for emergencies purposes. This helps limit down time in case of failure.

Motion by Commissioner Query and seconded by Commissioner Walters to approve Kennedy Industries for spare pump rebuild. Motion carried. All voting aye.

25.73            Purchase Three (3) 2026 Ford F150s

For FY2026, the Water and Electric T&D Departments Capital Improvement Plan include allocations of \$92,000 for the Water Dept and \$52,000 for Electric T&D vehicle acquisitions. Included is a budget amendment for the Water Department in the amount of \$6,500 and Electric T&D is seeking \$3,000. This is due to higher than anticipated vehicle cost.

If approved, Water Department staff intend to replace BPW #551 (2019 Ford F-150) and #553 (2020 Chevy Silverado 1500), which will be retired from service in accordance with BPW and City policies. Electric T&D Department staff intend to pass BPW #550 (2018 F150) down to Plant truck #1 which will replace BPW #545 (2015 Ford F150). Online blue-book estimates put the cash value of #551 at \$15,000 - \$18,000, 553 at \$17,000 - \$20,000, and #545 at \$14,000 - \$18,000 yielding a combined recovery value of \$46,000 - \$56,000. Vehicle delivery and market pricing are too uncertain to request a firm trade-in allowance at this time, but cash-purchase values will be requested when the new vehicles arrive.

The need to purchase and professionally install accessories such as vehicle safety warning lights and storage boxes will be required to outfit the vehicles for service. Vehicle accessories will be transferred from the vehicles being retired to the extent practical.

Motion by Commissioner Walters and seconded by Commissioner VanAst to approve a vehicle purchase contract totaling \$147,235.00 (\$47,240.00 each) for Water Dept and (\$52,755) for T&D be awarded to Barber Ford Inc. for the purchase of three (3) 2026 Ford F150s as quoted with the 5.0L V8 engine, and a multi-vehicle purchase discount. Staff recommend budget amendments in the amounts of \$6,500 for Water and \$3,000 for Electric T&D. Furthermore, staff recommend a total purchase budget of \$98,080 for Water and \$54,555 for Electric T&D. For the trucks being surplus, staff recommend that trucks #545, #551 and #553 be submitted to a local auction with a reserve bid, in accordance with BPW and City policies. Delivery of the new vehicles is expected in spring of 2026.

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

Manager Coots updated the Board on current activities including:

- New residential developments installation of electric power distribution infrastructure in Prairie Winds West, Eagle Meadows, and Trailside East
- North Parking Lot Upgrades
- Electrical infrastructure outlook
- Outage Statistics

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

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

- Operations & Power supply – November 2025
- Renewable Energy Credits (RECS) – November 2025
- Integrated Resource Plan (IRP) Update & Stakeholder Engagement
- Unit #7 Voltage Regulator Replacement
- Riley Unit #5 Repair
- Washington Avenue Generation facility – Title V ROP renewal
- Washington Avenue Generation Facility – Gas Main Replacement
- BPW Office remodel & expansion project
- General Facilities work
- MPPA PY2026/27 Capacity Sale Transaction
- Long-Term Capacity Forecast & Position Report (20-Years)

### **25.74            Approve Yellow Lime Creative LLC Budget Amendment**

The Zeeland Board of Public Works (BPW) entered into a one-year digital and print marketing services agreement with Yellow Lime Creative LLC for the period of June 1, 2025, through May 31, 2026, with a total contract amount not to exceed \$60,000. Under this agreement, Yellow Lime Creative serves as BPW's external marketing partner, providing ongoing strategy, design, content development, web support, public relations, and project management services. As outlined in the original proposal, the agreement allows for additional scope items to be addressed as operational needs arise, subject to BPW approval.

The proposed budget amendment reflects additional services that were outside the original scope of work but have been necessary to support evolving operational, customer communication, and technology initiatives.

The requested amendment will increase the total authorized spending with Yellow Lime Creative LLC by \$16,517.25. Funding for these services is available within existing departmental budgets.

Motion was made by Commissioner Query and seconded by Commissioner Walters to approve the proposed budget amendment in the amount of \$16,517.25 for professional marketing and communications services provided by Yellow Lime Creative LLC. Motion carried. All voting aye.

25.75                    Approve Lead 24/7 Leadership Development Training – Brian Coots

BPW Manager Andy Boatright has discussed this opportunity with Brian Coots, and he has confirmed both his interest in and availability for the year-long program, which begins on March 24, 2026.

To date, three members of the BPW Leadership Team have either completed or are currently participating in LEAD 24/7 cohorts, and each has found this leadership development opportunity to be of tremendous value.

As outlined in the proposal (included under this tab), the LEAD 24/7 program offered by Leading by DESIGN is a comprehensive leadership journey that includes monthly cohort sessions, one-on-one coaching, 360 and DISC assessments, an overnight off-site retreat, and structured homework designed to drive practical application of leadership principles. The program aligns well with our strategic objective of developing strong internal leaders and building long-term organizational capacity.

The cost of the program is \$12,000 for the full year.

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve Lead 24/7 Leadership Development Training for Brian Coots. Motion carried. All voting aye.

25.76                    Approve Leadership Coaching Proposal from Discover Coaching Services, LLC

Motion was made by Commissioner Query and seconded by Commissioner Cooney to approve Leadership Coaching Proposal from Discover Coaching Services, LLC. Motion carried. All voting aye.

25.77                    Approve Utilities Manager Employment Agreement

BPW Chair Boerman asked Robert Mulder, General Manager candidate, to step out (of the room at 4:44 P.M.) while the members discussed his Employment Agreement. He was asked to return at 4:49 P.M. to hear that his Employment Agreement was approved.

Motion was made by Commissioner Walters and seconded by Commissioner Cooney to approve the Utilities Manager Employment Agreement for Robert Mulder and forward it to City Council for consideration at its regular meeting on January 20, 2026. Motion carried. All voting aye.

BPW Manager Boatright updated the Board on current activities including:

- Thank You Notes
- Upcoming Events

Motion was made and supported that the regular meeting adjourns at 4:52 p.m. Motion carried. All voting aye.

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*Kristi DeVerney, City Clerk*