

Regular Meeting
 Board of Public Works
 Water Warehouse
 November 11, 2025

The regular meeting of the Board of Public Works Commission was held at the BPW Water Warehouse, 330 E. Washington, Tuesday, November 11, 2025. Chairperson Boerman called the meeting to order at 3:30 p.m.

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

ABSENT: Commissioners – VanAst (attended via Teams), Query

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, City of Zeeland IT Director Maloney; Water Service Technician Wolters

Guest Present: Jillian Jurczyk, Utility Financial Solutions

Motion was made by Commissioner Cooney and seconded by Commissioner Walters to approve the minutes of the October 14, 2025 Regular Meeting. Motion carried. All voting aye.

Public Comment

Joseph Purnell McCarter of Georgetown Township, representing the Save The Campbell effort, offered commentary on the 2nd round of “Save The Campbell” Resolutions.

Safety Minute

The Safety Minute this month was “Complacency”

Introduction of New Employee

Chris Wolters has been hired to fill the vacant Water Service Technician position and was in attendance at this meeting to be introduced to the Commissioners. His first day was Wednesday, November 5, 2025. He comes to the Zeeland BPW with almost two decades of experience as a public utility worker. He played a key role with his former employer. His vast knowledge of water and wastewater will help propel the Water Department to the next level. Chris was born and raised in Holland. He graduated from Holland Christian High School in 2006. He and his wife currently live on the southeast side of Zeeland with their two children.

25.054 Approve Cash Disbursements and Regular Monthly Transfers

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

Cash and Investments as of :	September 30, 2025	
	<u>Electric</u>	<u>Water</u>
Receiving	\$ 4,676,506	\$ 1,760,536
Accumulated Debt Service (in Receiving Fund)	-	-
Recommended Transfers for the Month:	September-25	
	<u>Electric</u>	<u>Water</u>
Receiving	(934,145)	(1,288,400)
Accumulated Debt Service	-	-
Plant Improvements and Contingency	876,500	1,288,400
General Fund (per charter provision)	57,645	-

Motion carried. All voting aye.

Consultant Jillian Jurczyk presented the Electric Rate Design presentation, prepared by Utility Financial Solutions, LLC, which outlines a planned 1.5% annual system rate adjustment for January 1 of 2026, 2027, and 2028. The design also includes a \$0.015 Power Cost Adjustment (PCA) true-up, establishing a new PCA base rate of \$0.060 to align with increased power supply costs. These updates are part of Zeeland BPW's continued efforts to ensure cost-based, financially stable, and transparent electric rates consistent with long-term system reliability and operational sustainability.

Accounting, Finance & Customer Service Report

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

Director Plockmeyer explained the 2026 Water Rate Design, prepared by Utility Financial Solutions, LLC, recommends an overall 4.9% revenue increase to maintain adequate reserves, recover inflationary and debt-related costs, and ensure continued reinvestment in water utility infrastructure. This adjustment aligns with the multi-year cost-of-service plan initiated in 2025 to sustain the long-term financial stability of the water utility.

The accompanying Ordinance formally updates Section 40-121 of the Zeeland City Code to reflect the revised water rate schedule, including readiness-to-serve and commodity charges. These rates continue to be cost-based, equitable, and consistent for water utility customers served by the Zeeland BPW.

25.055 Approve 2026 Water Rate Revision Ordinance No. 1045

Motion was made by Commissioner Cooney and seconded by Commissioner Walters to approve the proposed 2026 Ordinance language as presented and recommend that this action item be placed on the November 17, 2025 City Council agenda for consideration and adoption. Motion carried. All voting aye.

Discussion continued regarding the proposed Electric rate revisions .

The accompanying Ordinance updates the City Code to reflect the new electric rate schedules, ensuring consistency with Zeeland BPW's approved rate design and cost-of-service principles.

25.056 Approve 2026 Electric Rate Revision Ordinance No. 1044

Motion was made by Commissioner Walters and seconded by Commissioner Cooney to approve the proposed Electric Rate Design and corresponding Ordinance language as presented and recommend that this action item be placed on the November 17, 2025 City Council agenda for City Council consideration and adoption. Motion carried. All voting aye.

Director Plockmeyer explained at its May 10, 2024 meeting, the BPW Board approved an allocation agreement between the Zeeland BPW and the Holland BPW for a class action settlement resolving claims related to PFAS contamination in drinking water systems. This settlement limits Zeeland BPW's ability to pursue future claims against the defendants (3M and DuPont) for any future PFAS contamination issues. Zeeland BPW's share of the settlement to-date has totaled \$1,482,983.73. An additional and likely final payment of \$873,248.53 is expected in spring 2026, resulting in a total settlement amount of \$2,356,232.26.

Director Plockmeyer further explained that while Zeeland BPW currently has no PFAS-related issues in its water system and no planned improvements related to PFAS, this situation could change over time. Given the potential for future treatment requirements, staff recommend that the Board take formal action to designate the settlement funds for potential future PFAS treatment costs. This action would create an internal fund balance designation and a corresponding note in our financial statements, committing these funds for this purpose unless a future Board takes formal action to reallocate them. Segregating these funds will also allow the account to accrue interest, which could be used to offset future PFAS-related expenses. Establishing this designation demonstrates prudent financial management and ensures that both the current and future Boards consider the intended use of these funds before making any spending decisions.

25.057 Approve Request to Commit PFAS Settlement Funds

Motion was made by Commissioner Cooney and seconded by Commissioner Walters to approve the recommendation that the Zeeland Board of Public Works commit the PFAS settlement funds, totaling \$2,356,232.26, for the purpose of addressing potential future PFAS treatment needs. Motion carried. All voting aye.

Water Department Report

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

Manager Postma explained four (4) bids were received on Thursday, October 23, 2025 for the reconstruction of Church Street, Lincoln Avenue, Sewer Plant Road and Cemetery Drive project. All bids were reviewed and checked for accuracy. Diversco Construction Co. submitted the low bid for the project in total amount of \$3,718,876.00. The engineer's estimate was \$4,142,000.00. The bid amount from Diversco Construction Co. for Zeeland BPW Water is \$413,923.00. Additional costs that need to be included in the project are Engineering & Administration (\$50,752.80) and project contingency (\$47,316.30), for a total bid award amount of \$511,992.10. Staff request an additional five (5) percent of the total project cost (\$25,600) to be included to cover the BPW internal labor costs for a total project budget amount of \$537,592.00

- Construction \$413,923.00
- Engineering & Administration \$50,752.80
- Construction contingency \$47,316.30
- Capitalized wage for ZBPW \$25,600
- Total project \$537,292.00

In collaboration with the City of Zeeland's street reconstruction program, this project will be executed in two stages. The first stage extends from the Clean Water Plant to Central Avenue (funded by the City with utility contributions), and the second from Central Avenue to Washington Avenue (incorporating MDOT grant funding). Upon the bid award of the second stage of construction anticipated in December 2025, staff will be requesting a capital budget amendment for FY 2026 in an amount based costs for both stages of construction.

Bidder Name	Bidder Location	Quote	Meets Specification	Comments
Diversco Construction	Grand Rapids, MI	\$537,592.00	YES	RECOMMENDATION

Manager Postma explained this plan will provide significant benefits for future development within the city. At their November 3 regular meeting, Zeeland City Council approved the Church Street Reconstruction project bid award subject to Board of Commissioner approval.

25.058 Approve Church Street Reconstruction Project

Motion was made by Commissioner Walters and seconded by Commissioner Cooney to award this water main construction contract to Diversco Construction in the amount \$537,592.00. Motion carried. All voting aye.

Manager Postma explained in conjunction with increased demand in our high-pressure district and the need for added reliability, the addition of a 3rd pump at Carlton Pump Station is critical for our water systems' long-term success in high demand situations. The 3rd pump will provide the following enhancements.

- Provide redundancy to ensure daily demands are available
- Utilize innovative technology
- Allow us to operate using best practice when maximum daily flows approach 90% of firm capacity.

As this capital expenditure was not anticipated in the FY2026 capital improvement budget, staff request repurposing of two FY2026 CIP budgeted projects that will be non-performed - SCADA system replacement (\$150,000); paving 80th St. Tank parking area (\$50,000).

Staff are requesting approval for the engineering/design/bidding processes, and construction supervision at Carlton Pump Station in the total amount of \$92,137.50 which is comprised of the following:

- Preliminary design \$20,650.50
- Design & Construction Engineering \$27,414.50
- Bidding Phase \$4,357.00
- Construction Phase \$35,328.00
- Contingency (5%) \$4,387.50

Bidder Name	Bidder Location	Quote	Meets Specification	Comments
Moore & Bruggink	Grand Rapids, MI	\$92,137.50	YES	RECOMMENDATION

The installation and construction portion of this project will be included in the FY2027 CIP budget.

25.059 Approve Carlton Pump Station 3rd Pump Addition Professional Services

Motion was made by Commissioner Cooney and seconded by Commissioner Walters to award the engineering/design/bidding processes, and construction supervision for the Carlton Pump Station 3rd Pump addition to Moore & Bruggink Consulting Engineers in the total amount of \$92,137.50. Motion carried. All voting aye.

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.

Other Business

Approve MPPA Commercial & Industrial Demand Response Resolution and Master Participation Agreement

General Manager Boatright shared that the Michigan Public Power Agency (MPPA) has proposed a Commercial & Industrial Demand Response Project, developed in partnership with Voltus, a third-party demand response implementer. The program enables Zeeland BPW’s Commercial and Industrial (C&I) customers to voluntarily reduce electric demand during grid emergency events in exchange for compensation. Participation in the program will provide Zeeland BPW with a no-cost, no- or low-risk opportunity to enhance system reliability, support sustainability goals, and strengthen the local economy by keeping performance payments within the community. The program also positions the Zeeland BPW competitively among other utilities offering similar customer options.

25.060 MPPA Commercial & Industrial Demand Response Project Resolution and Master Participation Agreement

Motion was made by Commissioner Walters and seconded by Commissioner Cooney to approve the Resolution authorizing participation in the MPPA Commercial & Industrial Demand Response Project and execution of the corresponding MPPA Master Participation Agreement thereby enabling Zeeland BPW to participate in the program and extend participation opportunities to eligible C&I customers. Motion carried. All voting aye.

Informational – Water and Electric Terms of Service

General Manager Boatright provided a summary of key content updates in the newly developed Zeeland BPW “Terms of Service” documents for Water and Electric, which replaces the prior document titled “Rules and Regulations”. The new Terms of Service enhance clarity, strengthen customer protections, and align ZBPW policies with current regulatory and operational standards.

Draft copies of the proposed Water Terms of Service and Electric Terms of Service documents were included in the Board meeting packet for reference. The former Rules and Regulations documents have been retitled Terms of Service (Terms) to reflect their function as a customer-facing agreement that defines service conditions, customer responsibilities, and rights. The revised format improves readability, simplifies legal language, and aligns with current utility communication standards.

A more comprehensive glossary has been added to define key terms such as “critical care customer”, “medical emergency”, “eligible senior citizen”, and “tenant”, and so on. The Terms now include detailed criteria and certification procedures for customers qualifying as critical care or medical emergency households. The policy specifies documentation requirements, renewal timelines, and allowable postponement periods for shut-off, ensuring fair and consistent application. These additions ensure consistent application of policies and compliance with applicable regulations. The new Terms document includes enhanced language clarifying procedures for service disconnection and restoration. Details include the required notification process, payment arrangements, and reconnection procedures. Customer protections for senior citizens, low-income households, and medical or critical-care customers are consolidated into a single, clear policy. The new Terms provide clear guidance for properties served by master meters, specifying that the landlord or management authority is the customer of record and fully responsible for payment of all utility charges. The revised Terms include explicit references to cross-connection and backfeed prevention requirements under the ZBPW’s water cross connection and electrical safety and interconnection standards.

No Board action was being requested at this meeting. Staff asked the Commissioners to review the documents and be prepared to consider a recommendation for approval of the at the December 2025 Board of Commissioners meeting. As part of this initiative, staff will also introduce companion legislation that removes the former “Rules and Regulations” and “Fees and Charges” sections from the Zeeland City Code and enables future revisions of these documents to be accomplished by Resolution of the Board of Commissioners and City Council. This approach will streamline the update process, allowing more timely administrative revisions while maintaining appropriate oversight and transparency. General Manager Boatright requested that Commissioners contact him if there are any questions in the meantime.

Informational – MPIA Fall 2025 Board Meeting Summary

General Manager Boatright shared highlights from the October 28, 2025 MPIA Board of Directors meeting including:

Investment Portfolio Performance - The MPIA investment portfolio continues to show strong performance through the third quarter of 2025. As reported by Diamond Capital Management / The National Bank of Indianapolis, the Zeeland’s MPIA portfolio achieved a 5.43% return for Q3 2025, exceeding the blended benchmark return of 4.97%.

Election of Officers - Chair Andrew Boatright announced his planned retirement in September 2026 and recommended a succession plan for the Board’s leadership. The proposed slate included: Rob Shelley – Chair / Secretary; Andrew Boatright – Vice Chair / Treasurer. This recommendation was approved.

ZBPW Storm Damage Claim Estimate - A severe storm on September 20, 2025 caused significant damage to the Zeeland Board of Public Works’ electric distribution system, with estimated losses between \$100,000 and \$150,000. The event downed six power poles and caused outages for over 700 customers, most of whom regained power within two hours, though 26 customers experienced extended outages of up to 19 hours. Mutual aid from Holland, Lowell, Coldwater, and Niles was instrumental in a swift restoration effort. The recommendation to the Board was to authorize the insurance claim related to this incident and proceed with reimbursement through MPIA once final accounting is complete. This recommendation was approved.

The October 18 MPIA Board meeting agenda and draft minutes were also provided as part of the Board of Commissioner’s meeting materials.

Upcoming Events

- **Next Regular ZBPW Board Meeting, Tuesday, December 9, 2025, 3:30 p.m., Water Warehouse Meeting Space, 330 E. Washington Ave, Zeeland**
- New Utility Billing System Go-Live Date, Monday, November 17, 2025
- Power Supply Strategic Planning and Stakeholder Engagement Initiative - Stakeholder Working Group Meeting #1, Tuesday, November 18, 2025, 4:00 – 6:00 p.m., Howard Miller Library / Community Center West Activity Room

- 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
- All Staff Holiday Luncheon, Wednesday, December 3, 2025, 11:30 a.m. – 1:30 p.m., North Warehouse (Commissioners welcome!)

Motion was made and supported that the regular meeting be adjourned at 5:35 p.m. Motion carried. All voting aye.

Andrew Boatright, General Manager