

Regular Meeting
Board of Public Works
Water Warehouse
June 9, 2026

The regular meeting of the Board of Public Works Commission was held at the BPW Water Warehouse, 330 E. Washington, Tuesday, June 9, 2026. Chairperson Boerman called the meeting to order at 3:26 p.m.

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

ABSENT: Commissioners – None

Staff Present: BPW General Manager Boatright; Power Supply & Market Operations Manager/Utilities Manager Designee Mulder; Water Operations Manager Postma, Electrical Transmission & Distribution Manager Coots, City of Zeeland
ACM/Finance Director Plockmeyer, City of Zeeland IT Director Maloney, City of Zeeland Clerk DeVerney

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve the minutes of May 12, 2026, Regular Meeting. Motion carried. All voting aye.

Public Comment

None.

Safety Minute

Summer Safety – stay hydrated, be alert, be aware, stay protected, look out for each other.

26.034 Approve Cash Disbursements and Recommended Cash Transfers

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve the April 2026 cash disbursements and the regular monthly transfers for the month of April 2026 as follows:

Cash and Investments as of: April 30, 2026

	<u>Electric</u>	<u>Water</u>
Receiving	\$ 4,529,937	\$ 764,004
Accumulated Debt Service (In Receiving Fund)	-	-
Plant Improvements and Contingencies	12,489,182	11,951,353
Bond and Interest Payment Reserve*	-	-
Totals	\$ 17,019,119	\$ 12,715,357

*Reserve required per electric and water revenue bond ordinances.

Recommended Transfers for the Month: April-26

	<u>Electric</u>	<u>Water</u>
Receiving	(787,545)	(291,800)
Accumulated Debt Service	-	-
Plant Improvements and Contingency	729,900	291,800
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 \$729,900 in the Electric Fund and \$291,800 in the Water Fund are recommended for transfer to the Plant Improvements and Contingencies Reserve.

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:

April 2026 Customer Metrics

- Overdue/Disconnect Notices = 231
- Active Accounts = 8,050
- Total Bills Sent = 8,077
- Paperless Bills = 2,812
- Pre-Authorized Payment Customers = 2,240
- Invoice Cloud = 3,123
 - Credit Card = 2,338
 - EFT = 785

March 2026 Customer Metrics

- Overdue/Disconnect Notices = 217
- Active Accounts = 8,018
- Total Bills Sent = 8,087
- Paperless Bills = 2,818
- Pre-Authorized Payment Customers = 2,231
- Invoice Cloud = 3,116
 - o Credit Card = 2,332
 - o EFT = 784

MPIA Insurance Renewals

At our MPIA Board meeting on May 20, we made the decision to renew our insurance as is. We have discussed with the Board some of the concerns we have regarding the operating structure of the BPW and how that relates to our insurance coverages. The MPIA has equal concerns regarding the mechanics of how to properly structure the coverage so that the MPIA can stay in operation while limiting some of its liability for City claims. The MPIA Board ultimately decided to consult with outside legal counsel regarding the best way to secure coverage and limit liability. We will keep the Board informed as this develops.

From a renewal standpoint, we are happy to report that we are looking at a reduction of \$135,159 in premiums this year due to the softening market.

Sprypoint

Our to-do list continues to shrink, and we are happy with the status of the system. Our next task will be to train additional team members in the billing process to ensure we are not relying on one individual to perform this task. We will begin this in earnest during the month of June.

Finance Department Staffing

City and BPW leadership have been discussing future staffing needs for the Finance Department. As discussed during our budget conversations in February, the FY27 budget includes the addition of a Financial Analyst. Due to circumstances not anticipated during the budget process, this position has likely become more of a strategic hire than it was several months ago. As this process unfolds, we will continue to keep the Board informed of our intended direction, and we anticipate having a recommendation within the next few weeks.

PFAS Settlement Payment

We received another PFAS settlement payment this past week in the amount of \$334,681.15. This money was transferred over to the MPIA. In total, we have received \$2,035,016.28, all of which has been transferred to the MPIA.

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
- Other work projects
- Water Administration Projects

26.035 Dixon Engineering Remote Operated Vehicle (ROV) Tank Inspections FY2027

Approximately every five (5) years our tanks are inspected for maintenance purposes. Our maintenance plan for FY2027 calls for one (1) ROV inspection at our 80th St. tank in preparation in preparation for repainting in Spring/Fall of 2027.

In addition, we will conduct ROV inspections for Carlton Tank and the north 1.25MG reservoir at Washington Pump Station. This comes with cost savings by conducting three (3) ROV inspections at one time. Normally this inspection cost ranges from \$5,000 to \$5,500 per tank.

- 80th St. Tank \$4,100
- Carlton Tank \$4,100
- North 1.25MG Tank \$4,300

Staff request approval for three (3) ROV tank inspections to be conducted by Dixon Engineering Inc.

Bidder Location	Bidder Name	Quote	Meets Specification	Comments
Lake Odessa, MI	Dixon Engineering Inc.	\$12,500	YES	RECOMMENDATION

Motion was made by Commissioner Query and seconded by Commissioner Cooney to approve Dixon Engineering's inspection services for a total amount of \$12,500 for three (3) ROV tank inspections. Motion carried. All voting aye.

26.036 HSI Workplace Compliance Solutions EHS and Safety Platform Services

Staff have been using GPiLEARN+ for several years as our safety training video management system. The system has helped employees complete required training and has supported BPW's culture of safety. As BPW's safety needs continue to evolve, it's time to take the next step with our safety management program. As we are nearing the end of our current contract with GPiLEARN+, staff recommend that we transition to a comparable program offered by HSI Workplace Compliance Solutions, Inc. Staff began looking at the solutions offered by HSI several months ago because they offer additional utilities beyond the EHS services we currently receive through GPiLEARN+.

HSI is a recognized global leader in workplace safety and compliance markets. HSI has more than 35 years of experience providing workplace safety and compliance solutions, offering a broad range of training, reporting, and compliance management tools, including:

- Incident Management tracking dashboard (included in proposal)
- SDS (Safety Data Sheets) Management System (included in proposal)
- Interactive Safety Video Training, EHS Platform (included in proposal)
- Expanded Education Modules (Not included, but optional)

The proposal from HSI includes a three-year agreement providing EHS single sign-on, SDS Basic, the EHS Learning Platform, module licensing, and legacy data migration services necessary to transition BPW employees from GPiLEARN+ to HSI's platform.

Bidder Name	Bidder Location	Quote	Meets Specification	Comments
HSI Workplace Compliance Solutions, Inc.		\$39,876.90	YES	RECOMMENDATION

The proposal from HSI offers greater flexibility for safety training and performance tracking while providing an estimated savings of \$18,713 over the three-year contract term, based on the most recent proposal received from GPiLEARN+ (\$58,590).

Motion was made by Commissioner Walters and seconded by Commissioner Cooney to award a three-year contract to HSI Workplace Compliance Solutions, Inc. for the online safety platform and services outlined in their proposal for a cost of \$39,876.90, consisting of \$14,762.30 in Year 1, and \$12,557.30 in Years 2 and 3. Motion carried. All voting aye.

These costs will be allocated against the FY2027, FY2028, and FY2029 Electric and Water Department O&M budgets based on employee registration. The City's Clean Water Department will also participate in the program and will be responsible for covering its proportionate share of program costs.

Transmission & Distribution Department Projects Update

Electrical Transmission & Distribution Manager Coots updated the Board on current activities including:

- Northside Circuit #4 Substation Exit
- Fairview Circuit Breaker Replacement
- Near Term Projects
- Outage Statistics

As part of the Fairview Substation 69kV Breaker Replacement Project, acceptance testing and commissioning of the three (3) new 69kV circuit breakers were required prior to placing the equipment into service. During project execution, it became apparent that there was miscommunication between Zeeland BPW staff and Kent Power regarding the extent of testing and commissioning services included within the construction contract.

Zeeland BPW staff completed the low-voltage circuit testing, verification of control wiring, and associated commissioning activities related to the breaker replacement project. However, the best industry practices and NERC reliability standards require independent third-party testing and commissioning of high voltage equipment prior to energization and placement into service. These specialized services are necessary to verify breaker performance, protection functionality, and overall system readiness before the equipment can be safely in-serviced.

To meet the project's commissioning schedule, Kent Power was able to secure Shermco Industries, a qualified substation testing and commissioning contractor, to perform the required high-voltage breaker testing and commissioning services. Staff also explored other potential testing providers; however, alternate vendors were unable to meet the required commissioning window without causing delays to project completion. Kent Power subsequently submitted Change Order Request COR001-REV001 in the amount of \$28,310 for these services. The change order includes subcontracted testing and commissioning services provided by Shermco Industries, specialized commissioning equipment, and Kent Power labor necessary to support the testing activities. These services have already been procured and completed to maintain the project schedule and allow the new breakers to be placed into service.

Motion was made by Commissioner Cooney and seconded by Commission Walters to approve the Change Order Request COR0001-REV001 from Kent Power in the amount of \$28,310 for testing and commissioning services associated with the Fairview Substation 69kV Breaker Replacement Project. With approval of this change order, the total project cost is estimated at approximately \$460,199. No additional project expenses are anticipated, and the Fairview Substation 69kV Breaker Replacement Project is expected to be completed under the approved project budget of \$500,000. Motion carried. All voting aye.

Power Production and Buildings & Grounds Department Report

Power Supply & Market Operations Manager/Utilities Manager Designee Mulder updated the Board on activities, current operations status, and projects which include:

- Operations & Power Supply – April 2026
- Renewable Energy Credits (RECS): April 2026
- Projects & Department Updates
 - o Integrated Resource Plan (IRP) Update & Stakeholder Engagement Project
 - o MPPA BTMG / Resource Adequacy Project Initiative
 - o Power Plant Natural Gas Main Replacement Project
 - o Power Plant Cooling Tower PLC Upgrade
 - o Lead Electric System Operator Positioning Posting
 - o MMEA General Membership Meeting & MIPPA Stakeholders Even
- Buildings & Grounds
 - o BPW Office Remodel & Expansion Project
 - o General Facilities Work

The approved budget for the BPW Administration Office Renovation and Expansion project included funding for the landscaping and irrigation improvements necessary to complete site development associated with the project. These services were not included in Lakewood Construction's general contracting services contract (\$2,197,097); however, a \$50,000 allocation for these services was included within the BPW's Scope Additions budget (\$101,850), along with other project-related services and project contingency.

In recent weeks, staff determined that the project could be most efficiently executed and managed by adding these services to Lakewood's contract, transferring responsibilities for these budgeted services from direct BPW procurement to Lakewood Construction through a contract change order. This allows Lakewood to better manage all final completion aspects of the project as construction is completed over the next month.

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve of a change order in the amount of \$57,089 to Lakewood Construction for administration and installation of the landscaping and irrigation improvements associated with the project. This amount includes an 8% construction management fee. If approved, Lakewood's amended total contract will be \$2,254,186. No increase to the approved total project budget of \$2,750,000 is anticipated, as funding for these services was previously included with the approved Scope Additions budget allocation. The proposed change order exceeds the original landscaping allocation by \$7,100; however, sufficient contingency funds remain to cover this. Motion carried. All voting aye.

While BPW could provide these services directly, staff believe incorporating them into Lakewood Construction's contract is the most efficient approach given the project's scale and the need to coordinate scheduling, subcontractors, and final site-completion activities.

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.

26.039 Bid Recommendation: SCADA Switch Replacements

Zeeland Board of Public Works SCADA (Supervisory Control and Data Acquisition) networks provide the communication infrastructure used to monitor and support critical utility operations. The BPW SCADA network switches included in this request are scheduled for replacement as part of the City's normal infrastructure lifecycle planning.

Because this infrastructure supports security-sensitive operational technology systems, the specific switch and fiber module models have been intentionally omitted from this public memorandum.

This request was presented and approved by City Council before BPW Board consideration due to current equipment lead times.

It is proposed that the City purchase replacement network switches and related fiber connectivity modules for the BPW SCADA network. The replacement equipment will maintain consistency with the City and BPW's existing SCADA network standards and allow staff to continue using a common platform for configuration, monitoring, troubleshooting, and support.

The proposed purchase includes the following equipment:

Description	Cost	Qty	Total
Network switches	\$1405.00	10	\$14,050.00
Fiber modules	\$355.00	20	\$7,100.00

A 5% contingency is recommended to address potential pricing changes, shipping costs, or related procurement adjustments prior to final purchase:

Description	Total
5% contingency	\$1,057.50
Total not-to-exceed	\$22,207.50

Capital funds, in the amount of \$36,000, were previously requested and allocated to BPW SCADA switch refresh. The proposed purchase, including contingency, remains within the approved capital allocation.

Express Systems and Peripherals Inc. is recommended as the sole source vendor for this purchase. The equipment must remain consistent with existing SCADA network standards, management practices, configuration requirements, and operational support needs. For this reason, staff recommend that the formal three-bid process be waived in accordance with the City's purchasing policy and that Express Systems and Peripherals Inc. be treated as the sole source vendor for this procurement.

It is recommended that the BPW Board approve the purchase of replacement BPW SCADA network switches and related fiber modules from Express Systems and Peripherals Inc. in an amount not to exceed \$22,207.50, which includes a 5% contingency, using previously approved capital funds.

Motion was made by Commissioner Query and seconded by Commissioner Walters to approve the purchase of replacement BPW SCADA network switches and related fiber modules from Express Systems and Peripherals Inc. in an amount not to exceed \$22,207.50, waive the formal three-bid process, and authorize the purchase as a sole source procurement. Motion carried. All voting aye.

26.040 Approve 2026 Community Grant Awards

The Board of Public Works were presented with eight (8) potential grant recipients for the 2026 Community Grant Award in the amount of \$25,000. The Board of Public Works Commissioners noted that all of the potential recipients were well deserving of the award. The Commissioners selected the City of Zeeland's Community Playground Relocation and Reuse Project for an award of \$25,000. This includes salvaging and repurposing playground equipment from the existing Bethel Christian Reformed Church site and relocate and reinstall on new property.

Motion was made by Commissioner Cooney and seconded by Commissioner Walters to award Community Grant Program funding in the amount of \$25,000 to the City of Zeeland for the Community Playground Relocation and Reuse Project to include salvaging and repurposing playground equipment from the existing Bethel Christian Reformed Church.

Other BPW Business

Informational – The Bridge Youth Center: Bridging Generations Community Grant Deferral Request

The Bridge Youth Center was awarded a FY2026 Community Grant in the amount of \$7,500 for its "Bridging Generations" initiative. The program is designed to address the community need for increased opportunities for senior engagement while fostering meaningful intergenerational relationships between seniors and youth. The initiative would provide a daytime gathering space for seniors, offer recreational, fitness, and educational programming, and create opportunities for seniors to serve as mentors and volunteers for youth participating in The Bridge's after-school programs. In May 2026, Executive Director Jed Mulder contacted staff to advise that significant organizational activities and emerging priorities have impeded The Bridge's ability to implement the project as proposed. (See the included May 2026 newsletter which provides further details regarding the aforementioned emerging priorities.) As a result, The Bridge has requested consideration of a one-year deferral of its grant funding. Staff have reviewed the request and determined that, from a fiscal standpoint, the grant funding can be deferred and incorporated into the FY2027 budget without adverse impact. Therefore, staff recommend allowing a one-year deferral of the \$7,500 grant award, provided there is no objection from the Board of Commissioners. Staff welcomes the Commissioners' feedback and direction regarding this request.

Informational - MPIA Spring 2026 Board Meeting Update

The Michigan Professional Insurance Authority (MPIA) Board met on May 20, 2026, in Grand Haven. The meeting agenda and draft minutes are included under this tab for reference. The Board received an investment performance review from Diamond Capital Management and reviewed the Authority's financial statements and FY 2027 budget. The Board approved the FY2027 budget, accepted the DFIS examination report and compliance plan, approved insurance renewals, and adopted the updated Memorandum of Coverage and Rider 1. The Board also elected Bob Mulder as Vice Chair/Treasurer and authorized him as a signer on the Bank of Indianapolis account. Operational updates were provided and all action items were approved unanimously. The Fall meeting is scheduled for October 7, 2026, in Zeeland.

Thank Yous

Zeeland BPW recently received two thank-you notes recognizing our support of important community programs. The City of Zeeland expressed appreciation for our sponsorship of the Music on Main summer concert series, noting that our partnership helps keep downtown vibrant, connected, and active throughout the summer. We also received thanks from Ottawa Area ISD for our contribution to its 2026 Fun Day event, which served more than 100 families and nearly 300 children and family members. The committee highlighted the value of community partnerships in supporting local families and children enrolled in early childhood programs and services. These acknowledgments reflect BPW's ongoing commitment to investing in programs and events that strengthen our community and enhance quality of life for the community we serve. The thank-you notes can be found under this tab.

Upcoming Events

- Next Regular ZBPW Board Meeting, Tuesday, July 14, 2026, 3:30 p.m., BPW Administrative Offices Conference Room, 350 E. Washington Ave., Zeeland
- IRP Final Report Presentation: Join Meeting of City Council & BPW Board, Thursday, July 11, 6:00 p.m., Howard Miller Community Center – West Activity Room
- APPA National Conference, June 29-July 1, Boston, MA
- Independence Day Observed, Friday, July 3 (Offices closed!)

Motion was made and supported that the regular meeting adjourned at 5:46p.m. Motion carried. All voting aye.

Kristi DeVerney, City Clerk