

Regular Meeting
Board of Public Works
BPW Conference Room
September 15, 2026

The regular meeting of the Board of Public Works Commission was held at the BPW Water Warehouse, 350 E. Washington, Tuesday, September 15, 2026. Chairperson Boerman called the meeting to order at 3:30 p.m.

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

ABSENT: Commissioners - VanAst

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 ICM/Finance Director Plockmeyer, City of Zeeland Clerk DeVerney

Guest Present: MPPA CEO & General Manager Patrick Bowland

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve the minutes of August 18, 2026, Regular Meeting. Motion carried. All voting aye.

Public Comment

None.

Safety Minute

Beware of damaged power equipment: Energy can spread like ripples on a pond.

26.052 Approve Cash Disbursements and Recommended Cash Transfers

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

Cash and Investments as of: July 31, 2026

	<u>Electric</u>	<u>Water</u>
Receiving	\$ 4,422,378	\$ 464,036
Accumulated Debt Service (In Receiving Fund)	-	-
Plant Improvements and Contingencies	12,833,661	11,741,767
Bond and Interest Payment Reserve*	-	-
Totals	\$ 17,256,039	\$ 12,205,803

*Reserve required per electric and water revenue bond ordinances.

Recommended Transfers for the Month: July-26

	<u>Electric</u>	<u>Water</u>
Receiving	(229,065)	-
Accumulated Debt Service	-	-
Plant Improvements and Contingency	171,100	-
General Fund (per charter provision)	57,965	-

Notes on Recommended Transfers:

1. The annual operating transfer for FY 26-27 from the Electric Fund to the General Fund is a combination of 1% of net fixed assets as of June 30, 2025, and 1% of gross sales, less sales tax, for the year ended June 30, 2025, 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 \$ 41,933,289 or approximately \$ 4,193,329

Water = 10% of \$ 5,039,159 or approximately \$ 503,916

3. Further surpluses of \$171,100 in the Electric Fund are recommended for transfer to the Plant Improvements and Contingencies Reserve.

Motion carried. All voting aye.

MPPA Community Power Supply Project Update

MPPA CEO & General Manager Patrick Bowland gave an overview of the Community Power Supply Project in four parts: Background, Phase 2 Analysis Overview, Recommendation, and Next Steps.

The Background section included the following:

- Resource Adequacy Focused – Why?
- Addressing Resource Adequacy Head On
- Michigan's Energy Legislation – PA 235: Requires electricity providers to achieve 100% clean energy compliance by 2040, while still maintaining sufficient capacity from reliability resources to serve load all hours of the year.
- PA 235 Timeline
- MPPA Workplan & Timeline
 - o Phase 1 (2025) - Completed
 - o Phase 2 (2026) – In Progress
 - o Phase 3 (2027) – Upcoming
 - o Phase 4 (2028-2029) – Upcoming

Phase 2 Analysis Overview section included the following:

- Capacity Needs Analysis
- Capacity (MW) Shortfall to Address
- Request for Information (RFI)
- Dispatch Modeling
- Investment Modeling

Recommendation section included the following:

- Project Recommendation
- Why an MPPA Project?
- Zeeland – Host Community
- Why Not Battery Energy Storage?
- Why Not a Larger Facility?
- Why Not a Base Load Resource?

Next Steps

- September – October:
 - o Equipment: Obtain updated OEM & construction engineer pricing after physical site walk through / analysis.

- Environmental: Obtain Phase II environmental study results.
- Distribution: Complete Distribution Facilities and System Impact Studies.
- Fuel: Verify gas availability, interconnection cost, contract requirements, and timing with local gas distribution companies.
- November:
 - Updated investment models and final project recommendations to Member participants.
 - Address any natural gas genset capacity gaps through a combination of relaunching the Battery Energy Storage procurement process and/or adjusting the target capacity quantity (no lower than the projected 2030 shortfall).

Mr. Bowland answered questions from the Board about the proposed project, power markets, the ability of MPPA staff to support this initiative, and related matters.

Accounting, Finance & Customer Service Report

ICM/Finance Director Plockmeyer updated the Board on current operations status, activities and projects which include:

July 2026 Customer Metrics

- Overdue/Disconnect Notices = 202
- Active Accounts = 8,066
- Total Bills Sent = 8,040
- Paperless Bills = 2,603
- Pre-Authorized Payment Customers = 2,287
- Invoice Cloud = 3,260
 - Credit Card = 2,476
 - EFT = 784

July 2026 Customer Metrics

- Overdue/Disconnect Notices = 216
- Active Accounts = 8,072
- Total Bills Sent = 8,133
- Paperless Bills = 2,570
- Pre-Authorized Payment Customers = 2,270
- Invoice Cloud = 3,110
 - Credit Card = 2,338
 - EFT = 772

Billing Backup

Work will begin in earnest over the next several weeks to train Kelcie Koster to provide backup billing capabilities. We had hoped to begin this training earlier this summer, but various workload-related demands delayed the process. We view this backup capability as a critical need to ensure that bills can continue to be processed in the event of an unexpected absence or other unforeseen circumstances.

Health Insurance Contributions

Staff communicated with employees this past week regarding anticipated health insurance contribution increases for 2027. While the exact impact will vary depending on plan and coverage level, employees with family coverage is expected to see a biweekly increase of approximately \$75 to \$135, depending on plan selection. I wanted to make the BPW Board aware of this because the increase will be significant for employees. Over the next several weeks, staff will be working with the Personnel Committee and members of the management team to review possible options to help alleviate the impact where possible. This may include reviewing plan options, wellness-related approaches, or other potential adjustments.

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
- Buildings & Grounds

26.053 Approve Washington Pump Station EMCC Main Breaker Addition

Water Operations Manager Postma noted that the proposed project will install a new main breaker for the EMCC power supply at Washington Pump Station. The breaker will improve staff's ability to isolate and restore electrical power when transitioning between available power sources.

Completing this improvement will reduce the time and complexity associated with restoring power during an outage or electrical emergency, allowing operators to return the pump station to normal operation more quickly and efficiently.

Parkway completed the original upgrades and was instrumental in the field design process ensuring the reliability of our electrical system within Washington Pump Station. Due to Parkway's extensive knowledge of our pump station and this project, we recommend sole sourcing rather than competitively bidding completion of this project.

Staff requested Board approval of \$39,980.00 for the installation of the EMCC main breaker.

Bidder Name	Bidder Location	Quote	Meets Specification	Comments
Parkway	Holland, MI	\$39,980.00	YES	RECOMMENDATION

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve Parkway's proposal and scope of work in the amount of \$39,980.00. Motion carried. All voting aye.

26.054 Approve 800 E Riley St. Water Main Upsizing

Water Operations Manager Postma stated that the water main installation at 800 E. Riley St. was completed as part of a private development project. Zeeland BPW identified an opportunity to upsize the water main beyond the developer's immediate needs to provide long-term benefit to the public water system.

The additional capacity supports the Water Department's five-to-ten-year infrastructure plan and positions this section of water main to become part of a future connection to an emergency source of water supply.

Staff requested Board approval of \$151,000 for the cost associated with upsizing the water main.

Bidder Name	Bidder Location	Quote	Meets Specification	Comments
JR Automation	Holland, MI	\$151,000.00	YES	RECOMMENDATION

Motion was made by Commissioner Walters and seconded by Commissioner Query to approve payment of \$151,000 to JR Automation for the Water Department's portion of the water main upsizing completed at 800 E. Riley St.

Transmission & Distribution Department Projects Update

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

- Near Term Projects
- Long Term Projects
- Electric T&D Staffing
- Outage Statistics

26.055 Approve Professional Services for Behind the Meter Generator Interconnection Study (Phases 2 & 3)

Electrical Transmission & Distribution Manager Coots stated the project has progressed very smoothly, with Power System Engineering, Inc. (PSE) working closely with BPW staff and the Michigan Public Power Agency (MPPA) on the BTMG project. Phase 1 was completed at a total cost of \$26,622, which is \$1,378 below the approved budget of \$28,000. This work has provided the foundation for advancing the detailed evaluation of the proposed generation project and its potential impact on BPW's electrical system.

PSE's September 1, 2026, proposal outlines a revised Phase 2 scope focused on evaluating the feasibility of accommodating the proposed 50 MW of generation and identifying the capital improvements that may be required on BPW's existing system. This work includes completing the voltage and reactive power assessment, evaluating equipment ratings and short-circuit duty, reviewing protection and system integration requirements, and refining system upgrade recommendations and associated capital cost estimates. PSE anticipates that the combined Phase 1 and Phase 2 work will provide the engineering information needed to respond to MPPA's current request regarding system feasibility and anticipated infrastructure costs.

Work completed during Phase 1 has reduced the level of effort required for Phase 2. Additionally, PSE no longer recommends transient stability analysis at this stage based on the reduced generation size being evaluated, its anticipated negligible impact on the MISO transmission system, and MPPA's current study requirements. These adjustments reduce the estimated Phase 2 cost from the original range of \$35,000–\$45,000 to \$20,000–\$30,000.

Phase 3 would translate the engineering findings into a comparison of viable development scenarios, including capital costs, operational considerations, system impacts, and alignment with BPW's Integrated Resource Plan. The original proposal estimates this work at \$10,000–\$15,000. Staff request authority to proceed with Phase 3 without returning for separate Board approval if, following review of Phase 2 findings with PSE and MPPA, staff determine that the additional analysis would support project evaluation and planning.

The estimated cost of each phase is provided on the table below.

Phase	Estimated Cost	Duration	Notes
Phase 1 Screening, Feasibility & Preliminary Costing	\$26,622	N/A	Completed
Phase 2 Detailed Performance & Integration Analysis	\$20,000 - \$30,000	4-6 Weeks	Anticipated
Phase 3 Scenario Comparison & Strategic Insights	\$10,000 - \$15,000	2-3 Weeks	Anticipated
Total Project:	\$56,622 - \$71,622	5-9 Weeks	Total Anticipated Cost

Motion was made by Commissioner Cooney and seconded by Commissioner Query to authorize PSE to complete the revised Phase 2 scope for an amount not to exceed \$30,000 and authorizing staff to proceed with Phase 3, at their discretion, for an additional amount not to exceed \$15,000. Including the completed Phase 1 work, total study expenditures would not exceed \$71,622, which is \$16,378 below the \$88,000 project budget identified in April 9, 2026, Board memo. Motion carried. All voting aye.

Informational – Line Supervisor Job Classification

Electrical Transmission & Distribution Manager Coots stated that the proposed establishment of Line Supervisor position is presented to the Board of Commissioners for discussion and feedback before being submitted to the Personnel Committee. This proposal is part of the staffing transition associated with the retirement of the current Lead Line worker and the planned backfill of that role. The proposed structure would establish a position focused on technical support, planning, and employee supervision while allowing the Lead Line worker to concentrate on directing daily jobs and tasks in the field.

Electric distribution work requires coordination among engineering, contractors, customers, and field crews, along with scheduling, documentation, safety oversight, and technical support. Establishing a dedicated Line Supervisor would provide additional capacity to manage these responsibilities and ensure crews have the information, materials, and direction needed to complete their assignments safely and efficiently.

The Line Supervisor would report to the Electric Transmission & Distribution Manager and supervise the Lead Line worker, Line workers, and Apprentice Line workers. Compared with the previous Lead Line worker role, this position would place greater emphasis on technical and office-based responsibilities, including work planning and prioritization, contractor coordination, review of construction plans and material requirements, maintenance of system records, and support for operating and capital work plans. The position would also assist with distribution equipment troubleshooting, protection and automation initiatives, and reliability improvements in coordination with engineering staff.

Although the Line Supervisor would have a greater technical and office/administrative focus, the position would remain actively involved in field operations as needed, including complex assignments, planned switching, outages, and emergency restoration. Maintaining that connection would support practical planning and timely decisions as operating conditions change.

Staff were seeking feedback from the Board of Commissioners on the proposed position and staffing structure to refine the proposal.

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 – July 2026
- Renewable Energy Credits (RECS): July 2026
- Projects & Department Updates
 - New Generation & MPPA BTMG / Resources Adequacy Project Update
 - Lead Electric System Operator Succession
 - Electric System Operator Succession
 - Power Plant Air Permit Compliance Filing & Designated Official

26.056 Approve MPPA Capacity Purchase for Planning Years 2030/31 & 2031/32

Power Supply & Market Operations Manager/Utilities Manager Designee Mulder noted the Zeeland Board of Public Works (BPW) participates in the wholesale power market through the Michigan Public Power Agency (MPPA).

The State's Public Act 341 requires electric utilities to annually demonstrate sufficient capacity resources to meet 95% of their forecasted peak load plus reserves for the upcoming four (4) MISO Planning Years. As staff have noted for some time, the bilateral capacity market is constrained, prompting the BPW and MPPA, on behalf of its members, to pursue the development of new generation resources to meet a portion of our future resource adequacy needs.

In conjunction with this initiative, MPPA is recommending that the BPW participate in a bilateral capacity transaction for MISO Planning Year 2030/31 and 2031/32. The recommended transaction amounts are listed in the table below.

Planning Year	Season	ZRC (MW)	% of Forecasted MISO Capacity Requirement
PY 2030/31	Summer	1.4	1.40%
PY 2030/31	Fall	1.2	1.27%
PY 2030/31	Winter	1.2	1.61%
PY 2030/31	Spring	1.5	1.65%
PY2031/32	Summer	1.4	1.38%
PY2031/32	Fall	1.2	1.25%
PY2031/32	Winter	1.2	1.61%
PY2031/32	Spring	1.5	1.63%

Although this transaction will secure less than 2% of the BPW's anticipated total capacity requirement, staff feel that all opportunities to reduce our exposure should be pursued in the event that the proposed generation project is delayed or not completed as planned.

Furthermore, staff would note that the 4,500 kW bilateral transaction for MISO Planning Year 2030/2031 approved in June of 2026 for Planning Year 2030/31 has not been executed, due to business changes involving the counterparty. MPPA staff remain encouraged that a deal can still be executed, however, the terms of that transaction are likely to change. The average price (\$/kw-Month) of the recommended transaction is the same as the transaction approved in June.

Staff recommend approval of the attached resolution authorizing the General Manager to execute an electric capacity purchase commitment through the Michigan Public Power Agency for the stated volumes, deliverable to MISO Local Resource Zone 7 for Planning Years 2030/2031 and 2031/2032.

If approved, MPPA will execute this transaction on Zeeland's behalf for a financial commitment not to exceed \$286,200.00.

Motion was made by Commissioner Query and seconded by Commissioner Cooney to approve the MPPA electric capacity purchase for MISO Planning Years 2030/2031 and 2031/2032, at the seasonal quantities identified in the attached resolution and for a total financial commitment not to exceed \$286,200 and recommend that the Zeeland City Council adopt the resolution at its September 21, 2026, regular meeting. Motion carried. All voting aye.

Informational Update - New Generation Capacity Implementation Plan

Power Supply & Market Operations Manager/Utilities Manager Designee Mulder updated the project with the following summary of actions over the last month:

- Equipment Provider Manufacturing Facility Visit
- Vendor Site Visits
- Electrical Interconnection Evaluation
- Environmental Assessment (Air Permit / Modeling)
- Financing and Ownership Model
- Fuel Supply (Natural Gas)

The BPW Staff have undertaken the following actions:

- Site Surveys
- Potential Alternative Site Evaluation
- Legal Services Engagement

MPPA and participating Members anticipate the following schedule for the Next Steps:

- September-October: Obtain best-and-final pricing following OEM and EPC site evaluations; complete Phase II environmental work and distribution-system impact studies; and verify natural gas availability, interconnection costs, contractual requirements, and schedules.
- November: Provide updated investment models and final project recommendations to participating members. Identify any gaps in meeting projected needs and develop strategies to address them.
- By year-end: Substantially complete due diligence and applicable operating and power-sales agreements, allowing project plans and supporting documentation to be finalized during the first quarter of 2027 for the BPW's PA 341 capacity-demonstration filing with the MPSC.
- Ongoing BPW Activities: Continue pursuing additional properties that support near- and long-term strategic sighting priorities.

No formal action is requested at this time. Staff recommend continuing project due diligence and coordination with MPPA and participating Members.

26.057 **Approved Continued Due Diligence and Participation in the MPPA Resource Adequacy and Local Generation Development Initiative**

Power Supply & Market Operations Manager/Utilities Manager Designee Mulder

The Zeeland Board of Public Works' 2026 Integrated Resource Plan identifies additional resource adequacy needs beginning in the 2030/31 MISO Planning Year and recommends advancing due diligence regarding potential local generation, evaluating both locally and jointly owned generation alternatives, and maintaining active participation in MPPA resource development initiatives.

MPPA is currently advancing a coordinated portfolio of natural-gas-fired generation resources located within participating Member communities. Zeeland has been identified as a potential host community and participating Member. The current project concept remains subject to completion of final technical, environmental, commercial, financial, legal, operational, fuel-supply, interconnection, permitting, and other due diligence.

The proposed resolution represents the next governance step in the project-development process. It authorizes the BPW to continue participating in MPPA's evaluation and development activities, including review of project economics, ownership and financing structure, Member allocation and offtake, environmental and interconnection requirements, operating responsibilities, and proposed project agreements.

Importantly, the resolution does not authorize final participation in a generation project, project financing, construction, ownership, or execution of definitive power sales, operating, or other long-term project agreements. Any binding commitment would be presented separately for governance consideration following completion of due diligence and MPPA approval of the proposed project.

Continued participation at this stage preserves Zeeland's ability to evaluate the project as additional information becomes available while maintaining flexibility to consider other resource adequacy alternatives consistent with the Integrated Resource Plan.

Motion was made by Commissioner Query and seconded by Commissioner Cooney to approve and forward the Resolution Authorizing Continued Due Diligence and Participation in the Michigan Public Power Agency Resource Adequacy and Local Generation Development Initiative to the Zeeland City Council for consideration at its September 21, 2026, regular meeting. Motion carried. All voting aye.

26.058 Approve Survalent SCADA Software Support Renewal

The Zeeland Board of Public Works (BPW) utilizes software developed by Survalent Technology Inc. for its electric Supervisory Control and Data Acquisition (SCADA) system. An active software support agreement is necessary to maintain reliable operation of this critical system and provides services including:

- Access to the latest software releases, product features, and patches
- 24x7 telephone emergency support
- Access to the Survalent Support Portal for software downloads, documentation, knowledge base articles, and support cases

The current three-year Survalent Silver SCADA Support Plan covers the period from October 10, 2023, through October 9, 2026. Continued support is necessary to ensure that BPW maintains access to software updates and technical assistance for its electric SCADA system.

Staff recommend continuing with Survalent's Silver SCADA Support Plan. The Silver plan provides the level of support necessary for BPW operations, including 24x7 emergency support, software updates, access to Survalent's online support resources, and one training and conference pass each year for the Survalent Global User Conference.

Survalent has provided a quotation to renew the Silver SCADA Support Plan for an additional three-year period, from October 10, 2026, through October 9, 2029, at a total cost of \$47,787.

Maintaining the support agreement allows BPW to continue receiving software updates and technical support for a system that is critical to the monitoring and operation of the electric distribution system.

Motion was made by Commissioner Query and seconded by Commissioner Cooney to authorize BPW staff to renew the Survalent Silver SCADA Support Plan for a three-year period, October 10, 2026, through October 9, 2029, at a total cost not to exceed \$47,787.

Other BPW Business

Informational – Sr. Utility Advisor Position Recommendation

The upcoming BPW General Manager transition creates a near-term need to preserve institutional knowledge and provide experienced support for selected utility initiatives. This is particularly important as the BPW's new generation initiative advances, along with several other strategic priorities. Accordingly, staff propose establishing a part-time Senior Utility Advisor position to provide specialized, project-based services under the direction of the BPW General Manager. The position would supplement existing staff resources without creating supervisory authority or displacing the responsibilities of current utility leadership.

Assignments may include preparing technical specifications and procurement documents; researching and writing grants; supporting utility planning, cost-of-service, and rate studies; assisting with major customer and stakeholder matters; preparing Board reports and policies; supporting strategic and organizational improvement initiatives; providing executive coaching and succession planning assistance; and facilitating institutional knowledge transfer.

The position would be compensated according to the pay scale outlined in the table below. The position would not include fringe benefits such as paid leave, retirement contributions, health insurance, or a vehicle allowance.

Position	Spread	Minimum Hourly Rate	Midpoint Hourly Rate	Maximum Hourly Rate
Senior Utility Advisor	45%	\$77.50	\$100.00	\$122.50

The position would be used as organizational needs warrant. Utilization is expected to average approximately 20 hours per week initially and decline as transition objectives are achieved. The position is anticipated to be transitional and would be reevaluated annually to confirm the continued organizational need.

No formal action is requested at this time. Staff seek feedback from the Board of Commissioners regarding the proposed part-time Senior Utility Advisor position under the terms summarized above and detailed in the attached job description. This feedback will assist staff in refining the proposal.

Thank Yous

BPW Staff received thank you notes from the following organizations:

- City of Zeeland Events
- Ed & Nancy Hanenburg Children's Advocacy Center
- Plascore, Inc.

Upcoming Events

- **Next Regular BPW Board Meeting, Tuesday, October 13, 2026, 3:30 p.m., BPW Boardroom**
- Retirement Luncheon, Wednesday, September 16, 11:30 a.m. – 1:30 p.m., BPW Boardroom
- Retirement Open House, Friday, September 18, 3:00 – 5:00 p.m., BPW Boardroom
- West Coast Chamber Annual Awards Celebration, Thursday, September 24, 6:00 p.m., The Venues at Third Coast, 6069 Blue Star Hwy, Saugatuck, MI (information included)
- MMEA 2026 Fall Conference, Tuesday, September 29 – Thursday, October 1, Firekeepers Casino Hotel, Battle Creek, MI (information included)
- Public Power Week Open House and New Office Building Ribbon-Cutting, Thursday, October 8, 4:00 – 7:00 p.m., BPW Administrative Offices, 350 E. Washington Ave.

Closed Session

Motion was made by Commissioner Query and seconded by Commissioner Cooney to enter into Closed Session at 5:52 p.m. to discuss the purchase of real property. Motion carried by all voting aye.

Board of Public Works Commission reconvened from Closed Session at 6:13 p.m. with a motion made by Commissioner Query and seconded by Commissioner Cooney.

BPW General Manager Andy Boatright expressed gratitude to the Board for their support over the seven years that he has been employed by the City of Zeeland. He stated that the City of Zeeland was the best place to work in his career. The BPW Board praised him for the excellent job he has done while at the City of Zeeland. He will be missed.

Motion was made and seconded that the regular meeting be adjourned at 6:16 pm. Motion carried. All voting aye.

Kristi DeVerney, City Clerk