Regular Meeting
Board of Public Works
BPW Conference Room
October 13, 2026

The regular meeting of the Board of Public Works Commission was held at the BPW Water Warehouse, 350 E. Washington, Tuesday, October 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 Mulder; Water Operations Manager Postma, Electrical Transmission & Distribution Manager Coots, City of Zeeland ICM/Finance Director Plockmeyer, City of Zeeland Clerk DeVerney

Motion was made by Commissioner Query and seconded by Commissioner Walters to approve the minutes of September 15, 2026, Regular Meeting. Motion carried. All voting aye.

Public Comment
None.

Safety Minute
October is Cyber Security Awareness Month. Before you click…Pause, Verify, and Report.
Protect our people. Protect our community. Protect essential services.

26.059 Approve Cash Disbursements and Recommended Cash Transfers

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

Cash and Investments as of: August 31, 2026

	Electric	Water
Receiving	$ 4,632,805	$ 644,630
Accumulated Debt Service (In Receiving Fund)	-	-
Plant Improvements and Contingencies	12,921,893	11,513,048
Bond and Interest Payment Reserve*	-	-
Totals	**$ 17,554,698**	**$ 12,157,678**

*Reserve required per electric and water revenue bond ordinances.

Recommended Transfers for the Month: August-26

	Electric	Water
Receiving	(439,465)	(140,700)
Accumulated Debt Service	-	-
Plant Improvements and Contingency	381,500	140,700
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 fixed net 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 $381,500 in the Electric Fund and $140,700 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
ICM/Finance Director Plockmeyer updated the Board on current operations status, activities and projects which include:

August 2026 Customer Metrics
- Overdue/Disconnect Notices = 174
- Active Accounts = 8,102
- Total Bills Sent = 8,095
- Paperless Bills = 2,565
- Pre-Authorized Payment Customers = 2,292
- Invoice Cloud = 3,201
  - Credit Card = 2,455
  - EFT = 746

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

MPIA Board Meeting

At the MPIA Board semiannual meeting, the Board elected officers, reviewed the annual audit, received updates on economic indicators and portfolio performance, reviewed first-quarter financial statements, and discussed future insurance renewals. The outlook for 2027 property and liability insurance renewals remains favorable as we continue to see softening in the insurance market. The Board is optimistic that favorable market conditions will continue into the upcoming renewal cycle.

Personnel Committee Meeting

The Personnel Committee will meet on Thursday, October 15, with a primary focus on reviewing 2027 health insurance renewals and proposed modifications to the wellness plan.

As we have previously communicated to the Board, we are seeing significant increases in health insurance rates this year, which will result in substantial increases to employees' biweekly health insurance premium contributions. Thursday's meeting will provide the Committee with updates on the additional due diligence completed since its last meeting, and likely a recommendation of health insurance plan choices for 2027.

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

Water Conservation & Demand Management Strategy Presentation

Water Operations Manager Postma presented this presentation focused on the following:

- Protecting Today's Water
- Preserving Tomorrow's Supply

26.060 Approve Sensus Pressure Profile Meter Program Purchase Recommendation

Water Operations Manager Postma noted that Over the past few years, the BPW Water Department has been implementing an Advanced Meter Infrastructure (AMI) system. Staff have replaced nearly 3,000 water meters with Sensus AMI meters, and the replacement program is nearing completion. The system provides more efficient meter readings, improved analytics, and customer access to usage data.

This project would place 96 pressure-capable Sensus meters and 96 communication modules at strategic locations across the distribution system. The proposal includes Pressure Profile setup, training, and a general placement plan.

Etna Supply is BPW's sole supplier of Sensus meters and supporting materials. Its $55,680 quote includes the meters, communication modules, setup, and training. The first two years of software hosting are included at no additional charge. Staff will plan for hosting costs beginning in year three and have discussed those costs with IT.

Supplier Name	Supplier Location	Quote	Meets Specification	Comments
Etna Supply	**Grand Rapids, MI**	**$55,680.00**	**YES**	**RECOMMENDATION**

Motion was made by Commissioner Query and seconded by Commissioner Walters to approve the purchase of the Sensus Pressure Profile equipment, software, and services from Etna Supply for $55,680, and that a budget of $60,000 be approved for the project. Motion carried. All voting aye.

Informational: Cintas Facility Supplies & Services Contract

Water Operations Manager Postma stated staff recently drafted a request for proposal (RFP) and requested bids from local providers. Of the three proposals received, Cintas was the most cost-effective option.

Cintas would provide floor mats, shop towels, and dust mops with weekly service. Through the State's MiDEAL purchasing program, the proposed three-year contract would include locked-in pricing under the state-negotiated contract.

The City Attorney is reviewing the proposed contract, including cancellation terms and possible added charges. Staff will not proceed until the City Attorney has approved the contract or identified the necessary changes.

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

26.061 Approve Right-of-Way Management Services Contract

Electrical Transmission & Distribution Manager Coots stated Plant Growth Management Systems (PGM) has provided right-of-way management services to ZBPW since 2001 and remains our preferred firm for managing the tree-trimming program. PGM's work has contributed to strong system reliability and a low incidence of tree-related outages. Annual inspections by a Forestry Field Manager have proven valuable in identifying vegetation concerns and prioritizing clearance work throughout the transmission and distribution systems.

The most recent agreement is dated July 1, 2025. The proposed 2027 agreement increases the Forestry Field Manager rate from $73.60 to $88.00 per hour and includes modest increases in tree growth regulator application pricing. The FY2027 budget includes $30,000 for transmission and $50,000 for distribution tree trimming management services, for a combined allocation of $80,000. These funds support PGM's management of right-of-way clearance activities across both systems.

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve the Right of Way Management Services 2027 Contract with Plant Growth Management Services effective January 1, 2027. Motion carried. All voting aye.

Power Production Department Report

BPW General Manager Mulder updated the Board on activities, current operations status, and projects which included:

- Operations & Power Supply – August 2026
- Renewable Energy Credits (RECS): August 2026
- Projects & Department Updates
    - MPPA Hart Solar Achieves Commercial Operation
    - New Generation & MPPA BTMG / Resources Adequacy Project Update
    - Bryan Kuiken's Retirement

Informational: New Generation Capacity Implementation Plan Update

BPW General Manager Mulder gave updates on the following:

MPPA Resource Adequacy Project Update

- Equipment Providers – Developing Site-Specific Pricing
- Electrical Interconnection Evaluation
- Environmental Assessment (Air Permit / Modeling)
- Fuel Supply
- Financing & Ownership Model

BPW Staff Action Update

- Site Surveys
- Potential Alternative Site Evaluation
- Re-engagement of nFront Consulting, LLC
- Rate Impact Evaluation
- Legal Services Engagement

Next Steps

MPPA and participating members anticipate the following schedule:

- October: Obtain best-and-final pricing following equipment provider and EPC site evaluations; complete Phase II environmental evaluations and air-dispersion modeling; finalize 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. Zeeland BPW will provide feedback on its preferred ownership model, including whether it seeks a larger ownership share of the proposed Zeeland-hosted facility through a tenants-in-common structure.
- 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 siting priorities. Work with nFront Consulting and UFS to evaluate the proposed project costs, alignment with portfolio and IRP projections, and the anticipated impact on rates.

No formal action is requested at this time. Staff recommended continuing project due diligence and coordination with MPPA and participating members. Staff plan to facilitate a Board discussion of the proposed ownership models in preparation for a November decision on the BPW's preferred participation structure.

26.062 Approve Professional Services Recommendation: New Generation Rate Impact Evaluation

BPW General Manager Mulder stated securing sufficient electric capacity to ensure resource adequacy is paramount, but staff must also understand the potential impact on ratepayers. To address this need, staff-initiated discussions with Utility Financial Solutions, LLC (UFS) to evaluate the proposed project's potential impact on electric rates. UFS has been a trusted BPW partner for many years and completed BPW's most recent electric rate and cost-of-service study in 2025. Its familiarity with the BPW and extensive experience serving public power utilities position UFS well to perform this evaluation. UFS can also provide insight into how the project's costs and capacity value compare with those of other utility projects and available market alternatives.

At staff's request, UFS prepared a proposal for this evaluation. The results will help the Board make an informed, long-term resource decision before committing to participation in the proposed MPPA project or developing additional on-system generation resources. UFS proposes to perform the work on a time-and-materials basis, with a total cost not to exceed $25,000.

Motion was made by Commissioner VanAst and seconded by Commissioner Walters to award a professional services contract to Utility Financial Solutions, LLC (UFS), at a cost not to exceed $25,000, to perform the services outlined in its proposal. Motion carried. All voting aye.

26.063 Approve Electric Power Supply & Market Operations Manager, Relocation Assistance Package

BPW General Manager Mulder stated staff have collaborated with the City of Zeeland Human Resources Department to develop a proposed relocation assistance package for a candidate who must relocate to accept the position. The package includes the following provisions:

- Up to $10,000 in relocation assistance for eligible, documented expenses incurred in connection with relocation to the Zeeland area.
- Eligible expenses may include professional moving services, transportation of household goods and personal belongings, moving-related mileage or transportation expenses, and reasonable temporary lodging directly associated with the relocation.
- Reimbursement will be provided upon submission of appropriate receipts and documentation and in accordance with City reimbursement procedures. Eligible relocation expenses must be incurred within six (6) months of the employee's start date.
- Relocation assistance is a one-time benefit and is separate from regular salary and other employee benefits. Any portion of the relocation assistance not supported by eligible expenses will not be paid.
- An employee who voluntarily resigns within twelve (12) months of the employment start date must repay all or a portion of the relocation assistance received, according to the following schedule:
  - Within 6 months: 100% repayment
  - More than 6 months but less than 12 months: 50% repayment
  - 12 months or more: No repayment required
- Repayment obligations will be administered in accordance with applicable law and City policies.

Motion was made by Commissioner Walters and seconded by Commissioner Query to approve the proposed relocation assistance package for the candidate selected for the Electric Power Supply & Market Operations Manager position, if relocation is required to accept the position. Motion carried. All voting aye.

26.064 Approve Water Operations Manager Salary Adjustment

BPW General Manager Mulder stated as part of my transition to General Manager, management of the BPW's Buildings & Grounds Department was reassigned from the Power Supply & Market Operations Manager to the Water Operations Manager. This reassignment:

- Allows the incoming Power Supply & Market Operations Manager to focus on power supply responsibilities and ensures Buildings & Grounds oversight during recruitment.
- Maintains continuity through an experienced BPW manager familiar with expectations for BPW and City facilities.
- Provides consistent staff supervision and coordination, including employees whose duties span multiple departments.

Motion was made by Commissioner Walters and seconded by Commissioner VanAst recognizing the additional responsibilities the Water Operations Manager has assumed for managing BPW's Buildings & Grounds Department. Staff recommended a 4.5% salary increase for an adjusted annual salary of $118,664.00. Motion carried. All voting aye.

26.065 Approve Zeeland Recreation 2026-2027 Winter Program Sponsorship

BPW General Manager Mulder stated staff recommended participating in the Full Winter Events Sponsorship level of $699 for the 2026-2027 season. Staff have participated at this level before, and funds were allocated for this in our FY2027 budget.

Motion was made by Commissioner Query and seconded by Commissioner Walters to approve participating in the Full Winter Events Sponsorship level of $699 for the 2026-2027 season. Motion carried. All voting aye.

Other BPW Business

Informational – Recruitment Update: Key PBW Positions

BPW General Manager Mulder stated recruitment efforts are progressing well with the following positions:

- Electric Power Supply & Market Operations Manager – finalizing an offer
- Administrative Assistant – finalizing in process
- Part-Time Senior Utility Advisor – efforts are in process

Informational – MPIA Fall 2026 Board Meeting Update

BPW General Manager Mulder stated the Board received an investment performance review from Diamond Capital Management, reviewed the Authority's financial statements, reviewed and approved the draft audit for FY2026, and approved a budget amendment for property insurance renewals. The Board approved maintaining Rob Shelley as the Chair / Secretary, and Robert Mulder as the Vice Chair / Treasurer. Finally, Zeeland submitted an estimated claim of $61,086.00 for storm damage that occurred on September 4, 2026, which was approved by the Board.

Informational – Gentex Development Agreement Update

BPW General Manager Mulder stated members of the BPW Leadership Team recently met with a representative from Gentex Corporation to discuss several strategic objectives, including closing out the development agreement for the BPW's Northside Substation. Staff are pursuing the steps needed to finalize this action item.

Informational – myBPW Home Energy Solutions Program

BPW General Manager Mulder stated, in August 2026, the Board accepted a $45,516 Community Energy Management Grant. This grant aims to provide approximately 50 participating households with an in-home consultation conducted by a trained energy educator. Each participating household will also receive up to $300 in energy-saving materials, which may include LED lighting, weatherization materials, programmable thermostats, and other efficiency products. Participants will also receive information about available BPW rebates and referrals to OCCAA programs, including weatherization and utility assistance. OCCAA will review pre- and post-visit energy usage to estimate program savings and provide each participant with a summary of the results.

BPW and OCCAA staff are developing promotional materials and plan to launch the 12-month program in January 2027.

Informational – MMEA Lifetime Membership Award – Andrew Boatright

BPW General Manager Mulder stated former BPW General Manager, Andrew Boatright, was unanimously confirmed as a recipient of the MMEA Lifetime Membership Award. This award recognizes individuals whose careers exemplify outstanding dedication to public power, exceptional leadership, and meaningful service to Michigan's municipal utilities. He will receive his award at the 2027 Spring MMEA Membership Meeting in Grand Rapids.

Thank Yous

BPW General Manager Mulder stated BPW received three notes of appreciation from the following:

- Community Foundation of Holland/Zeeland for sponsoring September's Celebration of Philanthropy
- Brett Geertsma, Director of Zeeland Recreation, for BPW's $850 sponsorship for fall events
- Retired BPW Manager, Andy Boatright, for retirement luncheon and open house

Upcoming Events

- **Next Regular BPW Board Meeting, Tuesday, November 10, 2026, 3:30 p.m., BPW Boardroom**
- Bryan Kuiken's Retirement Luncheon, Friday, October 16, 11:30 a.m. – 2:00 p.m., Howard Miller Library & Community Center Banquet Room

Closed Session

Motion was made by Commissioner Query and seconded by Commissioner Walters to enter Closed Session at 5:32 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 6:02 p.m. with a motion made by Commissioner Cooney and seconded by Commissioner Query.

Motion was made by Commissioner Walters and seconded by Commissioner VanAst that the regular meeting be adjourned at 6:03 pm. Motion carried. All voting aye.

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Kristi DeVerney, City Clerk