

The HBPW Board of Directors met **Monday, January 10, 2011** at 4:00 p.m.  
 in the Service Center Board Room  
 625 Hastings Ave  
 Holland, Michigan

**Chair Hemingway called the meeting to order at 4:03 p.m.**

**Members Present:** Paul Elzinga, Diane Haworth (late arrival), Tim Hemingway, Phil Miller, Jim Storey, Ex Officio Member Soren Wolff; and City Council Liaison: Bob Vande Vusse

**Members Absent:** None

**Staff Present:** Loren Howard, Dave Koster Dan Nally, and Freda Velzen; Angela Badran, Andree Keneau, Dan Sorek, Jon Hofman, and Chris Van Dokkumburg

11.090 **Board Minutes – Regular Meetings of December 10, 2010**

*As part of the Consent Agenda, the Board of Directors approved the minutes of the Regular Meeting of December 10, 2010.*

11.091 **Annual Adjustment to Water and Sanitary Sewer Charges and Assessments**

CC

The “Water and Sanitary Sewer Charges and Assessment Policy” establishes charges for frontage assessments, trunkages, lateral, and service stub fees. The policy calls for the charges to be adjusted annually.

*As part of the Consent Agenda, the Board of Directors approved of the Schedule of Water and Sewer Charges and Assessments consisting of a 3.6% increase for water and sewer service installation and trunkage charges; a 12.9% increase for residential water main frontage assessment; a 3.6% increase for commercial and industrial water main frontage assessment and a 4.3% increase for sewer main frontage assessment to be effective in calendar year 2011, and forwarded to City Council for approval.*

11.092 **Purchase of Self Propelled Sewer Camera with Service Inspection Capabilities**

HBPW staff has utilized closed circuit TV cameras to inspect the sanitary sewer mains for 20 years. The current camera, vehicle and inspection software that is used today was purchased in 2004. Due to its age, the complexity of the technology, and the environment and conditions that the camera operates in, the existing camera is not reliable and is unavailable approximately 15% of the time while in for repairs or upgrades. An additional mainline camera with a side launching camera to inspect customer service laterals was budgeted in the amount of \$76,000 for FY2011 to increase the availability of a functioning camera and add the functionality of viewing the condition and location of service laterals

*As part of the Consent Agenda, the Board of Directors approved Approve the purchase of an Aries pan and tilt camera with a lateral evaluation system from Jack Doheny Supplies of Northville, Michigan in the amount of \$56,088.00.*

11.093 **Contract for Appraisal Services**

The HBPW’s portion of the fee for FY 2011 is \$27,500 and \$1,800 for four subsequent years to annually update the information, a total of \$34,700. HBPW has funds budgeted and the contract is subject to City Attorney approval as to form. A current appraisal of physical assets to establish replacement values for purposes of procuring the appropriate

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Park Township that is surrounded on three sides by the Ottawa County Fairgrounds property. Park Township has inquired about purchasing the property to make it a part of the Fairgrounds property.

The property was originally purchased for the installation of a transformer that was used to step down 7200 voltage power to the 2400 volt distribution circuits that served the Waukazoo Woods area. The 2400 voltage circuits were abandoned in the 1980's and the transformer was no longer needed and was removed from the site in the 1990's. The site has not been used since and staff sees no future use for the property.

If an acceptable offer is received, a recommendation will be made to the Board of Directors and the City Council for the sale. The minimum purchase price was set at \$2,500 which reflects the acreage property value in the area.

*Motion to amend the resolution to remove the bidding process and declare Park Township the new owner of the parcel, if allowed by Charter.*

Motion to amend the resolution	<i>Storey</i>
Second	<i>Haworth</i>
Favor	<i>5</i>
Oppose	<i>0</i>

*The Board of Directors adopted a resolution declaring the property not necessary and surplus and approved the Request for Proposal for the purchase and sale of the property.*

Motion to adopt the resolution as amended	<i>Miller</i>
Second	<i>Elzinga</i>
Favor	<i>5</i>
Oppose	<i>0</i>

11.101

**Agreements with Buist Electric**

The Board approved a contract with ABB this past September to purchase switchgear to replace the existing 2400-volt switchgear for Units 4 and 5. This recommendation will allow for the physical removal of the existing switchgear and installation of the switchgear purchased from ABB.

As indicated in the previous recommendations brought to the Board related to this project the new switchgear will provide continued equipment reliability and improve safety for employees. The improved safety is a result of the arc flash rating of the equipment which is designed to withstand arc faults and deflect any arc fault energy away from personnel. Protective relaying will also be used that will provide quicker breaker opening response times should an arc fault occur thereby reducing the energy released by an arc fault.

*The Board of Directors approved a contract with Buist Electric, pending city attorney approval, to change out the switchgear of Units 4 and 5 for a total of \$121,800. Also, approve a contract contingency in the amount of \$15,000.*

Motion to approve contract with Buist Electric	<i>Elzinga</i>
Second	<i>Haworth</i>
Favor	<i>5</i>
Oppose	<i>0</i>

11.102

**Finance Department Positions**

In 2010, the HBPW vacated its Accounting Systems Specialist position through

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internal promotion. Following internal evaluation, the HBPW determined to eliminate this position and re-allocate work previously performed by the incumbent. Some of the position’s work was absorbed by the Technology department. The bulk of the position’s remaining responsibilities have been reassigned to two positions in the Finance Department. This has resulted in proposed job description changes and a compensation review. The revised job descriptions with proposed pay grades are available in the Board Packet.

***Motion to TABLE requesting Holland Board of Public Works to review salaries and job descriptions with city and report back***

*The Board of Directors tabled establishing the Senior Accountant and Finance Systems Specialist job classifications as presented and eliminating the General Accountant II, Billing Systems Specialist and Accounting Systems Specialist job classifications and forwarding to City Council for action at this time.*

Motion to <b>TABLE</b>	<i>Hemingway</i>
Second	<i>Haworth</i>
Favor	<i>5</i>
Oppose	<i>0</i>

ANNOUNCEMENTS

*There were no announcements*

ADJOURNMENT

A motion to adjourn the meeting of January 10, 2011 was made by *Haworth* supported by *Miller* and agreed upon by the Board of Directors present.

The Board Meeting of January 10, 2011 adjourned at *5:05 p.m.*

Minutes respectfully submitted by,

Angela Badran, Administrative Specialist

Loralyn Bunce, Secretary to the Board

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