

REGULAR MEETING

The HBPW Board of Directors met
April 9, 2018
at 4:00 p.m.
in the Service Center Board Room
625 Hastings Ave.
Holland, Michigan

Chair Hemingway called the meeting to order at 4:01 p.m.

Members Present: Tim Hemingway, Diane Haworth, Phil Miller, Jim Storey, City Council Liaison Brian Lynn, and Ex Officio Members Bob Shilander, Keith Van Beek

Members Absent: Sue Franz

Staff Present: Dave Koster, Janet Lemson, Chuck Warren, John Van Uffelen, Becky Lehman, Joel Davenport, Ted Siler, Tamara Black, Judy Visscher, Kevin Koning, Jane Monroe, Steve Bruinsma, Ashley Kimble, Jim Van De Wege, Andrew Reynolds, Tracy Jousma, Mark Gipson

18.147 **Board Minutes – Regular Meeting of March 12, 2018; Study Session of March 26, 2018; Special Meeting Minutes of March 27, 2018**

As part of the Consent Agenda, the Board of Directors approved the minutes as presented.

18.148 **Declaration of Surplus Material**

The HBPW has identified materials and equipment which are no longer pertinent for use. The attached list shows the items determined as excess, obsolete or uneconomical to repair. Once declared surplus, the items will be disposed of in the following order:

1. Offered to other City departments
2. Sell to companies specializing in inventory disposal
3. Auction (utilizing GovDeals online portal)
4. Public auction (in limited cases)
5. Donation
6. Recycling or waste disposal

*One surplus list added at the meeting, **Surplus from the James De Young Power Plant.***

As part of the Consent Agenda, the Board of Directors approved, and forwarded to City Council for approval, the lists of items ready to be declared surplus.

18.149 **Water Main Replacement Contract, 28th Street, Central to Lincoln (2018)**

The water main in 28th Street has a history of multiple breaks, with nine recorded main breaks. The water main also contains asbestos material and has primarily galvanized services with lead goosenecks. The replacement eliminates a line with a break history and also eliminates the hazard of tapping new copper services into asbestos material. This water main project will connect previous years of work and complete the intended replacement area of 28th Street.

BPW staff corresponded with seven underground contractors for bids. The following bids were received from three of those seven contractors:

** Red italics indicate information or discussion added during the meeting and/or action taken.*

Contractor	Bid	Location	Previous Contracts
Kamminga & Roodvoets Inc.	\$717,166.00	Grand Rapids, MI	Yes
Diversco Construction Co. Inc.	\$731,848.45	Grand Rapids, MI	No
Schippers Excavating Inc.	\$757,144.00	West Olive, MI	Yes

The project was planned with a FY17 water budget of \$700,000, a FY18 water budget of \$200,000, and a FY19 water budget of \$140,000 for galvanized service replacement in 28th Street. A dollar amount of \$199,705 has been used in previous projects, leaving a project budget of \$840,295.

The project is tentatively scheduled to start in June 2018.

As part of the Consent Agenda, the Board of Directors approved a contract with Kamminga & Roodvoets, Inc. in the amount of \$717,166.00, with a 10% contingency of \$71,716.60 for a total of \$788,882.60, pending approval as to form from the City Attorney.

18.150

Water Main Replacement Contract, 32nd Street, American Bottling and Thermotron Reliability Improvements

The water main in this area of 32nd Street has a history of multiple breaks, including a 24-foot section of water main that was replaced completely as an emergency repair in 2011. This water main also serves several key customers and delivers up to approximately 300,000 gallons of water per day. A reliable water supply is an obvious need for American Bottling/Dr. Pepper Snapple Group; however, due to the continuous testing occurring at Thermotron and the need for fire suppression for hot work, water reliability is a key concern for this customer as well.

The replacement of water main will improve the reliability of the water distribution system at the customer's service; and with an additional update in the valve layout, these key customers can also remain in service during future main breaks which may occur nearby.

BPW staff corresponded with seven underground contractors for bids. The following bids were received from three of those seven contractors:

Contractor	Bid	Location	Previous Contracts
Schippers Excavating Inc.	\$472,584.50	West Olive, MI	Yes
Kamminga & Roodvoets Inc.	\$505,163.60	Grand Rapids, MI	Yes
Diversco Construction Co. Inc.	\$565,677.20	Grand Rapids, MI	No

The project was planned with a FY18 budget of \$600,000. The project is tentatively scheduled to start in June 2018.

As part of the Consent Agenda, the Board of Directors Approve a contract with Schippers Excavating, Inc. in the amount of \$472,584.50, with a 10% contingency of \$47,258.45 for a total of \$519,842.95, pending approval as to form from the City Attorney.

18.151

Change in Designated Representative for Air Emissions Reporting

The Clean Air Act Amendments of 1990, the Clean Air Interstate Rule, the Mandatory Greenhouse Gas Reporting Rule, the Transport Rule, and any future similar air emissions regulations require, or will likely require, that that each utility file with the EPA the name of the employee at the utility who is responsible for submitting documents and conducting allowance transactions. This person is called the "Designated Representative". These rules specify that an agreement shall be used to bind the selected employee and the owners and operators of the

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utility. Ted Siler is the current Designated Representative. Joel Davenport, the Operations Director, should now take on the role of Designated Representative. Judy Visscher, Environmental Regulatory Specialist, is currently, and will remain the Alternate Designated Representative.

The attached contract has been updated to meet current regulation language and is in accordance with the requirements of the current air emissions regulations referenced above. The agreement stipulates the authority, duties, and indemnity of the Designated Representative. Upon execution of the contract, a notification is filed with the EPA.

As part of the Consent Agenda, the Board of Directors approved the contract between the City of Holland and Joel Davenport to act as the City's Designated Representative to the Environmental Protection Agency for various air emissions regulations.

18.152 Action on Consent items:

Motion to approve, accept, or adopt Consent Agenda items	<i>Haworth</i>
Second	<i>Storey</i>
Favor	<i>4</i>
Oppose	<i>0</i>

18.153 **Communications from the Audience**

None

18.154 **Major Project Update**

For information only

18.155 **FOG-Net Intergovernmental Agreement**

In an effort to increase efficiency and lower costs for technology solutions, four local government entities have come together to utilize and share fiber assets. Holland Board of Public Works, Ottawa Area Intermediate School District, Grand Haven Area Public Schools, and Ottawa County have connected their fiber assets to create efficient use of their phone systems and other services.

Recommendation: The Board of Directors approved an agreement with Ottawa County, Grand Haven Area Public Schools and OAISD pending approval as to form from the City Attorney.

<i>Motion to approve recommendation</i>	<i>Storey</i>
<i>Second</i>	<i>Haworth</i>
<i>Favor</i>	<i>4</i>
<i>Oppose</i>	<i>0</i>

18.156 **Programming Services for WTP PLC Replacement and SCADA Upgrades**

The Water Treatment Plant has an approved project to upgrade the Wonderware SCADA system and replace five PLC's due to obsolescence. The project will install and program five new PLC's to replace existing panels that monitor and control most of the plant's equipment. The SCADA program is also being upgraded to the new graphic standards and reconfigured to high performance graphics, new HMI navigation and alarming. The scope of this contract includes programming the new PLC's and SCADA HMI screens, in addition to integration and functional verification of the two programs once the new PLC hardware is installed. Purchase and installation of the PLC hardware will be a separate bid package.

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BPW staff investigated companies to perform this scope of work; however, Michigan has a very limited pool of companies with both the programming capabilities and size to effectively execute the work at this scale. Proposals for the PLC and SCADA programming services were requested and received from two companies and are summarized in the following table:

Bidder Name	Business Location	Bid Amount	Meets Requirements	Previous Contracts
Tetra Tech	Ann Arbor, MI	\$339,980	Y	Y
Donohue & Assoc.	Grand Rapids, MI	\$447,030	Y	Y

After review of the proposals, the BPW project team recommends issuing the programming services contract to Tetra Tech. Tetra Tech's proposed team has extensive expertise in executing plant PLC/SCADA upgrades without impacting plant operations, has demonstrated competence in providing programming services on other BPW projects, and submitted the lowest price.

This contract is within the project budget of \$865,500 and line item estimate of \$400,000 for the PLC and SCADA programming.

Recommendation: The Board of Directors approved a contract to Tetra Tech for PLC and SCADA programming services for a not-to-exceed amount of \$339,980 and a 10% contingency of \$33,000 for a total of \$372,980 pending approval as to form from the City Attorney.

*Motion to approve recommendation Miller
Second Haworth
Favor 4
Oppose 0*

18.157 **OTHER BUSINESS**

The treatment technique testing violation issued to the HBPW (by the MDEQ) was explained in full detail and as a staff, what we are doing to follow up. Our staff proactively brought this to the attention of the MDEQ. We're moving from quarterly to monthly monitoring. Setting up a meeting in late April w/all water plants along the lakeshore to discuss this emerging situation.

BOARD COMMENTS

None

ANNOUNCEMENTS

*Reminder: Next meeting is April 23, 2018, a Study Session
HBPW Executive Staff will be at City Council Thursday for our budget review*

ADJOURNMENT

A motion to adjourn the meeting of *April 9, 2018*, was made by *Haworth* supported by *Miller* and agreed upon by the Board of Directors present.

The Board Meeting of April 9, 2018, adjourned at *5:32 p.m.*

Minutes respectfully submitted by,

Janet Lemson, Secretary to the Board

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