

**REGULAR MEETING**

The HBPW Board of Directors met  
**September 10, 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, Paul Lilly, Sue Franz, Phil Miller, City Council Liaison Brian Lynn, and Ex Officio Members Bob Shilander and Keith VanBeek

**Members Absent:** none

**Staff Present:** John VanUffelen, Janet Lemson, Chuck Warren, Ted Siler, Becky Lehman, Joel Davenport, Kevin Koning, Pete Hoffswell, Jane Monroe, Tracy Jousma, Andrew Reynolds

19.024 **Board Minutes – Regular Meeting of August 6, 2018, and Special Meeting Minutes of August 27, 2018**

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

19.025 **Sustainability Committee Appointment**

The Holland Community Sustainability Committee was chartered in 2009 to consider and advise both the City of Holland and the Holland Board of Public Works on issues that relate to:

- Energy conservation, efficiency, and supply
- Air quality
- Waste recycling and reduction
- Water quality and conservation
- Transportation

The Committee consists of nine members. Four are named by the Board of Public Works and five are named by City Council. Currently, there are four vacancies on the committee, three of which are to be appointed by HBPW and one by the City. The Committee is considering other candidates to fill the remaining vacancies.

Jennie Thompson has submitted a volunteer application expressing an interest and willingness to serve on the Sustainability Committee. Jennie works as a Quality and Environmental Systems Administrator for Trans-Matic Manufacturing here in Holland, and the company is supportive of having an employee represent them on the Committee.

*As part of the Consent Agenda, the Board of Directors approved the appointment of Jennie Thompson to the Holland Community Sustainability Committee for a two-year term.*

19.026 **Employee Uniform Rental Services Agreement**

The current uniform rental services agreement, with Cintas Corporation, expired June 30, 2018. In March 2018, a working group consisting of representatives from the HBPW

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departments using uniforms was formed. The working group developed the specifications and parameters used to develop an RFP for a new agreement. The RFP was released in late April 2018. Responses to the RFP were received in early May 2018 from three companies. All three bidders provided pricing, terms, catalogs, and sample uniforms. The bid responses and uniform samples were evaluated by the HBPW working group. Based on the input from the working group, along with the pricing and terms offered by the bidders, it was determined that Cintas Corporation provided the most responsive bid at the lowest cost.

Based on current uniform selections, the estimated annual cost of the agreement is about \$30,000. Since the pricing is based on individual uniform items rented on a weekly basis, final cost will not be known until all uniform selections are made. The attached contract has been approved as to form by the City Attorney.

*As part of the Consent Agenda, the Board of Directors approved a Services Agreement with Cintas Corporation for an initial term of 12 months, along with two 12-month renewals at HBPW's sole discretion. The annual cost is estimated to be about \$30,000, and will be an operating expense. The amount will vary depending on the number of employees using the service and uniform selections made.*

19.027

**Maplewood-Lela Drain Easement**

The land acquired from Holland Charter Township for Holland Energy Park through the 425 agreement included the land surrounding a portion of the Maplewood-Lela Drain, which is located along the eastern edge of Chicago Drive. The Maplewood-Lela Intercounty Relief Drainage Board requires an easement for access to the drain for operation, maintenance, and improvement of the existing drain. There is no cost associated with the easement, and the easement makes note of existing structures (lighting, bituminous path) currently existing and allowed within the easement. The easement has also been reviewed and approved by Brian White, City of Holland Transportation Services Director, and Andy Mulder, City Attorney/Utility Affairs.

*As part of the Consent Agenda, the Board of Directors approved a drain easement with the Maplewood-Lela Intercounty Relief Drainage Board for the Maplewood-Lela Drain for the purposes of the establishment, construction, operation, maintenance, and improvement of the Drain.*

19.028

**Construction Agreement for WTP PLC Upgrades**

The WTP PLC Upgrades project will replace 5 existing PLC's and upgrade the Wonderware Supervisory Control and Data Acquisition (SCADA) program. The services for this contract include demolishing and installing new PLC's in the five (5) existing control panels and completing all wiring, terminations and checkout.

Bids were requested and received from five qualified instrumentation contractors. The following table summarizes the received bids.

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Bidder Name	Business Location	Bid Amount	Meets Specification	Previous Contracts
Parkway Electric & Communications LLC	Holland, MI	\$241,630	Yes	Yes
Buist Electric	Byron Center, MI	\$298,825	Yes	Yes
Commerce Controls, Inc.	Novi, MI	\$267,948	Yes	No
DVT Electric Inc.	Muskegon, MI	\$271,000	Yes	Yes
Windemuller Electric, Inc.	Grand Rapids, MI	\$292,570	Yes	Yes

BPW staff interviewed Parkway Electric as the apparent low bidder and recommends awarding a contract to Parkway Electric as the lowest responsible bidder. The total requested contract and contingency amount of \$265,630 will bring the project's total committed costs and approved contingencies to \$750,940. This is within the approved budget of \$819,012.

*As part of the Consent Agenda, the Board of Directors approved a contract with Parkway Electric in the amount of \$241,630 and a 10% contingency of \$24,000 for a total of \$265,630, pending approval as to form from the City Attorney.*

19.029

Action on Consent items:

Motion to approve, accept, or adopt Consent *Haworth*  
 Agenda items  
 Second *Miller*  
 Favor *5*  
 Oppose *0*

19.030

**Communications from the Audience**

*None*

19.031

**Major Project Update**

*For information only*

19.032

**Water Transmission Main Improvements and High Service Pump Upgrades Proposals**

The BPW has solicited proposals to aid in the planning and design of future water transmission main improvements and high service pump upgrades at the Water Treatment Plant. The proposal requested the services of an engineering firm to perform the following major tasks:

- Hydraulic modeling of the BPW's high service pumps, transmission, and storage systems.
- Transmission main sizing, routing, and material selection between 160th and 144<sup>th</sup> Avenues.
- Water treatment plant high service pump system curve evaluation and pump sizing/selection.
- Evaluation of other holistic system deficiencies and areas requiring improvements.

The BPW intends to address a lack of redundancy in its transmission system between 160th and 144th Avenues as well as high service pump replacements at the Water Treatment Plant. These projects are interconnected due to the way transmission improvements are

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likely to impact the system curve and pump performance and selection. Further, the additional transmission will likely remain in service for a very long period of time; and considerations for the future design and operation of the transmission and distribution system should be accounted for to the extent possible.

The cost of high-level planning studies are typically a very small fraction of the capital improvements they ultimately recommend. Subsequently, the BPW has historically contracted firms that have significant expertise and experience in these areas. The BPW contacted two firms, FTC&H as well as Black and Veatch with a request for proposals (RFP). FTC&H and Black and Veatch have performed the majority of the planning and design for the Holland BPW's high service pumping and water transmission/storage systems.

Both firms responded with proposals and presentations that responded well to the RFP. The BPW evaluated the proposals based 50% on the experience of the project team and the quality and ingenuity of the proposal, and 50% based on price. FTC&H proposal included a fee of \$83,550, while Black and Veatch included a fee of \$112,337. Although Black and Veatch could provide a somewhat greater depth of expertise in system modeling, the outcome of the evaluation was that this limited advantage did not outweigh the proposed difference in price, leading to the staff recommendation for FTC&H.

The total project budget for the transmission main improvements is \$6,750,000, with an anticipated FY19 spend of \$500,000. The proposed engineering planning study is currently the only project drawing from the FY19 budget. Construction and engineering funds for the 168th and Perry valve replacement were committed in FY18 against FY18 budgeting.

*Recommendation: The Board of Directors approved a contract with Fishbeck, Thompson, Carr & Huber, Inc. (FTC&H) in the amount of \$83,550, with a 10% contingency of \$8,355 for a total of \$91,905, pending approval as to form from the City Attorney.*

<i>Motion to approve recommendation</i>	<i>Haworth</i>
<i>Second</i>	<i>Miller</i>
<i>Favor</i>	<i>5</i>
<i>Oppose</i>	<i>0</i>

19.033

**36-inch Sanitary Sewer Lining, Additional Work**

The sanitary main in Central Avenue was installed in 1986 and is 36-inches in diameter north of 7th Street and 27-inches in diameter south of 7th Street. The Central Avenue main is concrete and is planned for lining in approximately five years, depending on the results of future condition assessments. The discharge of a force main at 7th and Central is the primary cause for the poor condition of this manhole and surrounding pipe (the discharge of a force main at Country Club and 8th Street was primarily responsible for that collapse). Bypass equipment for the College Avenue project will already be located at that intersection which will provide an excellent opportunity to proceed with the work.

The main in College Avenue was chosen over the Central main for the current project due to its size, age (1962), poor condition near the Water Reclamation Facility, and flow capacity, which is over 65% of the total collection system capacity.

Lining contracts have typically not required the use of the approved contingency. If this holds true for the current project, the total anticipated project cost will be approximately \$1,960,000 of a \$2,000,000 budget (small diameter lining and other manhole rehab have also utilized this capital budget), subsequently, only Board approval is required for this contract modification. In the event more than \$2,000,000 is required, a report will be generated for Board and Council approval.

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The cured-in-place pipe liner would be installed from approximately 100 feet north of 8th Street to 6th Street, or possibly 5th Street depending on the feasibility of traffic control, bypass pumping, and the condition of the main. The shorter distance is approximately 570 feet and the longer, 870 feet. A final decision on a 570 foot versus an 870 foot 'shot' (installation of one continuous liner) has not been made. Most shots in the current project exceed 900 feet when possible. The requested change order amount would cover the cost of the longer shot, if necessary.

The following projects have utilized the FY18/19 \$2,000,000 budget:

<b>Project</b>	<b>Spent or Committed</b>
Misc. Manhole Lining	\$ 274,500
8-inch Lining	221,000
College/36-inch Manhole Adjustments	97,200
College/36-inch Engineering	63,000
College/36-inch Lining + Manholes Original Contract	1,152,200
College/36-inch Lining + Manholes Change Order (Proposed)	<u>152,750</u>
<b>TOTAL</b>	<b>\$1,960,650</b>

*Recommendation: The Board of Directors approved a contract change order with IPR Great Lakes under the terms of the existing construction contract in an amount up to \$152,750, for a total contract value of up to \$1,304,950.*

<i>Motion to approve recommendation</i>	<i>Lilly</i>
<i>Second</i>	<i>Haworth</i>
<i>Favor</i>	<i>5</i>
<i>Oppose</i>	<i>0</i>

#### BOARD COMMENTS

FY18 Audit is in process. Auditors began today and are scheduled to be here at the Service Center for two weeks.

#### ANNOUNCEMENTS

*Reminder: Next meeting is a Regular Meeting, October 8, 2018. The September 24 Study Session has been cancelled.*

#### ADJOURNMENT

A motion to adjourn the meeting of *September 10, 2018*, was made by *Miller* supported by *Haworth* and agreed upon by the Board of Directors present.

The Board Meeting of September 10, 2018, adjourned at *4:41 p.m.*

Minutes respectfully submitted by,

Janet Lemson, Secretary to the Board

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