

REGULAR MEETING

The HBPW Board of Directors met
December 9, 2019
at 4:00 p.m.
in the Service Center Board Room
625 Hastings Ave.
Holland, Michigan

Chair Hemingway called the meeting to order at 4:02 p.m.

Members Present: Tim Hemingway, Diane Haworth, Phil Miller, Sue Franz, Paul Lilly, and Ex Officio Members Bob Shilander and Keith Van Beek

Members Absent: none

Staff Present: Dave Koster, Janet Lemson, Chuck Warren, John Van Uffelen, Becky Lehman, Joel Davenport, Ted Siler, Jane Monroe, Andrew Reynolds, Pieter Beyer, Pete Hoffswell, Julie De Cook, Jan Halstead, Steve Bruinsma, Tamara Black

20.070 **Board Minutes – Regular Meeting Minutes of November 11, 2019, and Study Session Minutes of November 25, 2019**

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

20.071 **Adjust Miscellaneous Fees and Charges**

Holland BPW periodically reviews non-rate fees and charges. The current schedule was approved by the Board on November 12, 2018, for implementation in January 2019.

The changes to the current schedule are highlighted in the attachment. Most of the changes are the result of an update to the MDOT Schedule C, Equipment Rental Rates, and from incremental changes due to material cost and labor rate changes. New charges have been added for Broadband for service calls and non-returned equipment. These new charges are on page three of the attached schedule. This schedule is the basis for the fees and equipment rental charges on the HBPW fee schedule.

As part of the Consent Agenda, the Board of Directors approved the January 2020 Schedule of Fees and Charges.

20.072 **Adjustment of Water and Sanitary Sewer Charges and Assessments**

The current 'Water and Sanitary Sewer Charges, Trunkage, And Assessment Policy' was established in 2001. Per this policy, frontage, service stub, and trunkage fees are adjusted annually. This recommendation is for the approval of the proposed 2020 fees which, per the policy, were updated based on actual recent construction costs as well as the Engineering News Record's Construction Cost Index.

As part of the Consent Agenda, the Board of Directors approved for use the proposed fee schedule for frontage, stub, and trunkage charges.

20.073 **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:

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

- 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 two vacancies on the committee, both of which are to be appointed by HBPW. The Committee is seeking another candidate to fill the remaining vacancy.

Daniel has submitted a volunteer application expressing an interest and willingness to serve on the Sustainability Committee. He is a Holland resident and senior at Hope College, where he is pursuing a degree in engineering. He is currently working on implementing a variety of energy efficiency projects for campus buildings.

As part of the Consent Agenda, the Board of Directors approved the appointment of Daniel Hawley-Lowry to the Holland Community Sustainability Committee for a two-year term.

20.074 Action on Consent items:

Motion to approve, accept, or adopt Consent Agenda items	<i>Haworth</i>
Second	<i>Miller</i>
Favor	<i>5</i>
Oppose	<i>0</i>

20.075 **Communications from the Audience**

None

20.076 **Financial Update**

For information only

20.077 **Major Project Update**

2019-12-09 Project Closeout Memo – 48th Street Painting
2019-12-09 Project Closeout Memo – Water Treatment Plant PLC Upgrades

For information only

Regular Agenda Topics

There were no Board items on the Regular Agenda this month

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20.078 **Closed Door Session – General Manager Evaluation**

Motion to enter Closed Session @ 4:45 p.m. <Name>
Made by *Haworth* <Name>
Second: *Miller*
Favor 0
Oppose 0
ROLL CALL: Hemingway, Haworth, Miller, Franz, Lilly

Motion to re-enter Open Session @ 5:29 p.m. <Name>
Made by *Haworth* <Name>
Second *Lilly*
Favor 0 <#>
Oppose 0 <#>

20.079 **Action Following General Manager Evaluation**

Recommendation: The Board of Directors recommended an increase in the General Manager's base pay of 4.13% (rounded to the nearest thousand) which will become effective December 19, 2019.

Motion to approve recommendation *Haworth*
Second *Lilly*
Favor *5*
Oppose *0*

20.080 **BOARD COMMENTS**

None

ADJOURNMENT

A motion to adjourn the meeting of *December 9, 2019*, was made by *Haworth* supported by *Lilly* and agreed upon by the Board of Directors present.

The Board Meeting of December 9, 2019, adjourned at *5:54 p.m.*

Minutes respectfully submitted by,

Janet Lemson, Secretary to the Board

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