

Board Regular Meeting
 Board of Public Works
 March 17, 2020

The regular meeting of the Board of Public Works Commission was held at the City of Zeeland Council Chambers, 21 S. Elm Street, on Tuesday, March 17, 2020. Vice Chairperson Cooney called the meeting to order at 3:30 p.m.

PRESENT: Commissioners – Chairperson Boerman (via phone), Dykstra, Walters, Query, Cooney
 ABSENT: Commissioners – None

Staff Present: General Manager Boatright, Electric T&D Manager DeKraker, Electric Power Supply & Market Operations Manager Mulder, IT Manager Carlton and City Clerk Holmes

Motion was made by Commissioner Dykstra and seconded by Commissioner Query to approve the minutes of the February 18, 2020 regular meeting. Motion carried.

Public Comment

No public comment given.

Safety Minute

The Safety Minute for this month was managing anxiety and stress during an outbreak.

20.017 Add Additional Items to the Agenda

Motion was made by Commissioner Query and seconded by Commissioner Walters to add four (4) items to the Agenda regarding COVID-19. Motion carried. All voting aye.

20.018 Approve Cash Disbursements and Regular Monthly Transfers

Motion was made by Commissioner Query and seconded by Commissioner Dykstra to approve the February 18, 2020 cash disbursements and the regular monthly transfers for the month of March, 2020 as follows:

Cash and Investments as of: February 29, 2020

	Electric	Water
Receiving	\$2,810,539	\$432,407
Accumulated Debt Service (in Receiving Fund)	-	124,153
Plant Improvements and Contingencies	27,237,739	11,490,921
Bond and Interest Payment Reserve*	<u>-</u>	<u>131,000</u>
Totals	\$30,048,278	\$ 12,178,482

* Reserve required per electric and water revenue bond ordinances.

Recommended Transfers for the Month: March, 2020

	Electric	Water
Receiving	(229,146)	(139,431)
Accumulated Debt Service	-	24,831
Plant Improvements and Contingency	187,400	114,600
General Fund (per charter provision)	41,746	-

Motion carried.

General Manager Boatright explained that at the Board Meeting on October 2019, the Commissioners approved the perennial “Electric Shut-off Policy for Winter Months”. The policy establishes that the BPW is exempt from participating in the State Energy Assistance Program and associated implementation of a funding factor, and also establishes that there will be no electric shut-offs from the period November 1 – April 15. Because of the recent events concerning the national pandemic response, staff requests Board consideration for the expansion of the electric shut-off prohibition period until the Covid-19 response is resolved. Since the date of this is unknown at this time, staff would inform the Board in advance of the known date for returning to the normal shut-off schedule. Even though it is not part of our regular policy, staff wishes to include the water shut-offs in the prohibition period as well. As in the past, the BPW will maintain procedures with the Ottawa County Community Action Agency (OCCAA) for utility payment assistance.

20.019 Alter Disconnection Grace Period During Covid-19

Motion was made by Commissioner Dykstra and seconded by Commissioner Query to approve the continuation of the Electric Shut-Off Policy and approve the establishment of a Water Shut-off Policy thereby prohibiting Electric and Water service shut-offs until such time that the COVID-19 response is concluded. Motion carried. All voting aye.

Boatright explained the City of Zeeland and the Zeeland Board of Public Works have been diligently working to implement mitigation measures in response to the national pandemic COVID-19 virus situation. This issue requires frequent monitoring to ensure that we are not only compliant with directives from federal, state and local jurisdictions but also maintaining practices that consider the safety and well-being of our elected and appointed officials, employees, customers and members of the public.

Specific steps that are being taken at the BPW effective as soon as possible are facilitation of alternate meet-up and staging locations for field staff, establishing homes and vehicles as the work base for certain job capacities instead of the office, enabling remote teleworking which involves allowing certain office staff to work remotely via electronic means, altering certain shift schedules to ensure coverage for staff impacted by COVID-19 related issues, and establishing shift schedules for break times and lunch periods to mitigate person-to-person contact.

20.020 COVID-19 Business Operations Response

Motion was made by Commissioner Query and seconded by Commissioner Walters to approve the COVID-19 Business Operations Response as presented. Motion carried. All voting aye.

Boatright distributed the Special Payment Agreement form that they plan on using in the event someone cannot pay their full bill amount due to the COVID-19 Pandemic. This is an additional form from the Payment Agreement that the Board previously approved.

20.021 Special Payment Agreement for COVID-19

Motion was made by Commissioner Query and seconded by Commissioner Dykstra to approve the Special Payment Agreement and give staff authorization to work with customers as they see fit. Motion carried. All voting aye.

DeKraaker discussed eliminating late fees for the April bill due to the circumstances caused by COVID-19. Because of the billing system, this would need to be done for all billing.

20.022 Elimination of Late Fees

Motion was made by Commissioner Dykstra and seconded by Commissioner Query to eliminate late fees for the April billing due to circumstances caused by COVID-19. Motion carried. All voting aye.

Water Operations

Boatright reviewed the Water Department report and updated the Board on the Water projects.

Electric Transmission & Distribution

Manager DeKraker reviewed the Electric Department report and updated the Board on the Electric projects.

DeKraker explained that back in 2017, the Board was asked to approve a contract with Power Line Supply to provide us with an inventory management system. This system was successfully implemented and it has improved the inventory process as we are not running out of supplies, our budgeting/invoicing process has greatly improved and has saved hours of employee time.

The contract is up for renewal and Power Line Supply is wanting to increase our cost from 6% to 8% above cost because of their increase cost. This is still allowing us to be less than the 9-10% above cost that we were paying before implementing the VMI system.

20.023 Inventory Management System Contract

Motion was made by Commissioner Query and seconded by Commissioner Walters to approve the contract with Power Line Supply for a minimum term of one (1) year and after the first year, the agreement can be extended in one (1) year increments for an additional two (2) years from the effective date. Motion carried. All voting aye.

DeKraker reported we need to upgrade a piece of existing underground wire that is old and undersized along Homestead Drive. During recent infrared testing, this wire was found with a hot spot on it and after further investigating, it was determined the best approach would be to upgrade the wire.

20.024 Underground Wire Purchase Recommendation

Motion was made by Commissioner Walters and seconded by Commissioner Dykstra to award the purchase of underground 500 Copper Wire to Power Line for a total price of \$27,823.80. Motion carried. All voting aye.

DeKraker stated their substations are on a 5-year rotation to have all equipment tested and preventative maintenance performed. The requested approval is for the Washington Substation which was last done on September, 2015. All equipment will be tested with the exception of the protective relays, which are on a 10-year cycle. This project is planned to start October 5, and complete by Oct 10. Oil sampling will be done ahead to determine required work scope for LTC oil.

20.025 Washington Substation Testing and Maintenance Bid Recommendation

Motion was made by Commissioner Dykstra and seconded by Commissioner Walters to award the Washington Substation testing and preventative maintenance to Shermco for \$30,161.00 plus \$1000.00 if LTC oil filtering is required after preliminary sampling to be scheduled October 5-10, 2020. Motion carried. All voting aye.

Information Technology

Information Technology Manager Carlton updated the Board on current activities and projects.

Carlton explained in the event of an individual or widespread disruption in power or water distribution, the Zeeland Board of Public Works must have a system in place to identify and triage these incidents. The method for managing these events is known as an Outage Management System (OMS). This system is a vital component of both our day to day operations as well as our emergency response initiatives. It is imperative that this system be up and running 24 hours a day, 7 days a week. The server that is currently running this service is approximately 7 years old and has recently experienced a hard drive failure. The refresh cycle for key infrastructure servers is typically 3 to 5 years. The current OMS server is also running Microsoft Windows Server OS 2012 Standard, which is no longer in mainstream support. It is staff's recommendation to replace the current OMS server with a new Dell PowerEdge R440 server running Microsoft Windows Server OS 2019-Standard Edition. Because of the complex nature of this work, it is imperative that we select a consulting company that has a thorough understanding of our server environment as well as the depth of experience and expertise necessary to complete this project. EGL Tech installed the original server and is responsible for the day to day support of this system.

20.026 Outage Management System (OMS) Server Replacement Recommendation

Motion was made by Commissioner Query and seconded by Commissioner Walters to approve the purchase of a new Outage Management System Server from EGL Tech for a total estimated cost of \$13,806.00. Motion carried. All voting aye

Electric Power Supply & Market Operations

Manager Mulder updated the Board on the current operations status, activities and projects.

Mulder reported the Washington Avenue Generation Facility includes seven (7) reciprocating internal combustion engines that operate on both diesel fuel and natural gas. During a recent visit by the State Inspector, it was brought to the attention of BPW staff that the seven small diesel fuel tanks located inside the facility should vent to the building's exterior. In order to ensure compliance, Century A & E Facilities Design of Grand Rapids was contracted to review the applicable code requirements and develop a suitable design including schematic design of the piping system, including pipe size, material of construction and material specifications.

20.027 Power Plant Day Tank Vent Installation

Motion was made by Commissioner Query and seconded by Commissioner Dykstra to approve a contract totaling \$12,500.00 be awarded to Hoezee Plumbing, LLC to perform the requested service of Day Tank Vent Installation subject to approval by the Zeeland City Council. Motion carried. All voting aye.

Mulder explained the BPW's depreciation and replacement schedule for light fleet vehicles is 5-year capital depreciation and 7-year replacement. A request for bid was prepared and submitted to four (4) local dealerships. Currently, the BPW's light fleet vehicles are limited to ½ ton pickup trucks or smaller. The need for a larger vehicle is anticipated by the T&D Department Staff for increased trailer towing capacity. The bid specifications requested that bids be submitted for a ¾-ton 4-wheel drive pickup with a 6-1/2 foot box and gasoline engine.

20.028 Electric Department Pickup Truck Replacement Purchase

Motion was made by Commissioner Dykstra and seconded by Commissioner Walters to award the bid for a 2020 Ford F-250 Pickup to Barber Ford in the amount of \$23,448.00 and that BPW truck #535 be offered for sale to BPW Employees or submitted to Barber Ford for the quoted trade-in amount and to approve the \$2,500.00 be appropriated to equip the new vehicle with safety warning lights, a two-way radio and other accessories as necessary. Motion carried. All voting aye.

FY2021 Budget Recommendation

Staff provided an update on budget revisions that may have occurred since the preliminary budget was presented at the February Board Meeting.

20.029 FY Budget Recommendation

Motion was made by Commissioner Dykstra and seconded by Commissioner Walters to approve recommending the Zeeland Board of Public Works FY2021 Budget to City Council for consideration. Motion carried. All voting aye.

Proposed Revision to Electric Undergrounding Zoning Code

Staff desires the continuation of the electric undergrounding program in areas of the City where street rehabilitation projects have taken place and are unlikely to be planned in the near-term so as to require undergrounding of electric facilities. Staff provided a verbal report on the areas affected. The packet includes a draft memo from Boatright to the Zeeland Planning Commission seeking consideration for a code revision that requires electric undergrounding in the event of a nearby street resurfacing project. Staff requests Board approval to seek Planning Commission approval for the aforementioned zoning code revision.

20.030 Revision to Electric Undergrounding Zoning Code

Motion was made by Commissioner Dykstra and seconded by Commissioner Walters to authorize the General Manager to seek Planning Commission approval to revise the Zoning Code in regard to undergrounding of electric facilities. Motion carried. All voting aye.

Proposed Employee Banquet Policy

A revised Employee Banquet and Boards/Commissions Dinner Policy was included in the Board packet. The update is due to increased costs over the past few years. Changes include the annual budget shall be approved by City Council, the allowable expenses and a gift card for those employees who have to work during the banquet.

MPPA 2019 Credit Score Card

Boatright explained the Scoring Summary for the Financial Credit Score and, as in the past, the Zeeland BPW has an Excellent Performance. The document was included in the packet for Board review.

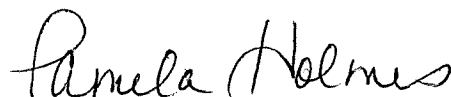
American Public Power Association (APPA) 2020 Public Power Legislative Priorities

Boatright also included in the packet the American Public Power Association's Know the Issues – Support Public Power's Legislative Priorities.

Upcoming Events

- **Next BPW Meeting – April 21, 2020, 3:30 p.m. ZBPW Board Room**
- **Special BPW Meeting – April 14, 2020, 3:30 p.m. ZBPW Board Room**

Motion was made and supported that the meeting be adjourned at 5:17 p.m. Motion carried. All voting aye.



Pamela Holmes, City Clerk