

Board Regular Meeting - Electronically
Board of Public Works
August 18, 2020

The regular meeting of the Board of Public Works Commission was held electronically at the Howard Miller Library/Community Center, 14 S. Church Street, Tuesday, August 18, 2020. Chairperson Boerman called the meeting to order at 3:30 p.m.

PRESENT: Commissioners – Chairperson Boerman, Query, Dykstra, Vice-Chairperson Cooney
ABSENT: Commissioners – Walters

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

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve the minutes of the July 21, 2020 regular meeting. Motion carried.

Public Comment

No public comment given.

20.073 Approve Cash Disbursements and Regular Monthly Transfers

Motion was made by Commissioner Query and seconded by Commissioner Cooney to approve the July, 2020 cash disbursements and the regular monthly transfers for the month of August, 2020 as follows:

Cash and Investments as of: July 31, 2020

	Electric	Water
Receiving	\$3,684,644	\$728,541
Accumulated Debt Service (in Receiving Fund)	-	266,653
Plant Improvements and Contingencies	27,176,303	11,712,550
Bond and Interest Payment Reserve*	-	<u>131,000</u>
Totals	\$30,860,946	\$ 12,838,744

* Reserve required per electric and water revenue bond ordinances.

Recommended Transfers for the Month: August, 2020

	Electric	Water
Receiving	(949,198)	(442,431)
Accumulated Debt Service	-	24,831
Plant Improvements and Contingency	907,000	417,600
General Fund (per charter provision)	42,198	-

Motion carried. All voting aye.

Water Operations

Manager Levandoski reviewed the Water Department report and updated the Board on the Water projects and current activities.

Electric Transmission & Distribution

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

Annual Electric System Reliability Report

T&D Manager DeKraaker presented the FY2020 Electric System Reliability statistics. This year, as in each of the last several consecutive years, the Zeeland Board of Public Works was awarded the Certificate of Excellence in Reliability from the American Public Power Association.

Information Technology

Information Technology Manager Carlton updated the Board on current activities and the on-going IT Projects list.

Electric Power Supply & Market Operations

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

The Zeeland Board of Public Works (BPW) utilizes software developed by Survalent Technology Inc. for its electric SCADA system. Like most software providers, an annual support agreement is required to receive the services necessary to maintain reliable operations. Our current Survalent software support contract is a 2-year 'Silver' support plan that was initiated in 2018, and expires September 10, 2020. It is essential that this be extended for a minimum period of one year, to ensure that access to these essential support services is maintained.

After re-evaluating our needs, staff concluded that our current support plan of 'Silver' should be maintained as it is the minimum level necessary to receive 24x7 emergency support, and other features that we believe are essential for reliable operations. There are plans available that provide additional features, but at the present time we do not believe those features merit the additional costs.

Survalent offers discounts on multi-year contract renewals, limited to 2 and 3-year agreement terms. Because staff anticipates using Survalent as our electric SCADA system software for at least the next 3 years, it would be prudent to take advantage of these discounts and renew the support agreement for the maximum term of 3 years. Details of the support contract costs are provided below:

Silver SCADA Support Plan - 1 Year: \$12,893.00
Silver SCADA Support Plan - 2 Years: \$24,496.00 (\$12,248 / year)
Silver SCADA Support Plan - 3 Years: \$32,146.00 (\$10,715.33 / year)

Estimated savings over (3) years: \$6,533.00 (assumes no annual escalator)

20.074 SCADA Survalent Software Support Contract Renewal

Motion was made by Commissioner Dykstra and seconded by Commissioner Query to approve the renewal of the Survalent SCADA annual support contract at the "Silver" support plan level for a period of 3 year for a total cost of \$32,146.00, with the cost being spread over the current and subsequent fiscal years O&M budgets accordingly. Motion carried. All voting aye.

Mulder explained in 2014, an arc-flash assessment of the BPW's electrical systems was completed, which included substations, transmission lines, distribution circuits, and their associated equipment. Generation facilities and equipment were also considered as part of this assessment, but not in comprehensive detail. This assessment was completed in response to the revised requirements for work safety rules in the 2012 version of the National Electric Safety Code (NESC) for utility personnel working near energized electrical equipment, and the revised Occupational Safety and Health Administration (OSHA) standard for Electric Power Generation, Transmission, and Distribution (OSHA 1910.269). The results of this assessment were used to determine the personal protective equipment (PPE) necessary to meet or exceed the requirements set for in these standards.

NFPA-70E, the standard for Electrical Safety in the workplace, establishes safe work practices to protect personnel by reducing exposure to major electrical hazards, and provide a working area safe from unacceptable risk. Originally developed at OSHA's request, this standard assists in complying with OSHA standards 1910 subpart S and 1926 subpart K by establishing requirements to avoid workplace injuries caused by shock, electrocution, arc flash, and arc blast.

Article 130.5 of NFPA-70E requires that an arc flash study be reviewed every five years, or whenever significant changes are made to the electrical system. Accordingly, the BPW's previous study is due for an update. A more comprehensive review of its generation facilities and equipment should be performed as part of that process to evaluate and identify the potential arc-flash hazards and associated risks, and ensure that staff and contractors wear the appropriate PPE when performing various tasks.

When evaluating potential contractors to perform this service, staff consulted with Theka Engineering Solutions (Theka) and GRP Engineering, firms that the BPW regularly uses for generation and substation engineering services. Based on their experience with the BPW's generation facilities and their familiarity with preparing these studies for both electric utilities and general industry, staff believes that Theka is best suited to perform this service. The project as scoped will be limited to the BPW's generation facilities and water pumping stations, and not its substations or distribution system which will be considered as a separate project.

At the request of staff, Theka provided a proposal to complete an incident energy arc flash study at the BPW's Washington Ave Generation Facility (Power Plant), Riley Generation, Washington Pump Station Emergency Generation Facility, Washington Pump Station, and Carlton Pump Station. Furthermore, electrical safety training should be provided for BPW electric department and water department staff that have potential exposure or oversee contractor work in these areas. This is to ensure that staff is properly trained to identify potential arc-flash hazards, and that proper PPE is used to provide the necessary protection.

20.075 Incident Energy Arc Flash Analysis

Motion was made by Commissioner Dykstra and seconded by Commissioner Query to approve a not-to-exceed contract totaling \$32,630.00 be awarded to Theka Engineering Solutions of Muskegon, Michigan to perform Incident Energy Arc Flash Analysis professional services. Costs will be allocated to the electric and water departments based on their respective scopes of work, which are anticipated to align with the standard distribution of 75% / 25%. Furthermore, staff requests authorization for Theka to provide electrical safety training for BPW employees, at an estimated maximum cost of \$6,300.00. Motion carried. All voting aye.

COVID-19 Business Operations Update

Boatright reviewed the work-place mitigation measures, supplies and impacts of COVID-19 in regards to electric, financials, customer service and staffing.

Leading by DESIGN

The opportunity has presented itself to partake of a shortened, virtualized version of Leading by DESIGN Leadership Development Training for C-suite leaders. This program is typically a one-year long program offering conducted by Leading by DESIGN (located in the Colonial Clock Building) led by principal and founder Rodger Price. However, in light of the COVID-19 pandemic LBD is offering a shortened four-month version described as follows: "We've taken the most important topics from LEAD 24/7 for times of uncertainty and compressed them into four months. This will be taught virtually, once per month, for four months. Each session runs from 10 AM to 3 PM on the fourth Wednesday of each month. Sessions will be recorded in case someone has to miss a session. There is also a monthly one-on-one coaching session to ensure optimum traction."

The cost of the four-month acute version is \$10,000 (compared to the one-year version cost of \$15,000). The course sessions will begin in September or October 2020. The BPW operating budget will support this expense and will likely be offset by forgoing travel expenses that would normally occur in any given year due to COVID-19.

20.076 Leading by DESIGN Training

Motion was made by Commissioner Cooney and seconded by Commissioner Query to authorize the General Manager to enroll in the fall program offering of Acute LEAD 24/7 for C-Suite Leaders Professional Development Training at a cost of \$10,000.00. Motion carried. All voting aye.

FY2020 Year-End Capital Projects Report

Accountant Collins gave a review of the FY2020 BPW capital spending.

Annual Performance Objectives Update

Boatright included in this month's Board Packet two sets of BPW Performance Objective Documents, one for FY2020 results and the other for proposed FY2021 Performance Objectives. Staff has, again, met, substantially met, or exceeded all Performance Objectives for FY2020, even in the face of a pandemic. The FY2020 list did not include the unanticipated initiatives that became first and foremost priorities during the height of our COVID-19 response. Boatright is proud of what has been accomplished by staff in this last year, considering the challenges that have been presented in recent months. Staff welcomes the Board's input on any and all past and proposed Performance Objectives.

Miscellaneous

Boatright will be on vacation beginning Friday, September 4 through September 11, 2020.

Boatright announced that Steve Donkersloot recently accepted a job at the MPPA as the Director of Strategic Energy Resources and Services. Steve is the son of our City Attorney, Jim Donkersloot.

Upcoming Events

- **Next Regular ZBPW Board Meeting, September 15, 2020, 3:30 p.m., Howard Miller Public Library West Activity Room**
- Assembly Solar Tour, September 2, 2020, 10400 Cronk Rd, Lennon, MI.

Motion was made and supported that the meeting be adjourned at 5:38 p.m. Motion carried. All voting aye.

Pamela Holmes, City Clerk