

Board Regular Meeting
Board of Public Works
Electronic (Virtual) Meeting
January 19, 2021

The regular meeting of the Board of Public Works Commission was held at the Howard Miller Library/Community Center, 14 S. Church Street, Tuesday, January 19, 2021. Chairperson Boerman called the meeting to order at 3:30 p.m.

PRESENT: Commissioners – Chairperson Boerman, Query, Dykstra, Walters, Vice-Chairperson
Cooney (Electronically)
ABSENT: Commissioners – None

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

Motion was made by Commissioner Query and seconded by Commissioner Dykstra to approve the minutes of the December 15, 2020 regular meeting. Motion carried. All voting aye.

Public Comment

No public comment given.

Safety Minute

The Safety Minute for this month was about the benefits of walking.

21.001 Approve Cash Disbursements and Regular Monthly Transfers

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

Cash and Investments as of: December 31, 2020

	Electric	Water
Receiving	\$3,006,832	\$402,003
Accumulated Debt Service (in Receiving Fund)	-	-
Plant Improvements and Contingencies	\$26,545,104	\$12,699,814
Bond and Interest Payment Reserve*	-	-
Totals	\$29,551,936	\$ 13,101,818

* Reserve required per electric and water revenue bond ordinances.

Recommended Transfers for the Month: January, 2021

	Electric	Water
Receiving	(271,398)	(115,900)
Accumulated Debt Service	-	-
Plant Improvements and Contingency	229,200	115,900
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 along with the Calendar Year 2020 Water Demand Chart.

Levandoski explained the Jockey pump is a 2013-150hp motor that is located onsite at ZGS. The Jockey pump utilizes the 5MG reservoir to pump water from the reservoir to the 80th St. elevated tank and supplies water to the north-east high-pressure district of the water distribution system. The Jockey pump runs almost 24/7 and does not have a secondary pump/motor to alternate back and forth during daily water demand. All other locations have at least one other pump/motor. ZGS notified ZBPW 1/06/2021 that the pump sounded loud and possibly a bearing was going out on the motor. On 1/10/2021 Kennedy Industries was able to evaluate onsite that indeed at a minimum the outer bearing was going out on the motor and recommended replacement of the motor even though the motor is only 8 years old.

After further discussion and evaluation, it was clear a decision must be expedited to move forward with the purchase of a new motor because of the critical role the Jockey pump plays within the water distribution system but also lead times on the pump and Kennedy Industries availability to do the work. The General Manager authorized the emergency purchase of the motor on 1/13/2021 and installation is scheduled for 1/19/2021. Although an emergency purchase was authorized by the General Manager, staff requests Board approval of this emergency purchase after-the-fact.

21.002 Replacement Jockey Pump for Zeeland Generating

Motion was made by Commissioner Walters and seconded by Commissioner Dykstra to award the purchase and installation of an ABB 150hp motor to Kennedy Industries in the amount of \$18,560.00. Motion carried. All voting aye.

Levandoski gave an update on the Michigan Department of EGLE Drinking Water Asset Management (DWAM) Grant and the Annual Excess Use Charges for Contract Water Customers.

Electric Transmission & Distribution

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

Information Technology

Information Technology Manager Carlton updated the Board on current activities, the on-going IT Projects list and the Cyber Security Managed Services RFP.

Carlton explained fast reliable and secure access to the Internet has become a foundational requirement for most businesses today. The City of Zeeland and the Zeeland BPW currently share three internet connections as part of their business network configuration. The three internet connections are summarized as follows:

- CoZ / BPW business network - Charter Communications (Coaxial Cable 300 MB Down / 7 MB Up)
- CoZ / HML library network - Charter Communications (Coaxial Cable 100 MB Down / 7 MB Up)
- CoZ / BPW business network - AcenTek (Asynchronous Fiber 1.0 GB Down / 30 MB Up)

The Charter Communications connections are located at Howard Miller Library and the AcenTek connection is located at the Zeeland BPW main office.

Security for these three connections is provided by Cisco Meraki firewalls. The two Charter Communications connections utilize a Cisco Meraki MX84 and the AcenTek connection utilizes a Cisco Meraki MX100. These Cisco Meraki firewalls perform a number of functions including managing remote access, monitoring inbound and outbound traffic, and preventing malicious access to our business network.

When the AcenTek fiber connection was added in 2018, the plan was to share this connection between the City of Zeeland and the Zeeland BPW. However, limitations inherent in the Cisco Meraki firewalls has made this difficult, if not impossible, to achieve. Also, the current configuration does not support automated failover and redundancy between the three internet connections. If we were to lose one of our internet connections, we could make changes to the network configuration, but it would still result in prolonged downtime.

After discussing this with IP Consulting, who is our primary contact for network support, they suggested

replacing the Cisco Meraki firewalls with Fortinet firewalls. The Fortinet firewalls have additional functionality built into them that will allow us to implement automated failover and redundancy between the two business network connections. They are also a more robust and scalable solution than the Cisco Meraki firewalls. This approach will allow us to use the three current internet connections without adding additional connections.

The solution is to replace the Cisco Meraki firewalls with Fortinet firewalls and change the network configuration and change the network configuration to support automated failover and redundancy between the existing connections. Key components of this solution include:

- Implementation and configuration of the new equipment.
- Training CoZ / BPW staff on support and administration of the new firewall equipment.
- Testing, troubleshooting, and documentation.

Because of the complex nature of this work, it is imperative that we select a consulting company that has a thorough understanding of our network as well as the depth of experience and expertise necessary to complete this project. In 2019, IP Consulting took on the very difficult task of migrating our Electric SCADA system to a new network and performed this transition flawlessly.

21.003 Internet Failover Services Recommendation

Motion was made by Commissioner Dykstra and seconded by Commissioner Walters to approve the design and implementation of a new internet failover architecture as proposed by IP Consulting for a total estimated cost of \$24,090.00 which will be split 50/50 with the City of Zeeland. Motion carried. All voting aye.

*Vice Chairperson Cooney joined the meeting electronically.

Electric Power Supply & Market Operations

Mulder updated the Board on current operations status, activities and projects including updates on the BPW building construction.

Mulder reported the Zeeland Board of Works (BPW) owns and operates 36MW of natural gas and dual-fuel diesel / natural gas fired generating units, located at three (3) facilities. During the most recent property loss assessment review with our insurance carrier, it was brought to our attention that the underwriter has requested that we consider adding fire suppression systems to our generating facilities, particularly the 'Power Plant' facility located at 347 E. Washington Ave. Due to tightening market conditions, underwriters have placed increased emphasis on this matter in recent months, requiring staff to exercise due diligence in investigating practical options to address it.

At the November 2020 meeting of the BPW Board, a proposal from Sargent & Lundy to perform a condition assessment and review of the BPW's generation equipment was approved. During the kick-off meeting that ensued, the matter of fire suppression systems was discussed and resources identified within Sargent & Lundy capable of assisting the BPW in this endeavor. A follow-up meeting with these resources resulted in a request for proposal for engineering services on a time-and-material not-to-exceed basis, to discuss the objectives with loss control agents representing the insurance underwriter, and identify the ways in which to address them. Staff anticipates that these discussions will result in a project, the scope and cost of which will be determined as part of that process.

21.004 Power Plant Fire Suppression Evaluation Consulting Services

Motion was made by Commissioner Dykstra and seconded by Commissioner Walters to award a time-and-materials professional services contract not to exceed \$9,200.00 be awarded to Sargent & Lundy for the services outlined in their proposal as presented. The amount requested will provide up to 40 hours of support by the firm's primary fire protection expert. Funding for these professional services will be allocated against the FY2021 electric department operations and maintenance budget, although allocation for this expense was not anticipated nor included in that budget. Motion carried. All voting aye.

Mulder explained In August 2019, the Zeeland Board of Public Works (BPW) contracted InterActive Studio, LLC, to perform a needs assessment and space utilization study of its existing facilities, and develop a 'Master Plan' to strategize long-term improvements. This process was extensive, and culminated with InterActive Studio presenting its final Discovery Report to members of the BPW Board during a special meeting on May 26, 2020. In addition to evaluating office space and workflow, warehousing and storage space were also evaluated against the identified long-term strategic needs. One outcome of this was confirmation that additional storage space is needed, and that the proposed North Warehouse could be designed using a scalable approach to meet the needs of multiple departments both for the immediate future and long-term.

Based on the decision to implement an interim plan for the BPW office remodel, which includes the addition of offices and a break room in the West Warehouse, the organization has lost warehouse space since the Discovery Report was issued. Accordingly, the conceptual plan for the North Warehouse as presented in the report should be reassessed based on our current needs, and in consideration of our evolving Master Plan.

In response to identifying this need, staff consulted with InterActive Studio regarding the best path forward, which resulted in a preliminary meeting with Lakewood Construction to discuss completing the project using a design / build model, and soliciting bids from multiple manufacturers of pre-engineered buildings. A proposal to provide these professional services was subsequently requested and provided by both firms.

Staff believes that contracting the professional services of InterActive Studio and Lakewood Construction to complete Part One of the proposed project, Planning and Concept Design, is the next step in assessing the organizations storage needs, and designing a facility that best meets those needs. The scope of work associated with this portion of the project is outlined below:

- Preliminary Code and Zoning Assessment
- Site Plan Analysis, including access, site grading, storm water, and phased construction options
- Conceptual Design Review, including identification of program requirements
- Conceptual Floor Plans and Exterior Elevations
- Conceptual Budget and project schedule

Upon completion, staff will present the preliminary design along with a budgetary cost and schedule to the BPW Board for consideration.

21.005 Professional Services Recommendation –North Warehouse Planning & Concept Design

Motion was made by Commissioner Walters and seconded by Commissioner Query to award contracts totaling \$9,800.00 be awarded to InterActive Studio LLC, and \$3,500.00 to Lakewood Construction to complete Part One, Planning and Concept Design, and that an allowance of \$5,000.00 be included to contract geotechnical services, which include multiple soil borings at various locations, laboratory tests, and a summary report. This expenditure totaling \$18,300.00 will be allocated against the FY2021 budget and to approve proceeding under the assumption that a design-build project model will be used, with measures taken to ensure transparency and a competitive procurement environment for materials and services.

Mulder reported at the July 21, 2020 regular meeting of the BPW Board, a \$12,410.00 expenditure was approved to upgrade the BPW's two-way radio and repeater equipment to a digital system, which was part of a budgeted \$37,479.00 combined project between the BPW and City Street Department. City Council subsequently approved the combined project at their August 3, 2020 meeting, but requested that staff evaluate the two-way radio equipment used by Public Safety to ensure that reliable inter-department communications is maintained. The ensuing evaluation resulted in an additional equipment upgrade proposal. Furthermore, an in-depth assessment of the current repeater location and radio range issues identified a significant amount of background radio frequency noise present at the site. The professional services of Tele-Rad Inc. were enlisted to identify the potential source(s) of interference, and provide recommendations on how to mitigate the effect.

Based on their evaluation, Tele-Rad recommends that the repeater and antenna be moved to a different site, as identification of the offending source(s) would prove difficult, and mitigation strategies would likely be ineffective and difficult to implement. After evaluating the options available with the required service territory coverage, dialogue was initiated between BPW staff and the Ottawa County Central Dispatch Authority (OCCDA) with regards to hosting our equipment at the OCCDA's 84th Street tower located north-east of town. Based on simulated models, this site provides superior range and coverage, while providing the services required for an essential communications system. Furthermore, both the OCCDA and BPW/City utilize the services of Tele-Rad Inc. for support, so their technicians are knowledgeable about our respective equipment and are authorized to access the facility.

After the technical aspects of the site had been verified and the general terms agreed upon, a lease agreement between the OCCDA and City was drafted at the request of City Management, to define the rights, responsibilities, and provide the necessary legal protections for both parties. The OCCDA has been a most willing partner in this endeavor, and wishes to support the City/BPW in this effort. Staff appreciates the efforts and offer extended by the OCCDA, and looks forward to furthering our working relationship with them.

The equipment and services proposed in this authorization request will upgrade the existing analog two-way radio system to a modern digital system. The proposed digital system will provide not only superior call quality and flexibility through an increased number of communication channels, but the technology platform can be scaled in the future to meet increased coverage, capacity, and data needs as they arise. While portions of our existing system are approaching end of life, those that are not will be retained, such as the most recent portable and mobile radios purchased which support both analog and digital communications.

A review of the BPW and City Street Department's radios identified a total of 45 radios, 21 of which belong to the BPW. Of the BPW's 21 radios only 7 require replacement, whereas the City has 21 of 24 radios which do. Furthermore, the repeater used by the BPW and Street Department is approaching end of life, and should also be updated. These costs and associated services, were included in the \$37,479 project previously approved.

21.005 Two-Way Radio System Upgrade & OCCDA Lease Agreement

Motion was made by Commissioner Query and seconded by Commissioner Dykstra to accept the lease agreement with the OCCDA to host the BPW/City's two-way radio equipment on OCCDA's 84th street radio tower, as drafted by City Attorney Donkersloot. Furthermore, staff recommends acceptance of the quotations provided by Tele-Rad Inc., for the materials and services provided therein, with the BPW's portion of the project totaling \$24,173.00 and allocated against department budgets as outlined above. As mentioned, the Board previously approved \$12,410.00 of this amount and staff requests an additional \$11,763.00 in funding and that the FY2021 budget be amended accordingly. Approval is contingent upon City Council's approval of the lease agreement and the City's portion of the upgrade project.

Mulder gave an update on the BPW building construction.

COVID-19 Business Operations Update:

Customer Service Counter Hours:

The Customer Lobby hours will remain 8:00 a.m. to 4:00 p.m. for the foreseeable future. As you are aware, we closed the Customer Lobby on January 15 and 18 due to office renovation construction. We anticipate that there may be another short duration closure in February to accommodate construction activities within the lobby area. The February closure dates are yet to be determined and we will keep you apprised of changes as soon as we are made aware of the timing of the lobby construction. Customer service representatives have and will continue to remain available via phone and email (and even WebEx if necessary) regardless of customer service counter posted hours of operation, especially during anticipated peak periods in the billing cycle. Although we will continue the issuance of overdue notices, we have a moratorium on electric and water disconnections in effect until April 2021. Our ability to accept all forms of electronic payment has substantially reduced foot traffic in the customer lobby and we expect this trend to

continue well into the future. We will provide advanced public notice of any changes in customer service hours using all available means including press releases, website updates, and social media. All other aspects of the business are operating as normally while practicing COVID-19 safety protocols.

Vaccine Distribution Update:

Ottawa County Health Department sent the BPW and other City departments a questionnaire to complete requesting the quantity of front-line essential workers who could receive the COVID-19 vaccine. This survey has been completed and sent back to Ottawa County. We now await word on when front-line essential employees from the BPW will be allowed access to the vaccination.

Customer Service Utility Billing Metrics Update:

Staff provided a verbal update on utility billing metrics.

Fiscal Year 2022 Budget Timelines and Budget Assumptions:

A timeline of budget development and approval milestones has been included in the packet. Also included is the Budget Assumptions document which highlights various factors that will influence the BPW FY2022 budget request. This document is a work-in-progress. A substantially final budget document will be available for the February Board meeting.

Ottawa County Water and Wastewater 2020 Rate Survey Results:

See the included information under this item in the packet. Once again, the BPW retail water rates are among the lowest in the Ottawa County cohort for 2020. This is a testament to excellent leadership and fiscal stewardship at all levels of the Water utility over many, many decades.

Closed Session to Discuss Personnel-Related Matters:

Motion was made by Commissioner Query and seconded by Commissioner Walters to go into closed session at 5:45 p.m. Motion carried. All voting aye.

The BPW Board of Commissioners reconvened at 6:25 p.m.

(Tabled December 15, 2020) IT Services Job Descriptions and Pay Ranges / Authorization to Hire an IT Director:

Job descriptions for the IT Director and Senior IT Manager Position were being finalized and were presented to the Board of Commissioners at the time of the last meeting in December. In light of the Board not having sufficient time, the Personnel Committee has approved the job descriptions and recommended pay grades. City Council will take up this matter at their regular meeting on January 18, 2021. Approval by City Council, if granted, will be contingent on BPW Board approval. Staff is recommending the approval of the Information Technology (IT) Director position with a pay grade of 10 and Senior IT Manager position with a pay grade of 9. In addition, staff is requesting authorization to hire an IT Director.

21.006 IT Services Job Description, Pay Ranges and Authorization to Hire an IT Director

Motion was made by Commissioner Dykstra and seconded by Commissioner Walters to approve the job description for the IT Director with a pay grade of 10, to approve the job description for the Senior IT Manager with a pay grade of 9, and to authorize the hiring of an IT Director. Motion carried. All voting aye.

21.007 Utility Accounting and Finance Manager Job Description and Pay Grade Recommendation

Motion was made by Commissioner Query and seconded by Commissioner Walters to approve the Utility Accounting and Finance Manager job description and associated pay grade of 10. Motion carried. All voting aye.

Upcoming Events

- **Next Regular ZBPW Board Meeting, February 16, 2021, 3:30 p.m., Howard Miller Public Library, West Activity Room**
- City Council Goal Setting Sessions, January 25 and 26, 2021, 5:00 p.m., Howard Miller Public Library
- APPA Virtual Legislative Rally, March 1-2, 2021
- MPPA Stakeholder's Meeting, May 14, 2021

Motion was made and supported that the regular meeting be adjourned at 6:30 p.m. Motion carried. All voting aye.

Pamela Holmes, City Clerk