

GRAND HAVEN BOARD OF LIGHT AND POWER

MINUTES

October 20, 2016

A regularly scheduled meeting of the Grand Haven Board of Light and Power was held on Thursday, October 20, 2016, at 4:00 p.m. at the Board's office located at 1700 Eaton Drive in Grand Haven, Michigan.

The meeting was called to order at 4:00 p.m. by Vice Chairperson Witherell.

Present were Directors Kieft, Naser, VanderMolen, and Witherell.

Also present were David Walters, General Manager; Renee Molyneux, Administrative Services Manager and Secretary to the Board; Rob Shelley, Distribution & Transmission Engineer; and Lynn Diffell, Controller.

Director Naser, supported by Director Kieft, moved to excuse Chairperson Smart from the meeting. The motion was unanimously approved.

Director Kieft, supported by Director Naser, moved to approve the meeting agenda. The motion was unanimously approved.

16-10A Director Kieft, supported by Director Naser, moved to approve the consent agenda. The consent agenda includes:

- Approve the Minutes of the September 22, 2016 Board meeting
- Accept and file the September 2016 Financial Report
- Approve paying bills in the amount of \$2,772,197.09 from the Operation and Maintenance Fund
- Approve paying bills in the amount of \$27,066.10 from the Renewal and Replacement Fund
- Approve paying bills in the amount of \$209,747.97 from the Transfer Fund
- Confirm Purchase Requisition #13757 to Stein Industries in the amount of \$6,440 for transformer rectifier repair and refurbishment

The motion was unanimously approved.

16-10B Public Comment Period — Jeffrey Miller of 1120 S. Harbor Drive advised the Board that November 15 is America's recycle day twentieth anniversary. Michelle Rison thanked the Board for hosting the mortgage burning event in October. No formal action taken.

16-10C Director Naser, supported by Director VanderMolen, moved to approve the following purchase requisitions:

- Approve Purchase Requisition #13746 to Irby Utilities in the amount of \$29,200 for PMH switchgear for the Spectrum Health project

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- Approve Purchase Requisition #13750 to Vos Glass in the amount of \$9,089 for window repairs at Sims
- Approve Purchase Requisition #13755 to Power Line Supply in the amount of \$14,788 for single-phase fused tap boxes with basements
- Approve Purchase Requisition #13756 to Michigan Electric Cooperative Association in the amount of \$14,450 for annual Distribution, Engineering and Technical Services safety training
- Approve Purchase Requisition #13764 to Resco in the amount of \$10,410 for six single-phase 50 kVA padmount transformers
- Approve Purchase Requisition #13765 to Power Line Supply in the amount of \$11,473 for four single-phase 100 kVA padmount transformers
- Approve Purchase Requisition #13766 to Microsoft Software Systems Inc. in the amount of \$6,985 for software and support associated with the barcode option to the inventory system
- Approve Purchase Requisition #13777 to Double L Enterprises in the amount of \$8,669 to excavate and repair the leaking firewater valve
- Approve Purchase Requisition #13780 to Insulation & Environmental Services Inc. in the amount of \$7,250 for asbestos removal at Sims
- Approve Purchase Requisition #13782 to AM Conservation Group, Inc. in the amount of \$9,786 for lighting kits for low income Energy Optimization programming

The motion was unanimously approved.

16-10D Approve Leidos Engineering Master Services Agreement — Director VanderMolen, supported by Director Kieft, moved to approve the Leidos Engineering Master Services Agreement (MSA). The MSA with Leidos is to cover engineering services that may be needed from time to time such as a power supply or technical issue. Leidos will provide a proposal for situational purposes. We are beginning the process of researching CIS systems and Leidos will assist with system integration. The MSA incorporates all insurance and general conditions requirements. Professional services are not required under policy to be bid out; however, if we have a major project, we would solicit bids. The motion was unanimously approved.

16-10E Approve Substation Testing and Preventative Maintenance Contracts — One of our long term objectives is to improve the substation maintenance and inspection program. Rob Shelley, BLP Engineer, reviewed the substations and developed a plan. Multiple bids were received in each area and low bid is recommended. Director Kieft, supported by Director VanderMolen, moved to approve the following:

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- Three- year contract with Theka Associates Engineering, Inc. to provide annual substation inspection and maintenance
- Purchase Requisition #13785 to Theka Associates Engineering, Inc. in the amount of \$37,535 for FY 2017
- Three-year contract with Alpine Power Systems to provide annual battery maintenance and testing
- Purchase Requisition #13783 to Alpine Power Systems in the amount of \$5,900 for FY 2017

The motion was unanimously approved.

16-10F Review FY 2017 1st Quarter Strategic Planning Monitoring Report — The General Manager provided the Board with a first quarter Strategic Plan update. We are following our action plans and meeting strategic objectives with progress being made in each area. No formal action taken.

16-10G Discuss Outage and Project Updates — The General Manager provided an update on the progress of fall shutdown projects at Sims. No formal action taken.

At 5:07 p.m. by motion of Director Naser, supported by Director VanderMolen, the October 20, 2016 Board meeting was adjourned.

Respectfully submitted,

Renee Molyneux
Secretary to the Board

RM/ak