



## Pioneer Resources Board Agenda

Monday, November 4, 2024

Noon

ZOOM: <https://us02web.zoom.us/j/86413805293?pwd=MGZ1SGt4VkKc3SEhwcGVHbzhpUXN2UT09>

Time	Item	Presenter	Action or Info	Strategic Plan Areas
Introduction and Welcome				
12:00	Welcome, Call to Order, Establish Quorum, Approve Minutes from 10.7.2024	Mr. Langeland	Action	
	Mission and Vision	Mr. Langeland	Information	
	Mission Moment: Matthew	Ms. Bonthuis	Information	
Committee Reports				
12:15	Finance Committee	Mr. Minor	Information	
	Fund Development Committee	Ms. Bonthuis	Information	
Old/ New Business				
12:18	a. Finance Q4 & YE Report	Mr. Smith	To be shared	
	b. HR Q4 & YE Report	Ms. Mead	To be shared	
	c. ABA Letter	Ms. Bonthuis	Action	
	d. Strategic Planning sessions and process	Ms. Bonthuis	Enclosed	
	e. Bus tour reminder	Ms. Bonthuis	Enclosed	
	f. Riverwood Sale	Ms. Bonthuis	Action	



	g. RFP process for solar	Ms. Bonthuis	Enclosed	
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CEO Updates				
12:40	Please see CEO Report for Program Updates	Ms. Bonthuis	Enclosed	
Adjourn				
12:55	Next Meeting: December 2, 1145 Wesley Ave	Mr. Langeland	Information	Holiday Gathering



## **Pioneer Resources Board ~ Minutes**

Monday, October 7, 2024

12 Noon

1145 Wesley Ave

Present: Marc Langeland, Willie Minor, Mary McDonald, Shannon DeLora, Sandy Baker, Jon Gale, Rachel Gorman, Mary Beth Ramos

Absent: Mike Weessies, Nicole Osborn, Justin Grill, Michael Rykse, Terry Sabo, Margaret O'Toole, Amanda Van Tubergen

Staff: Jill Bonthuis, Karen Breitenbach

1. Welcome, call to order, establish quorum, and approve minutes from September 9, 2024.  
Meeting called to order at 12:06pm, quorum is present and noted.  
**Mr. Gale motioned to approve the September minutes as presented, seconded by Ms. Ramos. All in favor, none opposed, motion carried. Minutes to be placed on file.**
2. Mission and Vision  
Mr. Karl DeWitt read our mission and vision aloud for us.
3. Mission Moment: DSP Week  
Ms. Bonthuis shared the mission moment regarding Direct Support Professionals week, with a time for questions and discussion.
4. Pioneer Trails presentation  
Mr. DeWitt shared some slides, highlights, and information regarding Pioneer Trails, with a time for questions and discussion.
5. Committee Reports
  - a. Finance Committee  
Approval of sale of Riverwood Home sale proceeds to be place in Endowment futures fund.  
**This motion was presented to the board by Ms. Bonthuis with a time for questions and discussion. All in favor, none opposed, motion carried.**
6. Old / New Business
  - a. Strategic Plan Updates  
Ms. Bonthuis shared an update on our strategic plan wrap-up, with a time for questions and discussion.

b. Grant Updates

Ms. Bonthuis shared an update on grant funding received and applications in progress, include the RE-EIED (solar) grant of \$600,000 that was recently awarded.

c. Bus Tour

Ms. Bonthuis offered a bus tour to board members to include 2 residential settings and our Wesley site. This will take place on Friday November 8 in the afternoon; please let Karen know if you would like to join us. An outlook invite is forthcoming.

d. Board gift cards

A thank you gift of a gift card toward our online logo store is at each board member's seat. This online storefront opens on October 18 for 10 days. Those not in attendance will receive these by mail and Karen will send out reminder emails on the 18<sup>th</sup>. Thank you!

e. Memorial gifts

Ms. Bonthuis shared with the board the memorial gift total in honor of Bob Kendall, along with plans to install a sign at the new SIL setting in his honor.

7. CEO Updates

Please see CEO Report in board packet for program updates.

8. Adjourn

Meeting adjourned at 12:59pm.

Next meeting: September 9, 2024 via Zoom

## Finance Committee Minutes

**Location:** 1145 Wesley Ave

**Date:** October 23, 2024

**Time:** 7:30 am

**Present:** Willie Minor, Marc Langeland, Mary Beth Ramos, Maggie O'Toole, Allen Winslow

**Staff:** Jeff Smith, Karen Breitenbach

**Absent:** Ms. Bonthuis

1. Call to order and approval of agenda  
Meeting called to order at 7:30am. Quorum is present and noted.
2. Minutes of 10.2.2024  
The committee notes a correction needed to the attendance from these minutes. **After correction, Mr. Langeland motioned to approve the minutes from Oct 2, 2024, seconded by Ms. Ramos. All in favor, none opposed, motion carried. Minutes to be placed on file.**
3. Financial Report – September 2024  
Mr. Smith presented the financial report with a time for questions and discussion.
4. New Business
  - a. Finance Committee Meeting Dates during the Holiday Season  
We will plan to meet on Wednesday, November 20<sup>th</sup> at 7:30am via Zoom; this is one week earlier than normal due to the holiday. We will cancel December's meeting due to the holiday but Mr. Smith will send out financial reports as per usual.
5. Adjourn  
Meeting adjourned at 8:01am. Next meeting to be held on Wednesday, Nov 20 at 7:30am.

# Pioneer Resources

## Balance Sheet

September 2024

	9/30/2024	8/31/2024	Change
<b>Assets</b>			
Cash - Operating			
Petty Cash	2,945	4,441	(1,496)
Cash - Operating	1,393,814	1,651,503	(257,689)
Total Cash - Operating	1,396,759	1,655,944	(259,185)
Cash - Held for Investment			
UBS	1,392,745	1,372,399	20,346
ChoiceOne	229,715	229,636	79
Total Cash - Held for Investment	1,622,460	1,602,035	20,425
Accounts Receivable			
Accounts Receivable	4,107,646	3,566,790	540,856
Loan Receivable: HGA	213,341	214,994	(1,652)
Total Accounts Receivable	4,320,988	3,781,784	539,204
Inventory			
Inventory	34,867	33,142	1,725
Total Inventory	34,867	33,142	1,725
Intercompany Receivables			
Due To & From Pioneer House	399,337	388,176	11,161
Due to & From Pioneer Arbour	35,376	33,705	1,671
Due To & From Jarman Street	39,851	38,068	1,783
Total Intercompany Receivables	474,563	459,948	14,615
Prepaid Expenses			
Prepaid Expenses	276,567	211,538	65,029
Security Deposits	1,000	1,000	-
Total Prepaid Expenses	277,567	212,538	65,029
Fixed Assets			
Land	311,520	311,520	-
Building	8,685,778	8,685,778	-
Less: Building - Accumulated Depreciation	(2,468,753)	(2,442,045)	(26,708)
Leasehold Improvements	48,996	48,996	-
Less: Leasehold Improvements - Accumulated Depreciation	(48,996)	(48,996)	-
Building/Remodeling in Progress	-	-	-
Furniture & Fixtures	151,891	151,063	828
Less: Furniture & Fixtures - Accum Depreciation	(104,849)	(104,354)	(495)
Equipment	1,084,299	1,129,299	(45,000)
Less: Equipment - Accumulated Depreciation	(939,443)	(936,237)	(3,206)
Vehicles	7,750,758	7,750,593	165
Less: Vehicles - Accumulated Depreciation	(5,352,213)	(5,309,272)	(42,941)
Capitalized Finance Fees	49,567	49,567	-
Less: Accumulated Amortization	(1,511)	(1,374)	(137)
Software	45,000	-	45,000
Less: Accumulated Depreciation - Software	(1,250)	-	(1,250)
Total Fixed Assets	9,210,793	9,284,537	(73,744)
<b>Total Assets</b>	<b>17,337,997</b>	<b>17,029,927</b>	<b>308,069</b>

# Pioneer Resources

## Balance Sheet

September 2024

	<u>9/30/2024</u>	<u>8/31/2024</u>	<u>Change</u>
<b>Liabilities and Fund Balance</b>			
<b>Liabilities</b>			
Accounts Payable			
Accounts Payable	126,826	169,572	(42,746)
Total Accounts Payable	<u>126,826</u>	<u>169,572</u>	<u>(42,746)</u>
Other Current Liabilities			
Gretchen's Place Deposits	1,075	1,075	-
Camp Deposits	-	2,150	(2,150)
Payroll Liabilities	317,526	432,117	(114,591)
Total Other Current Liabilities	<u>318,601</u>	<u>435,342</u>	<u>(116,741)</u>
Long-Term Debt			
Building Line of Credit	-	-	-
Total Long-Term Debt	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Liabilities</b>	<b><u>445,428</u></b>	<b><u>604,914</u></b>	<b><u>(159,487)</u></b>
<b>Fund Balance</b>			
Retained Earnings			
Fund Balance	16,892,569	16,425,013	467,556
Total Fund Balance	<u>16,892,569</u>	<u>16,425,013</u>	<u>467,556</u>
<b>Total Fund Balance</b>	<b><u>16,892,569</u></b>	<b><u>16,425,013</u></b>	<b><u>467,556</u></b>
<b>Total Liabilities and Fund Balance</b>	<b><u>17,337,997</u></b>	<b><u>17,029,927</u></b>	<b><u>308,069</u></b>

## Pioneer Resources Monthly Income Statement

September 2024

A Place to



Total

**Revenues**

Income from Operations	266,799.97	459,620.11	25,273.80	193,024.34	4,698.60	949,416.82
Income from Donations and Fundraising	-	1,080.00	356.00	-	2,975.00	4,411.00
Income From Grants	-	-	-	29,389.53	-	29,389.53
Investment and Other Non-Operating Revenue	-	-	-	-	20,593.41	20,593.41

**Total Revenues**

**266,799.97      460,700.11      25,629.80      222,413.87      28,267.01      1,003,810.76**

**Expenses**

Wages and Benefits	159,680.88	71,018.00	3,897.10	44,547.62	47,171.44	326,315.04
Program Expenses	2,856.08	2,107.97	4,721.76	2,146.00	10,003.23	21,835.04
Vehicles and Transportation	2,111.84	8,026.24	774.56	75,549.49	1,500.49	87,962.62
Building and Related Expenses	16,995.69	12,837.56	1,804.55	10,871.39	(14,095.75)	28,413.44
Staff Development and Appreciation	1,470.64	588.27	760.00	480.08	19,974.62	23,273.61
Technology Costs	5,825.04	2,026.26	876.50	13,844.33	12,883.91	35,456.04
Other Expenses	-	-	-	52.50	5,576.63	5,629.13
Depreciation	7,040.36	4,489.61	1,417.94	7,620.21	19,793.07	40,361.19
Administration Allocation	42,205.85	22,339.88	2,341.85	24,971.99	(91,859.57)	-

**Total Expenses**

**238,186.38      123,433.79      16,594.26      180,083.61      10,948.07      569,246.11**

**NET SURPLUS/(DEFICIT)**

**28,613.59      337,266.32      9,035.54      42,330.26      17,318.94      434,564.65**



## Pioneer Resources Year to Date Income Statement

October 2023 - September 2024

A Place to



Total

### Revenues

Income from Operations	3,837,289.30	2,375,351.91	409,036.49	2,839,466.05	140,264.78	9,601,408.53
Income from Donations and Fundraising	3,527.00	15,784.60	7,936.00	-	97,681.27	124,928.87
Income From Grants	3,241.78	30,043.82	32,100.00	529,864.72	10,895.20	606,145.52
Investment and Other Non-Operating Revenue	-	-	-	(25,440.00)	275,975.39	250,535.39
<b>Total Revenues</b>	<b>3,844,058.08</b>	<b>2,421,180.33</b>	<b>449,072.49</b>	<b>3,343,890.77</b>	<b>524,816.64</b>	<b>10,583,018.31</b>

### Expenses

Wages and Benefits	2,889,129.06	1,254,972.87	159,918.03	1,471,313.18	829,844.88	6,605,178.02
Program Expenses	31,570.95	15,218.41	78,683.56	11,522.96	224,961.71	361,957.59
Vehicles and Transportation	43,223.17	312,990.57	23,522.97	504,505.26	17,355.68	901,597.65
Building and Related Expenses	339,547.67	240,686.98	38,287.45	250,239.94	(358,885.27)	509,876.77
Staff Development and Appreciation	14,569.98	13,313.77	1,611.00	14,191.28	56,473.73	100,159.76
Technology Costs	53,606.69	26,115.19	6,806.89	145,346.88	228,926.24	460,801.89
Other Expenses	181.45	50.16	763.74	9,731.59	126,783.42	137,510.36
Depreciation	90,155.79	55,149.32	15,791.88	420,528.00	212,038.95	793,663.94
Administration Allocation	488,742.63	238,151.11	38,714.85	316,219.38	(1,081,827.97)	-
<b>Total Expenses</b>	<b>3,950,727.39</b>	<b>2,156,648.38</b>	<b>364,100.37</b>	<b>3,143,598.47</b>	<b>255,671.37</b>	<b>9,870,745.98</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(106,669.31)</b>	<b>264,531.95</b>	<b>84,972.12</b>	<b>200,292.30</b>	<b>269,145.27</b>	<b>712,272.33</b>

\* Less Income from Capital Grant for Vehicle Asset Numbers 23-01, 23-02, 23-03, 23-04, 23-05, 23-06 & 24-01

Realized Loss on Sale of Vehicles - Allowed to Keep \$5,000.00 per Vehicle Sold: (\$7,540.00), (\$16,600.00) & (\$2,830.00) = (\$26,970.00) Realized Loss



## **Fund Development Committee ~ Minutes**

Tuesday, October 29, 2024

Noon

Zoom

Present: Amanda Van Tubergen, Jon Gale, Hannah Meyers, Chris Kelly

Staff: Jill Bonthuis, Karen Breitenbach, Stacy Freed

Absent: Allen Bonthuis, Joey Latz, Alex Latz, Jasper Cunningham, Rachel Gorman

1. Call to order and approval of agenda  
Meeting called to order at 12:01pm
2. Minutes of 4-21-24  
Minutes enclosed for review, no actions at this time
3. FY 24 Fundraising Review  
Ms. Bonthuis shared the numbers raised through fundraising, sponsorships, grants, etc, with a time for questions and discussion.
4. FY 25 Strategies
  - a. Harvest Hustle
  - b. Blogs and Social Media Crowdfunding (ABA / Others)
  - c. Grants
  - d. Annual Sponsorships
  - e. Hats & Horses

Ms. Bonthuis shared an overview of recent or annual events and an update on each. The committee discussed a new location for Hats and Horses with the loss of Bella Maria's Event Center. We are leaning toward the Spring Lake Country Club for 2025 and will meet with them this week to review their space.
5. Adjourn  
Meeting adjourned at 12:31pm. Next meeting: Feb 2025.

# Fiscal Year 2024 fundraising and grants outcomes

Grants	value		
1 little library donor advised fund	\$	499.00	
2 non profit relief fund to pioneer House	\$	25,000.00	
3 community foundation lions club	\$	2,700.00	
4 community foundation discovery day camp	\$	3,000.00	
5 DTE ride to work	\$	5,000.00	
6 sister Simone	\$	5,000.00	
7 womens division chamber of commerce table	\$	3,000.00	
8 DWTLs food for camp	\$	6,000.00	
9 Richard W and Dora m. hain Fund to repair ro	\$	18,400.00	
10 foundation towards vehicle legal work	\$	4,000.00	
11 tyson food: hot dogs donated for ride for auti:	\$	500.00	
12 GPS device submission to Region 6 emergenc	\$	14,500.00	
13 Community foundation watch us vote - trans	\$	500.00	
14 Community Foundatin capacity Building Func	\$	500.00	
15 EIED renewable energy grant	\$	600,000.00	awarded not yet received
16 tax credit that goes with solar grant	\$	231,302.10	awarded not yet received
17 womens division for appliances for Gretchens	\$	1,900.00	
<b>awarded total</b>	<b>\$</b>	<b>921,801.10</b>	

Other	after admin and expenses = Net	
annual sponsorships	40,677	
Hats and Horses	15994	
chili cook off	1662	
sensory garden	9327	
Bob Kendall Memorial gifts	3385	
general fundraising	12,204	after we take out bus grants and expenses
ride for autism	1739	
<b>total</b>	<b>84,988</b>	

10/13/24

Janet Thomas  
Board Chair  
HealthWest  
376 E Apple Ave  
Muskegon, MI 49442

Dear HealthWest Board Chair and Directors,

As the President of the Pioneer Resources Board of Directors, I am writing to emphasize the importance of our partnership with your organization, particularly as it relates to ensuring the sustainability of Applied Behavior Analysis (ABA) services for Medicaid-funded participants in Muskegon County.

Ensuring equitable treatment and funding across all service providers is crucial for maintaining a high standard of care and accessibility for individuals in need. This equity is not only essential for Pioneer Resources but also for the broader sustainability of services across our community.

We urge HealthWest to commit to a long-term solution that guarantees sustainable funding, equitable resource distribution, and access to care for all citizens in Muskegon County, regardless of the service provider. Our mutual goal should be to provide consistent, high-quality services that address the growing needs of Medicaid participants, without compromising the viability of the organizations that deliver them.

Sincerely,  
Marc Langeland

Chair of Pioneer Resources Board of Directors



Here is our preliminary Strategic Planning Process

1. **4 internal stakeholders** for TBD to contact

1. Stacy / Kelsey- program services/ clinical
2. Jill Karl-ABA/ & camp
3. Anna/ Tracy -Residential
4. Greg -transportation
5. Jeff strategy- funding mergers / HR

2. **6 external stakeholders** for TBD to contact

1. MRS
2. Healthwest- residential/ programs
3. Healthwest- ABA
4. Pace Lifecircles
5. Healthwest SUD
6. Senior Resources – Millage
7. Ottawa county larc

**Internal Strategy Team**

Nov. 13<sup>th</sup> 10a-11:30a

And then monthly

Jill Bonthuis

Stacy Freed

Jeff Smith

Anna Hinton

Greg Sischo

Jamie Mead

Karl DeWitt

Kelsey Kassner

Karen Breitenbach

Tracy Kroll

Michael Weessies

Margaret O'Toole

Sandra Baker

Person served?

#### **4 in-person focus groups**

##### **Focus Groups**

12:45-1:30 / 3-3:45

2:00-2:45

11:45-12:30 ( lunch provided)

8:00-8:45 am

##### ***6-10 people per group Meetings held on Nov 13th***

1. Residential staff & clients
2. ABA staff and family/ camp/ camp users?
3. transportation staff & riders
4. program sil, cls, larc, seniors & participants

#### **1:1 meetings with myself and TBD monthly**

**Documents sent to TBD:** Income statement (current and prior FY), Current FY budget) HR metrics, Quality metrics/reports, aggregate satisfaction scores (consumers, payers, staff), previous strategic plan outcomes, conflict free mandate, legislative, HR survey results, outcomes report

Goal to complete in April

## *Agency Tour*

THIS Friday, November 8  
1:00pm – 3:30pm

- Tour Wesley Campus
- Board Pioneer Resources Bus
- Tour Mill Iron Home (specialized group home)
- Tour Gretchen's Place (supported independent living home)
- Stop at PACE Muskegon
- Return to Wesley campus – end of tour

*Thank you to those who've accepted / RSVP'd. If you haven't yet done so, please let Karen know TODAY if you would like to join us.*



**Request for Motion:**

For sale of Riverwood Property-Trinity investment groups declined the opportunity to purchase Riverwood Home at this time.

Jill requests permission from the board to utilize Michael Weessies as our Realtor. Because he is a member of the board and our by-laws state this:

**Article VIII  
Compensation**

*When authorized by the board, a person may be reasonably compensated for services rendered to the corporation as an officer, director, employee, agent, or independent contractor, except as prohibited by law or by these bylaws.*

Typical commission: The rules have changed for real estate commissions and now the buyer would be required to pay their realtor's commission BUT most listing agents are suggesting that the price for the property includes 6% commission (3% to buyer's agent/3% to seller's agent).

The closing costs are usually 2% for a total budget of 8% of the sales price.

Previous board action noted Jill is authorized to sell the Riverwood property. This motion request is specific to the use of Michael Weessies as realtor and support of the earnings for this work to be paid to him as board member/ office.

**Proposed motion: Board authorizes Jill Bonthuis to utilize Michael Weessies, realtor to be defined as selling agent for the Riverwood Property**





**Pioneer Resources**

Greg Sisco  
1145 Wesley Ave  
Muskegon Mi 49442  
[gsisco@pioneerresources.org](mailto:gsisco@pioneerresources.org)

# REQUEST FOR PROPOSAL

Solar PV System Services

**Date released**

**Due Date and Time**

## Introduction

Pioneer Resources is soliciting proposals from qualified solar providers to design and build solar PV systems for near 100% offset across eight sites. Respondents shall have demonstrated experience designing, planning, scheduling, permitting and constructing complete solar PV systems, and meet the following qualifications:

## Qualifications

- Turnkey, Michigan-based company with minimum of 10 years in business
- Established safety program with OSHA 500-certified safety professional on staff
  - Must provide Pioneer Resources with EMR rating
- Experience with both residential and commercial installations
- Experience with grant preparation and grant-funded projects
- In-house master electrician and apprentice program
- NABCEP-certified sales professionals, engineers, and project managers on staff
- Must pay prevailing wage
- Must provide minimum of 20 customer references

## General Conditions

1. Each respondent is responsible for reviewing and understanding all terms of this Request for Proposal (RFP). Failure to thoroughly examine or request clarification on RFP terms may result in disqualification.
  2. Respondents must include pricing for tree work to optimize system design.
  3. Any bid may be withdrawn at any time prior to the due date with a written request signed by the authorized respondent representative. Revised proposals may be submitted up to the original due date/time.
  4. Issuance of this RFP and receipt of proposals does not commit Pioneer Resources to move forward with an award or complete the project described. Pioneer Resources reserves the right to postpone the RFP award process, to accept or reject any or all proposals received in response to this RFP, and to modify the scope of the project at any time.
  5. An award under this RFP may not be based solely on the lowest price but will be made to the respondent with the overall best value proposal. The successful respondent will meet the required qualifications, and the successful proposal will meet the required guidelines.
  6. Bid proposals shall remain valid for 60 days after private opening of the proposals. If Pioneer Resources decides to move forward with a certain bid, contract will be executed in the 60-day timeframe or contractors will be allowed to revise pricing.
  7. Upon award, successful respondent shall secure all appropriate licenses to complete the scope of work included in this RFP.
  8. Successful respondent will enter into a formal agreement with Pioneer Resources, which will be similar to the Draft Agreement included as **[Exhibit F]. [Delete bullet if planning to use bidders T&Cs.]**
-

## RFP Schedule

The schedule for this RFP is as indicated below. It may be modified at the discretion of Pioneer Resources. An addendum will be issued in the event of any scheduling changes.

Project Milestone	Date/Time
RFP Advertised/released	DATE
Mandatory Site Walk/Pre-Proposal Conference	1 week after release
Requests for Information (RFIs) Due	3-4 business days after site walk
Answers to RFIs distributed	3 business days after RFIs submitted
Notice of Intent to Submit Proposal	2 business days after RFIs answered
Proposal Due	3- ideally 4 weeks after RFP release
Notice of Intent to Award	
Fully Executed Contract	
Project Notice to Proceed	
System Operation Date	

### Mandatory Site Walk

Mandatory pre-bid meeting and site walk are scheduled for [XX date/time]. All interested firms must attend this required site visit. Participants will meet at [XX] location at [XX] address at the time stated above. Technical questions will/will not be answered at this meeting.

Site walk is scheduled for [DATE]. Please submit the names of those attending the site walk by [DATE].

### Request for Information

Please submit questions via email to

Greg Sischo at [gsischo@pioneerresources.org](mailto:gsischo@pioneerresources.org) by (xxxx) date. Responses to questions will be shared with all bidders.

### RFP Submission Guidelines

Electronic or hard copy submissions to be emailed to [gsischo@pioneerresources.org](mailto:gsischo@pioneerresources.org)

### Selection Process

Depending on the number and quality of the proposals received, Pioneer Resources reserves the right to either select a vendor or shortlist two to three companies. Shortlisted companies will be asked to meet with Pioneer Resources to present their proposal to the decision team and answer any outstanding questions.

## Project Background

### Objective

Pioneer Resources' interest in pursuing solar PV projects reflects the following prioritized goals:

1. Offset or reduce grid electricity use/electricity bills
2. Meet company sustainability goals/ minimize company impact on the environment
3. financial savings to reinvest into services

### Company Background

Pioneer Resources began as an unincorporated association of parents and educators in the late 1940s, operating as Pioneer School and providing special education and therapy. In 1955, the agency became a tax-exempt, 501(c)(3) nonprofit corporation called Western Michigan Center for Handicapped Children, Inc. As special education and mental health services grew and expanded in the public sector, the organization evolved into Pioneer Resources, Inc.

Today, the agency offers a diverse array of individualized support for persons with disabilities as well as seniors.

### Project Description

The project sites are located at:

Administration	1145 Wesley	Muskegon	MI	49442
Transportation	1700 S Sheridan Dr	Muskegon	MI	49442
Ruddiman	224 Ruddiman	Muskegon	MI	49445
Lawrence	1228 Lawrence ave	Muskegon	MI	49442
Marcoux	1465 Marcoux Ave	Muskegon	MI	49442
Mill Iron	1123 Mill Iron Rd	Muskegon	MI	49442
Gretchens	2331 Stein St	Muskegon	MI	49441
Sheridan	4144 S Sheridan Dr	Muskegon	MI	49444

- **Description of Site:** [Buildings, parking area, sloped site requiring grading/drainage. Make sure to identify areas available for solar development.] Existing plans for the subject building/facility/property are included as Exhibit A.
- **Desired System Size:** The solar system shall be comprised of an array of photovoltaic panels and electrical equipment components generating a minimum of XXX kWh or X% of electricity bill or sized to maximize savings.
- **Description of Desired Solar System:** [Ground mount (fixed, single or dual axis tracking), canopy/carports, roof mount (penetrating, non-penetrating), combination or selection based on site.]
- **System Ownership Information:** [Specify who will own the system. Depends on whether procuring a system through a PPA, lease or cash purchase.]
- **Monitoring** – [Specify desired monitoring and whether a display kiosk providing project information should be included.]

## Scope of Work

Pioneer Resources is soliciting proposals from qualified solar providers to design and build solar PV systems to offset near 100% electricity across eight sites. The goal of this RFP is to identify a solar partner with the necessary experience to ensure a fully managed and well executed process. The successful respondent will have demonstrated experience financing, designing, planning, scheduling, permitting and constructing, interconnection and owning a solar PV system. Contractor is responsible for all permitting. Respondents must have worked with Consumer Energy regulations, provide project financial analysis and have established on-site safety standards. The most important things to Pioneer Resources include:

- **[RESTATE PROJECT GOALS]**

## Design Guidelines

Contractor should consider the following guidelines when designing the solar system.

### Rooftop Solar

The contractor shall develop a design for a new photovoltaic system. Not all locations identified need to be utilized. It is the responsibility of the contractor to assess the building structural integrity, roof condition and shading limitations.

- Mounting system shall limit roof penetrations or be fully ballasted. Mounting system design needs to meet applicable local building code requirements with respect to snow, wind, and earthquake factors. Solar system installation should not void the roof warranty.
- Conduit penetrations shall be minimized.
- System shall be fixed tilt with an orientation that maximizes annual savings. **[SPECIFY WHETHER GOAL IS TO MAXIMIZE kWh PRODUCTION OR DOLLAR SAVINGS]**
- All roof access points shall be securely locked at the end of each day.
- System layout shall meet local fire department, code and ordinance requirements for roof access.

### Ground-Mounted Solar

The contractor shall develop a design for a new photovoltaic system. Not all locations identified need to be utilized. It is the responsibility of the contractor to assess site topography and geotechnical attributes to estimate costs related to project installation. Contractor is responsible for securing the environmental permits necessary to install a ground-mounted system. **[If the cost of environmental permits will be excluded from the project, please specify].**

- Mounting system shall be either directly anchored into the ground (driven piers, concrete footers, ground screws, etc.) or ballasted on the surface without ground penetration. Mounting system design needs to meet applicable local building code requirements with respect to snow, wind, and earthquake factors.
- Mounting system can either be fixed tilt or single axis tracker.
- Panels' tilt shall be based on site latitude and wind conditions.
- Ground cover and vegetation management shall be included in the proposal.
- Storm water management and erosion control management plan shall be included in the proposal.

### Carport Solar

The contractor shall develop a design for a new photovoltaic system. Not all locations need to be utilized. It is the responsibility of the contractor to assess site topography and geotechnical attributes to estimate costs related to Project installation.

- It is recommended that carport solar shall be tilted at a minimum of 5 degrees to allow for drainage and reduce soil build-up.

# PIONEER RESOURCES

Opening Doors of Opportunity

- The carport solar shall be at least 9 feet [Change height to ensure carports clear any special vehicles the facility uses. Note that higher carports are more costly] clear in all locations.
- Lighting shall be provided under each carport. This lighting shall be efficient (e.g., LED) and allow for adjustable times for illumination with photocell controls to turn the lights on at dusk and off in the morning prior to daylight.
- The carport solar shall be design with snow and ice management [delete if not applicable to region].
- All lines interconnecting solar arrays to point of interconnection shall be underground.
- Trees can be removed from parking lot to accommodate solar installation. Parking lot can be restriped to better orient the parking spaces for PV installation. Reorientation of the parking spaces cannot reduce the number of spaces in the parking lot.

## Code Specifications

All power generation and transmission equipment must be UL listed for its designed use. Construction must comply with current adopted State Building Code, which includes: International Building Code, National Electric Code (NEC) and State Fire Marshall (if applicable).

- **Modules:** System modules shall be UL1703 listed, and CEC-listed
- **Inverters:** Shall be UL1741 listed and must be CEC-listed with an efficiency of 95% or higher

## Contractor Responsibilities

The final design package and documents shall include the following but are not all required in the proposal stage. Please reference the proposal requirement section for detailed bid submission requirements:

- Description of the solar system
- Construction documents and engineering calculations that are signed and sealed by a licensed architect or engineer
- Layout drawing of installation site providing location of all equipment
- Equipment details and specifications
- Schedule for equipment procurement and installation
- Description of how Consumers Energy grid interconnection requirements will be met
- Description of controls, monitors, and instrumentation to be used for the solar system
- Equipment and installation manuals
- Safety plan
- Quality control plan
- Operations and Maintenance manuals for system operations and performance monitoring over the life of the contract
- Web-based monitoring for 5 years
- Close out report including the following information: system nameplate size, the overall installed cost of the system and estimated and guaranteed annual kilowatt hour (kWh) production (if applicable).

## Warranties

The solar provider's standard system warranty coverage should cover modules, inverter, racking and workmanship.

- **Modules:** 25-Year Power Output & 10 Workmanship Limited Warranty
- **Inverter:** 10-Year Limited Warranty, Provide a price and/or plan for inverter replacement in year 11 and beyond
- **Racking:** 10-Year Limited Warranty priority
- **Workmanship:** 1-Year Limited Warranty

## System Monitoring

Monitoring of system performance and providing public education and outreach is an important element of this RFP. Pioneer Resources will favor a proposal that includes a turnkey monitoring system that can be integrated into Pioneer Resources computer system for display on Pioneer Resources website. The system should display and analyze historical and live solar electricity generation data. Additionally, the regularly collected data should reflect, but not be limited, to the following:

- Average and accumulated output (kWh/kW and total kWh)
- Capacity factor
- Air quality emissions averted (and real world equivalents conversion)

## Operation and Maintenance of System

Prior to system start-up, the successful respondent shall supply Pioneer Resources two copies of all Component Product Data and Component Operation and Maintenance manuals. The information shall be sufficient for Pioneer Resources to evaluate and ensure appropriate O&M is being completed over the life of the system. Examples of components include solar panels, conduit, inverter, net metering equipment, etc. Project as-builts that detail location of all above and underground utilities and components shall be submitted within 30 days of system start-up.

## Proposal Requirements

Please provide an email response to [COMPANY CONTACT'S NAME AND EMAIL ADDRESS] no later than [DATE/TIME]. Proposals received after this time will be returned to the respondent unopened. Proposals will not be considered for award unless submitted in the format described below. It is the responsibility of the respondent to ensure that the submittal is received in a timely manner. Fax and hard copy proposals will not be accepted.

## Proposal Format

Please include the following sections in your proposal submittal in the following order.

- **Cover/Transmittal letter:** Cover letter must be addressed to [COMPANY CONTACT] and signed by a legally authorized representative of the respondent. Cover letter must summarize key provisions of the proposal and must include name, address, phone and email of the respondent contact.
- **Executive Summary:** Include key provisions of the proposal, including understanding of Pioneer Resources' goals, pricing, respondent's role on project, brief description of proposed system, financing, relevant experience of respondent/company, and key timeline dates.
- **Company Profile:** Years in business, description of respondent/company background, applicable state licensing, OSHA background and safety protocol, Insurance, Quality Assurance/Quality Control documentation.
- **Project Experience:** Include projects completed in the last 3 years similar in scope and size to the proposed project. Include project name, system size, location, and brief 2-3 sentence project description. Highlight companies permitting and interconnection experience with local utility.
  - **References:** Provide 3 project references with direct client phone numbers.
- **Project Team:** Organization chart and bios (length of time with firm, key projects) of key team members, capability to perform work/workload capacity. Please only profile individual that will directly be working on this project. Clearly identify the project manager.
- **Technical Solution/Scope of Work:** Describe your technical approach to the design and construction of the solar project including:
  - Technical Approach, Design, Equipment, Installation

# PIONEER RESOURCES

Opening Doors of Opportunity

- Panel, inverter, racking specifications
  - Equipment and workmanship warranties
  - Exhibits showing proposed layouts and system single line diagrams
  - PVSYST Report indicating production of the proposed system
  - Proposed monitoring system/solution
  - Operations & Maintenance Plan offered for the project. Please price O&M plan separately from cash purchase option
- 
- **Safety** – Please include a brief description of the safety practices of your firm, as well as the OSHA Reporting Indicators for the last 3 years.
  - **Proposed Schedule** – Identify key project milestones and include any necessary review periods for Pioneer Resources.

## Evaluation/Selection Criteria:

Pioneer Resources will evaluate proposals according to the evaluation criteria below. Result of this step will be the identification of the selection of a proposal for negotiation of a contract. Points will be awarded based on the relative merit of the information provided in the response to the solicitation. Selection based on the total number of points awarded by the evaluation committee.

• Company Qualifications/Project Experience	40 points
• Technical Approach/ Implementation Schedule	30 points
• Proposal Cost Effectiveness	20 points
• Project team, team experience and approach	10 points

Pioneer Resources may elect to conduct interviews with selected respondents to ask questions or for more detail on the proposed project. Pioneer Resources reserves the right to seek supplemental information from any respondent at any time after official proposal opening and before award. This will be limited to clarification or more detail on information included in the original proposal. Upon acceptance of a proposal and intent to award, the successful respondent will be required to execute and return all required project documents and certificates of insurance within [XX] days from the Notice of Award. Should the selected firm fail or refuse to execute the project documents, Pioneer Resources reserves the right to accept the proposal of the firm offering the next best value to Pioneer Resources.

## RFP Exhibits

**Exhibit A:** Site/roof plan with solar areas identified

**Exhibit B:** Structural plans for roof mount system

**Exhibit C:** Building electrical single line

**Exhibit D:** One year of utility bills

**Exhibit E:** Hourly electricity consumption data for all meters on property (kWh)

**Exhibit F:** Contract Terms and Conditions.

[Either request copy of bidder's contract or provide a contract that the solar company would be required to agree to if awarded the project.]

**Exhibit G:** Cost Proposal Form

Submit electronic cost proposal with RFP response.





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# October 2024

## Group Homes

Number Served	38
Key Area 1	<p><b>Open Beds – 4</b></p> <p>Riverwood: Resident CH is not returning to Riverwood, so we have two open beds. There is one person touring on Friday, 11/01/24 for potential placement.</p> <p>Lawrence: We have one open bed as resident LD's mom decided to bring her back home to live with her.</p> <p>Sheridan: Resident PK passed away. This was expected as his health had declined, and he was with hospice. This leaves one open bed at Sheridan.</p>
Key Area 2	<p><b>Staffing Update</b></p> <p>We are seeing improvement in hiring new staff and them making it all the way through onboarding and into training!</p> <p>Currently, we need approximately 6 additional staff, which is six less than we needed last month!</p>
Key Area 3	<p><b>September Goals Results</b></p> <ul style="list-style-type: none"> <li>• Family/Friend Contact: 100%</li> <li>• IPOS Goals: 99.10%</li> <li>• Resident Meetings: 100%</li> <li>• IPOS In-services: 100%</li> <li>• MAR Charting Compliance: 100%</li> <li>• Emergency Procedures Training: 100%</li> </ul>

## Programs and Services

Numbers Served	<p>Skill Building – 14</p> <p>Group CLS – 37</p> <p>Pre Ets – 0</p> <p>SILs – 8</p> <p>Vocational Training – 40</p>
Key Area 1	<p>Vocational Training numbers are up. We received 12 new referrals for the month of October. Our Long-Term Follow-up services have declined to 12 people (from 14).</p> <p>Overall, we are serving 40 people in vocational services, which is a good increase over years past.</p>

	<p>Skill Building and Group CLS started their Enrichment Program and designed new program calendars for families. Our Social Enterprise Developer is working with Skill Builders two days per week.</p> <p>Programs and Services is now sending out a new bimonthly calendar.</p> <p>We did have to provide a 30-day notice to one of our SIL residents who will be departing by November 25<sup>th</sup>.</p>
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## Transportation

<p>Number Served</p>	<p>Pace program is transporting about 200 persons to its center based programs daily. Plus, a continued increase in medical appointments throughout the day.</p> <p>Transportation's various other programs are supporting approximately another 100 persons per day.</p> <p>SUD Transportation provides approximately 10 trips per week, transporting individuals with substance use disorder to and from various treatment programs.</p>
<p>Key Area 1</p>	<p>SUD Transportation Update</p> <p>SUD Transportation has gone through some changes due to MDHHS changing the process of how rides and reimbursements are approved. It is no longer up to HealthWest to approve these rides or MDHHS to authorize reimbursements. Now the insurance providers need to approve these rides and handle the reimbursements and the process needs to be initiated by the client. We are in the process of becoming approved transportation providers with these insurance providers, but in the meantime, the number of rides are seeing a decrease.</p>
<p>Key Area 2</p>	<p>Staffing Update</p> <p>Ottawa County staffing continues to be a challenge. We also expect a couple of drivers to leave for Florida for the winter. Continuing to look at different ways to attract drivers in Holland.</p> <p>Our Transportation &amp; Business Manager, Kadin submitted his resignation. He was doing a lot of the training and data/reporting components of Transportation. In the process of analyzing the job description and making sure it matches the needs of the organization moving forward.</p>

## Senior Services

Number Served	51
Key Area 1	Attendance was high this month. Both groups enjoyed a color tour and lunch-highly requested throughout the year
Key Area 2	An advisory committee meeting will be offered with the next calendar mailing

## Larc

Number Served	40
Key Area 1	Attendance was down a little this month, but we welcomed 2 new members in Ottawa county.
Key Area 2	Halloween is always a huge hit; members enjoyed a plethora of activities, cookie decorating, and some participated in costume wear.

## Youth Services

Number Served:	<ul style="list-style-type: none"> <li>• 14 participants served</li> <li>• Current ages 2-18</li> <li>• Services for BCBS and BCN ending Nov. 1, 2024</li> </ul>
Key Area 1	<ul style="list-style-type: none"> <li>• BAT Productivity was 79.60% for month of September (79.60% hours worked were direct billable hours)</li> </ul>

Key Area 2	<ul style="list-style-type: none"> <li>• New BCBA from HealthWest, Alyssa Podskalan will begin working with Pioneer Resources ABA participants.</li> <li>• BCaBA, Samantha Trenter transitioning to new role of ABA Manager.</li> </ul>
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### Pioneer Trails

Number Served	Only 8, the very last group of the season
Key Area 1	Presented to the Board the year-end report and key factors
Key Area 2	<p>Construction for main bathroom remodel and addition has begun.</p> <p>Winterizing the property/facility</p>

### Admin/ HR/ Finance/ Marketing

Key Area 1	<p>RFP to go out for solar project</p> <p>Waiting to hear on grants applications with Michigan Endowment fund and FHLBI that both should be announced in Nov.</p>
Key Area 2	Meeting with Hackley Public Library to initiate collaborations