

MUSKEGON COUNTY REGIONAL WATER SYSTEM POLICY BOARD

A G E N D A

January 12, 2022 - 10:00 AM

Muskegon Governmental Complex

Johnny O. Harris Building

97 E. Apple Avenue, Muskegon, MI 49442

Room 119

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- A. Call To Order
- B. Roll
- C. Election of Officers –  
Elect Chair, Elect Vice-Chair, Designate Secretary, and Designate Fiscal Officer
- D. Approval of Agenda
- E. [Approval of Minutes](#) – October 6, 2021 (pg. 2)
- F. Public Comment (on an agenda item)
- G. Discussion / Updates
  - 1. Engineer Services for the Eastside Water System Improvements
  - 2. Water Rate
  - 3. Water Assistance Program
  - 4. M120 Watermain
  - 5. Channel Crossing Project
- H. Informational Items:
  - 1. [New Meter Set List for December 2021](#) (pg. 7)
  - 2. [Local Fund Balance Sheet for December 2021](#) (pg. 8)
  - 3. [Check Disbursement Report](#) (pg. 9)
  - 4. [Regional Water System Monthly Report for December 2021](#) (pg. 13)
- I. Old Business
- J. New Business
- K. Audience Participation
- L. Adjourn

Muskegon County  
Water System Policy Board  
October 6, 2021  
10:00 a.m.  
97 E. Apple Avenue, Room 119

*Jennifer Hodges, Chair*

*Kim Arter, Vice Chair*

**MINUTES**

**CALL TO ORDER**

The meeting was called to order by Chair Hodges at 10:00 a.m.

**ROLL**

Present: Kim Arter, Laketon Township Supervisor  
Kim Cyr, Muskegon County Commissioner  
Jennifer Hodges, Muskegon Charter Township Supervisor  
Susie Hughes, Muskegon County Commissioner  
Jeffrey Marcinkowski, Fruitland Township Supervisor  
Jeffrey Martin, Dalton Township Supervisor

Excused: Doug Brown, Muskegon County Commissioner

**Staff**

Present: Matthew Farrar, Public Works Director  
Tina Nash, Public Works Coordinator  
Nick Curcio, WSPB Attorney

**WSPB-21-037 APPROVAL OF AGENDA**

Moved by Commissioner Hughes, seconded by Jeffrey Martin, to approve the agenda as presented.

Voice Vote: **Motion Carried**

**WSPB-21-038 APPROVAL OF MINUTES**

Moved by Commissioner Hughes, seconded by Kim Arter, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on August 4, 2021.

Voice Vote: **Motion Carried**

**PUBLIC COMMENT (on an agenda item)**

None

**ITEMS FOR CONSIDERATION**

**WSPB-21-039 Approve Water System Policy Board Meeting Schedule for 2022**

Moved by Commissioner Hughes, seconded by Kim Arter, to approve the Water System Policy Board meeting schedule for 2022.

Voice Vote: **Motion Carried**

**DISCUSSION ITEMS**

***Rates***

Matthew Farrar stated the recommendation would be to raise rates on January 1, 2022. Matthew Farrar stated the use by residents is lower during this time and this will allow the large commercial accounts to budget for the increase. Matthew Farrar stated the impact to a residential customer would be approximately an additional \$2.60 per month. The recommended rates by the rate consultant would be:

Water Commodity Charge – PER 100 CUBIC FEET:	\$4.11
Monthly Water Ready to Serve (RTS) – By Meter Size:	would range from \$16.03 to \$1,282.50 depending on meter size.

**WSPB-21-040**

Moved by Commissioner Hughes, seconded by Commissioner Cyr, to approve the recommended Water Commodity Charge – per 100 cubic feet from \$4.01 to \$4.11 and the Monthly Water Ready to Serve (RTS) rate (based on meter size) from \$14.06 - \$1,125.00 to \$16.03 - \$1,282.50, effective January 1, 2022.

Yes –Marcinkowski, Martin, Arter, Cyr, Hughes, Hodges

No –

Excused - Brown

**Motion carried**

The township supervisors requested Nick Curcio prepare the resolution by the first week of November so they may take it to their boards for consideration.

### *Water System Improvements*

Matthew Farrar referred to the project prioritization table provided by Prein&Newhof. Matthew Farrar stated staff recommends the top 4 projects be completed. Matthew Farrar stated he would meet with Jerry Sanders, Muskegon Charter Township's DPW Director, to look at the locations of each project.

Matthew Farrar suggested to request pricing from engineering firms Prein&Newhof and DLZ. Matthew Farrar stated both of these firms have worked on the water system. The board concurred. Matthew Farrar stated he would request pricing from both firms and bring the information back to the board to discuss.

Commissioner Hughes stated if the County should acquire the Baker College campus, they may need to tear up roads to install fiber and suggested the County and the water system may be able to share costs for road replacement.

Matthew Farrar expressed the bond monies must be spent in the next 3 years.

Jeffrey Marcinkowski spoke to the Federal Infrastructure Bill and if passed some firms may get overwhelmed with projects. Matthew Farrar stated both Prein&Newhof and DLZ are committed to working on local projects. Matthew Farrar stated there are conditions that come with using federal monies but it is something they will be looking into.

### *Update on Channel Crossing Projects*

Matthew Farrar stated the pilot hole is in and the drill rig has reached the State Park. The contractor will now start back reaming. There will be three (3) back reams done to get to the size hole needed. Once the back reaming is complete the contractor will be able to pull the pipe through. Matthew Farrar stated the pipe will be delivered to the State Park the end of October and they are scheduled to pull the pipe the end of December.

Matthew Farrar stated there will be a final balancing change order motion for Phase I going to the Public Works Board for approval tomorrow. Matthew Farrar stated the final cost for Phase I came in under the bid amount.

Kim Arter asked Matthew Farrar how many people hooked up to water on Memorial Drive. Matthew Farrar stated a couple.

### ***Hop Child Care***

Matthew Farrar and Jeffrey Martin provided the board members with background information concerning the Hop Child Care matter.

Discussion ensued.

Matthew Farrar stated EGLE is working on a study and possible grant funding. Matthew Farrar stated this currently is in the hands of the State of Michigan and he will continue to keep the board updated.

### ***Baker College***

Matthew Farrar stated due to the cost of repairs needed to the South Campus buildings, the County board is considering moving all non-court related functions to the current Baker College location. Matthew Farrar stated Baker College is looking to move to a downtown location. Matthew Farrar stated negotiations are ongoing. Matthew Farrar stated the County is in the process of doing their due diligence.

### ***American Rescue Plan Funds***

Chair Hodges stated she sent a letter to the County Board requesting a \$2.5 million match for the Eastside Water System projects. Chair Hodges requested the County Commissioners serving on this board to advocate for the requested funding.

### **WSPB-21-041 INFORMATIONAL ITEMS**

Moved by Commissioner Hughes, seconded by Kim Arter, that the following information items be received and placed on file:

1. Meter Set List for September 2021
2. Local Fund Balance Sheet for September 2021
3. Check Disbursement Report
4. Water System Monthly Report for September 2021

Voice Vote: **Motion Carried**

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

None

**AUDIENCE PARTICIPATION**

Chair Hodges introduced Lindsey Theile, Muskegon Charter Township Treasurer.

Matthew Farrar stated in March 2022 the sub-committee for the Management Contract will resume meeting. It was suggested to meet after the Water System Policy Board meetings.

Commissioner Hughes asked about using drones for the Channel Crossing project. Matthew Farrar stated DLZ has one and Jeff Johnson, retired County employee, has one.

**ADJOURN**

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:52 a.m.

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Jennifer Hodges, Chair

*Preliminary Minutes  
To be approved at the next Water System Policy Board Meeting*

## New Meters Set

Property Location	Customer Name		Installed	TWP	Size	REU
3207 WHITEHALL		COM	DAL W/S 12/14/21	DAL	3/4 I	1.00
2026 NORTH PORT BLVD		RES	W AND S 12/09/21	MUS	3/4 I	1.00

**LOCAL FUND BALANCE SHEET**  
as of December 23, 2021

	YTD .05 PER UNIT OF WATER	YTD REU REIMBURSEMENT	CURRENT ACCOUNT BALANCE
<b>DALTON TWP</b>	\$ 769.96	\$ -	\$ 16,276.09
<b>FRUITLAND TWP</b>	\$ 4,754.65	\$ -	\$ 66.17
<b>LAKETON TWP</b>	\$ 3,381.45	\$ 1,240.00	\$ 19,886.88
<b>MUSKEGON TWP</b>	\$ 16,154.92	\$ 2,752.01	\$ 19,006.91

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 5910 Regional Water System							
11/04/2021	02	871288#	CHARLES NICHOLAS CURCIO	WSPB LEGAL SERVICES - 10/6/21 -	829.000	0546	507.50
				WSPB LEGAL SERVICES - 10/6/21 -	829.000	0552	507.50
				CHECK 02 871288 TOTAL FOR FUND 5910:			<u>1,015.00</u>
11/04/2021	02	871296#	CONSUMERS ENERGY	1000 1421 7382 / 5000 WHITEHALL RD	921.000	0546	58.25
				1000 1308 8628 / 44 OTTAWA ST	921.000	0546	48.47
				1000 0013 0599 / 1316 E KEATING AVE	921.000	0552	150.95
				1000 1300 2983 / 99 N QUARTERLINE RD	921.000	0552	3,183.11
				CHECK 02 871296 TOTAL FOR FUND 5910:			<u>3,440.78</u>
11/04/2021	02	871303	DALTON TOWNSHIP	SEWER REIMBURSEMENT 10/22/21 - 10/28/21	226.011	0000	1,209.06
11/04/2021	02	871311	DTE ENERGY	9100 212 8851 9 / 616 W GILES RD	922.000	0546	40.53
11/04/2021	02	871314	DTE ENERGY	9100 212 8876 6 / 99 QUARTERLINE RD	922.000	0552	34.26
11/04/2021	02	871324#	FERGUSON ENTERPRISES, INC.	WATER METERS	747.015	0546	1,817.11
				WATER METERS	747.015	0552	1,817.11
				CHECK 02 871324 TOTAL FOR FUND 5910:			<u>3,634.22</u>
11/04/2021	02	871329	FRUITLAND TOWNSHIP	REIMB FOR .05 PER UNIT OF WATER	226.014	0000	4,736.00
11/04/2021	02	871351#	INTEGRITY BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	729.000	0546	1.64
				OFFICE SUPPLIES	729.000	0552	1.64
				CHECK 02 871351 TOTAL FOR FUND 5910:			<u>3.28</u>
11/04/2021	02	871367	LAKETON TOWNSHIP	SEWER REIMBURSEMENT 10/22/21 - 10/28/21	226.010	0000	15,958.79
11/04/2021	02	871387	MUSKEGON TOWNSHIP TREASURER	SEWER REIMBURSEMENT 10/22/21 - 10/28/21	226.012	0000	25,033.88
11/04/2021	02	871394	PATRICIA COLE	REFUND UB CREDIT BAL/MANC-000950-0000-	226.010	0000	4.55
11/04/2021	02	871443#	VERIZON WIRELESS	Telephone Serv, Cellular	851.000	0546	76.95
				Telephone Serv, Cellular	851.000	0552	30.18
				CHECK 02 871443 TOTAL FOR FUND 5910:			<u>107.13</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 5910 Regional Water System							
11/04/2021	02	871448#	WIARCOM, INC.	GPS SERVICE OCT - NOV 2021	801.000	0546	22.95
				GPS SERVICE OCT - NOV 2021	801.000	0552	22.95
				CHECK 02 871448 TOTAL FOR FUND 5910:			<u>45.90</u>
11/04/2021	02	871500	RYERSON BROTHERS EXCAVATING LLC	Contractual Services	801.000	0546	952.83
11/12/2021	02	1310(E)#	BANK OF AMERICA	RR-Oil change	760.000	0546	27.38
				CH-AWWA Training Fink	864.000	0546	15.00
				RR-Oil change	760.000	0552	27.38
				CH-AWWA Training Fink	864.000	0552	15.00
				CHECK 02 1310(E) TOTAL FOR FUND 5910:			<u>84.76</u>
11/12/2021	02	871701	CONSUMERS ENERGY	1000 0015 4730 / 616 W GILES RD	921.000	0546	689.77
11/12/2021	02	871705	DALTON TOWNSHIP	SEWER REIMBURSEMENT 10/29/21 - 11/04/21	226.011	0000	450.52
11/12/2021	02	871706	DALTON TOWNSHIP	SEWER REIMBURSEMENT 10/29/21 - 11/04/21	226.011	0000	568.69
11/12/2021	02	871760	LAKETON TOWNSHIP	SEWER REIMBURSEMENT 10/29/21 - 11/04/21	226.010	0000	18,439.61
11/12/2021	02	871771	MEDLER ELECTRIC COMPANY	ESW ELECTRICAL PARTS	802.000	0552	75.85
				EARLY PAY DISCOUNT	802.000	0552	(0.76)
				ESW ELECTRICAL PARTS	802.000	0552	195.47
				EARLY PAY DISCOUNT	802.000	0552	(1.95)
				CHECK 02 871771 TOTAL FOR FUND 5910:			<u>268.61</u>
11/12/2021	02	871786	MUSKEGON TOWNSHIP TREASURER	SEWER REIMBURSEMENT 10/29/21 - 11/04/21	226.012	0000	29,995.29
11/18/2021	02	871919	BRETT SWANSON	REFUND UB CREDIT BAL/QUAR-000922-0000-	226.012	0000	2.93
				REFUND UB CREDIT BAL/QUAR-000922-0000-	277.020	0000	9.15
				CHECK 02 871919 TOTAL FOR FUND 5910:			<u>12.08</u>
11/18/2021	02	871932#	CITY OF MUSKEGON	NSW WATER MAINTENANCE / OCT 2021	801.000	0546	1,222.77
				NSW WATER SAMPLING/ OCT 2021	801.400	0546	688.28
				ESW WATER SAMPLING/ OCT 2021	801.400	0552	300.84
				CHECK 02 871932 TOTAL FOR FUND 5910:			<u>2,211.89</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 5910 Regional Water System							
11/18/2021	02	871934	CITY OF MUSKEGON	ESW WATER MAINTENANCE/ OCT 2021	801.000	0552	1,528.64
11/18/2021	02	871935	CITY OF MUSKEGON	CREDIT CARD PAYMENT MADE TO DPW IN	040.005	0000	150.00
11/18/2021	02	871949	DALTON TOWNSHIP	SEWER REIMBURSEMENT 11/05/21 - 11/11/21	226.011	0000	1,462.82
11/18/2021	02	871950	DANIELLE SANTOS	REFUND UB CREDIT BAL/NROB-001186-0000-	226.010	0000	4.38
11/18/2021	02	871952	DAVID OR SANDRA HUTSON	REFUND UB CREDIT BAL/ERIV-002014-0000-	277.020	0000	4.01
11/18/2021	02	871954	DELORMA PRESSEY	REFUND UB CREDIT BAL/ISAB-001672-0000-	277.020	0000	7.18
11/18/2021	02	871963	DTE ENERGY	9100 212 8863 4 / 1316 E KEATING AVE	922.000	0552	36.39
11/18/2021	02	871976	DTE ENERGY	9100 202 0551 4 / 54 OTTAWA ST	922.000	0546	34.26
11/18/2021	02	872009	JAKE PORTENGA	REFUND UB CREDIT BAL/SER-001261-0000-02	226.012	0000	1.22
				REFUND UB CREDIT BAL/SER-001261-0000-02	277.020	0000	1.30
				CHECK 02 872009 TOTAL FOR FUND 5910:			<u>2.52</u>
11/18/2021	02	872018	KATHY STEVENS	REFUND UB CREDIT BAL/MEMO-002531-0000-	226.010	0000	4.55
				REFUND UB CREDIT BAL/MEMO-002531-0000-	277.020	0000	2.61
				CHECK 02 872018 TOTAL FOR FUND 5910:			<u>7.16</u>
11/18/2021	02	872020#	KENT COMMUNICATIONS INC	WATER BILLS - PRINTING	728.000	0546	339.48
				WATER BILLS - POSTAGE	730.000	0546	871.03
				WATER BILLS - PRINTING	728.000	0552	289.19
				WATER BILLS - POSTAGE	730.000	0552	741.98
				CHECK 02 872020 TOTAL FOR FUND 5910:			<u>2,241.68</u>
11/18/2021	02	872021	KIM PLUMMER	REFUND UB CREDIT BAL/HICK-002520-0000-	277.020	0000	10.78
11/18/2021	02	872025	LAKESIDE PROPERTIES GROUP	REFUND UB CREDIT BAL/WESL-002509-0000-	277.020	0000	14.87
11/18/2021	02	872026	LAKETON TOWNSHIP	SEWER REIMBURSEMENT 11/05/21 - 11/11/21	226.010	0000	22,684.84
11/18/2021	02	872039	MICHELLE WHITE	REFUND UB CREDIT BAL/SUMM-001923-0000-	226.012	0000	2.25
				REFUND UB CREDIT BAL/SUMM-001923-0000-	277.020	0000	1.93

12/20/2021 06:52 AM  
User: HysellCa  
DB: Muskegon County

CHECK DISBURSEMENT REPORT FOR MUSKEGON COUNTY  
CHECK DATE FROM 11/01/2021 - 11/30/2021

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 5910 Regional Water System				CHECK 02 872039 TOTAL FOR FUND 5910:			4.18
11/18/2021	02	872047	MUSKEGON TOWNSHIP TREASURER	SEWER REIMBURSEMENT 11/05/21 - 11/11/21	226.012	0000	36,446.73
11/18/2021	02	872061	RYAN CLARK	REFUND UB CREDIT BAL/CAME-001121-0000-	226.010	0000	31.12
11/18/2021	02	872075	TRI CITY BACKHOE INC	VALVE BOX / RUSSELL RD	801.000	0546	485.00
11/18/2021	02	872077	UNITY METHODIST CHURCH	REFUND UB CREDIT BAL/GETT-001660-0000-	277.020	0000	93.87
11/24/2021	02	872321	DALTON TOWNSHIP	SEWER REIMBURSEMENT 11/12/21 - 11/18/21	226.011	0000	920.79
11/24/2021	02	872365	LAKETON TOWNSHIP	SEWER REIMBURSEMENT 11/05/21 - 11/11/21	226.010	0000	12,844.70
11/24/2021	02	872393	MUSKEGON TOWNSHIP TREASURER	SEWER REIMBURSEMENT 11/12/21 - 11/18/21	226.012	0000	12,900.33
				Total for fund 5910 Regional Water System			200,853.68

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

# REGIONAL WATER SYSTEM MONTHLY REPORT

DECEMBER 2021

## WATER SYSTEM

Channel Crossing Contract No. 2 – The final reaming pass, which is 44” diameter, was started and completed. All pipe is fused together and awaiting pullback starting December 22 with completion anticipated on December 23. The contractor plans to take a well-deserved break between Christmas and New Years and then mobilize equipment to the Snug Harbor area of Muskegon State Park to start the process all over again for the dune bore. Preparations have begun for the dune bore with fusing of pipe in progress and the temporary access road of Memorial Drive constructed.

The VFD for the Quarterline pump station had factory start-up performed and is now in service.

Staff continues to monitor the new pipe along Memorial Drive to maintain adequate chlorine residual and flush when necessary. The Whitehall Road pipeline was flushed the week December 20.



North drill pit & fused pipe



Aerial view of drill rig site



Pipe fusing for dune bore



Pipe with pullback head

Figure 4

2020 - 2022  
Regional Water System Usage in Gallons

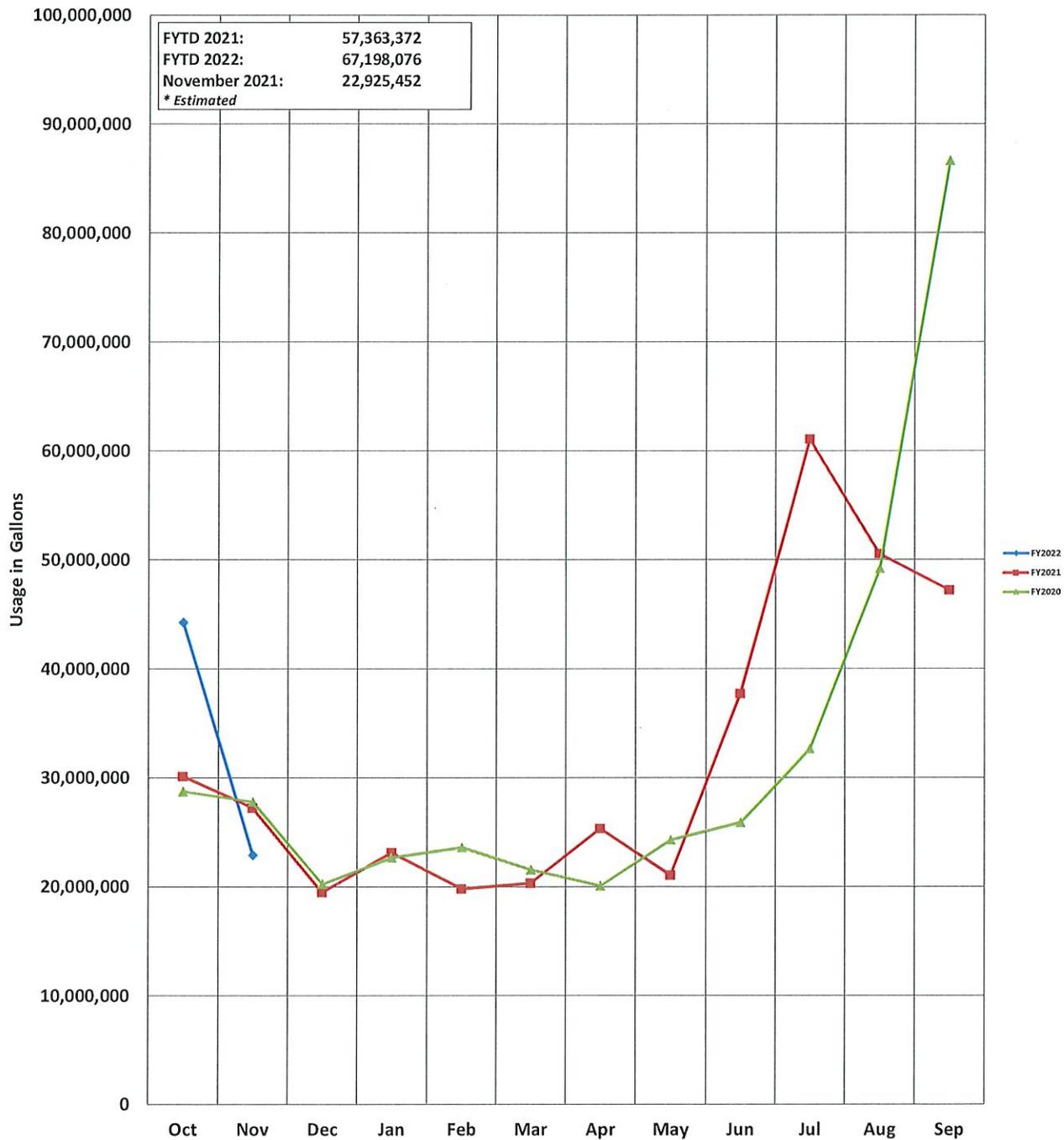


Figure 5

2020 - 2022  
Regional Water System Monthly User Fees

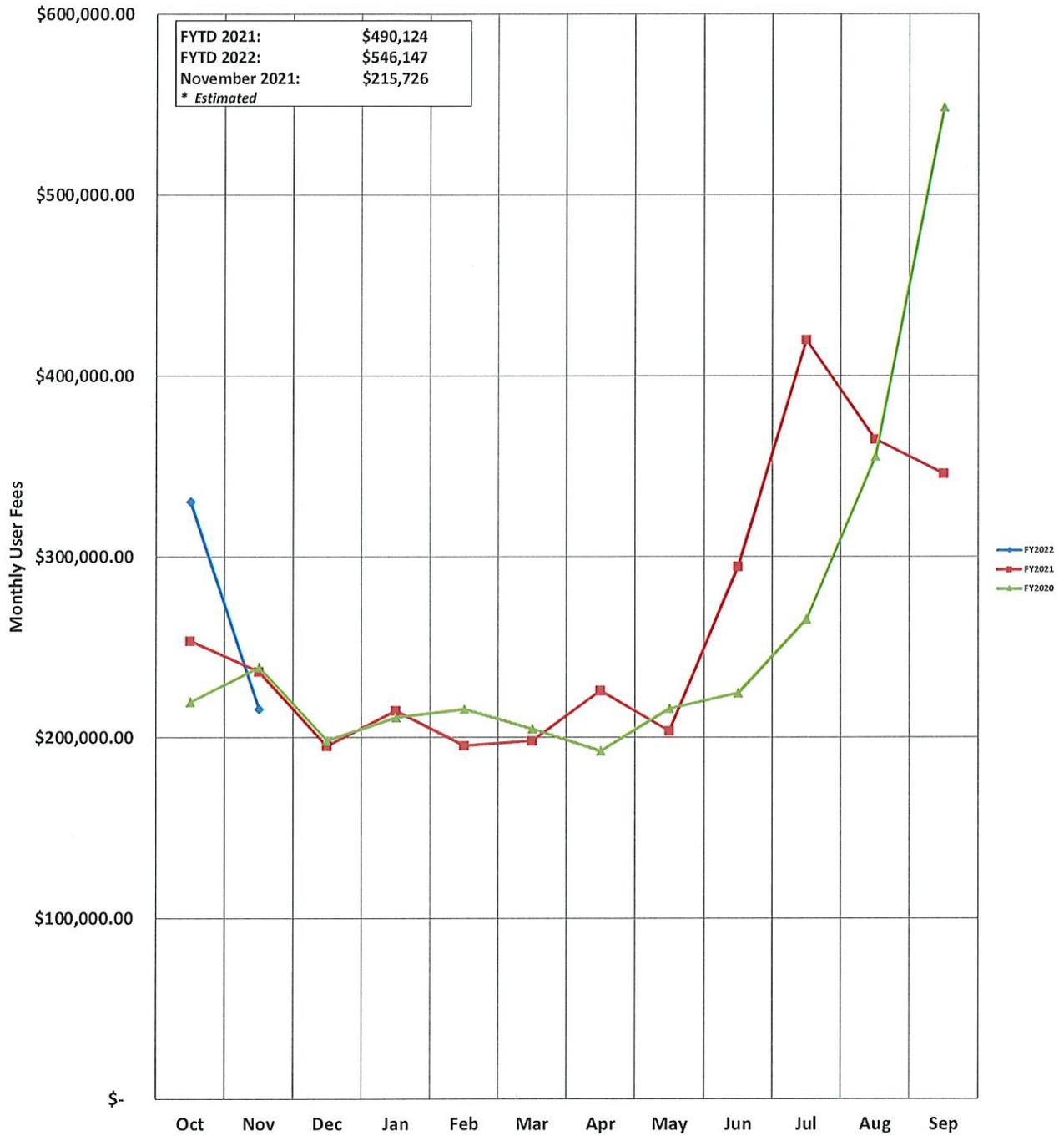
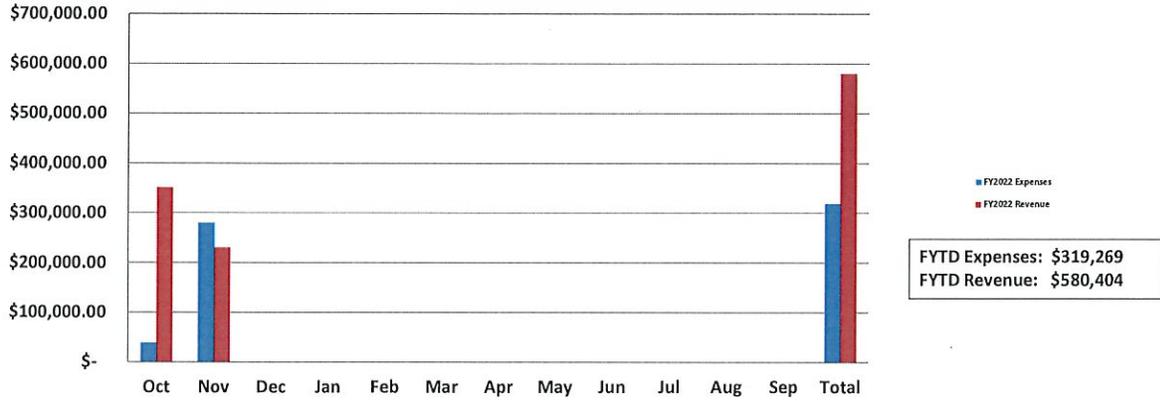
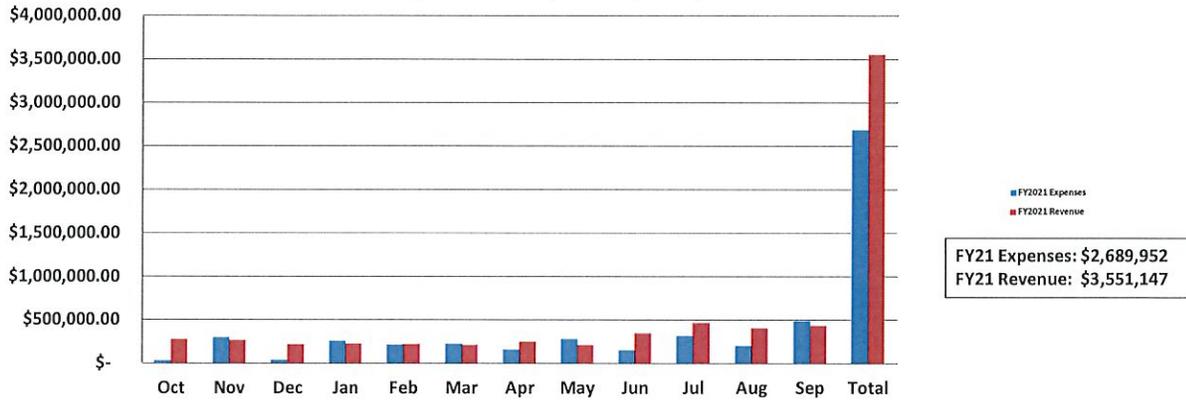


Figure 6

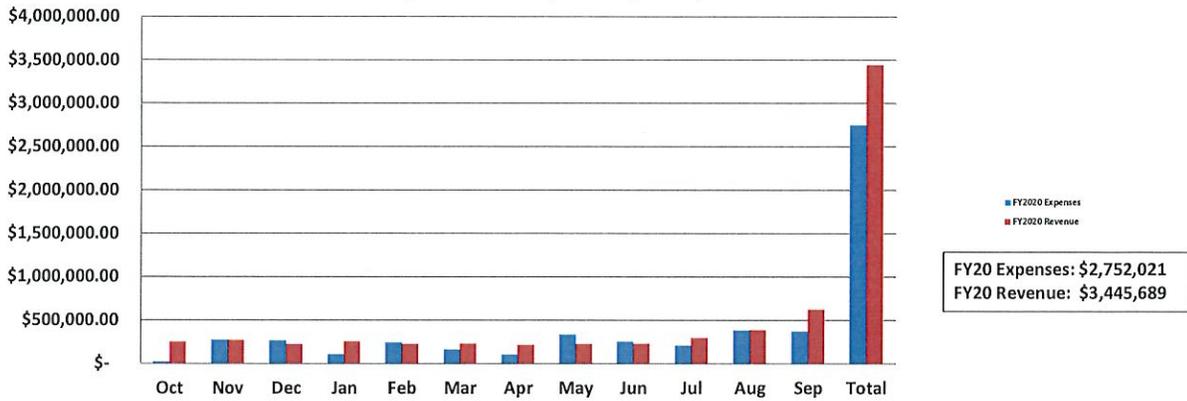
FY2022  
Regional Water System Expenses/Revenue



FY2021  
Regional Water System Expenses/Revenue



FY2020  
Regional Water System Expenses/Revenue



Updated 12/20/2021