

MUSKEGON COUNTY REGIONAL WATER SYSTEM POLICY BOARD

A G E N D A

February 2, 2022 - 10:00 AM

Muskegon Governmental Complex

Johnny O. Harris Building

97 E. Apple Avenue, Muskegon, MI 49442

Room 119

- A. Call To Order
- B. Roll
- C. Approval of Agenda
- D. [Approval of Minutes](#) – January 12, 2022 (pg. 2)
- E. Public Comment (on an agenda item)
- F. Items for Consideration
 - 1. Select Engineer for the Eastside Water System Improvements ([information to be distributed at the meeting](#))
- G. Discussion / Updates
 - 1. M120 Watermain
 - 2. Channel Crossing Project
- H. Informational Items:
 - 1. [New Meter Set List for January 2022](#) (pg. 7)
 - 2. [Local Fund Balance Sheet for January 2022](#) (pg. 8)
 - 3. [Check Disbursement Report](#) (pg. 9)
 - 4. [Regional Water System Monthly Report for January 2022](#) (pg. 14)
- I. Unfinished Business
- J. New Business
- K. Audience Participation
- L. Adjourn

Muskegon County
Water System Policy Board
January 12, 2022
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 Cyr, Muskegon County Commissioner
Chris Hall, Laketon Township Building Inspector (Alternate)
Jennifer Hodges, Muskegon Charter Township Supervisor
Jeffrey Marcinkowski, Fruitland Township Supervisor
Jeffrey Martin, Dalton Township Supervisor

Excused: Doug Brown, Muskegon County Commissioner
Susie Hughes, Muskegon County Commissioner

Staff
Present: Matt Farrar, Public Works Director
Tina Nash, Public Works Coordinator
Steve Fink, Public Works Engineer & Projects Manager
Carly Hysell, Public Works Finance and Sustainability Administrator

ELECTION OF OFFICERS

Chair Hodges opened nominations for Chair of the Muskegon County Regional Water System Policy Board.

Chris Hall nominated Jennifer Hodges for Chair.

There were no other nominations for Chair.

Chair Hodges closed the nominations for Chair.

WSPB-22-001 Moved by Chris Hall, seconded by Commissioner Cyr, to elect Jennifer Hodges as Chair.

Voice Vote: **Motion Carried**

Chair Hodges presiding.

Chair Hodges opened nominations for Vice Chair of the Muskegon County Regional Water System Policy Board.

Chair Hodges nominated Kim Arter for Vice Chair.

There were no other nominations for Vice Chair.

Chair Hodges closed the nominations for Vice Chair.

WSPB-22-002 Moved by Chair Hodges, seconded by Chris Hall, to elect Kim Arter as Vice Chair.

Voice Vote: **Motion Carried**

Chair Hodges opened designations for Secretary of the Muskegon County Regional Water System Policy Board.

Jeffrey Martin nominated Tina Nash for Secretary.

There were no other nominations for Secretary.

Chair Hodges closed the nominations.

WSPB-22-003 Moved by Jeffrey Martin, seconded by Chris Hall, to designate Tina Nash as Secretary.

Voice Vote: **Motion Carried**

Chair Hodges opened designations for Fiscal Officer of the Muskegon County Regional Water System Policy Board.

Jeffrey Martin nominated Carly Hysell for Fiscal Officer.

There were no other nominations.

Chair Hodges closed the nominations.

WSPB-22-004 Moved by Jeffrey Martin supported by Jeffrey Marcinkowski, to designate Carly Hysell as Fiscal Officer.

Voice Vote: **Motion Carried**

WSPB-22-005 APPROVAL OF AGENDA

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

Voice Vote: **Motion Carried**

WSPB-22-006 APPROVAL OF MINUTES

Moved by Jeffrey Martin, seconded by Chris Hall, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on October 6, 2021.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

DISCUSSION – UPDATES

Engineer Services for the Eastside Water System Improvements

Matthew Farrar stated a reliability study is required every 5 years. Matthew Farrar stated the last study included a recommendation for the Crossing Project and also watermain replacements for the Eastside Water System (ESW). Matthew Farrar stated he met with both DLZ and Prein&Newhof for pricing on the ESW projects. Matthew Farrar stated he has received pricing from Prein&Newhof. DLZ should submit their pricing by the end of the month. Matthew Farrar stated there are some grant opportunities through the State of Michigan for water projects. Carly Hysell is looking into to those. Matthew Farrar stated there are possible Federal grant monies available and he has reached out to U.S. Rep. Bill Huizenga and U.S. Rep. Peter Meijer for additional information.

Board members requested the selection of the engineer for the ESW projects be on February's agenda. Matthew Farrar stated he would like to bid the projects in November or December.

Steve Fink stated two years ago Dixon Engineering completed an evaluation on the Evanston tank and they recommended an exterior re-coat. Steve Fink stated the interior was painted in 2011 with oversight by Dixon Engineering. Steve Fink stated they would like to complete the exterior paint treatment on the Evanston water tank this year or next. Steve Fink stated only two companies in the state do this type of work, Nelson Tank Engineering and Dixon Engineering. Steve Fink stated Dixon Engineering is very familiar with the Evanston water tank having done all past inspections on it. Steve Fink stated the exterior re-coat was included as a capital improvement in the fiscal year 2022 budget.

Water Rates

Matthew Farrar stated they have recently received the approved Resolution from the four Townships regarding the water rate. Matthew Farrar stated this board approved an increase to take effect in January 2022 and he is requesting to change that to February 2022.

WSPB-22-007 Moved by Chris Hall, seconded by Jeffrey Martin, to increase the water rate effective February 1, 2022.

Yes – Cyr, Marcinkowski, Martin, Hall, Hodges

No –

Excused – Brown, Hughes

Motion carried

Mathew Farrar stated the Board of Public Works approved for customers of the Muskegon County Regional Water System to participate in the Low Income Household Water Assistance Program. This program is with MDHHS and Mid Michigan Community Action Agency. Matthew Farrar stated this is for customers with past due balances. Matthew Farrar stated this is income based. Carly Hysell stated customers would need to go through MDHHS for the assistance.

M120 Watermain

Matthew Farrar stated in Dalton Township there is an abandoned open dump. This dump is suspected to be leaching PFAS into the ground water going south to the river. According to the State of Michigan it has impacted the well at the HOP Child Care facility. The State of Michigan would like to put in a watermain connecting the child care facility to our water system. Matthew Farrar stated he asked the State of Michigan for funds to pay for a cost estimate from Prein&Newhof. Bottled water is being supplied.

Jeffery Martin stated he was told EGLE is working with Public Health to install filters at the HOP Child Care facility.

Matthew Farrar stated he would continue to work with the State of Michigan.

Jeffery Martin stated EGLE is drilling wells to check the ground water in the area. Jeffrey Martin stated EGLE has not received very good responses from residents to enter properties.

Matthew Farrar informed the board that the County is starting to sell some of the lots available in Business Park North. Matthew Farrar stated it has come with some challenges but there is interest.

Channel Crossing Project

Steve Fink stated the pipe below the channel was pulled in the day before Christmas Eve. The site at the City of Muskegon park is pretty much cleared out and Gabe's has moved equipment to Snug Harbor. Steve Fink stated Jackson-Merkey is beginning work on the concrete meter vault. Steve Fink stated Gabe's will be starting the pilot hole under the dunes by the end of this week. Gabe's is going to try and be done by the middle of May. Gabe's has requested to go a little deeper with the pipe into the clay layer. DLZ is evaluating the request. Steve Fink stated they need to make sure the extra soil loading won't be excessive on the pipe. Steve Fink explained how going under a dune is more complicated.

WSPB-22-008 INFORMATIONAL ITEMS

Moved by Jeffrey Martin, seconded by Jeffrey Marcinkowski, that the following information items be received and placed on file:

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

Voice Vote: **Motion Carried**

UNFINISHED BUSINESS

Commissioner Cyr asked Matthew Farrar for an update on the Baker College site. Matthew Farrar stated they are in the due diligence process of purchasing the college. Matthew Farrar stated the first step was to complete a facilities condition assessment. The draft copy of that report was just received. Matthew Farrar stated the next step of the due diligence is the space programming analysis and the cost.

Matthew Farrar stated the final rule on how the American Rescue Funds can be spent was just released and is much less restrictive.

Chris Hall asked about the Master Contract. Matthew Farrar stated they would begin meeting again in March to work on it.

Chair Hodges stated there could be an update on the old BASF site on Whitehall Road by the end of the month.

NEW BUSINESS

None

AUDIENCE PARTICIPATION

None

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:55 a.m.

Jennifer Hodges, Chair

New Meters Set

Property Location	Customer Name		Installed	TWP	Size	REU
1131 WOODLAND		RES	W AND S 01/18/22	MUS	3/4	1.00
2519 HICKORY NUT DR		RES	W AND S 01/11/22	MUS	3/4	1.00

LOCAL FUND BALANCE SHEET

as of January 24, 2022

	YTD .05 PER UNIT OF WATER	YTD REU REIMBURSEMENT	CURRENT ACCOUNT BALANCE
DALTON TWP	\$ 26.97	\$ -	\$ 16,311.16
FRUITLAND TWP	\$ 0.55	\$ -	\$ 66.72
LAKETON TWP	\$ 159.82	\$ 100.00	\$ 20,175.22
MUSKEGON TWP	\$ 643.12	\$ -	\$ 19,730.97

01/26/2022 12:24 PM
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DB: Muskegon County

CHECK DISBURSEMENT REPORT FOR MUSKEGON COUNTY
CHECK DATE FROM 12/01/2021 - 12/31/2021

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 5910 Regional Water System							
12/02/2021	02	872568#	CITY OF MUSKEGON	0399348001 / 44 OTTAWA ST	923.050	0546	42,240.35
				0199347501 / E KEATING AVE TWP 59	923.050	0552	1,106.86
				0199347401 / HARVEY ST TWP-MT	923.050	0552	5,206.07
				0199347601 / 99 QUARTERLINE RD	923.050	0552	38,490.11
				CHECK 02 872568 TOTAL FOR FUND 5910:			87,043.39
12/02/2021	02	872574#	CONSUMERS ENERGY	1000 1308 8628 / 44 OTTAWA ST	921.000	0546	42.12
				1000 1421 7382 / 5000 WHITEHALL RD	921.000	0546	66.09
				1000 1080 2880 / 1655 EVANSTON AVE PUMP	921.000	0552	47.00
				1000 1300 2983 / 99 N QUARTERLINE RD	921.000	0552	2,718.70
				1000 0013 0599 / 1316 E KEATING AVE	921.000	0552	171.54
				CHECK 02 872574 TOTAL FOR FUND 5910:			3,045.45
12/02/2021	02	872580	DALTON TOWNSHIP	SEWER REIMBURSEMENT 11/19/21 - 11/24/21	226.011	0000	1,856.08
12/02/2021	02	872586	DTE ENERGY	9100 212 8851 9 / 616 W GILES RD	922.000	0546	40.63
12/02/2021	02	872601#	INTEGRITY BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	729.000	0546	35.90
				OFFICE SUPPLIES	729.000	0552	35.90
				CHECK 02 872601 TOTAL FOR FUND 5910:			71.80
12/02/2021	02	872608	KENDALL ELECTRIC INC	QUARTERLINE / ELECTRICAL SUPPLIES	936.000	0552	31.64
12/02/2021	02	872609	KERKSTRA WASTE RECOVERY &	REFUND UB CREDIT BAL/WALK-001561-0000-	226.012	0000	418.41
				REFUND UB CREDIT BAL/WALK-001561-0000-	277.020	0000	431.05
				CHECK 02 872609 TOTAL FOR FUND 5910:			849.46
12/02/2021	02	872612	LAKETON TOWNSHIP	SEWER REIMBURSEMENT 11/19/21 - 11/24/21	226.010	0000	9,892.32
12/02/2021	02	872620	MICAH GOLBA	REFUND UB CREDIT BAL/BLRD-000210-0000-	226.010	0000	244.42
				REFUND UB CREDIT BAL/BLRD-000210-0000-	277.020	0000	97.16
				CHECK 02 872620 TOTAL FOR FUND 5910:			341.58
12/02/2021	02	872622	MIKE GNATKOWSKI	REFUND UB OVERPAYMENT/CLAR-001448-0000-	226.012	0000	63.69
				REFUND UB OVERPAYMENT/CLAR-001448-0000-	277.020	0000	29.28

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 5910 Regional Water System				CHECK 02 872622 TOTAL FOR FUND 5910:			92.97
12/02/2021	02	872625	MUSKEGON TOWNSHIP TREASURER	SEWER REIMBURSEMENT 11/19/21 - 11/24/21	226.012	0000	18,760.19
12/02/2021	02	872653	WESCO INC	QUARTERLINE / DIESEL FUEL	772.010	0552	507.82
12/02/2021	02	872657#	WIARCOM, INC.	GPS SERVICE NOV - DEC 2021	801.000	0546	22.95
				GPS SERVICE NOV - DEC 2021	801.000	0552	22.95
				CHECK 02 872657 TOTAL FOR FUND 5910:			45.90
12/09/2021	02	872771	COMFORT CONTROL SUPPLY CO INC	KEATING / GARAGE THERMOSTAT	936.000	0552	44.44
12/09/2021	02	872774	CONSUMERS ENERGY	1000 0015 4730 / 616 W GILES RD	921.000	0546	579.91
12/09/2021	02	872781	DALTON TOWNSHIP	SEWER REIMBURSEMENT 11/26/21 - 12/02/21	226.011	0000	398.95
12/09/2021	02	872791	DTE ENERGY	9100 212 8876 6 / 99 QUARTERLINE RD	922.000	0552	51.95
12/09/2021	02	872849	LAKETON TOWNSHIP	SEWER REIMBURSEMENT 11/26/21 - 12/02/21	226.010	0000	16,475.81
12/09/2021	02	872854	LOWES BUSINESS ACCOUNT	ESW / CONCRETE & BUCKET	936.000	0552	12.93
12/09/2021	02	872861	MEDLER ELECTRIC COMPANY	QUARTERLINE / ELECTRICAL SUPPLIES	936.000	0552	225.57
				EARLY PAY DISCOUNT	936.000	0552	(2.26)
				CHECK 02 872861 TOTAL FOR FUND 5910:			223.31
12/09/2021	02	872876	MUSKEGON TOWNSHIP TREASURER	SEWER REIMBURSEMENT 11/26/21 - 12/02/21	226.012	0000	19,770.39
12/09/2021	02	872877	NEWKIRK ELECTRIC ASSOCIATES	QUARTERLINE /CONTROL ISSUE ON PUMP	936.000	0552	340.00
12/09/2021	02	872890	PREIN & NEWHOF PC	REVIEW EASTSIDE WATER SYSTEM PROJECTS	804.000	0552	1,000.00
12/09/2021	02	872940#	VERIZON WIRELESS	12/21 Cellular Service-State Plan	851.000	0546	77.00
				12/21 Cellular Service-State Plan	851.000	0552	30.23
				CHECK 02 872940 TOTAL FOR FUND 5910:			107.23
12/10/2021	02	1311(E)#	BANK OF AMERICA	AP-2979 Industrial Parkway lien CH	255.546	0000	31.00
				RR-Tef Tape	747.000	0546	2.34
				SF-Fink AWWA Operator's License CEC	864.000	0546	37.50

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CHECK DISBURSEMENT REPORT FOR MUSKEGON COUNTY
CHECK DATE FROM 12/01/2021 - 12/31/2021

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 5910 Regional Water System							
				RR-Tef Tape	747.000	0552	2.35
				SF-Fink AWWA Operator's License CEC	864.000	0552	37.50
				CHECK 02 1311(E) TOTAL FOR FUND 5910:			110.69
12/13/2021	02	872981	FOSTER, SWIFT, COLLINS & SMITH PC	11/21 Corporate Counsel Services	829.000	0546	370.00
12/16/2021	02	873025#	CITY OF MUSKEGON	NSW WATER SAMPLING/ NOV 2021	801.400	0546	189.00
				NSW WATER SAMPLING/ NOV 2021	801.400	0546	594.00
				ESW WATER SAMPLING / NOV 2021	801.400	0552	189.00
				CHECK 02 873025 TOTAL FOR FUND 5910:			972.00
12/16/2021	02	873026	CITY OF MUSKEGON	CREDIT CARD PAYMENT MADE TO DPW IN	040.005	0000	24.90
12/16/2021	02	873027	CITY OF MUSKEGON	NSW WATER MAINTENANCE/ NOV 2021	801.100	0546	1,647.00
12/16/2021	02	873044#	CORRPRO COMPANIES INC	INSPECTION SERVICES MI ADVENTURE TANK	818.000	0546	835.00
				INSPECTION SERVICES EVANSTON ROAD TANK	818.000	0552	835.00
				CHECK 02 873044 TOTAL FOR FUND 5910:			1,670.00
12/16/2021	02	873048	DALTON TOWNSHIP	SEWER REIMBURSEMENT 12/03/21 - 12/09/21	226.011	0000	1,808.27
12/16/2021	02	873062	FERGUSON ENTERPRISES, INC.	ESW / WATER METERS	747.015	0552	14,685.60
12/16/2021	02	873092	JANE KLEMP	Refunds Payable from Overpayments	277.020	0000	54.93
12/16/2021	02	873102#	KENT COMMUNICATIONS INC	WATER BILLS - PRINTING	728.000	0546	338.24
				WATER BILLS - POSTAGE	730.000	0546	867.49
				WATER BILLS - PRINTING	728.000	0552	288.13
				WATER BILLS - POSTAGE	730.000	0552	738.97
				CHECK 02 873102 TOTAL FOR FUND 5910:			2,232.83
12/16/2021	02	873110	LAKETON TOWNSHIP	SEWER REIMBURSEMENT 12/03/21 - 12/09/21	226.010	0000	23,912.05
12/16/2021	02	873116	LOGAN SIX	REFUND UB CREDIT BAL/MCLA-002437-0000-	226.012	0000	67.30
				REFUND UB CREDIT BAL/MCLA-002437-0000-	277.020	0000	88.24
				CHECK 02 873116 TOTAL FOR FUND 5910:			155.54

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 5910 Regional Water System							
12/16/2021	02	873117	LOUELLA UNDERHILL	REFUND UB CREDIT BAL/WINS-001883-0000-	277.020	0000	25.18
12/16/2021	02	873134	MIRANDA MARSHALL	REFUND UB CREDIT BAL/EZEK-002665-0000-	226.012	0000	20.93
				REFUND UB CREDIT BAL/EZEK-002665-0000-	277.020	0000	31.31
				CHECK 02 873134 TOTAL FOR FUND 5910:			52.24
12/16/2021	02	873147	MUSKEGON TOWNSHIP TREASURER	SEWER REIMBURSEMENT 12/03/21 - 12/09/21	226.012	0000	26,232.27
12/16/2021	02	873321#	MUSKEGON FIRE EQUIPMENT COMPANY	FIRE EXTINGUISHER INSPECTIONS	936.000	0546	22.29
				FIRE EXTINGUISHER INSPECTIONS	936.000	0552	22.30
				CHECK 02 873321 TOTAL FOR FUND 5910:			44.59
12/21/2021	02	873480	DTE ENERGY	9100 202 0551 4 / 54 OTTAWA ST	922.000	0546	54.09
12/29/2021	02	873536	CITY OF MUSKEGON	ESW WATER SAMPLING/ NOV 2021	801.400	0552	339.15
12/29/2021	02	873539#	CONSUMERS ENERGY	1000 1308 8628 / 44 OTTAWA ST	921.000	0546	45.22
				1000 1421 7382 / 5000 WHITEHALL RD	921.000	0546	71.13
				1000 1080 2880 / 1655 EVANSTON AVE PUMP	921.000	0552	68.17
				1000 0013 0599 / 1316 E KEATING AVE	921.000	0552	168.29
				1000 1300 2983 / 99 N QUARTERLINE RD	921.000	0552	3,066.31
				CHECK 02 873539 TOTAL FOR FUND 5910:			3,419.12
12/29/2021	02	873542	DALTON TOWNSHIP	SEWER REIMBURSEMENT 12/10/21 - 12/16/21	226.011	0000	5,339.65
12/29/2021	02	873543	DALTON TOWNSHIP	SEWER REIMBURSEMENT 12/17/21 - 12/23/21	226.011	0000	1,300.50
12/29/2021	02	873548	DTE ENERGY	9100 212 8863 4 / 1316 E KEATING AVE	922.000	0552	113.49
12/29/2021	02	873587	LAKETON TOWNSHIP	SEWER REIMBURSEMENT 12/10/21 - 12/16/21	226.010	0000	12,256.65
12/29/2021	02	873588	LAKETON TOWNSHIP	SEWER REIMBURSEMENT 12/17/21 - 12/23/21	226.010	0000	9,671.11
12/29/2021	02	873595	MEDLER ELECTRIC COMPANY	QUARTERLINE / TRAY CABLE	936.000	0552	71.62
				EARLY PAY DISCOUNT	936.000	0552	(0.58)
				CHECK 02 873595 TOTAL FOR FUND 5910:			71.04
12/29/2021	02	873607	MUSKEGON TOWNSHIP TREASURER	SEWER REIMBURSEMENT 12/10/21 - 12/16/21	226.012	0000	18,841.50

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 5910 Regional Water System							
12/29/2021	02	873608	MUSKEGON TOWNSHIP TREASURER	SEWER REIMBURSEMENT 12/17/21 - 12/23/21	226.012	0000	15,265.12
Total for fund 5910 Regional Water System							302,253.66

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

REGIONAL WATER SYSTEM MONTHLY REPORT

JANUARY 2022

WATER SYSTEM

Channel Crossing Contract No. 2 – Approximately 4,200 linear feet of 30" HDPE pipe was pulled in under the channel and Muskegon State Park over December 22 -23. Equipment was removed and mobilized to the Snug Harbor area of Muskegon State Park. The pilot hole for the approximately 4,200 linear feet bore under the dunes is underway. Meter vault and associated piping installation at the south bore pit site in the City of Muskegon is in progress. Concrete thrust block collars were poured just north of the meter vault to prevent excessive pipe movement due to the physical properties of HDPE piping material. The snow and cold of this month have not helped, but the crews continue on!

Staff continues to monitor the new pipe along Memorial Drive to maintain adequate chlorine residual and flush when necessary.

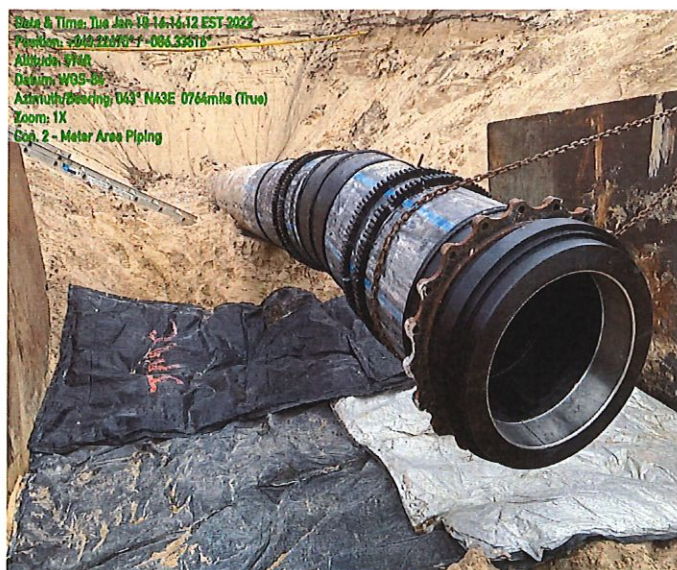
Staff is working to receive design proposals for improvements to the Eastside Water System for review and approval by the Water System Policy Board.



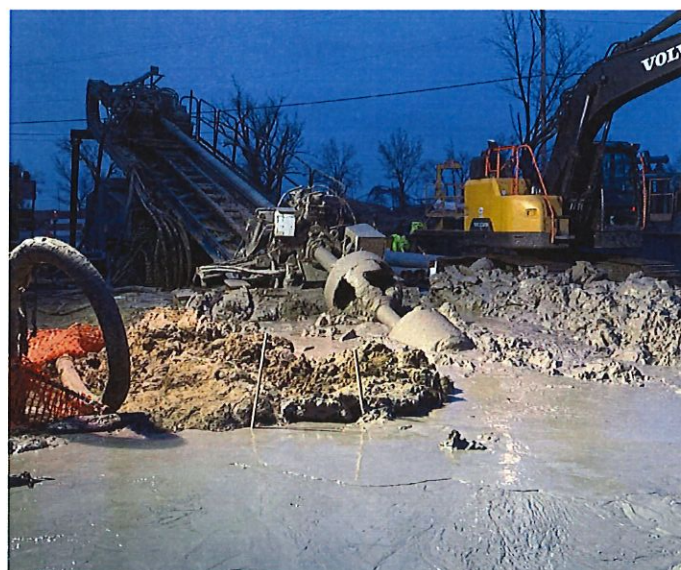
Pipe entering north pit during pullback



Meter vault 1



Fused pipe bend at south drill pit



Pull hardware and pipe arriving at south drill pit

Figure 4

2020 - 2022
Regional Water System Usage in Gallons

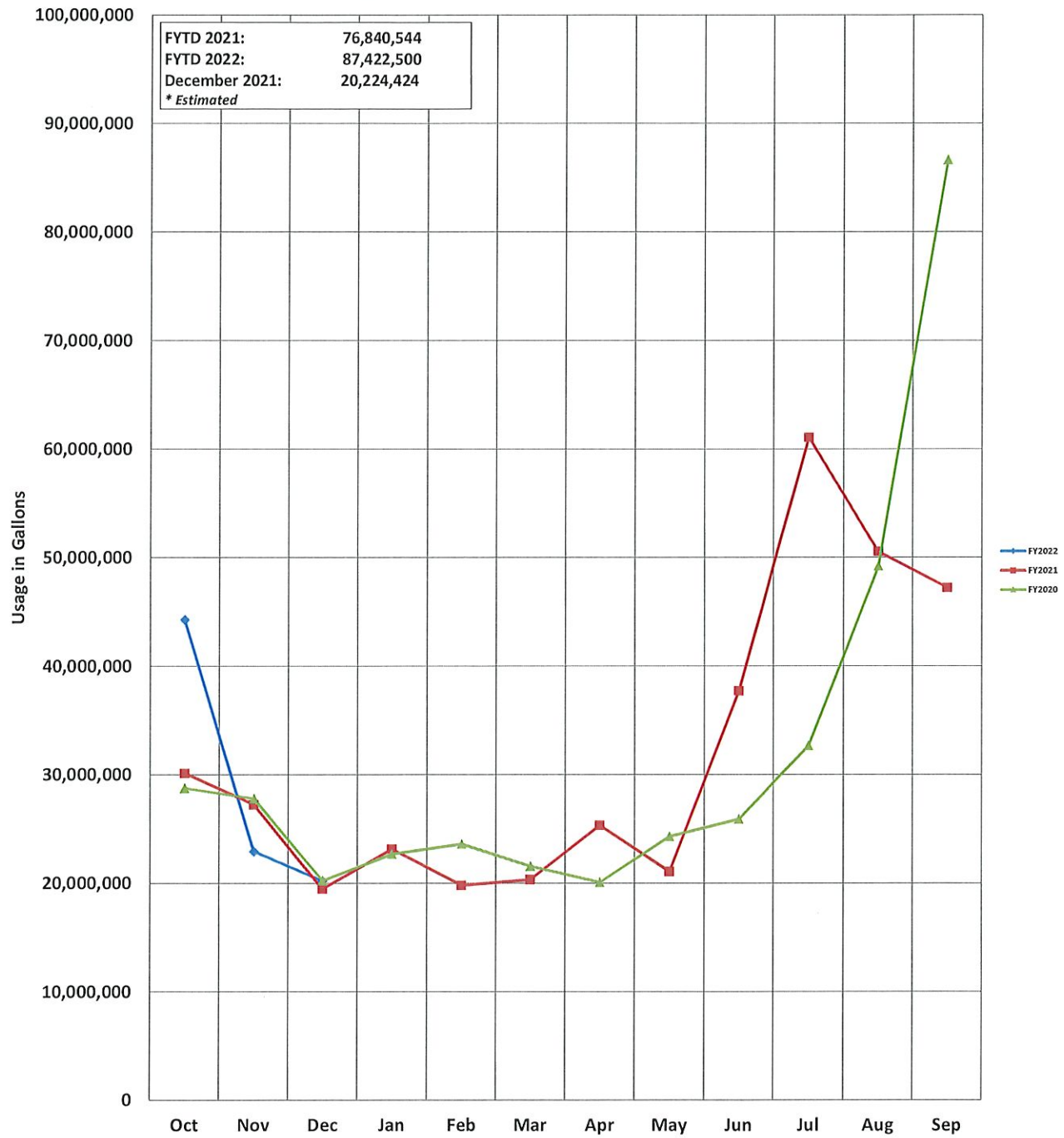


Figure 5

2020 - 2022
Regional Water System Monthly User Fees

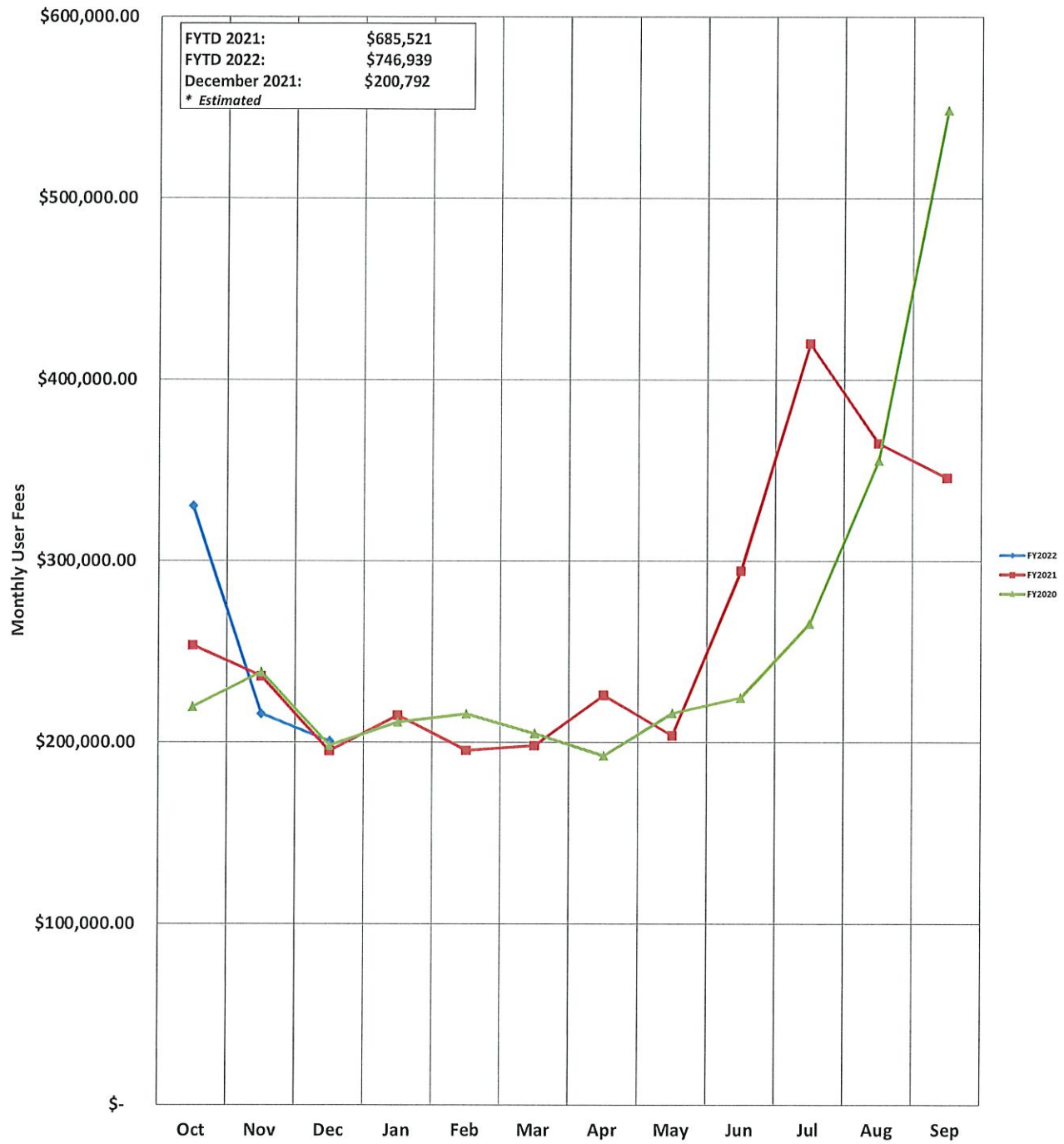
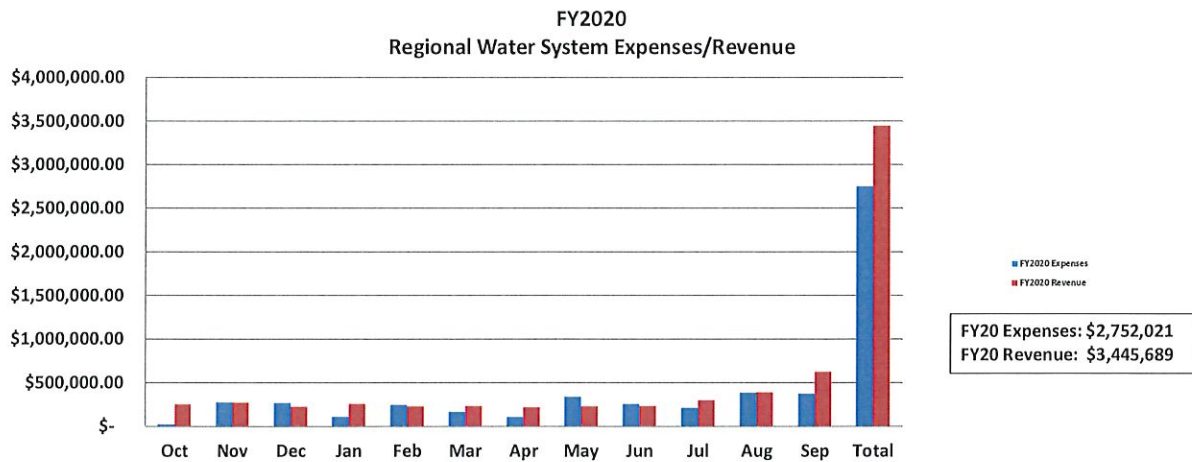
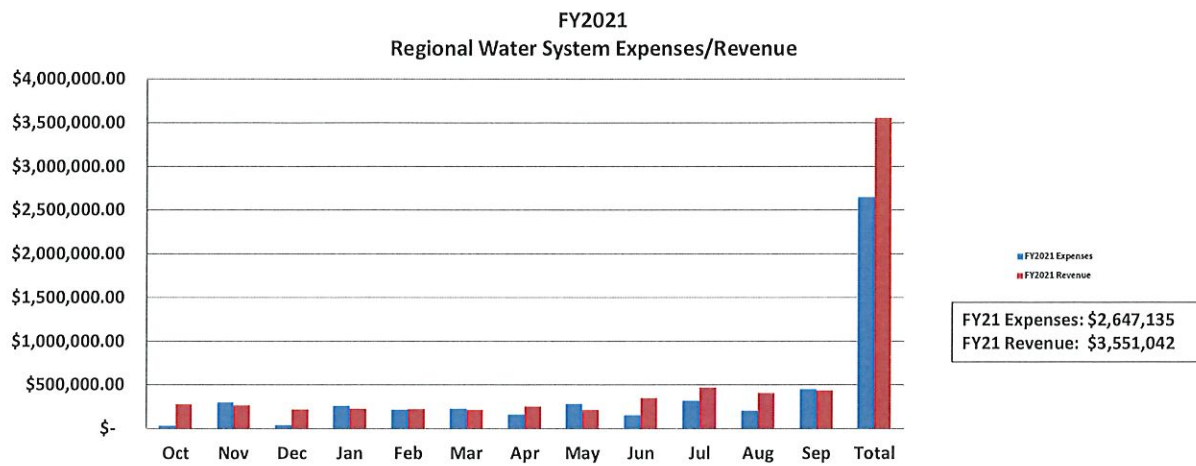
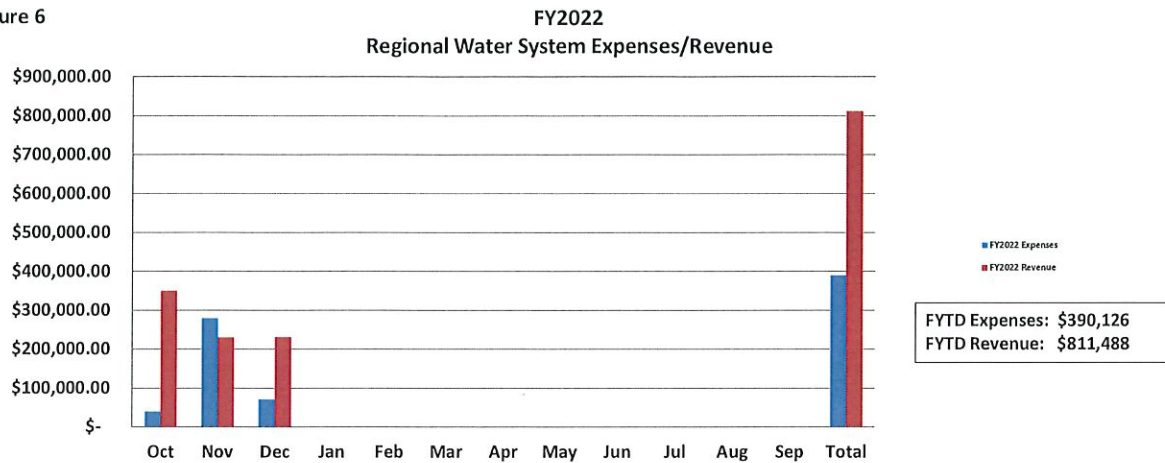


Figure 6



Updated 1/24/2022