

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.

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Jennifer Hodges, Chair

Muskegon County  
Water System Policy Board  
February 2, 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 10:01 a.m.

**ROLL**

Present: Kim Cyr, Muskegon County Commissioner  
Chris Hall, Laketon Township Building Inspector (Alternate)  
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  
Steve Fink, Public Works Engineer & Projects Manager  
Carly Hysell, Public Works Finance and Sustainability Administrator

**WSPB-22-009 APPROVAL OF AGENDA**

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

Voice Vote: **Motion Carried**

**WSPB-22-010 APPROVAL OF MINUTES**

Moved by Jeffrey Martin, seconded by Commissioner Cyr, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on January 12, 2022.

Voice Vote: **Motion Carried**

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

None

**ITEMS FOR CONSIDERATION**

**Select Engineer for the Eastside Water System Improvements**

Matthew Farrar stated the quote submitted by DLZ was not what was requested. Matthew Farrar contacted DLZ and requested they correct and re-submit their quote. Matthew Farrar stated he would present the quotes at the March meeting.

**DISCUSSION – UPDATES**

*Channel Crossing Project*

Steve Fink stated the pilot hole for under the dune bore is in progress. The contractor is about 3300ft in. By the end of this week the pilot hole should be completed. The contractor will begin working 24 hours a day using two crews for the reaming phases. In the City of Muskegon, Jackson-Merkey has the meter vault in place and the piping has been completed.

Steve Fink stated the contractor requested to go about 80ft deeper than originally planned and right now they are about 70ft. This allowed the contractor to reach the clay layer they wanted. Steve Fink stated DLZ ran the calculations for the extra soil pressure and there were no issues.

*M120 Watermain*

Matthew Farrar stated EGLE reached out a few months ago regarding an abandoned open dump site leaching PFAS into the ground water. This is impacting the HOP Child Care facility. Matthew Farrar stated he has had ongoing conversation with EGLE regarding the costs to put in a watermain and what will be required for such to occur. Matthew Farrar discussed mandatory connections if a new watermain was constructed and the effect that may have on residents.

Matthew Farrar stated he is pushing for EGLE to continue with their investigation to determine the actual area being impacted by the PFAS and come up with a project that would address everyone.

Matthew Farrar stated he would like to have an engineer to provide an actual cost estimate for this project and also continue to look into the impact on residents that may be required to hook-up to this new watermain. Matthew Farrar stated he has a price from Prein&Newhof of \$1,200.00 to do a cost estimate and this amount would be reimbursable by the grant if we choose to accept.

Discussion ensued. The Board members decided they would like to wait for more information from EGLE defining the actual area effected by the PFAS plume and have Prein&Newhof provide an actual cost estimate.

Steve Fink stated MDHHS and Public Health are the ones that would work on obtaining filters to those who are impacted.

**WSPB-22-011** Moved by Jeffrey Martin, seconded by Commissioner Hughes, to have Prein&Newhof provide a cost estimate per their proposal price of \$1,200.00.

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

No –

Excused – Brown

**Motion carried**

#### **WSPB-22-012 INFORMATIONAL ITEMS**

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

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

Voice Vote: **Motion Carried**

#### **UNFINISHED BUSINESS**

None

#### **NEW BUSINESS**

Chris Hall asked if the townships would receive an updated Appendix B showing the new rates and charges. Matthew Farrar stated they would.

Chair Hodges stated the Contract Management sub-committee would begin meeting in March.

#### **AUDIENCE PARTICIPATION**

None

**ADJOURN**

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:40a.m.

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Jennifer Hodges, Chair

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

Muskegon County  
Water System Policy Board  
March 2, 2022  
10:00 a.m.  
97 E. Apple Avenue, Room 117

*Jennifer Hodges, Chair*

*Kim Arter, Vice Chair*

**MINUTES**

**CALL TO ORDER**

The meeting was called to order by Chair Hodges at 10:01 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: 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  
Nick Curcio, WSPB Attorney

**WSPB-22-013 APPROVAL OF AGENDA**

Moved by Commissioner Hughes, seconded by Kim Arter, to approve the agenda as presented.

Voice Vote: **Motion Carried**

**WSPB-22-014 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 February 2, 2022 with correction.

Voice Vote: **Motion Carried**

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

None

**ITEMS FOR CONSIDERATION**

**WSPB-22-015 Select Engineer for the Eastside Water System Improvements**

Matthew Farrar stated, per the contract, the Water System Policy Board selects the engineer. Matthew Farrar stated Prein&Newhof and DLZ are qualified to do the work.

Discussion ensued regarding both firms submitted proposals, experience and costs.

Kim Arter asked Matthew Farrar if there were any lead service lines. Matthew Farrar stated there is no information they have that would indicate any lead lines.

Moved by Jeffery Martin, seconded by Commissioner Cyr to award engineering services for all four projects to Prein&Newhof.

Yes – Cyr, Marcinkowski, Martin, Arter, Hodges

No – Hughes

Excused - Brown

**Motion carried**

**WSPB-22-016 Approve Water Extension**

Matthew Farrar stated, per the contract, the Water System Policy Board approves extensions. Matthew Farrar stated the proposed project was submitted by Laketon Township and the developer will pay all costs for the extension. Matthew Farrar stated staff recommends approval.

Kim Arter stated the developer also owns the property around the five lots which could lead to future development as well.

Moved by Commissioner Hughes, seconded by Jeffrey Marcinkowski, to approve the water extension requested by Laketon Township with the developer paying all costs.

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

No –

Excused - Brown

**Motion carried**

## **DISCUSSION – UPDATES**

### *Channel Crossing Project*

Steve Fink stated the contractor has completed the 24-inch reaming pass and by this morning the contractor will have completed the 36-inch reaming pass and will begin to prepare for the final 44-inch reaming pass. Steve Fink stated he receives daily reports and the contractor is making good progress. If things stay on schedule, by March 12<sup>th</sup> the contractor will be done with the 44-inch reaming pass. Steve Fink stated around March 17<sup>th</sup> the contractor will begin to pull the pipe in. The 30-inch pipe should all be fused by the end of today. Steve Fink stated one deterrent is the frost laws that went into effect on February 25<sup>th</sup>. The dump trucks taking out cuttings only can run about half full. Steve Fink stated per the proposed schedule, the contractor hopes to have their equipment out of Snug Harbor by March 26<sup>th</sup>. By mid-April the contractor expects to hook up to the Contract 1 pipe. Steve Fink stated the State Park has been fantastic to work with.

### *M120 Watermain*

Matthew Farrar stated EGLE would like us to put in a watermain due to the PFAS levels at the HOP Child Care Facility. Matthew Farrar stated to do what EGLE wants, it will cause a lot of issues for the water system. Matthew Farrar stated a response was sent to EGLE letting them know we are not able to take the risk and recommended they use point of use filters at this time. Matthew Farrar stated he hopes EGLE will continue their investigation to get a better understanding of the actual area being impacted. Jeffery Martin stated he wasn't sure if putting in a watermain was a solution to the problem if the source of the PFAS isn't addressed.

Steve Fink stated there's an NSF standard for filters used for PFAS. Steve Fink stated NSF certified filters are the only filters that should be used in areas impacted by PFAS. Steve Fink stated the life of the filters will depend on use and size of the unit.

Commissioner Cyr stated the issue with PFAS isn't going away. Commissioner Cyr stated letters were recently sent to residents in the White Lake Area Solid Waste (Mill Pond / Silver Creek) making them aware of sampling being conducted by EGLE. Matthew Farrar stated filters were also supplied to those residents.

## **WSPB-22-017 INFORMATIONAL ITEMS**

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

1. Local Fund Balance Sheet for February 2022
2. Check Disbursement Report
3. Water System Monthly Report for February 2022

Matthew Farrar referred to page 14 of the agenda packet and stated the budget is looking good.

Voice Vote: **Motion Carried**

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**AUDIENCE PARTICIPATION**

None

**ADJOURN**

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:57 a.m.

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Jennifer Hodges, Chair

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

Muskegon County  
Water System Policy Board  
June 1, 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 10:01 a.m.

**ROLL**

Present: Kim Arter, Laketon Township Supervisor  
Doug Brown, Muskegon County Commissioner [arrived at 10:07 a.m.]  
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:

Staff

Present: Matt Farrar, Public Works Director  
Tina Nash, Public Works Coordinator  
Steve Fink, Public Works Engineer & Projects Manager  
Rob Ribbens, Environmental Manager  
Carly Hysell, Procurement/Accounts Payable Supervisor  
Nick Curcio, WSPB Attorney

**WSPB-22-018 APPROVAL OF AGENDA**

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

Voice Vote: **Motion Carried**

## **WSPB-22-019 APPROVAL OF MINUTES**

Moved by Commissioner Hughes, seconded by Commissioner Cyr, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on March 2, 2022.

Voice Vote: **Motion Carried**

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

None

### **ITEMS FOR CONSIDERATION**

#### **WSPB-22-020 Recommend Proposal from Dixon Engineering for the Eastside Tank Project**

Steve Fink stated water tanks are required to be inspected every 5 years. During the last inspection it was recommended that the exterior coating be completed. Steve Fink stated Dixon Engineering has been the only firm that has worked on this tank for at least the last 20 years. Steve Fink stated the wet interior was done in 2011 and it has been at least 15 years since the exterior coating was completed on this tank. Discussion ensued regarding bidding and project schedule.

Moved by Commissioner Hughes, seconded by Kim Arter, to recommend the proposal for engineering services from Dixon Engineering, Inc. for the Eastside Tank exterior coating project.

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

No –

**Motion carried**

### **DISCUSSION – UPDATES**

#### *Channel Crossing Project*

Steve Fink stated on May 24th Jackson-Merkey Contractors completed the last tie-in of the HDPE pipe by Snug Harbor. On May 25th Rob Ribbens and Steve Fink cracked open the valve to initiate flow. Steve Fink stated they are monitoring the flow and chlorine residuals. Steve Fink stated the valve is now wide open. Steve Fink stated they would like to look more into fire flows if the Causeway pipe should ever fail.

Kim Arter asked if there were issues by Memorial causing water to be shut-off. Steve Fink stated the water was never shut-off. Jackson-Merkey Contractors had to close the valve at Peterson and Memorial to drain the water down to complete the final tie-in. Once the tie-in was completed they opened the valve to refill the pipe which caused a pressure drop until the pipe was filled.

Commissioner Brown asked about the condition of the Causeway pipe. Matthew Farrar stated that the pipe was inspected years ago by Johnson & Anderson and the corrosion issues were addressed. Steve Fink stated they are not aware of any known issues with the Causeway pipe at this time.

Kim Arter asked if North Muskegon has installed a meter. Matthew Farrar stated the agreement did not mandate a meter being installed.

### *Connection Ordinances*

Matthew Farrar went over what the current water ordinance states regarding connections. Matthew Farrar used the Wesco and the Hop Daycare as examples and stated everyone along the new water line would be required to hook-up to water under the language in the current ordinance. Nick Curcio stated the current ordinance is not well written and provided examples. Matthew Farrar asked the members what they would like the ordinance to state. Nick Curcio stated the ordinance needs clarification regarding connections. Discussion ensued regarding the distance a structure is to the water pipe, new vs. existing homes, location of a property to the road, if a property is sold, well failures, past practices, etc.

The board requested Nick Curcio provide an example of proposed ordinance language based on today's discussion at the next meeting.

Rob Ribbens mentioned section D of the ordinance under mandatory connections and stated this has never been enforced and requested it be removed.

### *Non-Compliance Fee*

Matthew Farrar stated a greenhouse in Dalton Township sold and the new owners were informed the office building would need to hook-up to water. The new owners stated they did not want to connect and would pay a non-compliance fee of \$50.00 per month instead. This matter is mute as no such fee exists in the ordinance. The board instructed staff to enforce the ordinance.

### *Water Extension / The Hop Daycare*

Matthew Farrar stated Prein&Newhof completed the study and they estimated the cost for this project to be approximately \$2.5 million. Matthew Farrar stated the grant is for \$4 million. Matthew Farrar stated the State of Michigan has now agreed to pay for the water services at the road. Matthew Farrar stated he needs direction from this board on how to proceed. Matthew Farrar explained the grant is the Hop Daycare's grant and the State of Michigan will only hook-up the daycare. Jeffrey Martin stated he did speak to the Hop Daycare to put them in contact with Public Health regarding installing a filter. Matthew Farrar stated water stubs would be put in. Discussion ensued.

**WSPB-22-021** Moved by Kim Arter, seconded by Jeffrey Marcinkowski, to direct staff to get quotes from DLZ and Prein&Newhof for engineering services and to move forward with the grant process.

Matthew Farrar stated fire hydrants would be installed. Steve Fink stated these would be plugged hydrants.

Voice Vote: **Motion Carried**

### *Water Extension / Wesco – 3743 E. Apple Ave*

Matthew Farrar stated Wesco would like water service to the location near Mill Iron Rd. and Apple Ave. Matthew Farrar stated the selected engineer would need to be approved by this board. Steve Fink stated traditionally when a watermain is put in the public right-a-way it has been done by an engineer selected by the water system. Matthew Farrar stated staff would get quotes from engineering firms and requested Rob Ribbens reach out to Wesco and update them on what will be required.

Matthew Farrar stated staff would obtain quotes and bring this back to the board for them to select the engineer and approve the extension.

*Water Extension / New V.A. Clinic*

Steve Fink stated this is simple service to the building all on private property. Steve Fink stated this requires an easement and we would take over the main upon completion. Steve Fink stated this water extension would also include a hydrant.

**WSPB-22-022** Moved by Commissioner Hughes, seconded by Kim Arter, to approve the New V.A. Clinic water extension.

Voice Vote: **Motion Carried**

**WSPB-22-023 INFORMATIONAL ITEMS**

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

1. Local Fund Balance Sheet for May 2022
2. Meter Set List for May 2022
3. Check Disbursement Report
4. Water System Monthly Report for May 2022

Voice Vote: **Motion Carried**

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

Steve Fink stated every 5 to 6 years EGLE requires water systems to do a reliability study. Our reports were done in 2017. Steve Fink stated this summer/fall Prein&Newhof will be completing North Muskegon's study. Steve Fink stated he would like to see how North Muskegon's water line could work with the County's in the event the Causeway's line couldn't be used. Steve Fink stated he would like approval to get proposals from DLZ and Prein&Newhof to have one of these firms do a reliability study on our water system starting this summer because of the study currently being done to North Muskegon's system. Steve Fink stated proposals would be done separately for the Eastside and the Northside systems.

**WSPB-22-024** Moved by Commissioner Hughes, seconded by Commissioner Brown, to direct staff to get proposals for a Reliability Study for the Eastside System and the Northside System.

Voice Vote: **Motion Carried**

Kim Arter stated with the Uniform Water Ordinance each township should have an updated Appendix A, B and C. Kim Arter stated she has the updated Appendix A & B but still needs C. Nick Curcio stated he would look to see if he could locate it.

**AUDIENCE PARTICIPATION**

Chris Hall referenced the Channel Crossing project and thanked Rob Ribbens and Steve Fink for the level of communication and response to the citizens. Chris Hall stated it was great.

Matthew Farrar introduced everyone in the room to Muskegon Charter Township's new Public Works Director, Saxon Smith.

Commissioner Brown congratulated Matthew Farrar on his new position.

Matthew Farrar asked to cancel the Management Contract discussion due to the time.

**ADJOURN**

There being no further business to come before the Water System Policy Board, the meeting adjourned at 11:26 a.m.

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Jennifer Hodges, Chair

Muskegon County  
Water System Policy Board  
July 6, 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 10:02 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 [arrived at 10:03]  
Jeffrey Marcinkowski, Fruitland Township Supervisor  
Jeffrey Martin, Dalton Township Supervisor

Excused: Doug Brown, Muskegon County Commissioner

**Staff**

Present: Matt Farrar, Public Works Director  
Tina Nash, Public Works Coordinator  
Rob Ribbens, Environmental Manager  
Carly Hysell, Procurement/Accounts Payable Supervisor  
Nick Curcio, WSPB Attorney

**WSPB-22-025 APPROVAL OF AGENDA**

Moved by Kim Arter, seconded by Commissioner Cyr, to approve the agenda as presented.

Voice Vote: **Motion Carried**

## **WSPB-22-026 APPROVAL OF MINUTES**

Moved by Commissioner Hughes, seconded by Jeffery Martin, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on June 1, 2022.

Voice Vote: **Motion Carried**

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

None

### **DISCUSSION – UPDATES**

#### *Connection Ordinance*

Matthew Farrar referenced the example provided by Nick Curcio. Discussion ensued regarding the requirements for connections. Matthew Farrar requested the 200 ft. referenced in Section 5.-A also be referenced in Section 5.-B so there will be no confusion in the future.

Chair Hodges stated the concerns by Muskegon Township's Zoning Administrator, who could not attend the meeting, in regards to the connection requirements in the language proposed.

Kim Arter stated she had Laketon Township's attorney review the proposed language and he stated it was excellent.

Matthew Farrar requested Nick Curcio update the proposed language to include what was discussed today and provide that to the township's so their attorney's may review before final approval.

#### *The Hop Daycare Water Main Extension*

Matthew Farrar stated he has requested Prein&Newhof to revisit the cost proposal provided. Matthew Farrar stated the grant will be set at what the engineer estimates. Matthew Farrar stated he wants to make sure the grant dollars requested will cover all costs related to this project.

Matthew Farrar spoke to House Bill 565 regarding infrastructure. Matthew Farrar stated the only funds available to us is through the SRF (State Revolving Fund) program. Matthew Farrar stated these are low interest loans.

#### *Wesco – 3743 E. Apple Ave Water Main Extension*

Matthew Farrar stated Wesco has been notified of the requirements they will need to follow to have the water main installed. Staff is waiting to hear from Wesco on whether they would like to proceed with the project.

**ITEMS FOR CONSIDERATION**

**WSPB-22-027 Select Firm to Complete Reliability Study for the Eastside System and Northside System.**

Moved by Commissioner Hughes, seconded by Commissioner Cyr, to accept the proposal from DLZ to complete the reliability study for the Eastside System and Northside System.

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

No –

Excused - Brown

**Motion carried**

**WSPB-22-028 Evanston Water Main**

Matthew Farrar stated they have been approached by Eagle Alloy to bring water to their location. Matthew Farrar stated he has met with Eagle Alloy, Egelston Township and Senator Jon Bumstead. Matthew Farrar stated he also spoke to Arlington Estates and they are also interested as long as they do not have to pay any costs. Matthew Farrar stated if this board is interested in considering this, staff may consider sending letters to others on the route to see if there is any interest in connecting. Matthew Farrar stated he provided a cost estimate he completed to Senator Jon Bumstead. Senator Jon Bumstead is looking into funding sources available.

Moved by Jeffrey Martin, seconded by Commissioner Cyr, to allow staff to get a professional cost estimate for an amount not to exceed \$1,500.00 contingent upon this being a grant and not an SRF loan.

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

No –

Excused - Brown

**Motion carried**

**WSPB-22-029 INFORMATIONAL ITEMS**

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

1. Local Fund Balance Sheet for June 2022
2. Meter Set List for June 2022
3. Check Disbursement Report
4. Water System Monthly Report for June 2022

Voice Vote: **Motion Carried**

Matthew Farrar stated with the channel crossing water main in operation the water quality on the northside has improved. Matthew Farrar stated the chlorine residuals are excellent and staff is hoping this will reduce the amount of pump and dumps done at Michigan Adventure. Matthew Farrar stated Rob Ribbens has the meter at Ottawa set to read both forward and reverse directions and totalize. Rob Ribbens stated in one week we were able to save the equivalent of \$7,000 worth of water because the meter is able to totalize the forward and reverse flows.

Kim Arter asked if anyone on Memorial Drive has shown interest in connecting. Rob Ribbens stated about three (3).

Rob Ribbens informed the board of a water quality issue last week. There was an algal bloom in the lake and the water flipped. This messed up the water chemistry causing a high level of chlorine in the water. The City rectified the problem.

#### **UNFINISHED BUSINESS**

Jeffery Martin spoke to paperwork in his office in regards to the past lawsuit. He stated there was something about a dispute resolution proposal and asked is any came from this. Discussion ensued. It was stated that this would be part of the Management Contract.

Matthew Farrar provided an update on the Baker Campus. Matthew Farrar stated the County closed on the purchase of the property last Friday. Matthew Farrar stated DLZ is conducting a space analysis as to where to appropriately place County offices to maximize space to be lease out. Matthew Farrar stated the Board of Commissioners and Administration may move in August with the remaining departments in a year from now.

Kim Arter asked about the date Appendix C was passed. Matthew Farrar stated we will find the minutes.

Commissioner Cyr mentioned the Supreme Court ruling on West Virginia vs. the EPA. Commissioner Cyr stated he was unsure where this would go but there could be some big changes.

Commissioner Cyr excused himself at 10:50 a.m.

Kim Arter asked about the letter sent to the Board of Commissioners in regards to ARP monies for the water system. Matthew Farrar stated there will probably be a work session towards the end of summer with the Board of Commissioners to prioritized projects. Matthew Farrar stated he would let her and Chair Hodges know when that will be so they may resend the letter.

#### **NEW BUSINESS**

None

#### **AUDIENCE PARTICIPATION**

None

**ADJOURN**

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

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Jennifer Hodges, Chair

Muskegon County  
Water System Policy Board  
August 3, 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 Arter, Laketon Township Supervisor  
Kim Cyr, Muskegon County Commissioner  
Jennifer Hodges, Muskegon Charter Township Supervisor  
Jeffrey Martin, Dalton Township Supervisor

Excused: Doug Brown, Muskegon County Commissioner  
Susie Hughes, Muskegon County Commissioner  
Jeffrey Marcinkowski, Fruitland Township Supervisor

Staff

Present: Matt Farrar, Muskegon County Deputy Administrator  
Tina Nash, Public Works Coordinator  
Rob Ribbens, Environmental Manager  
Carly Hysell, Procurement/Accounts Payable Supervisor  
Nick Curcio, WSPB Attorney

**WSPB-22-030 APPROVAL OF AGENDA**

Moved by Jeffrey Martin, seconded by Kim Arter, to approve the revised agenda as presented.

Voice Vote: **Motion Carried**

### **WSPB-22-031 APPROVAL OF MINUTES**

Moved by Kim Arter, seconded by Commissioner Cyr, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on July 6, 2022.

Voice Vote: **Motion Carried**

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

None

### **ITEMS FOR CONSIDERATION**

#### **WSPB-22-032 Connection Ordinance**

Matthew Farrar referenced the proposed ordinance sent by Nick Curcio. Nick Curcio stated the proposed ordinance included revisions discussed at the July meeting. Nick Curcio spoke to the concerns of Dalton Township's attorney. Discussion ensued.

Kim Arter stated Laketon Township's attorney commented on the filling of wells. Kim Arter stated many residents want to keep their wells for irrigation. Laketon Township's attorney suggested the board may want to include a statement in the ordinance addressing the approved use(s) of wells. Discussion ensued.

It was requested Nick Curcio include a footnote addressing the use of wells and bring it back at the next meeting.

#### **WSPB-22-033 Recommend Fiscal Year 2023 Budget**

Matthew Farrar stated we are looking at a \$200,000 surplus.

Kim Arter asked if we have bonds coming up that will be closed out. Matthew Farrar stated he thought it might be in 2030. Carly Hysell stated she would have to look it up.

Moved by Kim Arter, seconded by Commissioner Cyr, to recommend the fiscal year 2023 budget to the Board of Public Works for consideration.

Yes – Martin, Arter, Cyr, Hodges

No –

Excused – Brown, Hughes, Marcinkowski

**Motion carried**

### **DISCUSSION – UPDATES**

#### ***Evanston Water Main***

Matthew Farrar stated they have been working on Eagle Alloy's request to put in a water main on Evanston Avenue. Matthew Farrar stated they met with Senator Jon Bumstead in regards to State funding sources for this project. The only funding available is State Revolving Funds (SRF) which would be a loan. Matthew Farrar stated the parties have been informed that we are not interested in taking out a loan for this project.

### *The Hop Daycare Water Main*

Matthew Farrar stated the State of Michigan has been provided an updated cost estimate. Matthew Farrar has requested a copy of the grant agreement to review prior to moving forward.

### *Expansion at Cytiva*

Matthew Farrar stated he met with Cytiva a few weeks ago. Matthew Farrar stated Cytiva would like to run a 16" private line with a meter at the property line. Cytiva will build the line to the required water system standards. Matthew Farrar stated the flow for water (well & city) will be approximately 19,000 gallons per day.

**WSPB-22-034** Moved by Commissioner Cyr, seconded by Kim Arter, to approve a 16" water service connection to the Cytiva site with all cost being paid by Cytiva.

Voice Vote: **Motion Carried**

### **WSPB-22-035 INFORMATIONAL ITEMS**

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

1. Local Fund Balance Sheet for July 2022
2. Meter Set List for July 2022
3. Check Disbursement Report
4. Water System Monthly Report for July 2022

Kim Arter had questions on the local fund balance for Laketon Township. Carly Hysell requested Kim Arter send her Laketon Township's information. Carly Hysell stated she would work with Anita Peters to reconcile.

Voice Vote: **Motion Carried**

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

Matthew Farrar stated future meetings can be held at the Baker campus.

Discussion ensued regarding Barry's Greenhouse connecting to the water system. I was requested Nick Curcio send a letter.

### **AUDIENCE PARTICIPATION**

None

**ADJOURN**

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:49 a.m.

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Jennifer Hodges, Chair

Muskegon County  
Water System Policy Board  
September 7, 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 10:13 a.m.

**ROLL**

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

Excused: Kim Arter, Laketon Township Supervisor  
Doug Brown, Muskegon County Commissioner  
Susie Hughes, Muskegon County Commissioner

**Staff**

Present: Matt Farrar, Muskegon County Deputy Administrator  
Steve Fink, Public Works Engineer & Projects Manager  
Tina Nash, Public Works Coordinator  
Carly Hysell, Procurement/Accounts Payable Supervisor  
Nick Curcio, WSPB Attorney

**WSPB-22-036 APPROVAL OF AGENDA**

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

Voice Vote: **Motion Carried**

## **WSPB-22-037 APPROVAL OF MINUTES**

Moved by Jeffrey Martin, seconded by Jeffrey Marcinkowski, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on August 3, 2022.

Voice Vote: **Motion Carried**

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

None

### **DISCUSSION – UPDATES**

#### *The Hop Daycare Water Main*

Matthew Farrar stated the State of Michigan was sent an updated cost estimate. The State of Michigan has agreed to pay for the water services; however, the funds for this will come from a separate grant. Matthew Farrar stated he requested one grant agreement and the grant agreement include language that assures the State of Michigan will pay for all costs related to the project. Matthew Farrar stated if the County should have to pay anything towards this project, he wants the option to walk away.

Jeffrey Martin stated he spoke with the Hop Daycare and also with Public Health about installing a filter. Public Health stated a filter could be installed. Jeffrey Martin stated he provided the information to the Hop Daycare and they were supposed to contact Public Health.

#### *Eagle Alloy*

Matthew Farrar stated Eagle Alloy was under the impression that one of the bills passed would have provided the funds for a water main. Matthew Farrar stated what was approved was SRF funds which is a loan. Matthew Farrar stated he has not requested a cost estimate from Prein&Newhof because funding wasn't a grant. Matthew Farrar stated he is going to complete a notice of intent to apply for grant funding.

Discussion ensued regarding funding and the water use.

#### *Cytiva*

Matthew Farrar stated they are working with the State of Michigan regarding financing for the water line going in for domestic purposes. Matthew Farrar stated Cytiva will connect to our water system and become a customer.

#### *Eastside Water System Project Design Update*

Steve Fink stated the consultant is working on the draft set of prints. Soil borings will be done the first week of October. Steve Fink stated he will notify Muskegon Township when he gets more information in regards to the soil boring. Steve Fink stated bidding will occur in December, no later than January. Steve Fink stated ductile iron pipe will be used. Currently there is long lead times to get this type of pipe. Steve Fink stated he heard it can take up to 50 weeks. Steve Fink recommended that we stay with ductile iron pipe and give the contractor a longer period of time to complete the work.

### *Channel Crossing*

Steve Fink stated all three (3) contracts will come in under the awarded contract amounts. Steve Fink stated contingencies were built in for all of the contracts. Contracts 1 and 3 didn't use much contingencies. Contract 2 did use more. Steve Fink stated Jackson-Merkey did incur some additional costs that were valid. Steve Fink stated Contract 2 is close to being finalized. Steve Fink stated there is good water flow through the channel crossing and the chlorine residuals are very good.

Steve Fink stated the antenna cable and antenna on the Marshall Street tank will need to be replaced. Steve Fink stated over the last couple of months the communication signal strength hasn't been good. Steve Fink stated they had Drew Wireless come out and they found some problems with the cable.

### **WSPB-22-038 INFORMATIONAL ITEMS**

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

1. Local Fund Balance Sheet for August 2022
2. Meter Set List for August 2022
3. Check Disbursement Report
4. Water System Monthly Report for August 2022

Voice Vote: **Motion Carried**

### **UNFINISHED BUSINESS**

#### **WSPB-22-039 Connection Ordinance**

Nick Curcio provided a recap on what was discussed at the last meeting. Nick Curcio stated per the discussion he has added paragraph C to address the use of wells.

Jeffrey Martin addressed concerns his board has with certain language in the ordinance. Discussion ensued.

Chair Hodges stated a staff member of hers has concerns with the ordinance. This person believes a homeowner should be charged the connection fee even if the homeowner chooses not connect to cover the costs to build the water main. Discussion ensued. Carly Hysell explained how the connection fee is assessed to a homeowner. Chair Hodges requested Nick Curcio draft language regarding the connection fee and continue the discussion at the next meeting.

### **NEW BUSINESS**

None

### **AUDIENCE PARTICIPATION**

Matthew Farrar stated the new Public Works Director, Wade VandenBosch, will start on October 3, 2022.

Matthew Farrar informed the board that Anita Peters gave her notice and will be retiring. Matthew Farrar stated he will be taking a motion to the Board of Public Works to add a position. Matthew Farrar stated it is important to hire a person now so they will be able to work with Anita Peters prior to her retirement.

**WSPB-22-040** Moved by Jeffrey Martin, seconded by Commissioner Cyr, to recommend the Board of Public Works add a position within the Water Department and eliminate Anita Peters position upon her retirement.

Yes – Cyr, Marcinkowski, Martin, Hodges

No –

Excused – Arter, Brown, Hughes

**Motion carried**

**ADJOURN**

There being no further business to come before the Water System Policy Board, the meeting adjourned at 11:14 a.m.

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Jennifer Hodges, Chair

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

Muskegon County  
Water System Policy Board  
October 5, 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 Arter, Laketon Township Supervisor  
Doug Brown, Muskegon County Commissioner  
Jennifer Hodges, Muskegon Charter Township Supervisor  
Jeffrey Martin, Dalton Township Supervisor

Excused: Kim Cyr, Muskegon County Commissioner  
Susie Hughes, Muskegon County Commissioner  
Jeffrey Marcinkowski, Fruitland Township Supervisor

**Staff**

Present: Matthew Farrar, Muskegon County Deputy Administrator  
Wade VandenBosch, Public Works Director  
Steve Fink, Public Works Engineer & Projects Manager  
Tina Nash, Public Works Coordinator  
Robert Ribbens, Environmental Manager  
Carly Hysell, Procurement/Accounts Payable Supervisor  
Nick Curcio, WSPB Attorney

**WSPB-22-041 APPROVAL OF AGENDA**

Moved by Kim Arter, seconded by Commissioner Brown, to approve the agenda as presented.

Voice Vote: **Motion Carried**

**WSPB-22-042 APPROVAL OF MINUTES**

Moved by Jeffrey Martin, seconded by Kim Arter, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on September 7, 2022.

Voice Vote: **Motion Carried**

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

None

**ITEMS FOR CONSIDERATION**

**WSPB-22-043 East Muskegon Roofing – Extension for Hydrant**

Moved by Commissioner Brown, seconded by Kim Arter, to approve the extension.

Robert Ribbens stated because of the remodel/expansion of the East Muskegon Roofing facility the local fire department is requiring one (1), potentially two (2), hydrants on the property. Robert Ribbens stated they will be going under M120. East Muskegon Roofing will pay all costs. Steve Fink stated upon competition this will become part of the system.

Voice Vote: **Motion Carried**

**WSPB-22-044 Meeting Schedule for 2023**

Moved by Kim Arter, seconded by Jeffrey Martin, to approve the meeting schedule for 2023.

Voice Vote: **Motion Carried**

**WSPB-22-045 INFORMATIONAL ITEMS**

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

1. Local Fund Balance Sheet for September 2022
2. Meter Set List for September 2022
3. Check Disbursement Report
4. Water System Monthly Report for September 2022

Voice Vote: **Motion Carried**

## **UNFINISHED BUSINESS**

### **WSPB-22-039 Connection Ordinance**

Nick Curcio stated he put together language, as discussed at the last meeting, that would apply a fee immediately upon the construction of a new system regardless if a homeowner connects. Nick Curcio stated he received a call from the attorney for Laketon Township and from that discussion Nick Curcio stated he would suggest that a special assessment be done if this board is looking to recover cost for a new line. Discussion ensued. The board decided to go back to the language discussed in August. Kim Arter and Jeffrey Martin also pointed out minor corrections. Nick Curcio was asked to prepare language for the next meeting.

## **NEW BUSINESS**

### ***REU's Schedule -***

Matthew Farrar spoke to the REU's Schedule. Matthew Farrar discussed his concerns. Matthew Farrar stated this is very outdated and needs to be looked at. Matthew Farrar requested permission to obtain quotes from financial consultants to conduct a study. Robert Ribbens spoke to the history of the schedule and the intent at the time.

### **WSPB-22-046**

Moved by Jeffrey Martin, seconded by Kim Arter, to request staff get quotes for a study.

Voice Vote: **Motion Carried**

### ***HOP Daycare –***

Matthew Farrar stated he had nothing new to report. Jeffrey Martin stated he did check with Public Health and they would not install a filter at the daycare facility because it is a commercial property.

### ***Management Contract -***

Jeffrey Martin expressed a couple of concerns he would like addressed:

1. wording that reduces the potential for lawsuits in the future
2. the process in which decision making is done

Kim Arter stated this will take a while but once they have a draft it will be given to the supervisors to begin discussion with their township board.

### ***Barry's Greenhouse –***

Jeffrey Martin stated Barry's Greenhouse still has not connected to the system as the ordinance requires. Discussion ensued. Commissioner Brown stated he would reach out to them.

**AUDIENCE PARTICIPATION**

None

**ADJOURN**

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:44 a.m.

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Jennifer Hodges, Chair

Muskegon County  
Water System Policy Board  
November 2, 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 Arter, Laketon Township Supervisor  
Doug Brown, Muskegon County Commissioner  
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:

Staff

Present: Matthew Farrar, Muskegon County Deputy Administrator  
Wade VandenBosch, Public Works Director  
Steve Fink, Public Works Engineer & Projects Manager  
Tina Nash, Public Works Coordinator  
Robert Ribbens, Environmental Manager  
Carly Hysell, Procurement/Accounts Payable Supervisor  
Nick Curcio, WSPB Attorney

**WSPB-22-047 APPROVAL OF AGENDA**

Moved by Commissioner Hughes, seconded by Jeffrey Marcinkowski, to approve the amended agenda adding item H./2. update on the HOP Daycare and adding item I./1. Egelcraft Mobile Home Park.

Voice Vote: **Motion Carried**

**WSPB-22-048 APPROVAL OF MINUTES**

Moved by Commissioner Hughes, seconded by Jeffrey Martin, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on October 5, 2022.

Voice Vote: **Motion Carried**

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

None

**ITEMS FOR CONSIDERATION**

**WSPB-22-049 Recommend Rate Increase**

Carly stated back when sizing the Bond for the Channel Crossing Project rates were updated and this would be the next step in the rate increase recommendation. The increase was approved in the FY 2023 budget.

Matthew Farrar stated this would be approximately an extra \$3.75 every quarter.

Moved by Commissioner Hughes, seconded by Jeffrey Martin, to approve to increase the commodity rate from \$4.11 per cubic foot to \$4.21 per cubic foot and increase the monthly ready-to-serve charge base from \$16.03 to \$18.15 (for 5/8" and 3/4" meter) and up to \$1,451.79 depending on meter size effective January 1, 2023.

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

No –

**Motion carried**

**WSPB-22-050 INFORMATIONAL ITEMS**

Moved by Commissioner Hughes, seconded by Jeffery Marcinkowski, that the following informational items be received and placed on file:

1. Local Fund Balance Sheet for October 2022
2. Meter Set List for October 2022
3. Check Disbursement Report
4. Water System Monthly Report for October 2022

Matthew Farrar referenced the reimbursements on the Check Disbursement Report. Matthew Farrar stated this is because we bill for both water and sewer for the municipalities. The funds collected for sewer charges are returned to the municipalities.

Voice Vote: **Motion Carried**

## **UNFINISHED BUSINESS**

### **WSPB-22-039 Connection Ordinance**

Moved by Commissioner Hughes, seconded by Kim Arter, to approve the connection ordinance.

Nick Curcio discussed the changes made to the connection ordinance.

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

No –

**Motion carried**

Nick Curcio will prepare the Resolution for the township supervisors to take to their boards.

### ***The HOP Daycare Update***

Matthew Farrar stated the primary grant will only pay for the new water main and service to the HOP Daycare. There will be a second grant to pay for service to the other homes along the new water main. Matthew Farrar stated if this board approves the extension, there would be two grant agreements. Wade VandenBosch and Prein&Newhof are updating the cost estimate due to an additional 300 to 500 feet of water main. Matthew Farrar stated the County's Corporate Counsel is reviewing the grant agreement and he will also send it to Nick Curcio. Matthew Farrar stated he is working with State to amend the grant agreement to include language in case bids come in higher than estimated. If the extension is approved, the project may happen in 2024 and could possibly move into 2025.

Wade VandenBosch stated there are 9 properties, 8 homes and 1 business. The additional grant will pay for the service connections and well abandonment for those 9 properties, if they choose to connect. The initial grant will pay for the service connection and the well abandonment for the HOP Daycare.

## **NEW BUSINESS**

### ***Egelcraft Mobile Home Park***

Matthew Farrar stated the State has approached the County about providing water service for Egelcraft Mobile Home Park and other homes along the route of Evanston, north on Brooks, to Laketon, west going back to the existing water main on Laketon. Matthew Farrar stated the mobile home park's shallow well has some PFAS and the deep well contains hydrogen sulfates. Matthew Farrar requested permission from the board to meet with Egelston Township and Egelcraft Mobile Home Park to find out if they are interested in water service. Steve Fink stated if the funding source is a loan from the State, the State will not pay for connection fees nor would we be able to waive such fees. Matthew Farrar stated this would include a small area of Egelston Township. Discussion ensued.

## **AUDIENCE PARTICIPATION**

Matthew Farrar stated there will be some changes in personnel at the City of Muskegon. Matthew Farrar spoke to the contract with the City. Matthew Farrar stated he would like Nick Curcio review a drafted letter. Matthew Farrar stated he will have the board review and approve the letter before it is sent to the City.

Chair Hodges thanked staff for looking out for the townships and their residents' best interest.

Jeffrey Martin asked about Barry's Greenhouse connecting to the water system. Robert Ribbens stated he hasn't heard anything from them. Commissioner Brown stated he would speak to them again.

Steve Fink referred to the monthly report and the hydrant flow testing. Steve Fink stated the testing should take place this month and he will send an email to the townships to let them know. Steve Fink stated this is a necessary step for the calibration of the hydraulic model. Steve Fink stated the goal of the reliability study is to figure out if the causeway line is out of service, can the new channel crossing line along with North Muskegon's 12-inch network through the city be able to tie in at Whitehall Road and allow one pump at the Giles Pump Station to run sufficiently.

Steve Fink stated the tank painting bid should go out next week and will be brought to the WSPB in December for their recommendation.

**ADJOURN**

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:41 a.m.

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Jennifer Hodges, Chair

Muskegon County  
Water System Policy Board  
December 7, 2022  
10:00 a.m.  
1903 Marquette Avenue, Conference Room

*Jennifer Hodges, Chair*

*Kim Arter, Vice Chair*

**MINUTES**

**CALL TO ORDER**

The meeting was called to order by Chair Hodges at 10:02 a.m.

**ROLL**

Present: Kim Arter, Laketon Township Supervisor  
Kim Cyr, Muskegon County Commissioner  
Jennifer Hodges, Muskegon Charter Township Supervisor  
Jeffrey Marcinkowski, Fruitland Township Supervisor [arrived 10:08 a.m.]  
Jeffrey Martin, Dalton Township Supervisor

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

**Staff**

Present: Matthew Farrar, Muskegon County Deputy Administrator  
Wade VandenBosch, Public Works Director  
Steve Fink, Public Works Engineer & Projects Manager  
Tina Nash, Public Works Coordinator  
Robert Ribbens, Environmental Manager  
Carly Hysell, Procurement/Accounts Payable Supervisor

**WSPB-22-051 APPROVAL OF AGENDA**

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

Voice Vote: **Motion Carried**

**WSPB-22-052 APPROVAL OF MINUTES**

Moved by Kim Arter, seconded by Jeffrey Martin, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on November 2, 2022.

Voice Vote: **Motion Carried**

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

None

**ITEMS FOR CONSIDERATION**

**WSPB-22-053 Recommendation to the Board of Public Works for Tank Painting Award**

Steve Fink stated the painter will have May and June of 2023 to complete the project. Steve Fink stated it is not an issue to have the tank out of service for those two months because of the Harvey and Quarterline pump stations. Steve Fink stated Fedewa Inc. is on Dixon's approved vendor list. Steve Fink stated they are recommending the alternate urethane coating system for a bid amount of \$131, 400.00.

Moved by Kim Arter, seconded by Commissioner Cyr, to recommend Fedewa Inc. for \$131, 400.00 to the Board of Public Works.

Yes – Cyr, Marcinkowski, Martin, Arter, Hodges

Excused – Brown, Hughes

No –

**Motion carried**

**WSPB-22-054 INFORMATIONAL ITEMS**

Moved by Jeffrey Martin, seconded by Commissioner Cyr, that the following informational items be received and placed on file:

Matthew Farrar referenced the Channel Crossing cost summary. Matthew Farrar stated if you look at the different phases of this project and look at what was spent, in all cases we spent less than the contract prices. Matthew Farrar stated the whole team did a good job.

1. Local Fund Balance Sheet for November 2022
2. Meter Set List for November 2022
3. Check Disbursement Report
4. Water System Monthly Report for November 2022
5. Channel Crossing Cost Summary

Voice Vote: **Motion Carried**

## **UNFINISHED BUSINESS**

### ***The HOP Daycare Update***

Wade VandenBosch stated it was discussed last month there would be two (2) grants. The first grant would cover the main loop and the connection for the HOP Daycare. The second grant would provide services to the homes on the main loop (only to the right-a-way) and the connections for nine (9) homes that have PFAS above the criteria. Matthew Farrar stated Corporate Counsel is reviewing the grant application for an out clause in case bids come in higher than the amount of the grant.

### ***Egelcraft Mobile Home Park***

Matthew Farrar stated the only funds available from the State of Michigan would be a loan. Matthew Farrar stated they will be meeting with the owner of Egelcraft next week to see if they are interested in moving forward.

### ***Dalton Township / Ordinance Denial***

Jeffrey Martin stated his board split 3 -3. Changes to the ordinance did not pass. Jeffrey Martin stated he has had multiple conversations with his board. Jeffrey Martin stated his board also did not pass the rate increase. Discussion ensued. It was requested to have Nick Curcio speak to Dalton Township's attorney. Matthew Farrar and Chair Hodges requested Jeffrey Martin bring this back to his board and they would like to be present.

Kim Arter stated Laketon Township passed both the ordinance change and the rate increase.

Chair Hodges stated Muskegon Township's final vote will be on December 19<sup>th</sup>. Chair Hodges pointed out in section 3 of the ordinance where it mentions, if a homeowner doesn't connect the township can withhold the *building permit*. Chair Hodges stated the ordinance should state the township can withhold the *certificate of occupancy*. This is what Muskegon Township will consider when voting. Chair Hodges stated she spoke to Nick Curcio and he stated this should not be a problem.

## **NEW BUSINESS**

Matthew Farrar stated they have hired a person for Anita Peters' position. Wade VandenBosch stated the new person will start on December 19<sup>th</sup>. Matthew Farrar stated Anita Peters' position will be eliminated upon her retirement.

Matthew Farrar stated they sold landfill bonds for the expansion. They were expecting a true interest cost of 4.5%. There were eleven (11) bids. The low was 3.7% with a \$400,000.00 premium.

Kim Arter requested Nick Curcio provide clean copies of Appendix B and the ordinance once everything has been resolved.

## **AUDIENCE PARTICIPATION**

Steve Fink stated Prein&Newhof is working on getting the draft set of plans completed for the ESW system improvements. Steve Fink stated members of the WSPB will be able to view the plans prior to going out for bids. Steve Fink stated Prien&Newhof recommended breaking the projects into two (2) contracts instead of four (4). This will still allow for the local vendors to bid. Board members approved having the two (2) contracts. Steve Fink stated it is likely the ESW system improvement projects would not be completed until 2024.

Steve Fink stated flow testing is currently happening and will be completed either today or tomorrow. This will allow for DLZ to review the data and continue to work on the reliability studies over the winter.

Matthew Farrar stated the letter to the City of Muskegon has been drafted. Matthew Farrar stated the draft letter will be sent to Nick Curcio and the supervisors to review.

Matthew Farrar stated he appreciates how the members of this board work together. Matthew Farrar stated there will be two new commissioners joining this board in January.

**ADJOURN**

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:42 a.m.

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, Chair