

Muskegon County
Water System Policy Board
January 3, 2024
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 10:11 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

Excused: Jessica Cook, Muskegon County Commissioner
Tracy DeMarse, Dalton Township Clerk
Charles Nash, Muskegon County Commissioner

Staff

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

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-24-001 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-24-002 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.

Chris Hall nominated Tina Nash for Secretary.

There were no other nominations for Secretary.

Chair Hodges closed the nominations.

WSPB-24-003 Moved by Chris Hall, seconded by Commissioner Cyr, 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.

Chris Hall nominated Carly Hysell for Fiscal Officer.

There were no other nominations.

Chair Hodges closed the nominations.

WSPB-23-004 Moved by Chris Hall supported by Jeffrey Marcinkowski, to designate Carly Hysell as Fiscal Officer.

Voice Vote: **Motion Carried**

WSPB-24-005 APPROVAL OF AGENDA

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

Voice Vote: **Motion Carried**

WSPB-24-006 APPROVAL OF MINUTES

Moved by Commissioner Cyr, seconded by Chris Hall, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on December 6, 2023.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

ITEMS FOR CONSIDERATION

WSPB-24-007 Select Engineering firm to develop the Complete Distribution System Materials Inventory (CDSMI)

Wade VandenBosch stated EGLE originally required the CDSMI to be submitted by January 1, 2025. The EPA has moved the date to October 16, 2024. Wade VandenBosch stated proposals were requested from DLZ, Prein&Newhof, and FTCH. FTCH did not respond. Wade VandenBosch discussed the proposals received from DLZ and Prein&Newhof. Discussion ensued.

Moved by Commissioner Cyr, seconded by Jeffrey Marcinkowski, to select Prein&Newhof to develop the Complete Distribution System Materials Inventory for the Northside Water System and the Eastside Water System.

Yes – Hall, Cyr, Marcinkowski, Hodges

No –

Excused – Cook, DeMarse, Nash

Motion carried

WSPB-24-008 INFORMATIONAL ITEMS

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

1. Meter Set List for December 2023
2. Local Fund Balance Sheet for December 2023

Voice Vote: **Motion Carried**

UNFINISHED BUSINESS

None

NEW BUSINESS

Chris Hall asked about the start date for the HOP water main project. Wade VandenBosch stated it is still in the design phase.

Matthew Farrar asked when the Coopersville force main project would be bid. Wade VandenBosch stated the intent is this spring.

Chair Hodges asked if there were any updates on the PFAS findings in Egelston Township. Wade VandenBosch stated he has not heard anything more from EGLE since the requested information was supplied. Chris Hall asked about membership to the Water System Policy Board. Matthew Farrar stated they are waiting for Nick Curcio to provide his recommendation regarding options per the contract.

AUDIENCE PARTICIPATION

Steve Fink referenced the Complete Distribution System Materials Inventory (CDSMI) and stated staff thought sample points would only need to be completed on the Eastside Water System and \$75,000.00 was budgeted. Now that we know both the Eastside Water System and the Northside Water System will require sample points to be completed, the budget will need to be amended to cover the additional expenses.

Matthew Farrar stated additional inquires are being made in regards to properties around Business Park North.

Steve Fink asked Muskegon Charter Township staff if they have heard from residents in regards to the completed water main improvements on Center and Densmore. Saxon Smith stated they have not.

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:36 a.m.

Jennifer Hodges, Chair

MEETING CANCELLATION

Notice is hereby given that the
Water System Policy Board
regular meeting of
Wednesday, February 7, 2024
is cancelled.

Muskegon County
Water System Policy Board
March 6, 2024
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 10:00 a.m.

ROLL

Present: Kim Arter, Laketon Township Supervisor
Tracy DeMarse, Dalton Township Clerk
Michelle Hazekamp, County Commissioner (Alternate)
Jennifer Hodges, Muskegon Charter Township Supervisor
Jeffrey Marcinkowski, Fruitland Township Supervisor (arrived at 10:01)

Excused: Jessica Cook, Muskegon County Commissioner
Kim Cyr, Muskegon County Commissioner
Charles Nash, Muskegon County Commissioner

Staff

Present: Matthew Farrar, Muskegon County Deputy Administrator
Tina Nash, Public Works Coordinator
Robert Ribbens, Environmental Manager
Kelsey Richards, Regional Water System Specialist
Amy Rykse, Administrative Analyst
Carly Hysell, Procurement/Accounts Payable Supervisor
Nick Curcio, Attorney

WSPB-24-008 APPROVAL OF AGENDA

Moved by Tracy DeMarse, seconded by Kim Arter, to approve the agenda as presented.

Voice Vote: **Motion Carried**

WSPB-24-009 APPROVAL OF MINUTES

Moved by Kim Arter, seconded by Tracy DeMarse, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on January 3, 2024.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

ITEMS FOR CONSIDERATION:

WSPB-24-010 Approve Modifying Appendix C, Rules and Regulations, Section 111.3.1 by Removing the Seasonal Discontinuance Charge.

Matthew Farrar stated there have been approximately 4 customers who had their water turned off this year. Robert Ribbens stated the Ready to Serve fee is not charged if water has been shut-off. Discussion ensued. It was suggested the board members and staff review all fees and charge and discussion will continue at a future meeting.

DISCUSSION

Complete Distribution Systems Materials Inventory Update

Matthew Farrar stated there will be a motion going before the Board of Public Works on Thursday, March 7, 2024. Matthew Farrar stated the completion deadline has been moved up to October 2024. Matthew Farrar read the Board of Public Works motion:

BPW24/03-013 Move to authorize solicitation of construction bids for potholing services to verify water service lead materials for both the Northside and Eastside Water systems and to authorize the Administrator to accept the low bid from firms who can meet the required schedule and adjust the Water Fund budget if necessary.

WSPB-24-011 Moved by Tracy DeMarse, seconded by Jeffrey Marcinkowski, to support the Board of Public Works motion BPW 24/03-013.

Voice Vote: **Motion Carried**

The HOP Water Main Extension Update

Matthew Farrar stated staff will be bidding this project in June. Matthew Farrar stated this is a 2025 project but contractors could start in 2024. Chair Hodges asked if other addresses will be added to the project. Tracy DeMarse stated residents did not respond to letters that were sent. Tracy DeMarse stated a Town Hall Meeting will take place next Thursday, March 14, 2024 at 6PM. Tracy DeMarse stated they hope to have more information on possible additional addresses soon.

Matthew Farrar provided a background on the project.

Payment References in Uniform Rate Ordinance

Staff stated the water bills go out on the second Wednesday of each month and are due on the first Friday of the following month. The ordinance states the water bills are due on the 15th of each month. Discussion ensued. Kim Arter stated Laketon Township's treasurer was not in favor of making changes. Staff requested the wording in the ordinance be updated to match current practices. Chair Hodges requested staff speak to the township treasurers to address concerns. Chair Hodges requested Nick Curcio provide sample language for township treasurers to review.

WSPB-24-012 INFORMATIONAL ITEMS

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

1. Local Fund Balance Sheet for February 2024
2. Meter Set List for February 2024
3. Check Disbursement Report
4. Graphs

Voice Vote: **Motion Carried**

UNFINISHED BUSINESS

Matthew Farrar stated he met with the City Manager and Department of Public Works Director for the City of Muskegon in regards to the letter sent. Matthew Farrar stated there was an understanding of the issues. Matthew Farrar stated they will begin by focusing on the Eastside Water System issues.

Matthew Farrar stated the attorney is working on possible water service to Egelston Township. Nick Curcio drafted a memo regarding the addition of another municipality to the water system. Chair Hodges requested this be on the next agenda for discussion.

Robert Ribbens stated the Center Street Improvement project is moving along quickly due to the good weather.

Matthew Farrar stated \$1.3 million has been requested for the Giles Road Pump Station upgrade.

NEW BUSINESS

None

AUDIENCE PARTICIPATION

Chris Hall asked if the City of Muskegon had hired a new Public Works Director. Matthew Farrar stated they have, it's Dan VanderHeide. Matthew Farrar stated Dave Baker retired and the new Superintendent of Utilities for the City of Muskegon is Joe Buthker. The City of Muskegon is in the process of looking for a new Water Plant Superintendent.

Matthew Farrar introduced Amy Rykse, new Administrative Analyst for Public Works.

Chair Hodges stated Muskegon Township's Building Official, Steven Sheldon, is leaving. His last day is next Thursday.

Matthew Farrar stated they will be demolishing the old Pound Buddies building on Keating Avenue. The HHW collections will still take place at that location for this season.

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:50 a.m.

Jennifer Hodges, Chair

Muskegon County
Water System Policy Board
April 3, 2024
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 10:07 a.m.

ROLL

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

Excused: Jessica Cook, Muskegon County Commissioner
Charles Nash, Muskegon County Commissioner

Staff

Present: Wade VandenBosch, Public Works Director
Steve Fink, Public Works Engineer & Project Manager
Robert Ribbens, Environmental Manger
Tina Nash, Public Works Coordinator
Kelsey Richards, Regional Water System Specialist
Nick Curcio, Attorney

WSPB-24-013 APPROVAL OF AGENDA

Moved by Kim Arter, seconded by Tracy DeMarse, to approve the agenda as presented.

Voice Vote: **Motion Carried**

WSPB-24-014 APPROVAL OF MINUTES

Moved by Tracy DeMarse, seconded by Kim Arter, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on March 6, 2024.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

DISCUSSION

The Addition of Another Municipality to the Water System (Memo from Attorney)

Nick Curcio stated there would be two ways to add another municipality, first would be entering into a contract to provide water service by retail basis or wholesale basis without them becoming a member. The second option would be to amend the existing agreement including them as a member of the board. Nick Curcio pointed out the issue with the County Commissioner representation if the second option should happen. Wade VandenBosch stated EGLE is currently looking at installing deep wells as a solution for providing safe drinking water. Wade VandenBosch stated that a deep well has been drilled in that vicinity with positive results. The cost to install deep wells is a lot less. The cost estimate for extending a water main in Egelston was approximately \$30 million.

WSPB-24-015 INFORMATIONAL ITEMS

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

1. Meter Set List for March 2024
2. Meter Set List for March 2024
3. Check Disbursement Report
4. Graphs

Voice Vote: **Motion Carried**

Tracy DeMarse requested Kelsey Richards email Dalton Township's Local Fund Balance as of March 31, 2024.

UNFINISHED BUSINESS

WSPB-24-010 Approve Modifying Appendix C, Rules and Regulations

Kim Arter stated North Muskegon does \$25 for seasonal shut-offs. Robert Ribbens stated we want to encourage people to shut-off water service if they are going to be gone for an extended length of time. Discussion ensued.

Staff will review the Rules and Regulations and bring recommendations to those reviewing the Management Contract.

Payment References in Uniform Rate Ordinance

Revised Language suggested by Attorney:

Bills will be rendered monthly. The due date shall be determined by the Policy Board and shall be stated on each bill. The due date shall be no less than 15 days after the bill is mailed. Payments received after the due date shall bear a penalty of ten percent (10%) of the amount of the bill.

Kelsey Richards stated she talked to Laketon Township's Treasurer. Kim Arter stated this language would bring things to what is being done now. Tracy DeMarse and Jeffrey Marcinkowski both stated they were okay with the language provided.

WSPB-24-016 Payment References in Uniform Rate Ordinance

Moved by Kim Arter, seconded by Jeffrey Marcinkowski, to amend the language as suggested by Attorney for billing to make it correct.

Yes – Arter, Cyr, DeMarse, Marcinkowski, Hodges

No –

Excused – Cook, Nash

Motion carried

Nick Curcio will prepare the Resolution for the townships.

NEW BUSINESS

DSMI Potholing Bid and Award

Wade VandenBosch stated the bid opening was last week. The low bidder was Plummer's Environmental. Prein&Newhof has sent the notice of award. The bid amount for the Northside Water System was \$184,000.00 and the bid amount for the Eastside Water System was \$178,000.00. There will be approximately 350 test sites per system, 700 total.

It was requested that Robert Ribbens make a memo and/or form for Township Inspectors to log the water service material type used on customer side of curb stop or meter pit during final inspection for each new service line installed.

The HOP Water Main Construction

Wade VandenBosch stated there was a Town Hall meeting at Dalton Township Hall. Tracy DeMarse stated it was well attended. EGLE was there and gave a presentation on the project. More people did decide to have their wells tested. Wade VandenBosch stated two additional homes will be added to the project. Wade VandenBosch stated Prein&Newhof is working on the design documents. Bidding is expected to take place in May with bids being due in June.

Water Meters

Robert Ribbens stated years ago Metron water meters were used and over time we switched to Neptune water meters. At the time Neptune created a software for Muskegon County to read both Metron and Neptune meters. Robert Ribbens stated the software is 15 years old and there is no backup for this software and Neptune no longer provides support. Robert Ribbens expressed it is critical to get all the water meters on the system switched over to Neptune meters. Staff has been making efforts to get this done; however, customers are not responding to the letters being sent. Robert Ribbens stated its time to take a harder approach. Robert Ribbens provided samples of a FAQ that will be posted on the website and a Door Hanger Notice staff will leave at the home. Robert Ribbens wanted the townships to be aware in case they receive calls. Robert Ribbens also requested input from the townships. Robert Ribbens stated the Door Hangers will be printed next week.

Tracy DeMarse asked if the townships could get a list of addresses effected. Chair Hodges asked if Robert Ribbens could make the townships aware of areas they would working in ahead of time.

Notice from the City of Muskegon

Wade VandenBosch stated they received a notice on Friday that the City of Muskegon is raising their commodity rate for drinking water.

AUDIENCE PARTICIPATION

Steve Fink stated the Center Street project has been going very well. The tie-in at Apple Avenue also went well. The new water services are going in now. They are scheduled to move to West Street next week. Hydro seeding will be done once the weather warms up. Steve Fink stated the project should be completed by the end of May.

ADJOURN

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

Jennifer Hodges, Chair

MEETING CANCELLATION

Notice is hereby given that the
Water System Policy Board
regular meeting of
Wednesday, May 1, 2024
is cancelled.

Muskegon County
Water System Policy Board
June 5, 2024
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
Tracy DeMarse, Dalton Township Clerk
Jennifer Hodges, Muskegon Charter Township Supervisor
Jeffrey Marcinkowski, Fruitland Township Supervisor [arrived 10:08 a.m.]

Excused: Jessica Cook, Muskegon County Commissioner
Charles Nash, Muskegon County Commissioner

Staff

Present: Wade VandenBosch, Public Works Director
Tina Nash, Public Works Coordinator
Steve Fink, Public Works Engineer & Project Manager
Robert Ribbens, Environmental Manger
Carly Hysell, Procurement /Accounts Payable Supervisor

WSPB-24-017 APPROVAL OF AGENDA

Moved by Kim Arter, seconded by Tracy DeMarse, to approve the agenda as presented.

Voice Vote: **Motion Carried**

WSPB-24-018 APPROVAL OF MINUTES

Moved by Tracy DeMarse, seconded by Kim Arter, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on April 3, 2024.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

DISCUSSION

Regional Water System Financial Statement

Kim Arter asked about the deferred amounts for OPEB. Carly Hysell stated those amounts are related to the pension liabilities for county staff. Carly Hysell stated the financial statement is an overall view of how things looked on September 30, 2023.

Offer from ATT / Water Tower Lease

Wade VandenBosch referred to the summary provided by Nick Curcio. Wade VandenBosch stated ATT is offering a lump sum payment of \$220,000.00 to secure a 20-year lease. Wade VandenBosch stated ATT is currently paying \$2,600.00 per month. Wade VandenBosch stated staff is recommending we reject the offer and remain status quo. Steve Fink stated ATT just upgraded their antenna equipment on the Evanston water tank last spring and installed a generator at the location last fall. Steve Fink stated the Evanston water tank is a desirable location.

WSPB-24-019 Moved by Kim Arter, seconded by Tracy DeMarse, not to accept the offer from ATT and keep things as is.

Voice Vote: **Motion Carried**

WSPB-24-020 INFORMATIONAL ITEMS

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

1. Check Disbursement Report
2. Report

Steve Fink stated staff is glad to have pump 3 at Quarterline back in the mix. Steve Fink stated the Evanston Avenue tank inspection was completed and Dixon did not find any issues.

Voice Vote: **Motion Carried**

UNFINISHED BUSINESS

None

NEW BUSINESS

1261 Center

Wade VandenBosch stated for the last four years this residence has been receiving an estimated bill of 5 units per month because the radio needed to be replaced. Due to supply chain issues the radio did not get replaced until January 2024. Robert Ribbens stated there were a couple of additional estimated bills at 5 units per month because of road construction. Wade VandenBosch stated when an actual read was completed the residence used approximately an average of 10 units per month. A “catch-up” bill was issued, which was higher than normal. Robert Ribbens and Wade VandenBosch both met with the owner, Mr. John Thiele, and tried to explain what happened and how the bill total was calculated. Mr. Thiele was not satisfied with the explanation. Robert Ribbens stated they have also changed the water meter. Chair Hodges stated Mr. Thiele did pay the bill yesterday.

1416 Center

Robert Ribbens stated as part of the Center Street water main project he received an anonymous tip regarding 1416 Center. Robert Ribbens stated records show the home is vacant and the water has been shut-off for 10 years. Apparently, someone has been living there and has been using water for the entire 10 years. Robert Ribbens stated the last note in the file states there was a bad leak and the water was shut-off and the owner was to make contact when fixed. Carly Hysell stated she did an analysis to provide some options for the board to consider. Carly Hysell explained the options. Chair Hodges requested Wade VandenBosch contact Nick Curcio and provide him with the information and request his recommendation. Chair Hodges stated we need a policy in place on how to handle these.

Muskegon Township

Chair Hodges stated staff has been getting complaints regarding the work crew working on the water main project leaving trash in residence’s yards. Chair Hodges asked that be addressed with Prein&Newhof. Wade VandenBosch stated lack of PPE has been forwarded to Prein&Newhof. Another complaint on the water main project is regarding the trash bins. The contractor hasn’t been moving the trash bin out.

Chair Hodges stated staff is getting complaints that voicemails are full when trying to contact the County Water Department and calls are not being returned. Robert Ribbens stated he is aware of the phone issues.

Chair Hodges stated another problem they are having is with customers calling requesting that late fees be waived. Customers are being told by someone at the county that they can’t waive the late fees because the townships won’t let them. Chair Hodges asked that they state its policy.

AUDIENCE PARTICIPATION

Steve Fink stated East Street and Densmore are done. Steve Fink stated restoration is finishing up on Center Street. Jackson-Merkey should be done by tomorrow and they are looking at June 7th or 10th to do the final base course of asphalt to complete Center Street. On June 4th, concrete drives were done on Center Street. Water services on West Street will be finished today. Seven hydrants still need to be installed. There will be a final tie-in at West Street and Southland possibly be the end of this week. Jackson-Merkey thinks they will have West Street completed in the next 3 weeks.

Steve Fink stated they have not received a final set of proposed plans from Prein&Newhof for the HOP water main project and it's now looking like a 2025 project. Wade VandenBosch stated we need to obtain 6 easements for this project. Wade VandenBosch stated any costs for those easements would be grant eligible. Prein&Newhof will work on obtaining the easements.

Wade VandenBosch stated Plummer's Environmental has started notifying the 700 customers in regards to the Distribution System Material Inventory (DSMI) test sites. Wade VandenBosch distributed copies of the flyers to the townships. Robert Ribbens will send the townships a list of addresses selected as test sites. Prein&Newhof selected the addresses.

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:54 a.m.

Jennifer Hodges, Chair

MEETING CANCELLATION

Notice is hereby given that the
Water System Policy Board
regular meeting of
Wednesday, July 3, 2024
is cancelled.

Muskegon County
Water System Policy Board
August 7, 2024
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 10:00 a.m.

ROLL

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

Excused: Charles Nash, Muskegon County Commissioner

Staff

Present: Wade VandenBosch, Public Works Director
Tina Nash, Public Works Coordinator
Steve Fink, Public Works Engineer & Project Manager
Robert Ribbens, Environmental Manger
Daxton Miller, Public Works Tech
Carly Hysell, Procurement /Accounts Payable Supervisor
Nick Curcio, Attorney

WSPB-24-021 APPROVAL OF AGENDA

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

Voice Vote: **Motion Carried**

WSPB-24-022 APPROVAL OF MINUTES

Moved by Kim Arter, seconded by Commissioner Cook, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on June 5, 2024.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

ITEMS FOR CONSIDERATION

WSPB-24-023 Recommend the Regional Water System Fiscal Year 2025 Budget to the Muskegon County Board of Commissioners

Carly Hysell provided a summary to the board and answered questions. Carly Hysell stated funds were budgeted for engineering for the next water project. Carly Hysell stated she is researching to see if the next project will need to be bonded. Steve Fink stated the 2017 reliability study listed ten (10) projects that were recommended be completed and we have now completed four (4) of those. Steve Fink stated we could pick from any of the remaining projects, we just need the funding.

Moved by Kim Arter, seconded by Jeffrey Marcinkowski, to recommend the Regional Water System fiscal year 2025 budget to the Muskegon County Board of Commissioners.

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

No –

Excused – Nash

Motion carried

DISCUSSION

Business Park Storage Units / REU Schedule

Wade VandenBosch stated they were approached by a developer looking to put twenty-seven (27) buildings with six (6) units in each building. The development is in Dalton Township. Wade VandenBosch stated the developer was okay with the REU determination for water. Robert Ribbens stated based on the current REU schedule the fee for water will be \$17,000.00. Jeffrey Martin stated these will be very nice units with bathrooms in them. Units could be used for storage or light manufacturing, etc. Jeffrey Martin stated the units will be purchased, not rented.

RFQu for Water System Engineer – WSPB approved May 2023 / BPW approved August 2024

Wade VandenBosch informed the board that staff will be requesting qualifications from firms. Wade VandenBosch stated towards the end of the year staff will bring their recommendation to the board for consideration.

Muskegon Charter Township – Potential New Subdivision by Quarterline & Stebbins

Wade VandenBosch stated the developer has been working with staff to determine how the waterline should be brought to the subdivision. Robert Ribbens stated this project sits right on the edge of the City of Muskegon and Muskegon Township. Chair Hodges stated she believes this is on Muskegon Township's Planning Commission's agenda this month. Steve Fink stated the developer was also informed they will need full-time pipe inspection.

WSPB-24-024 INFORMATIONAL ITEMS

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

1. Local Fund Balance
2. New Meter Sets
3. Check Disbursement Report
4. Graphs

Voice Vote: **Motion Carried**

UNFINISHED BUSINESS

1261 Center

Wade VandenBosch provided some background regarding 1261 Center. Wade VandenBosch stated per the board's recommendation he spoke with Nick Curcio. Wade VandenBosch and Robert Ribbens met with the property owner and her father. Per statute, staff decided to go back 6 years and the property owner agreed. Wade VandenBosch stated the total estimated amount for the 10 years would be \$8,613.00, and for 6 years would be \$5,308.00. Wade VandenBosch stated staff recommends the property owner pay \$5,308.00, the total for 6 years. Discussion ensued.

Moved by Commissioner Cook, seconded by Commissioner Cyr, to have the property owner of 1261 Center pay \$5,308.00 and waive the balance of \$3,304.64, pending contract and leaving leniency to staff to determine the best terms for the homeowner.

Further discussion ensued regarding terms of this repayment and contract language. Nick Curcio stated it's premature to approve a motion until we have contractual terms. Discussion ensued on the wording of the motion. Robert Ribbens clarified that the usage being charged is an estimate. Carly Hysell explained how the amount owed was calculated.

Commissioner Cook withdrew her motion, Commissioner Cyr supported the withdraw.

Carly Hysell clarified penalties for current water usage are at 10%, not 6%. Carly Hysell stated the board would have to act to waive the penalties.

Nick Curcio will work with staff to draft a contract for the board to consider based on the discussion had.

NEW BUSINESS

Uniform Water Rate Ordinance / Section 5. – Mandatory Connection

Robert Ribbens referenced the 200ft rule. He is looking for clarification. Robert Ribbens needs to know what points we are measuring to and from. Discussion ensued. Nick Curcio will prepare a new draft for the next meeting.

Chris Hall asked if he could send a copy of the updated ordinance to Public Health for their records. The board stated he could.

Commissioner Cook asked about Appendix A. Robert Ribbens stated the REU schedule goes back to the 1950's. The water rate study will do away with Appendix A and new updated way to calculate water connections will be proposed.

AUDIENCE PARTICIPATION

Steve Fink stated the 4 roads on the Eastside Water System are done and are in the punch list phase. Steve Fink stated there are some areas where the seeding did not take well and that will be addressed in September.

Steve Fink stated staff has received a draft set of prints for the HOP water main from Prein&Newhof and staff is reviewing. Wade VandenBosch stated they still need to get the easements. Wade VandenBosch stated they originally were at ten (10) full connections and now are at twelve (12). There is a potential for two (2) additional. Wade VandenBosch stated Family Farm & Home has discovered PFAS in their well so EGLE is expanding the study area. Wade VandenBosch stated the plan is for a construction project in 2025.

Robert Ribbens provided an update on the Complete Distribution Systems Materials Inventory. Robert Ribbens and Daxton Miller have been marking the locations. Robert Ribbens stated property owners are not allowing Plummer's Environmental into the homes. Robert Ribbens stated he has a meeting with Plummer's Environmental and Prein&Newhof and he will suggest they obtain as much information as possible to submit. Chair Hodges told staff to let the townships know if there is something they can do to help. Steve Fink stated even after the CDSMI is completed, this will be an ongoing process for those customers that we do not have documented service material records.

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 11:10 a.m.

Jennifer Hodges, Chair

Muskegon County
Water System Policy Board
September 4, 2024
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 10:18 a.m.

ROLL

Present: Kim Arter, Laketon Township Supervisor
Jessica Cook, Muskegon County Commissioner
Kim Cyr, Muskegon County Commissioner
Jennifer Hodges, Muskegon Charter Township Supervisor

Excused: Charles Nash, Muskegon County Commissioner
Jeffrey Marcinkowski, Fruitland Township Supervisor
Jeffrey Martin, Dalton Township Supervisor

Staff

Present: Wade VandenBosch, Public Works Director
Tina Nash, Public Works Coordinator
Steve Fink, Public Works Engineer & Project Manager
Aaron Smith, Public Works Administrative Analyst
Carly Hysell, Procurement /Accounts Payable Supervisor
Nick Curcio, Attorney

WSPB-24-025 APPROVAL OF AGENDA

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

Voice Vote: **Motion Carried**

WSPB-24-026 APPROVAL OF MINUTES

Moved by Commissioner Cyr, seconded by Commissioner Cook, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on August 7, 2024.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

ITEMS FOR CONSIDERATION

Uniform Water Rate Ordinance / Section 5. – Mandatory Connection

Proposed language was drafted by Nick Curcio. Board members had no concerns with the proposed language. Wade VandenBosch stated this would be brought back to the board for their approval at a later date with other contract changes for the board to consider.

WSPB-24-027 Approve Water System Expansion for New Subdivision in Muskegon Charter Township

Wade VandenBosch stated a new development will be going in off of Quarterline Road and the water line will become part of the water system.

Moved by Kim Arter, seconded by Commissioner Cook, to approve the water system expansion for new subdivision in Muskegon Charter Township

Voice Vote: **Motion Carried**

Contract for Past Water Usage Payment at 1416 Center Street

A copy of the proposed agreement was distributed to the board members. Nick Curcio referenced a section of the Management Contract as to why he drafted the agreement between Muskegon Charter Township and the homeowner. Chair Hodges stated her concerns and also the concerns of Muskegon Charter Township's attorney with Muskegon Charter Township being listed as a party in the agreement. Discussion ensued. Nick Curcio made some suggestions as to other ways the agreement could be written. Chair Hodges agreed to bring the agreement to Muskegon Charter Township's board for their consideration. Wade VandenBosch stated he would provide Chair Hodges a summary of the circumstances and would attend the meeting to answer questions.

WSPB-24-028 INFORMATIONAL ITEMS

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

1. Local Fund Balance
2. New Meter Sets
3. Check Disbursement Report
4. Graphs

Voice Vote: **Motion Carried**

UNFINISHED BUSINESS

None

NEW BUSINESS

Chair Hodges asked on behalf of Muskegon Charter Township's treasurer, if the others would consider a **one-time only** waiver of late fees. Everyone stated they would not.

AUDIENCE PARTICIPATION

Steve Fink stated the Eastside project is done and is in the punch list phase. Jackson-Merkey will have everything completed by the end of the month.

Wade VandenBosch provided an update on the CDSMI project. On the Northside Water System, 180 outdoor inspections have been completed and on the Eastside Water System, 172 outdoor inspections. The submittal to the State of Michigan is due in October.

ADJOURN

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

Jennifer Hodges, Chair

Muskegon County
Water System Policy Board
October 2, 2024
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 10:22 a.m.

ROLL

Present: Jessica Cook, Muskegon County Commissioner
Kim Cyr, Muskegon County Commissioner
Chris Hall, Laketon Township Building Inspector
Jennifer Hodges, Muskegon Charter Township Supervisor
Charles Nash, Muskegon County Commissioner [arrived 10:37]

Absent: Jeffrey Martin, Dalton Township Supervisor

Excused: Jeffrey Marcinkowski, Fruitland Township Supervisor

Staff

Present: Wade VandenBosch, Public Works Director
Tina Nash, Public Works Coordinator
Aaron Smith, Public Works Administrative Analyst

WSPB-24-030 APPROVAL OF AGENDA

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

Voice Vote: **Motion Carried**

WSPB-24-031 APPROVAL OF MINUTES

Moved by Commissioner Cook, seconded by Commissioner Cyr, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on September 4, 2024.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

ITEMS FOR CONSIDERATION

WSPB-24-032 Curcio Law Firm Fee Adjustment

Wade VandenBosch stated staff believes the increase is fair and would recommend the board approve the new rate.

Moved by Commissioner Cyr, seconded by Commissioner Cook, to approve the fee adjustment effective September 1, 2024.

Voice Vote: **Motion Carried**

WSPB-24-033 5.5% Rate Increase

Wade VandenBosch stated the increase would be effective January 1, 2025. Wade VandenBosch stated a proposal will be going out in 2025 to hire a consultant to conduct a new rate study. Wade VandenBosch stated the average bill would increase by approximately \$3.00 per month.

Moved by Commissioner Cook, seconded by Chris Hall, to approve the to approve the 5.5% rate increase effective January 1, 2025.

Voice Vote: **Motion Carried**

WSPB-24-034 INFORMATIONAL ITEMS

Moved by Chris Hall, seconded by Commissioner Cook, that the following information items be received and placed on file:

1. Local Fund Balance
2. Graphs
3. Check Disbursement Report

Voice Vote: **Motion Carried**

UNFINISHED BUSINESS

None

NEW BUSINESS

1416 Center Street

Wade VandenBosch provided a brief summary. Wade VandenBosch stated Muskegon Charter Township did approve the agreement with the property owner. Wade VandenBosch stated tomorrow (October 3, 2024) he will be requesting the Board of Public Works waive the first four (4) years of fees. The property owner will be paying approximately an additional \$44 per month with her monthly water bill.

CDSMI Project

Wade VandenBosch stated the contractor has completed 244 services on the Northside system and 226 on the Eastside system. Wade VandenBosch stated the report is due to the State of Michigan by the end of this month and we will send them what we have. Wade VandenBosch stated there have been no lead service lines found.

Culvers

Wade VandenBosch stated the Meijer on Holton Road sold an out lot to Culvers and the building is under construction. A request to approve a water service was submitted to the county. Due to the location of the water main the Muskegon County Road Commission does not want to approve an open cut across Getty Street. Wade VandenBosch stated the county owns a 10" stub that goes across to service Meijer. The 10" stub is located in the right-a-way and Culver's would need the Muskegon County Road Commission's approval. Wade VandenBosch stated Muskegon Charter Township's Zoning Administrator has concerns with allowing this. Chair Hodges stated his concerns. Chair Hodges stated her fire inspector is on vacation, so she needs meet with him. Chair Hodges stated the fire inspector will likely want testing completed. Wade VandenBosch stated allowing Culvers to connect to the 10" stub is a viable option and the county would approve it.

AUDIENCE PARTICIPATION

Chris Hall referenced the Mandatory Connection / 200ft rule language. Chair Hodges stated the board did not vote on it. Wade VandenBosch stated that the board agreed that the language written by Nick Curcio is how we will interpret it.

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

MEETING CANCELLATION

Notice is hereby given that the
Water System Policy Board
regular meeting of
Wednesday, November 6, 2024
is cancelled.

Muskegon County
Water System Policy Board
December 4, 2024
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 10:00 a.m.

ROLL

Present: Kim Arter, Laketon Township Supervisor
Jessica Cook, Muskegon County Commissioner
Kim Cyr, Muskegon County Commissioner
Jennifer Hodges, Muskegon Charter Township Supervisor
Jeffrey Marcinkowski, Fruitland Township Supervisor [arrived 10:02 a.m.]

Excused: Kristy Miles, (Alternate) Dalton Township Treasurer
Charles Nash, Muskegon County Commissioner

Staff

Present: Wade VandenBosch, Public Works Director
Tina Nash, Public Works Coordinator
Steve Fink, Public Works Engineer & Project Manager
Aaron Smith, Public Works Administrative Analyst
Carly Hysell, Procurement /Accounts Payable Supervisor

WSPB-24-035 APPROVAL OF AGENDA

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

Voice Vote: **Motion Carried**

WSPB-24-036 APPROVAL OF MINUTES

Moved by Kim Arter, seconded by Commissioner Cook, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on October 2, 2024.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

ITEMS FOR CONSIDERATION

WSPB-24-037 The 2025 Meeting Schedule

Wade VandenBosch stated Commissioner Charles Nash requested the board to consider moving the time of the meetings to either 3 p.m. or 4 p.m. Discussion ensued. It was decided the 10 a.m. worked best for most members.

Moved by Kim Arter, seconded by Commissioner Cyr, to approve the 2025 Meeting Schedule as presented.

Voice Vote: **Motion Carried**

DISCUSSION

CDSMI Project Update

Wade VandenBosch stated on the Eastside Water System 311 out of 339 services have been fully completed by our contractor. On the Northside Water System 242 out of 314 have been fully completed. Wade VandenBosch stated the reports were submitted to EGLE. EGLE has not responded to those reports. Once the contractor completes the inspections, amended reports will be sent to EGLE.

The HOP Watermain Extension Update

Wade VandenBosch stated EGLE is still ongoing with their PFAS investigation in the area. EGLE has found several more homes with PFAS contamination and requested a cost estimate from Public Works staff for extending water main down Nielwood Drive, Ora Street, and Eklund Road to include in a request for additional funding. Wade VandenBosch stated they should know in a few weeks if the additional funding will be approved. Wade VandenBosch stated this would be an additional 45 more customers.

WSPB-24-038 INFORMATIONAL ITEMS

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

1. Local Fund Balance
2. New Meter Sets
3. Graphs
4. Check Disbursement Report

Voice Vote: **Motion Carried**

UNFINISHED BUSINESS

None

NEW BUSINESS

None

AUDIENCE PARTICIPATION

Steve Fink stated the Eastside Water System Improvement projects are complete and came in under budget by approximately \$214,000.00.

Commissioner Cyr asked about the contamination levels regarding PFAS. Steve Fink stated it depends on the compound and they are measured in parts per trillion (ppt). The two most popular compounds are PFOA and PFOS.

Kim Arter ask about a statement in the minutes regarding the Mandatory Connection / 200ft rule. Wade VandenBosch stated there were no changes to the ordinance at this time. It was just clarified so that everyone agrees on how the rule would be followed.

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:16 a.m.

Jennifer Hodges, Chair