

Muskegon County
Water System Policy Board
January 8, 2025
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: Jessica Cook, Muskegon County Commissioner [arrived at 10:07 a.m.]
Heather Cooley, Dalton Township Supervisor
Kim Cyr, Muskegon County Commissioner
Chris Hall, Laketon Township Building Inspector (Alternate)
Jennifer Hodges, Muskegon Charter Township Supervisor

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

Staff

Present: Wade VandenBosch, Public Works Director
Tina Nash, Public Works Coordinator
Steve Fink, Public Works Engineer & Projects Manager
Nick Curcio, Attorney

Introductions were made during roll.

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-25-001 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-25-002 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-25-003 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 Wade VandenBosch for Fiscal Officer.

There were no other nominations.

Chair Hodges closed the nominations.

WSPB-25-004 Moved by Chris Hall supported by Commissioner Cook, to designate Wade VandenBosch as Fiscal Officer.

Voice Vote: **Motion Carried**

WSPB-25-005 APPROVAL OF AGENDA

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

Voice Vote: **Motion Carried**

WSPB-25-006 APPROVAL OF MINUTES

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

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

ITEMS FOR CONSIDERATION

None

DISCUSSION

CDSMI Project Update

Wade VandenBosch stated Plummer's has completed inspections on the Eastside Water System. Wade VandenBosch stated even though the required number of inspections have been completed, we still need to do some investigative work west of the highway. Wade VandenBosch stated on the Northside Water System, Plummer's has 16 more homes to complete.

The HOP Watermain Extension Update

Wade VandenBosch stated that the project will go out for bids next week. The project will be awarded in March 2025. Wade Vanden Bosch referenced the additional homes being added to the project, he was told the funding is not available yet, but the number he was given was \$1.75 million additional. This would be to extend the water main down Nielwood Drive, Ora Street and Ecklund Road.

WSPB-25-007 INFORMATIONAL ITEMS

Moved by Commissioner Cook, seconded by Chris Hall, 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

Commissioner Cyr asked about the Silvercreek Road project. Wade VandenBosch stated that is a Resource Recovery Center project.

NEW BUSINESS

Wade VandenBosch stated staff will be doing some investigative work on the Eastside Water System, west of the highway, in the area of New Street looking for the cause of low flows.

Commissioner Cook introduced herself to Supervisor Heather Cooley.

Steve Fink stated the Michigan Adventure tank is due for a pump and dump. This will occur next week.

Steve Fink informed the board the permit to construct application for the new subdivision, Kristen Court, was received.

Heather Cooley asked about the funding source for the HOP water main project. Chair Hodges and Wade VandenBosch stated that a grant from the State of Michigan will be paying 100% of the water main project. Wade VandenBosch stated some homeowners will also be getting connection fees paid for, some will not. Discussion ensued regarding the connection fees for this project. There was also discussion regarding conditions when a homeowner may be required to connect to the water system.

AUDIENCE PARTICIPATION

None

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:25 a.m.

Jennifer Hodge, Chair

MEETING CANCELLATION

Notice is hereby given that the
Water System Policy Board
regular meeting of
Wednesday, February 5, 2025
is cancelled.

Muskegon County
Water System Policy Board
March 5, 2025
10:00 a.m.
1903 Marquette Avenue, Conference Room

MINUTES

CALL TO ORDER

The meeting was called to order by Wade VandenBosch at 10:00 a.m.

ROLL

Present: Kim Arter, Laketon Township Supervisor
Jessica Cook, Muskegon County Commissioner
Heather Cooley, Dalton Township Supervisor
Kim Cyr, Muskegon County Commissioner
Saxon Smith, Muskegon Charter Township DPW Director

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

Staff

Present: Wade VandenBosch, Public Works Director
Tina Nash, Public Works Coordinator
Robert Ribbens, Environmental Manager
Kelsey Richards, Regional Water System Specialist
Daxton Miller, Public Works Tech
Aaron Smith, Public Works Administrative Analyst

Introductions were made following roll.

ELECTION OF OFFICERS

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

Saxon Smith nominated Kim Arter for Chair.

There were no other nominations for Chair.

Wade VandenBosch closed the nominations for Chair.

WSPB-25-008 Moved by Saxon Smith, seconded by Commissioner Cook, to elect Kim Arter as Chair.

Voice Vote: **Motion Carried**

Chair Arter presiding.

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

Chair Arter nominated Heather Cooley for Vice-Chair.

There were no other nominations for Vice-Chair.

Chair Arter closed the nominations for Vice-Chair.

WSPB-25-009 Moved by Chair Arter, seconded by Commissioner Cook, to elect Heather Cooley as Vice-Chair.

Voice Vote: **Motion Carried**

WSPB-25-010 APPROVAL OF AGENDA

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

Voice Vote: **Motion Carried**

WSPB-25-011 APPROVAL OF MINUTES

Moved by Commissioner Cook, seconded by Saxon Smith, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on January 8, 2025.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

ITEMS FOR CONSIDERATION

WSPB-25-012 Recommend to Award Water Main Project to Jackson-Merkey Contractors, Inc.

Wade VandenBosch stated on February 6th bids were received from 3 bidders. Jackson-Merkey was the low bid. Jackson-Merkey's bid came in approximately \$900,000.00 less than the cost estimate provided to the State of Michigan.

Moved by Commissioner Cook, seconded by Saxon Smith, to recommend to the Board of Public Works to award the Holton Road, Hilt Road, and Nielson Road, water main project to Jackson-Merkey Contractors, Inc. as the lowest qualified bidder.

Voice Vote: **Motion Carried**

WSPB-25-013 Recommend to Accept the Alternative Water Supply Grant Amendment from the State of Michigan

Wade VandenBosch stated he believes the State of Michigan will base the grant amount on the cost estimate amount provided. Staff is waiting to hear back from the State of Michigan on what the actual grant amount will be.

Wade VandenBosch stated if a property owner signs an agreement to have a full-service connection into the home, the well will have to be abandoned.

Wade VandenBosch referenced the maps distributed and explained the area this project will cover. Wade VandenBosch spoke to the areas the State of Michigan has tested and other areas the State of Michigan is currently studying.

Moved by Commissioner Cook, seconded by Heather Cooley, to recommend to the Board of Public Works to accept the alternative water supply grant amendment from State of Michigan for additional water main extension in Dalton Township.

Voice Vote: **Motion Carried**

WSPB-25-014 Recommend to approve the Change Order with Prein&Newhof

Wade VandenBosch stated staff thinks it is best to continue to use both Prein&Newhof and Jackson-Merkey Contractors, Inc. for the extension. Prein&Newhof has knowledge of the project and Jackson-Merkey has agreed to hold their costs. The awards of the change orders would be contingent on the County receiving the alternative water supply grant amendment.

Moved by Heather Cooley, seconded by Cyr, to recommend to the Board of Public Works to approve the change order with Prein&Newhof for engineering design and construction administration services for additional extension.

Voice Vote: **Motion Carried**

WSPB-25-015 Recommend to approve the Change order with Jackson-Merkey Contractors, Inc.

Moved by Commissioner Cook, seconded by Heather Cooley, to recommend to the Board of Public Works to approve the change order with Jackson-Merkey Contractors, Inc. for construction services for additional extension.

Voice Vote: **Motion Carried**

Wade VandenBosch informed Heather Cooley the State of Michigan would like to hold another Town Hall meeting with the residents of Dalton Township. Wade VandenBosch stated he would contact her when he had more information.

WSPB-25-016 INFORMATIONAL ITEMS

Moved by Commissioner Cyr, seconded by Saxon Smith, 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

CDSMI Project Update

Rob Ribbens stated the required number of inspections on both the Eastside Water System and the Northside Water System are complete. No lead lines were found on either system. The reports are being revised. Final reports will be sent to the State of Michigan when completed.

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:34 a.m.

Kim Arter, Chair

Muskegon County
Water System Policy Board
April 2, 2025
10:00 a.m.
1903 Marquette Avenue, Conference Room

Kim Arter, Chair

Heather Cooley, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Arter at 10:03 a.m.

ROLL

Present: Kim Arter, Laketon Township Supervisor
Heather Cooley, Dalton Township Supervisor
Kim Cyr, Muskegon County Commissioner
Saxon Smith, Muskegon Charter Township DPW Director

Excused: Jessica Cook, Muskegon County Commissioner
Jeffrey Marcinkowski, Fruitland Township Supervisor
Charles Nash, Muskegon County Commissioner

Staff
Present: Wade VandenBosch, Public Works Director
Steve Fink, Public Works Engineer & Projects Manager
Tina Nash, Public Works Coordinator
Kelsey Richards, Regional Water System Specialist

WSPB-25-017 APPROVAL OF AGENDA

Moved by Saxon Smith, seconded by Heather Cooley, to approve the agenda as presented.

Voice Vote: **Motion Carried**

WSPB-25-018 APPROVAL OF MINUTES

Moved by Commissioner Cyr, seconded by Heather Cooley, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on March 5, 2025.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

ITEMS FOR CONSIDERATION

WSPB-25-019 Remove Ready to Serve Charge and Late Fee Penalties for the Whippi Dip at 1326 Holton Road due to Seasonal Shut-Off

Wade VandenBosch stated the customer did request the service be shut-off for the winter and it was. Due to a miscommunication, the change in service was not properly entered in the billing system so the customer incurred RTS charges and late fees. Kelsey Richards stated the monthly fees included a RTS charge of \$25.10 and a late fee penalty of \$2.50. There was no impact on sewer fees because there was no water use.

Moved by Commissioner Cyr, seconded by Saxon Smith, to waive the ready to serve charge and late fee penalties.

Voice Vote: **Motion Carried**

WSPB-25-020 Waive Seasonal Discontinuance Charge as well as the Ready to Serve Fees for the Time Period an Account is Shut-Off

Wade VandenBosch stated the fee is listed in the Uniform Water Rate Ordinance. Wade VandenBosch stated staff is in favor of removing this charge as staff sees this as a service to the customer and would like to encourage customers to discontinue service during the winter if they will be away. Kelsey Richards stated approximately 10 customers currently use the seasonal shut-off service. Discussion ensued as to ways to notify customers of the service, procedures customers are to follow to make requests for shut-offs, and what happens if staff becomes overwhelmed with requests.

Moved by Heather Cooley, seconded by Saxon Smith, to waive seasonal Discontinuance Charge as well as the Ready to Serve Fee for the time period an account is shut-off.

Yes – Cyr, Smith, Cooley, Arter

No –

Excused – Cook, Marcinkowski, Nash

Motion carried

WSPB-25-021 Approve a Watermain Extension at Willowstone Estates

Wade VandenBosch referred to the map in the packet. Wade VandenBosch stated the original developer completed phase I but has since went out of business. A new developer now would like to complete phase II.

Moved by Commissioner Cyr, seconded by Heather Cooley, to approve a watermain extension at Willowstone Estates.

Yes – Smith, Cooley, Cyr, Arter

No –

Excused – Cook, Marcinkowski, Nash

Motion carried

WSPB-25-022 INFORMATIONAL ITEMS

Moved by Commissioner Cyr, seconded by Saxon Smith, 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

CDSMI Project Update

Steve Fink stated the final revised reports have been received from Prein&Newhof. No lead was found on either system. Final reports were submitted to the State of Michigan for their review.

Heather Cooley asked where the water ends along Whitehall Road. Steve Fink stated it ends at the Michigan's Adventure Water tank.

Steve Fink stated the last pump and dump for the Michigan's Adventure Water tank took place today.

Steve Fink stated the water tap into the water system's 20" watermain for Kristen Court will happen on Monday.

The HOP Watermain Extension Update

Wade VandenBosch stated he has not received the final paper work from EGLE. He was told the alternative water supply grant amendment for the additional watermain extension will be approximately \$1.3 million. This is the amount needed for Prein&Newhof and Jackson-Merkey Contractors, Inc. to do the additional work. Wade VandenBosch stated no work will begin until an actual agreement from the EGLE is received.

Heather Cooley asked if a date/time has been set for the next town hall meeting in Dalton Township. Wade VandenBosch stated he will follow-up with EGLE and let her know.

Wade VandenBosch stated Jackson-Merkey Contractors, Inc. intend to start the project in July.

Chris Hall asked if residents will be able to choose where the water service goes on their property. Both Wade VandenBosch and Steve Fink stated there will be some flexibility.

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:32 a.m.

Kim Arter, Chair

Muskegon County
Water System Policy Board
May 7, 2025
10:00 a.m.
1903 Marquette Avenue, Conference Room

Kim Arter, Chair

Heather Cooley, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Arter at 10:03 a.m.

ROLL

Present: Kim Arter, Laketon Township Supervisor
Jessica Cook, Muskegon County Commissioner
Heather Cooley, Dalton Township Supervisor
Kim Cyr, Muskegon County Commissioner
Saxon Smith, Muskegon Charter Township DPW Director (Alternate)

Excused: Charles Nash, Muskegon County Commissioner
Jeff Marcinkowski, Fruitland Township Supervisor

Staff
Present: Matthew Farrar, Deputy County Administrator
Robert Ribbens, Environmental Manager
Aaron Smith, Public Works
Nick Curcio - Council

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

Motion to Table Nomination of Secretary until next meeting.

WSPB-25-023 Moved by Commissioner Cyr, seconded by Commissioner Cook

Voice Vote: **Motion Carried**

WSPB-25-024 APPROVAL OF AGENDA

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

Voice Vote: **Motion Carried**

WSPB-25-025 APPROVAL OF MINUTES

Moved by Commissioner Cyr, seconded by Saxon Smith to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on April 3, 2025.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

ITEMS FOR DISCUSSION

Water Rate -

Matthew Farrar stated that it would be best to wait for rate increase until October, 2025

Moved by Saxon Smith, seconded by Commissioner Cook to revisit rate increase at October 2025 meeting.

WSPB-25-026

Roll Call Vote: Yes – Cyr, Smith, Cook, Cooley, Arter

No –

Excused – Marcinkowski, Nash

WSPB-25-027 INFORMATIONAL ITEMS

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

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

Voice Vote: **Motion Carried**

UNFINISHED BUSINESS

Ribbens mentioned that Barry's Greenhouse has not yet come into compliance by hooking to the water system. Nick Curcio will reach out again with a follow up letter to a previous letter.

Mr. Farrar lead general discussion regarding a letter sent to the City of Muskegon. The letter and the Water System Agreement with the City of Muskegon to be forwarded to all board members for review.

NEW BUSINESS

AUDIENCE PARTICIPATION

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:35 a.m.

Kim Arter, Chair

Muskegon County
Water System Policy Board
June 4, 2025
10:00 a.m.
1903 Marquette Avenue, Conference Room

Kim Arter, Chair

Heather Cooley, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Arter at 10:09 a.m.

ROLL

Present: Kim Arter, Laketon Township Supervisor
Jessica Cook, Muskegon County Commissioner
Heather Cooley, Dalton Township Supervisor
Kim Cyr, Muskegon County Commissioner
Saxon Smith, Muskegon Charter Township DPW Director (Alternate)

Excused: Charles Nash, Muskegon County Commissioner

Absent: Jeffrey Marcinkowski, Fruitland Township Supervisor

Staff

Present: Wade VandenBosch, Public Works Director
Robert Ribbens, Environmental Manager
Kelsey Richards, Regional Water System Accounts Specialist
Daxton Miller, Public Works Technician
Riley Uhrbrock, Public Works Coordinator

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

Saxon Smith nominated Riley Uhrbrock for Secretary.

There were no other nominations for Secretary.
Chair Arter closed the nominations.

WSPB-25-027 Moved by Saxon Smith, seconded by Commissioner Cook, to designate Riley Uhrbrock as Secretary.

Voice Vote: **Motion Carried**

WSPB-25-028 APPROVAL OF AGENDA

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

Voice Vote: **Motion Carried**

WSPB-25-029 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 May 7, 2025.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item) None

ITEMS FOR CONSIDERATION

WSPB-25-030 Recommend to the Board of Public Works to award the Water Cost of Service Connection Fee and Rate Study to Municipal Analytics, LLC

Wade VandenBosch stated there were 2 bids for the Water Cost of Service Connection Fee and Rate Study. Out of the 2 bids one from Municipal Analytics, LLC the other from Stanley Consultants limited, Municipal Analytics, LLC provided documentation that they have experience working with clients in Michigan and had a lower proposed fee. Three staff reviewed the bids independently and Municipal Analytics, LLC scored the highest.

Moved by Commissioner Cyr, seconded by Commissioner Cook, to recommend to the Board of Public Works to award the Water Cost of Service Connection Fee and Rate Study to Municipal Analytics, LLC.

ITEMS FOR DISCUSSION

Meter Replacement Program

Rob Ribbens stated the Metron Water Meters are overdue to be replaced by the Neptune Water Meters due to a majority of them not sending the customers proper usage and causing inaccurate billing. Staff has notified customers about their meters not working properly on several occasions. Rob Ribbens states that an outside company would need to be hired to assist with the meter replacement project due to the amount of Metron Meters that are no longer sending signal and the amount of staff available for the project. Commissioner Cook and Cyr asked if a motion will need to be drafted. Wade VandenBosch stated it will be brought up in future meetings.

Voice Vote: Motion Carried

Muskegon County Regional Water System Policy Board
Minutes
June 4, 2025
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WSPB-25-031 INFORMATIONAL ITEMS

Moved by Saxon Smith, seconded by Heather Cooley that the following information items be received and placed on file:

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

Voice Vote: **Motion Carried**

UNFINISHED BUSINESS

The Hop Water Main Extension:

Wade VandenBosch stated that construction is scheduled to start the week of June 9th, 2025. Wade VandenBosch also stated that there will be a Town Hall meeting on June 17th 2025 at 6pm at the Dalton Township Hall to discuss the project with residents.

Barry Greenhouse:

Kim Arter asked the status of Barry Greenhouse and the HOP Watermain Extension. Wade VandenBosch stated Nick Curcio had said he was going to mail a letter to them but he was unsure of the status and will look into it.

NEW BUSINESS

None

AUDIENCE PARTICIPATION

None

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:39 a.m.

Kim Arter, Chair

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

MEETING CANCELLATION

Notice is hereby given that the Water System Policy Board regular meeting of Wednesday, July 2nd, 2025 is cancelled.

Riley Uhrbrock, Public Works Coordinator

Posted: June 25th 2025

231-724-6411

MEETING CANCELLATION

Notice is hereby given that the Water
System Policy Board regular meeting of
Wednesday, August 6th, 2025 is cancelled.

Muskegon County Water System Policy Board

September 3th, 2025

10:00 a.m.

1903 Marquette Avenue, Conference Room

Kim Arter, Chair

Heather Cooley, Vice Chair

MINUTES

CALL TO ORDER

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

ROLL

Present: Kim Arter, Laketon Township Supervisor
Jeffrey Marcinkowski, Fruitland Township Supervisor
Heather Cooley, Dalton Township Supervisor
Kim Cyr, Muskegon County Commissioner
Saxon Smith, Muskegon Charter Township DPW Director (Alternate)

Excused: Charles Nash, Muskegon County Commissioner
Jessica Cook, Muskegon County Commissioner
Carrie Westbrook, Muskegon Charter Township

Staff
Present: Wade VandenBosch, Public Works Director
Matthew Farrar, Deputy County Administrator
Steve Fink, Public Works Engineer & Projects Manager
Kelsey Richards, Regional Water System Accounts Specialist
Riley Uhrbrock, Public Works Coordinator

WSPB-25-032 APPROVAL OF AGENDA

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

Voice Vote: **Motion Carried**

WSPB-25-033 APPROVAL OF MINUTES

Moved by Commissioner Cyr, seconded by Saxon Smith, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on June 4th, 2025.

Voice Vote: **Motion Carried**

PUBLIC COMMENT-None

ITEMS FOR CONSIDERATION

WSPB-25-034 Approve the Regional Water System Fiscal Year 2026 Budget. (Wade VandenBosch)

Wade explained that the City of Muskegon water rates have gone up 10%. Commissioner Cyr asked why did the rates rise and Wade said most potentially due to the State of Michigan requiring the lead water service lines to be replaced. Matt Farrar explained that in front of the board were packets with information further explaining the budget and asked if they could turn to page 48 to the Statement of Cash Flow, he then explained what the Regional Water section entailed. Chair Arter asked if we had heard back from the City of Muskegon, Wade said yes, we had and they would discuss it later in the meeting. Wade explained how the budget includes capital improvement expenses and Steve Fink spoke about how the pump stations were looking into new cameras, the old system uses radio frequencies and they are currently looking at a cellular cloud option so operators and technicians can see what is happening at the pump stations at any time.

Moved by Commissioner Cyr, seconded by Supervisor Marcinkowski, to approve the Water System Fiscal Year 2026 Budget.

Roll Call: **Motion Carried**

ITEMS FOR DISCUSSION

The HOP Water Main Project (Wade VandenBosch)

Wade VandenBosch explained that the Hop project is going well and that the section along Neilson and Hilt Roads is done and they are currently running the 16-inch main down Holton road and would need to be completed with this portion by the end of October. The second part of the project would start up in the spring. Also, that the State has asked for a cost estimate to have every residential property on this route hooked up to the water main at the states expense, it would cost around \$800,000 Wade explained. Steve Fink asked if the State would require residents to give up their irrigation wells, Wade said he thought so but if they had 2 wells and one was only for irrigation they might be able to keep it.

INFORMATIONAL ITEMS:

Moved by Supervisor Marcinkowski, seconded by Commissioner Cyr that the following informational items e received and placed on file:

1. Local Fund Balance
2. New Meter Sets
3. Monthly Report w/Graphs

Kim Arter asked about the monthly report graphs, why on the graph on page 8 there is such a drop, Wade said he will look into it.

4. Check Disbursement Report

Voice Vote: **Motion Carried**

UNFINISHED BUSINESS

Barry's Greenhouse:

Wade VandenBosch said he had good news with an update on Barry's Greenhouse. It looks like the greenhouse will be connecting to the water main. He is unsure if it is just their offices they're planning on hooking up but it appears they have had trouble with their well. Commissioner Cooley said she would look to see if they had applied for a well permit.

Letter to the City of Muskegon:

Matt Farrar explained to the board that they did meet with the city again and they are aware of our grievances over the rate increase. He was asked to provide this in writing so a letter is being drafted to breakdown what our grievances are. Chair Arter said she would like to be at the next meeting as well.

NEW BUSINESS - None

AUDIENCE PARTICIPATION

Steve Fink had some updates on the water pump stations:

- The Evanston Tank is going to be offline the last week of September. AT&T who uses the top of the tank damaged the paint when they were welding. The tank will need to be drained and touch-up painted, but AT&T is covering the cost.
- The Quarterline Tank will be inspected probably in October due to EGLE requiring an inspection every 5 years. The inspection will use a remotely operated vehicle (ROV). During the winter the report will be written up and if any upgrades are needed, that work can be bid out in 2026.
-

- The Ottawa Pump Station, due to people vandalizing it the property is now cleared of trees and brush, the building has been cleaned and repainted and there is now a privacy fence surrounding it. We are also looking into additional security options for the future.
- Now that Michigan's Adventure is closed for the year we will start to perform Whitehall Road flushing and tank draining. This will probably be 1 of 4 events that we will do before next spring. This the same process we have been doing for 18 years. Chair Arter asked where does the water go from the tank and pipes. Steve let the board know that Michigan Adventure lets us drain the water into their large retention pond via a concrete pipe system.

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:47 a.m. by Chair Arter.

Kim Arter, Chair

Preliminary Minutes

To be approved at the next Water System Policy Board Meeting

Muskegon County Water System Policy Board

October 1st, 2025

10:00 a.m.

1903 Marquette Avenue, Conference Room

Kim Arter, Chair

Heather Cooley, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Arter at 10:05 a.m.

ROLL

Present: Kim Arter, Laketon Township Supervisor
Chris Hall (Alt), Laketon Township Building Inspector
Jeffrey Marcinkowski, Fruitland Township Supervisor
Heather Cooley, Dalton Township Supervisor
Kim Cyr, Muskegon County Commissioner
Jessica Cook, Muskegon County Commissioner (Via Zoom)

Excused: Charles Nash, Muskegon County Commissioner
Saxon Smith (Alt), Muskegon Charter Township DPW Director

Staff

Present: Wade VandenBosch, Public Works Director
Matthew Farrar, Deputy County Administrator
Steve Fink, Public Works Engineer & Projects Manager
Kelsey Richards, Regional Water System Accounts Specialist
Riley Uhrbrock, Public Works Coordinator
Rob Ribbens, Environmental Manager
Matthew Farrar, Deputy County Administrator
Nick Curcio, WSPB Attorney
Jennifer Hodges, Housing Coordinator Muskegon County
Erik Joslyn, Deputy Treasurer, Muskegon Twp.
Amanda Faino, Egleston Twp. Supervisor

WSPB-25-035 APPROVAL OF AGENDA

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

Voice Vote: **Motion Carried**

WSPB-25-036 APPROVAL OF MINUTES

Chair Arter voiced that there were some clerical errors that needed correcting on the minutes on the September 9th, 2025 Water System Policy Board and it would need to be revised.

Motion to revise the minutes from September 9th, 2025 Water System Policy Board, Moved by Commissioner Cyr, seconded by Supervisor Marcinkowski.

Voice Vote: **Motion Carried**

PUBLIC COMMENT

-Municipal Analytics Presentation on Cost of Service and Rate Study.

John Kaczor from Municipal Analytics gave a Power Point Presentation on Cost of Service and Rate Study, explaining each slide to the members of the board. The presentation is attached to the October 1st, 2025 Agenda.

ITEMS FOR CONSIDERATION

WSPB-25-037

Recommend to the Township Boards to increase the Ready to Serve (RTS) and Commodity Charge effective January, 2025 and authorize Nick Curcio to prepare the Resolution (Wade VandenBosch)

Wade VandenBosch recommended tabling this item until the November meeting.

Moved by Commissioner Cyr, seconded by Vice Chair Cooley, to table WSPB-25-37 until next meeting of the Water System Policy Board.

Voice Vote: **Motion Carried**

INFORMATIONAL ITEMS:

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

Kelsey Richards let Chair Arter know that she had looked at the discrepancy of the graphs on last months reports and had found a clerical error that she would fix.

Moved by Vice Chair Cooley, seconded by Commissioner Cyr that the following informational items e received and placed on file:

Voice Vote: **Motion Carried**

UNFINISHED BUSINESS

Matt Farrar informed the Board that he is working on a revision to the letter to the City of Muskegon and plans to have it reviewed by County Corporate Council. He will then provide to Nick Curcio and the Board to review.

NEW BUSINESS - None

AUDIENCE PARTICIPATION

- Wade VandenBosch let the board know that the construction of the 8” and 16” pipe for the Holton Road water main project is complete and that the water services are being installed for the customers getting full connections. Vice Chair Cooley indicated that she would send the list of addresses with water service installation permits over to Public Works.
- Chair Arter wanted to let the board know that due to the Federal Government shut down she was unsure if the AOC Delisting Press Conference would be happening that afternoon but she believed the reception was still happening. Jennifer Hodges let Chair Arter know it was still happening.

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 11:18 a.m. by Chair Arter.

Kim Arter, Chair

Preliminary Minutes

To be approved at the next Water System Policy Board Meeting

Muskegon County
Water System Policy Board
November 5th, 2025
10:00 a.m.
1903 Marquette Avenue, Conference Room

Kim Arter, Chair

Heather Cooley, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Arter at 10:05 a.m.

ROLL

Present: Kim Arter, Laketon Township Supervisor
Jessica Cook, Muskegon County Commissioner
Heather Cooley, Dalton Township Supervisor
Kim Cyr, Muskegon County Commissioner
Saxon Smith, (Alt) Muskegon Charter Township

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

Staff
Present: Wade VandenBosch, Public Works Director
Robert Ribbens, Environmental Manager
Kelsey Richards, Regional Water System Accounts Specialist
Riley Uhrbrock, Public Works Coordinator
Nick Curcio, WSPB Attorney

APPROVAL OF AGENDA

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

Voice Vote: **Motion Carried**

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 October 1st, 2025.

Voice Vote: **Motion Carried**

PUBLIC COMMENT - None

ITEMS FOR CONSIDERATION

WSPB-25-037 Recommend to the Township Boards to increase the Ready to Serve (RTS) and Commodity Charge effective January, 2026 and authorize Nick Curcio to prepare the Resolution (Wade VandenBosch)

Wade VandenBosch explained the Ready to Serve Fees role as a fixed charge for water main connections. The Board discussed different options presented to them by Wade VandenBosch on the increase to the ready to serve fee and the implications it would have on residential property owners. The Board settled on raising the ready to serve rate by 2.5% for the 5/8" and 3/4" meter sizes and the usage rate by 16%. Wade VandenBosch discussed that the rate consultant would need to provide a recommended proportional rate increase for meter sizes greater than 3/4".

Action: Moved by Commissioner Cook, seconded by Commissioner Cyr, to recommend to the Township Boards to raise the ready to serve rate for the 5/8" and 3/4" meter sizes by 2.5% and the usage rate by 16% with proportional ready to serve rate increases for meter sizes greater than 1" as determined by the rate consultant effective January 1, 2026.

Yes: Commissioner Cook, Commissioner Cyr, Saxon Smith, Chair Arter, Vice Chair Cooley

No:

Passed 5:0

WSPB-25-038 INFORMATIONAL ITEMS

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

- 1.L ocal Fund Balance
- 2.N ew Meter Sets
- 3.M onthly Report w/Graphs
- 4.C heck Disbursement Report

Voice Vote: **Motion Carried**

UNFINISHED BUSINESS - None

NEW BUSINESS

Wade VandenBosch passed the board a copy of the current uniform rate ordinance for review. Explaining that currently we use RAU and how we would like to change it to use meter size instead. It is an easier system to understand and it was recommended that the members of the board take the ordinance back to their boards and attorneys to review.

AUDIENCE PARTICIPATION

Rob Ribbens explained to the board a summary update with images of the work completed on the pump station on Ottawa Street. He explained about the vandalism that has repeatedly been done to the building and grounds and the steps that have been taken to clean it and secure the building.

Wade VandenBosch gave an update on the HOP, phase one is complete and the 6 residents who signed the connection agreement have been connected. The State of Michigan has approved connecting every resident in the region if they sign a permit, Vice Chair Cooley asked if the agreement states the residents would have to abandon their wells, Wade VandenBosch let her know that yes, they would have to abandon their wells.

ADJOURN

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

Kim Arter, Chair

Muskegon County
Water System Policy Board
December 3rd, 2025
10:00 a.m.
1903 Marquette Avenue, Conference Room

Kim Arter, Chair

Heather Cooley, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Arter at 10:01 a.m.

ROLL

Present: Kim Arter, Laketon Township Supervisor
Jessica Cook, Muskegon County Commissioner
Heather Cooley, Dalton Township Supervisor
Kim Cyr, Muskegon County Commissioner
Saxon Smith, Muskegon Charter Township DPW Director (Alternate)
Jeffrey Marcinkowski, Fruitland Township Supervisor

Excused: Charles Nash, Muskegon County Commissioner

Absent:

Staff

Present: Wade VandenBosch, Public Works Director
Matt Farrar, Deputy County Administrator
Kelsey Richards, Regional Water System Accounts Specialist
Riley Uhrbrock, Public Works Coordinator
Steve Fink, Public Works Engineer

APPROVAL OF AGENDA

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

Voice Vote: **Motion Carried**

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 November 5th, 2025.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

Wade VandenBosch explained to the Board that there was an addition to the agenda to recommend approval of an EGLE Grant amendment before the Board of Public Works votes on 12/4/2025.

ITEMS FOR CONSIDERATION

WSPB-25-039 Move to recommend to the Township Boards to approve the amendment to the Uniform Water Rate Ordinance

Wade VandenBosch explained that there were highlighted sections in the Amendment to the Uniform Water Rate Ordinance for the members to review in each of their packets and he could answer any questions the board may have about the updates. Chair Arter said she believed there had been an update in 2013 and asked staff to look to see the accurate date of the last updated ordinance. After some explanation of highlights sections, Commissioner Cook moved to approve the highlighted changes to the most recent version of the Amendment to the Uniform Water Rate Ordinance.

Moved by Commissioner Cook, seconded by Commissioner Cyr, to move to recommend to the Township Boards to approve the highlighted changes in the most recent Amendment to the Uniform Water Rate Ordinance.

Voice Vote: **Motion Carried**

WSPB-25-040 Move to recommend to the Board of Public Works to accept the second amendment to the Alternative Water Supply grant from EGLE providing additional funding in the amount of \$733,744.00.

Wade VandenBosch explained to the board that the State of Michigan was providing \$733,744.00 in additional funding to pay for residential customers to connect to the addition to the North Side Water System. Commissioner Cyr asked if everyone along the new water main connected, would this funding

cover the costs, Wade said yes it would. Chair Arter asked if many people were taking advantage of the opportunity to connect to the water main. Kelsey Richards answered that we have had 6 so far. Wade mentioned that in a new communication that would be going out property owners would be told that they need to have the connection agreements returned by the end of February so that the contractor could prepare.

Moved by Commissioner Cook, seconded by Commissioner Cyr, to recommend to the Board of Public Works to accept the second amendment to the Alternative Water Supply grant from EGLE providing additional funding in the amount of \$733,744.00.

Voice Vote: **Motion Carried**

WSPB-25-041 INFORMATIONAL ITEMS

Moved by Vice Chair Cooley, seconded by Supervisor Marcinkowski that the following information items be received and placed on file:

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

Voice Vote: **Motion Carried**

UNFINISHED BUSINESS

Matt Farrar gave a brief update on the boards proposed letter about the water system billing and methodology done through the City of Muskegon. Discussion ensued and Commissioner Cook requested that the letter be amended to copy the City Manager and Mayor of The Cities of North Muskegon and Roosevelt Park on the letter as well.

WSPB-25-042 Moved by Commissioner Cook, seconded by Supervisor Marcinkowski to direct the Board Chair and Vice Chair to send a letter to the City of Muskegon outlining water system rate structure inequities

Voice Vote: **Motion Carried**

NEW BUSINESS

Chair Arter mentioned that a new housing development may be coming to Laketon Township. It would provide 130 new homes and would be a subdivision.

AUDIENCE PARTICIPATION

Wade VandenBosch let the Board know that 2 DPW employees would soon be retiring. Rob Ribbens the Water System Supervisor would be retiring at the end of the month and Steve Fink the Public Works Engineer and Project manager would be retiring in January and this was his last meeting. Steve updated the board that Wade is now the operator for EGLE in the department and his replacement had been hired and has been training for a few weeks. Matt Farrar spoke of how Steve has been key to the department's success and he would be missed.

Wade also updated the board that EGLE is still testing on Hilton and Pillion for PFAS.

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 11:17 A.M.

Kim Arter, Chair

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