

Muskegon County
Water System Policy Board
January, 7th 2026
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 Vice Chair Cooley at 10:00 a.m.

ROLL

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

Excused: Charles Nash, Muskegon County Commissioner

Absent:

Staff

Present: Wade VandenBosch, Public Works Director
Kelsey Richards, Regional Water System Accounts Specialist
Riley Uhrbrock, Public Works Coordinator
Sam Bender, Public Works Engineer and Project Manager
Nick Curcio, Attorney

ELECTION OF OFFICERS

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

Vice Chair Cooley nominated Kim Arter for Chair.

There were no other nominations for Chair. Vice Chair Cooley closed the nominations for Chair.

WSPB-26-001 Moved by Vice Chair Cooley, seconded by Chris Hall, to elect Kim Arter as Chair.

Voice Vote: **Motion Carried**

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

Commissioner Cook nominated Heather Cooley for Vice-Chair.

There were no other nominations for Vice-Chair. Vice Chair Cooley closed the nominations for Vice-Chair.

WSPB-26-002 Moved by Commissioner Cook, seconded by Commissioner Cyr, to elect Heather Cooley as Vice-Chair.

Voice Vote: **Motion Carried**

Vice Chair Cooley opened designations for Secretary for the Muskegon County Regional Water System Policy Board.

Chris Hall nominated Riley Uhrbrock for Secretary.

There were no other nominations for Secretary. Vice Chair Cooley closed the nominations.

WSPB-26-003 Moved by Chris Hall, seconded by Commissioner Cook, to designate Riley Uhrbrock as Secretary.

Voice Vote: **Motion Carried**

Vice Chair Cooley opened designations for Fiscal Officer for the Muskegon County Regional Water System Policy Board.

Supervisor Marcinkowski nominated Kelsey Richards for Fiscal Officer.

There were no other nominations. Vice Chair Cooley closed the nominations.

WSPB-26-004 Moved by Supervisor Marcinkowski, seconded by Chris Hall, to designate Kelsey Richards as Fiscal Officer.

Voice Vote: **Motion Carried**

WSPB-2-005 APPROVAL OF AGENDA

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

Voice Vote: **Motion Carried**

WSPB-26-006 APPROVAL OF MINUTES

Moved by Commissioner Cook, seconded by Supervisor Marcinkowski, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on December 3rd, 2025.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item) Wade VandenBosch introduced Sam Bender who will be replacing Steve Fink as the Public Works Engineer and Projects Manager. And How Rob Ribbens retirement ties into the first item for consideration.

ITEMS FOR CONSIDERATION

WSPB-25-007 Move to recommend to the Public Works Board to authorize Public Works to reclassify the Environmental Manager (X32701), Grade 25 to a Regional Water System Supervisor, Grade 22, reclassify the Full-Time Public Works Technician (N59501), Grade 10 to a Public Works Technician II, Grade 15, and appoint Employee E93034224 to be the Public Works Technician II.

Wade VandenBosch wanted to bring this item to the board before it went to the Board of Public Works next week. Due to Rob Ribbens retiring from the position of Environmental Manager, the job description would need to be changed as the duties Rob was tasked with were not going to be what his replacement will be hired to perform. Some parts of his position have been taken over by Daxton Miller, the Public Works technician, and others are being handled by the Sustainability office. So instead of being the Environmental Manager it will be reclassified as the Regional Water System Supervisor. Also, due to the increase in responsibilities for Daxton, a new Public Works Technician II position is proposed to be created with the intent of having Daxton being appointed to that role. The changes would result in an anticipated saving \$10,000.00 to the FY26 Budget.

Moved by Commissioner Cook, seconded by Chris Hall to recommend to the Board of Public Works to reclassify the Environmental Manager (X32701) and The Full-Time Public Works Technician (N59501) with changes to paygrades and to appoint employee E93034224 to be the Public Works Technician II.

Voice Vote: **Motion Carried**

WSPB-26-008 The 2026 Meeting Schedule-

Vice Chair Cooley asked if the schedule would be the same as it has been, Wade VandenBosch said yes, the first Wednesday of the month at 10 am.

Moved by Supervisor Marcinkowski, seconded by Commissioner Cyr to approve the 2026 Meeting Schedule.

Voice Vote: **Motion Carried**

WSPB-26-009 INFORMATIONAL ITEMS

Chris Hall mentioned that he had asked Riley Uhrbrock about the reports now being from a month before. Riley responded that yes due to the agenda and reports having to be made about halfway through the month so they are prepared in time from now on the reports would be from the previous entire month so that there was an accurate report for each meeting.

Moved by Chris Hall, 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

Uniform Rate Ordinance

Wade VandenBosch explained that he had worked with Nick Curcio to ensure the Uniform Rate Ordinance was the most current version Nick the basis of the ordinance.

Letter to the City of Muskegon

Saxon Smith asked if there had been any updates with the letter to the City of Muskegon. Wade VandenBosch said that there additional revisions and the revised letter will be sent to the board to review.

NEW BUSINESS

None

AUDIENCE PARTICIPATION

None

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:22 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 February 4th, 2026 is cancelled.