

Muskegon County
Board of Public Works
January 19, 2017
4:00 p.m.
Michael E. Kobza Hall of Justice
990 Terrace Street
Muskegon, MI 49442

Susie Hughes, Chair

Gary Foster, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Board of Commissioners Chairman Cross at 4:00 p.m.

ROLL

Present: Marvin Engle, Muskegon County Commissioner
Gary Foster, Muskegon County Commissioner
Susie Hughes, Muskegon County Commissioner
Ken Mahoney, Muskegon County Commissioner
Brenda Moore, Drain Commissioner
Charles Nash, Muskegon County Commissioner
Robert Scolnik, Muskegon County Commissioner
I. John Snider II, Muskegon County Commissioner
Rillastine Wilkins, Muskegon County Commissioner
Kim Arter, Ex-officio Member
Jerry Bartoszek, Ex-officio Member

Excused:

Staff

Present: Mark Eisenbarth, Muskegon County Administrator
Beth Dick, Assistant Administrator & Finance Director
Doug Hughes, Corporate Counsel
Tina Nash, DPW Departmental Clerk
Matt Farrar, Public Works Director
Greg Leverage, Solid Waste Supervisor
Steve Fink, Public Works Project Manager
Dave Johnson, Wastewater Director
Jonathan Wilson, Economic Development Coordinator
Christine Morris, Wastewater Secretary

ELECTION OF OFFICERS

Board of Commissioners Chairman Cross opened nominations for Chair of the Muskegon County Board of Public Works.

Moved by Commissioner Foster, seconded by Commissioner Nash to nominate Commissioner Hughes for Chair.

There were no other nominations for Chair.

Board of Commissioners Chairman Cross closed the nominations.

Commissioner Hughes accepted the nomination for Chair.

BPW-17-001 Moved by Commissioner Mahoney, seconded by Commissioner Nash to cast the ballot for Chair.

Roll call:

Yes – Engle, Foster, Hughes, Mahoney, Moore, Nash, Wilkins

No – Scolnik, Snider

Excused –

Motion carried

Commissioner Hughes was elected as Chair to the Muskegon County Board of Public Works.

Commissioner Hughes assumed the Chair.

Chair Hughes presiding.

Chair Hughes opened nominations for Vice Chair of the Muskegon County Board of Public Works.

Moved by Commissioner Scolnik, seconded by Commissioner Wilkins to nominate Commissioner Engle for Vice Chair.

Commissioner Engle declined the nomination for Vice Chair.

Moved by Commissioner Hughes, seconded by Commissioner Scolnik to nominate Commissioner Foster for Vice Chair.

There were no other nominations for Vice Chair.

Commissioner Foster accepted the nomination for Vice Chair.

BPW-17-002 Moved by Commissioner Hughes, seconded by Commissioner Scolnik to elect Commissioner Foster as Vice Chair to the Muskegon County Board of Public Works.

VOICE VOTE: Motion carried

Commissioner Foster was elected by unanimous vote as Vice Chair of the Muskegon County Board of Public Works.

Commissioner Foster assumed the position as Vice Chair.

Chair Hughes opened nominations for Secretary of the Muskegon County Board of Public Works.

Moved by Commissioner Hughes, seconded by Commissioner Foster to nominate Drain Commissioner Moore for Secretary.

There were no other nominations for Secretary.

BPW-17-003 Moved by Commissioner Hughes, seconded by Commissioner Foster to elect Drain Commissioner Moore as Secretary to the Muskegon County Board of Public Works.

VOICE VOTE: **Motion carried**

Drain Commissioner Moore was elected by unanimous vote as Secretary of the Muskegon County Board of Public Works.

Drain Commissioner Moore assumed the position as Secretary.

Chair Hughes opened nominations for Deputy Secretary of the Muskegon County Board of Public Works.

Moved by Commissioner Hughes, seconded by Drain Commissioner Moore to nominate Matt Farrar for Deputy Secretary.

There were no other nominations for Deputy Secretary.

BPW-17-004 Moved by Commissioner Hughes, seconded by Drain Commissioner Moore to elect Matt Farrar for Deputy Secretary to the Muskegon County Board of Public Works.

VOICE VOTE: **Motion carried**

Matt Farrar was elected by unanimous vote as Deputy Secretary of the Muskegon County Board of Public Works.

Matt Farrar assumed the position as Deputy Secretary.

BPW-17-005 APPROVAL OF THE REVISED AGENDA

Moved by Commissioner Wilkins, seconded by Drain Commissioner Moore, to approve the revised agenda as presented.

VOICE VOTE: **Motion carried**

BPW-17-006 APPROVAL OF MINUTES

Moved by Commissioner Nash, seconded by Commissioner Snider, to approve the minutes of the Board of Public Works meeting held on December 8, 2016.

VOICE VOTE: **Motion carried**

PUBLIC COMMENT ON AN AGENDA ITEM

None

ITEMS FOR CONSIDERATION:

BPW-17-007 Meeting Time

Moved by Commissioner Mahoney, seconded by Commissioner Snider, to be consistent with the other meeting times and set the meeting times for the Board of Public Works to 3:30p.m.

VOICE VOTE: **Motion carried**

BPW-17-008 Free Dump Day

Moved by Commissioner Nash, seconded by Drain Commissioner Moore, to approve the waiver of tipping fees for the Free Dump Day Program in 2017.

Kim Arter stated Laketon Township has taken advantage of the program and stated it's a wonderful program.

VOICE VOTE: **Motion carried**

BPW-17-009 Authorize 2017 Tire Collection Events

Moved by Commissioner Nash, seconded by Commissioner Mahoney, to authorize the use of Solid Waste funds to pay for scheduled tire collection events in 2017 if the State of Michigan does not award tire grant dollars to the County of Muskegon.

Commissioner Foster asked how Holton could get a collection event in their township. Greg Leverence stated they could petition to host a future tire collection. Greg Leverence noted these tire events are open to all county residents. Chair Hughes suggested Commissioner Foster work with Greg Leverence on this.

VOICE VOTE: **Motion carried**

BPW-17-010 Develop Agreement with White Lake Area Solid Waste Authority

Moved by Commissioner Mahoney, seconded by Commissioner Foster, to authorize staff to develop an agreement to locate a HHW facility at the White Lake Area Solid Waste Authority transfer station, or other suitable location.

VOICE VOTE: **Motion carried**

BPW-17-011 Award Electronics Collection Services

Moved by Drain Commissioner Moore, seconded by Commissioner Snider, to award electronics collection services to Goodwill Industries of West Michigan for the 2017 collection events with charges for CRT monitors and projection tv's to be paid at cost from fund 5710-0527.

Commissioner Mahoney asked if Goodwill was the only vendor to offer these services. Greg Leverence explained Goodwill has partnered with the County since this program started. Commissioner Wilkins asked if there was a size limit on televisions. Greg Leverence stated there is not. Chair Hughes noted that Goodwill does do a good job at these events.

VOICE VOTE: **Motion carried**

BPW-17-012 Landfill Compactor Rebuild/Repair

Moved by Commissioner Snider, seconded by Commissioner Mahoney, to increase the awarded certified rebuild and ancillary repair work to Michigan CAT in the amount of \$6,313.48 for a total of \$238,925.77 per quotation number 123157 and 123104, and to amend the budget accordingly.

VOICE VOTE: **Motion carried**

BPW-17-013 Approve MDOT Performance Resolution for Governmental Agencies

Moved by Commissioner Mahoney, seconded by Commissioner Foster, to approve MDOT "Performance Resolution for Governmental Agencies" and authorize the Board Chair to sign.

VOICE VOTE: **Motion carried**

BPW-17-014 Award Phase II and Phase III for Brown's Pond Dam Improvements

Moved by Commissioner Mahoney, seconded by Commissioner Snider, to award Phase II: Bidding and Permitting and Phase III: Construction Management services for Brown's Pond dam improvements to Schultz Land & Water Consulting, Inc. for \$9,520.00 with costs paid by the Brown's Pond Association special assessment and authorize the Board Chair to sign the professional services agreement.

Roll call:

Yes – Engle, Foster, Hughes, Mahoney, Moore, Nash, Scolnik, Snider, Wilkins

No – None

Excused –

Motion carried

Establishment of a Legal Lake Level for Wolf Lake

BPW-17-015 Moved by Commissioner Mahoney, seconded by Commissioner Snider to suspend the rules and allow public comments.

John Holter, Egelston Township Supervisor, thanked everyone involved in this process. John Holter stated he would like to see a positive outcome on this and see it move forward. Drain Commissioner Moore gave the Board members some background information on the Wolf Lake pump and the steps already taken to establish the lake level. Drain Commissioner Moore explained the last step was to go to Circuit Court. Drain Commissioner Moore stated this needs to take place to protect the County and the township.

BPW-17-016 Moved by Commissioner Mahoney, seconded by Commissioner Snider, to approve the Resolution of the Muskegon County Board and accept establishing an inland lake level for Wolf Lake, and to direct Corporate Counsel to work with the Muskegon County Drain Commissioner and engineering staff to move forward with the appropriate action in the Muskegon County Circuit Court for the establishment of a legal lake level for Wolf Lake.

Roll call:

Yes –Scolnik, Snider, Wilkins, Engle, Foster, Mahoney, Moore, Hughes, Nash

No – None

Excused –

Motion carried

BPW-17-017 Bid Sale of Alfalfa

Moved by Commissioner Mahoney, seconded by Commissioner Snider, to authorize the Purchasing Department to seek bids for the sale of the 2017 alfalfa plantings in fields 1, 2, 27, 30, 31A, 46S and 52.

VOICE VOTE: **Motion carried**

BPW-17-018 Bid Sale of Straw Tonnage

Moved by Commissioner Mahoney, seconded by Commissioner Snider, to authorize the Purchasing Department to seek bids for the sale of the 2017 straw tonnage from the wheat crops in fields 44 and 51N.

VOICE VOTE: **Motion carried**

BPW-17-019 Mixers for the Cell No. 2 Improvements Project

Moved by Commissioner Nash, seconded by Commissioner Snider, to authorize the Wastewater Director and Public Works Board Chairman or Vice Chairman to approve the replacement of Philadelphia mixers (if necessary) for the Cell No. 2 Improvements project before the final change order before the Board of Public Works for approval.

Dave Johnson, Wastewater Director, stated he would keep the Board updated.

Roll call:

Yes –Foster, Mahoney, Moore, Nash, Scolnik, Snider, Wilkins, Engle, Hughes

No – None

Excused –

Motion carried

BPW-17-020 Amendment to the Water Reliability Studies Agreement

Moved by Commissioner Mahoney, seconded by Commissioner Nash to authorize the amendment to the agreement with Prein&Newhof for the water reliability studies that adds preparation of maps showing water main break information to the scope of work for an additional \$400.00.

Roll call:

Yes –Wilkins, Engle, Foster, Mahoney, Moore, Nash, Scolnik, Snider, Hughes

No – None

Excused –

Motion carried

Informational Items:

The following informational items were received and placed on file:

Public Works Monthly Operations Report, December 2016.

Wastewater Monthly Operating Report, December 2016.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT ON A NEW ITEM

Dave Johnson thanked the Commissioners for their kindness shown by sending the flower arrangement.

ADJOURN

There being no further business to come before the Board of Public Works the meeting was adjourned at 4:40 p.m.

Muskegon County
Board of Public Works
February 16, 2017
3:30 p.m.
Michael E. Kobza Hall of Justice
990 Terrace Street
Muskegon, MI 49442

Susie Hughes, Chair

Gary Foster, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Hughes at 3:30 p.m.

ROLL

Present: Marvin Engle, Muskegon County Commissioner
Gary Foster, Muskegon County Commissioner
Susie Hughes, Muskegon County Commissioner
Ken Mahoney, Muskegon County Commissioner
I. John Snider II, Muskegon County Commissioner
Rillastine Wilkins, Muskegon County Commissioner
Kim Arter, Ex-officio Member
Jerry Bartoszek, Ex-officio Member

Excused: Brenda Moore, Drain Commissioner
Charles Nash, Muskegon County Commissioner
Robert Scolnik, Muskegon County Commissioner

Staff
Present: Mark Eisenbarth, Muskegon County Administrator
Beth Dick, Assistant Administrator & Finance Director
Benjamin E. Cross, Board of Commissioners Chairman
Doug Hughes, Corporate Counsel
Tina Nash, DPW Departmental Clerk
Matt Farrar, Public Works Director
Dave Johnson, Wastewater Director
Jonathan Wilson, Economic Development Coordinator
Christine Morris, Wastewater Secretary
Sara Damm, Sustainability Coordinator

BPW-17-021 APPROVAL OF THE AGENDA

Moved by Commissioner Wilkins, seconded by Commissioner Foster to approve the agenda as presented.

VOICE VOTE: **Motion carried**

BPW-17-022 APPROVAL OF MINUTES

Moved by Commissioner Snider, seconded by Commissioner Foster, to approve the minutes of the Board of Public Works meeting held on January 19, 2017.

VOICE VOTE: **Motion carried**

PUBLIC COMMENT ON AN AGENDA ITEM

None

ITEMS FOR CONSIDERATION:

BPW-17-023 Meeting Time Change

Moved by Commissioner Mahoney, seconded by Commissioner Wilkins, to approve the time change of the Public Works Board meetings for the months of March, July, September, November and December 2017 to 4:00PM.

BPW-17-024 Friendly Amendment to motion BPW-17-023 was made by Commissioner Snider, seconded by Commissioner Mahoney, to move the meeting times of all the Public Works meetings to 4:00PM.

VOICE VOTE: **Motion carried**

BPW-17-023 Moved by Commissioner Mahoney, seconded by Commissioner Wilkins, to approve the time change of the Public Works Board meetings to 4:00PM.

VOICE VOTE: **Motion carried**

**BPW-17-025 Grant Application to Michigan Department of Agriculture and Rural Development
Fairground Facility Capital Improvement Fund**

Moved by Commissioner Engle, seconded by Commissioner Foster, to support an application to Michigan Department of Agricultural and Rural Development Fairgrounds Capital Improvement Fund in the amount of \$20,000 to add 50 camp sites at the Muskegon County Fairgrounds.

VOICE VOTE: **Motion carried**

BPW-17-026 Procure a Used 30 Ton Off Road Truck

Moved by Commissioner Engle, seconded by Commissioner Snider, to authorize staff to bypass the bid process and implement the quotation process to procure a 30 ton used off road dump truck not to exceed \$280,000.

Roll call:

Yes –Mahoney, Snider, Wilkins, Foster, Engle, Hughes

No – None

Excused – Moore, Nash, Scolnik

Motion carried

BPW-17-027 Solicit Proposals for a Rate Study

Moved by Commissioner Mahoney, seconded by Commissioner Snider, to authorize staff to solicit proposals from professional firms to conduct a rate study for the Muskegon County Regional Water System.

VOICE VOTE: **Motion carried**

BPW-17-028 MI Tech Hub Advertisement

Moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize Consumers Energy to place an advertisement featuring the Wastewater's proposed data center site known as the MI Tech Hub in the March, 2017, edition of *Site Selection Magazine* at no cost to the County.

VOICE VOTE: **Motion carried**

BPW-17-029 Solicit Bids for Vehicles

Moved by Commissioner Engle, seconded by Commissioner Snider, to authorize the Purchasing Department to advertise for bids for two new vehicles for the Wastewater Department.

VOICE VOTE: **Motion carried**

BPW-17-030 Oil Lube Rack Purchase

Moved by Commissioner Snider, seconded by Commissioner Mahoney, to authorize the Wastewater Department to purchase a new oil lube rack from Taylor Pump and Lift for the quoted price of \$11,108.39 plus freight.

Roll call:

Yes –Engle, Mahoney, Snider, Wilkins, Foster, Hughes

No – None

Excused – Moore, Nash, Scolnik

Motion carried

BPW-17-031 Interim Farm Manager Position

Moved by Commissioner Snider, seconded by Commissioner Engle, to create temporarily the position of Wastewater Interim Farm Manager, which will give the in-coming Wastewater Farm Manager a short time of orientation with current Farm Manager Joel Arends.

Roll call:

Yes –Wilkins, Foster, Engle, Mahoney, Snider, Hughes

No – None

Excused – Moore, Nash, Scolnik

Motion carried

BPW-17-032 Preliminary Engineering Services for the Coopersville Regional Force Main Project

Moved by Commissioner Engle, seconded by Commissioner Foster, to authorize Prein&Newhof to perform the preliminary engineering services for the Coopersville Regional Force Main Project at a cost not to exceed \$104,600.00.

Roll call:

Yes –Snider, Wilkins, Foster, Engle, Mahoney, Hughes

No – None

Excused – Moore, Nash, Scolnik

Motion carried

BPW-17-033 National Auto Sport Association Agreement

Moved by Commissioner Engle, seconded by Commissioner Foster, to approve the attached agreement between the Muskegon County Board of Public Works and the National Auto Sport Association (pending receipt of valid insurance documentation with the County of Muskegon listed as additionally insured) and I authorize the Public Works Board Chair to sign same.

VOICE VOTE: **Motion carried**

BPW-17-034 Cell 2 Improvements – Replacement of Six Electrical Feed Lines

Moved by Commissioner Engle, seconded by Commissioner Foster, to authorize the Wastewater Director to approve the replacement of six electrical feed lines for the Cell No. 2 Improvements project at a cost not to exceed \$175,000 and to bring the formal change order to the Board for approval when it becomes available.

Roll call:

Yes –Mahoney, Snider, Wilkins, Foster, Engle, Hughes

No – None

Excused – Moore, Nash, Scolnik

Motion carried

BPW-17-035 Informational Items:

Moved by Commissioner Engle, seconded by Commissioner Snider, that the following informational items be received and placed on file:

1. Public Works Monthly Operations Report, January 2017.
2. Wastewater Monthly Operating Report, January 2017.
3. Muskegon County Regional Water Policy Board Minutes, January 2017(draft)
4. Muskegon Municipal Wastewater Management Committee, January 2017 (draft)

VOICE VOTE: **Motion carried**

OLD BUSINESS

Dave Johnson informed the Board that he has received the results on the first six (6) mixers and it is looking like they may need replacing. Dave Johnson stated Prein&Newhof just received the report on the other six (6) mixers and they are currently reviewing the report.

NEW BUSINESS

Administrator Eisenbarth, Board Chairman Cross and Jonathan Wilson addressed the Board regarding the American Great Lakes Ports Association meeting they attended in Cleveland, Ohio. Administrator Eisenbarth spoke on various topics that were covered at the meeting. Board Chairman Cross spoke on some of the issues ports are facing. Jonathan Wilson informed the Board that other cruise ships have expressed interest in having cruises on the Great Lakes. Jonathan Wilson also informed the Board they were able to tour a shipping operation in Cleveland and the President of the company's wife is originally from Muskegon. Administrator Eisenbarth stated they received a lot of support from those in attendance at this meeting.

Commissioner Hughes congratulated Dave Johnson for providing vector truck services to the City of Hart and other municipalities.

Commissioner Hughes thanked Christine Morris for taking the initiative in the request for binder clips from other departments instead of going out and purchasing them.

PUBLIC COMMENT ON A NEW ITEM

Sara Damm introduced her intern Lea Dyga. Sara Damm also informed the Board that her new website will be launched on Tuesday and invited the Board members to her launch event at Unruly Brewery at 5 p.m., Tuesday, February 21, 2017 to network and discuss environmental programs.

Dave Johnson introduced Christine Morris the Administrative Secretary for Wastewater.

ADJOURN

There being no further business to come before the Board of Public Works the meeting was adjourned at 4:02 p.m.

Susie Hughes, Chair

Muskegon County
Board of Public Works
March 16, 2017
4:00p.m.
Michael E. Kobza Hall of Justice
990 Terrace Street
Muskegon, MI 49442

Susie Hughes, Chair

Gary Foster, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Hughes at 4:01p.m.

ROLL

Present: Marvin Engle, Muskegon County Commissioner
Gary Foster, Muskegon County Commissioner
Susie Hughes, Muskegon County Commissioner
Ken Mahoney, Muskegon County Commissioner
Brenda Moore, Drain Commissioner
Charles Nash, Muskegon County Commissioner
Robert Scolnik, Muskegon County Commissioner
I. John Snider II, Muskegon County Commissioner
Rillastine Wilkins, Muskegon County Commissioner
Jerry Bartoszek, Ex-officio Member

Excused: Kim Arter, Ex-officio Member

Staff

Present: Beth Dick, Assistant Administrator & Finance Director
Benjamin E. Cross, Board of Commissioners Chairman
Susan Franklin, Corporate Counsel
Tina Nash, DPW Departmental Clerk
Matt Farrar, Public Works Director
Dave Johnson, Wastewater Director
Christine Morris, Wastewater Secretary

BPW-17-036 APPROVAL OF THE AGENDA

Moved by Commissioner Nash, seconded by Commissioner Mahoney to approve the revised agenda as presented.

VOICE VOTE: **Motion carried**

BPW-17-037 APPROVAL OF MINUTES

Moved by Commissioner Mahoney, seconded by Commissioner Foster, to approve the minutes of the Board of Public Works meeting held on February 16, 2017.

VOICE VOTE: **Motion carried**

PUBLIC COMMENT ON AN AGENDA ITEM

None

ITEMS FOR CONSIDERATION:

BPW-17-038 Solicit Bids for the Brown's Pond Dam Improvements Project

Moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize staff to request bids for the Brown's Pond dam improvements project.

VOICE VOTE: **Motion carried**

BPW-17-039 Authorize the Purchase of a Used 2014 Volvo A30G off-road Dump Truck

Moved by Commissioner Engle, seconded by Commissioner Snider, to authorize the purchase of the used 2014 Volvo A30G off-road dump truck in the amount of \$249,000 from Alta Equipment Company and to amend the budgets accordingly.

Roll call:

Yes –Mahoney, Moore, Nash, Scolnik, Snider, Wilkins, Foster, Engle, Hughes

No – None

Motion carried

BPW-17-040 Renew Litter Cleanup Services Contract

Moved by Commissioner Engle, seconded by Commissioner Foster, to forgo the purchasing process and to renew the litter cleanup services contract with Field Technology Services, per the proposal dated March 1, 2017, and authorize the Chair to sign the proposal.

Roll call:

Yes – Nash, Scolnik, Snider, Wilkins, Foster, Engle, Mahoney, Moore, Hughes

No – None

Motion carried

BPW-17-041 Award Landfill Gas Pipeline Operation and MPSC Compliance Services / RFP 17-2250

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to award landfill gas pipeline operation and MPSC compliance services to Utility Safety & Design, Inc., authorize the Chair to sign the agreement when complete, and to amend the budget accordingly.

Roll call:

Yes –Scolnik, Snider, Wilkins, Foster, Engle, Mahoney, Moore, Nash, Hughes

No – None

Motion carried

Commissioner Snider requested a comprehensive report on the landfill gas. Matt Farrar agreed to prepare that for the commissioners.

BPW-17-042 Purchase 2010 Caterpillar 826H

Moved by Commissioner Engle, seconded by Commissioner Snider, to forgo the purchasing policy and purchase the rental 2010 Caterpillar 826H from Marcel Equipment with trade in of the 2004 Caterpillar 826G, for the quoted price of \$139,445.

Roll call:

Yes –Wilkins, Foster, Engle, Mahoney, Moore, Nash, Scolnik, Snider, Hughes

No – None

Motion carried

BPW-17-043 Reject Forestry Service Consultant Bid / RFB 17-2244

Moved by Commissioner Engle, seconded by Commissioner Foster, to reject the bid for RFB 17-2244, Forestry Service Consultant.

VOICE VOTE: **Motion carried**

BPW-17-044 Authorize the Services of Randy Kuipers for Wastewater's Forest and Wildlife Management Plan

Moved by Commissioner Wilkins, seconded by Commissioner Engle, to authorize the Wastewater Department to utilize the services of Michigan Registered Forester Randy Kuipers to execute their Forest and Wildlife Management Plan for five Years with a 14% commission of timber sales.

Drain Commissioner Moore asked if it was possible for the Drain office to collaborate with Wastewater on this regarding the County drains. Dave Johnson explained this was more for timber stand improvement.

Roll call:

Yes – Foster, Engle, Mahoney, Moore, Nash, Scolnik, Snider, Wilkins, Hughes

No – None

Motion carried

BPW-17-045 Award the Sale of Alfalfa and Wheat Straw / RFB 17-2252

Moved by Commissioner Nash, seconded by Commissioner Engle, to award the alfalfa silage produced in fields 1, 2, 27, 30, 31A, 46S, and 52 from 2017-2020 and the wheat straw produced in fields 44 and 51N in 2017 to den Dulk Dairy, LLC, at the above prices per the specifications in RFB 17-2252, and I further authorize the Public Works Board Chair to sign the contracts to formalize the above actions.

VOICE VOTE: **Motion carried**

BPW-17-046 Authorize a Building to Cover the Farm's Fertilizer Bay

Moved by Commissioner Engle, seconded by Commissioner Mahoney, to authorize the Wastewater Department to have the farm's fertilizer bay covered by M. Miller Builders, LLC, for \$10,300.00.

Roll call:

Yes – Nash, Scolnik, Snider, Wilkins, Foster, Engle, Mahoney, Moore, Hughes

No – None

Motion carried

BPW-17-047 Award the Agriculture Fertilizers & Chemicals Bid / RFB 17-2254

Moved by Commissioner Engle, seconded by Commissioner Mahoney, to award the Agriculture Fertilizers & Chemicals bid as presented in the above summary.

Roll call:

Yes – Moore, Nash, Scolnik, Snider, Wilkins, Foster, Engle, Mahoney, Hughes

No – None

Motion carried

BPW-17-048 Approve Change Order No. 1 to the Cell No. 2 Improvements Contract

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to approve Change Order No. 1 to the contract Cell No. 2 Improvements with Grand River Construction, which increases the contract cost by \$775,892.70 from \$4,478,186.80 to \$5,254,079.50, and I authorize the Board Chair to sign same.

Roll call:

Yes –Snider, Wilkins, Foster, Engle, Mahoney, Moore, Nash, Scolnik, Hughes

No – None

Motion carried

BPW-17-049 Informational Items:

Moved by Commissioner Engle, seconded by Commissioner Nash, that the following informational items be received and placed on file:

1. Public Works Monthly Operations Report, February 2017.
2. Wastewater Monthly Operating Report, February 2017.
3. Muskegon County Regional Water Policy Board Minutes, February 2017(draft)

VOICE VOTE: **Motion carried**

OLD BUSINESS

Commissioner Scolnick asked Dave Johnson for an update on the Farm Manager position. Dave Johnson stated March 24, 2017 will be Joel Arends last day. Dave Johnson informed the board that Ted Costigan will start on March 20, 2017.

Commissioner Scolnick suggested to Dave Johnson that a video be made to inform the public of Wastewater operations. Dave Johnson stated he would discuss this with Jonathan Wilson.

NEW BUSINESS

None

PUBLIC COMMENT ON A NEW ITEM

None

ADJOURN

There being no further business to come before the Board of Public Works the meeting was adjourned at 4:29 p.m.

Susie Hughes, Chair

Muskegon County
Board of Public Works
April 13, 2017
4:00p.m.
Michael E. Kobza Hall of Justice
990 Terrace Street
Muskegon, MI 49442

Susie Hughes, Chair

Gary Foster, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Hughes at 4:00p.m.

ROLL

Present: Marvin Engle, Muskegon County Commissioner
Gary Foster, Muskegon County Commissioner
Susie Hughes, Muskegon County Commissioner
Ken Mahoney, Muskegon County Commissioner
Charles Nash, Muskegon County Commissioner
Robert Scolnik, Muskegon County Commissioner
I. John Snider II, Muskegon County Commissioner
Rillastine Wilkins, Muskegon County Commissioner
Kim Arter, Ex-officio Member
Jerry Bartoszek, Ex-officio Member

Excused: Brenda Moore, Drain Commissioner

Staff

Present: Mark Eisenbarth, County Administrator
Beth Dick, Assistant Administrator & Finance Director
Benjamin E. Cross, Board of Commissioners Chairman
Doug Hughes, Corporate Counsel
Tina Nash, DPW Departmental Clerk
Matt Farrar, Public Works Director
Dave Johnson, Wastewater Director
Christine Morris, Wastewater Secretary

BPW-17-050 APPROVAL OF THE AGENDA

Moved by Commissioner Wilkins, seconded by Commissioner Snider to approve the agenda as presented.

VOICE VOTE: **Motion carried**

BPW-17-051 APPROVAL OF MINUTES

Moved by Commissioner Mahoney, seconded by Commissioner Foster, to approve the minutes of the Board of Public Works meeting held on March 16, 2017.

VOICE VOTE: **Motion carried**

PUBLIC COMMENT ON AN AGENDA ITEM

None

ITEMS FOR CONSIDERATION:

BPW-17-052 Award Scrap Tire Hauler

Moved by Commissioner Mahoney, seconded by Commissioner Nash, to award the quotation to Environmental Rubber Recycling Inc. and authorize the Chair to sign the agreement.

Roll call:

Yes –Snider, Wilkins, Foster, Engle, Mahoney, Nash, Scolnik, Hughes

No – None

Excused - Moore

Motion carried

BPW-17-053 Authorize Prein&Newhof to Perform Engineering Study

Moved by Commissioner Foster, seconded by Commissioner Engle, to authorize Prein&Newhof to perform a preliminary engineering study for bringing public water to the Wastewater site for an amount not-to-exceed \$4,600.

Roll call:

Yes –Mahoney, Nash, Scolnik, Snider, Wilkins, Foster, Engle, Hughes

No – None

Excused - Moore

Motion carried

Commissioner Scolnik asked if a study like this has taken place before. Administrator Eisenbarth stated it has not. Commissioner Scolnik asked if they knew how many miles this would be. Administrator Eisenbarth stated it would depend on the route. Commissioner Snider stated this is a very important study for future development. Chair Hughes asked if this study would look at what the best route would be. Matt Farrar stated it would.

BPW-17-054 Award Vehicle Lubricants / RFB 17-2253

Moved by Commissioner Nash, seconded by Commissioner Mahoney, to accept the low bid from Alt Oil Company for vehicle lubricants for two years with the option to renew for two subsequent years, one year at a time, based on mutual agreement between both parties.

Roll call:

Yes – Scolnik, Snider, Wilkins, Foster, Engle, Mahoney, Nash, Hughes

No – None

Excused - Moore

Motion carried

BPW-17-055 Award Irrigation Rig Replacement

Moved by Commissioner Nash, seconded by Commissioner Snider, to accept the low bid from Spring Brook Supply for the replacement of the irrigation rigs and pivot pads in fields 1, 2, 11, 17, 18 and 27 for a total of \$516,232.00.

Roll call:

Yes – Engle, Mahoney, Nash, Scolnik, Snider, Wilkins, Foster, Hughes

No – None

Excused - Moore

Motion carried

Informational Items:

The following informational items were received and placed on file:

1. Public Works Monthly Operations Report, March 2017.
2. Wastewater Monthly Operating Report, March 2017.
3. Muskegon County Regional Water Policy Board Minutes, March 2017 (draft)
4. Muskegon Municipal Wastewater Management Committee Minutes, March 2017 (draft)

OLD BUSINESS

None

NEW BUSINESS

Chair Hughes informed the Board they had met with Continental Dairy and Governor Snyder concerning the sewer line from Continental Dairy to the Wastewater. Chair Hughes stated everyone seemed excited about moving this project forward.

Chair Hughes stated as they move forward with marketing the Business Park at the Wastewater site they have discussed changing the name of the Wastewater to the Muskegon County Resource Recovery Center. Chair Hughes stated one of the challenges they are having is businesses don't want to be located at a site with the name Wastewater. Chair Hughes informed the Board they are checking to see if the name can be changed and was open to ideas the Board members may have.

PUBLIC COMMENT ON A NEW ITEM

None

ADJOURN

There being no further business to come before the Board of Public Works the meeting was adjourned at 4:13 p.m.

Susie Hughes, Chair

Muskegon County
Board of Public Works
May 11, 2017
4:00p.m.
Michael E. Kobza Hall of Justice
990 Terrace Street
Muskegon, MI 49442

Susie Hughes, Chair

Gary Foster, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Hughes at 4:00p.m.

ROLL

Present: Marvin Engle, Muskegon County Commissioner
 Gary Foster, Muskegon County Commissioner
 Susie Hughes, Muskegon County Commissioner
 Brenda Moore, Drain Commissioner
 Charles Nash, Muskegon County Commissioner
 Robert Scolnik, Muskegon County Commissioner
 I. John Snider II, Muskegon County Commissioner
 Rillastine Wilkins, Muskegon County Commissioner
 Kim Arter, Ex-officio Member

Excused: Ken Mahoney, Muskegon County Commissioner
 Jerry Bartoszek, Ex-officio Member

Staff

Present: Matt Farrar, Public Works Director
 Dave Johnson, Wastewater Director
 Tina Nash, DPW Departmental Clerk
 Mark Eisenbarth, County Administrator
 Beth Dick, Assistant Administrator & Finance Director
 Doug Hughes, Corporate Counsel
 Jonathan Wilson, Economic Development Coordinator

BPW-17-056 APPROVAL OF THE AGENDA

Moved by Commissioner Engle, seconded by Commissioner Snider to approve the agenda as presented.

VOICE VOTE: **Motion carried**

BPW-17-057 APPROVAL OF MINUTES

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to approve the minutes of the Board of Public Works meeting held on April 13, 2017.

VOICE VOTE: **Motion carried**

PUBLIC COMMENT ON AN AGENDA ITEM

None

ITEMS FOR CONSIDERATION:

BPW-17-058 Award Water Cost of Service & Rate Study / RFP 17-2257

Moved by Commissioner Engle, seconded by Commissioner Snider, to award the Water Rate Study, as specified in County RFP 17-2257 to Municipal Analytics for a not-to-exceed cost of \$36,900.

Kim Arter informed the Board the Water System Policy Board recommended Municipal Analytics and stated she has been on the Water System Policy Board since the end of 2008 and a rate study hasn't been completed since she became a member.

Roll call:

Yes –Nash, Scolnik, Snider, Wilkins, Foster, Engle, Moore, Hughes

No – None

Excused - Mahoney

Motion carried

BPW-17-059 Easement Agreement – State of Michigan

Moved by Commissioner Nash, seconded by Commissioner Foster, to approve the easement agreement between the Board of Public Works and the State of Michigan and I authorize the Board Chair to sign same, with both approval and signing conditional upon review of the agreement by Corporate Counsel.

VOICE VOTE: **Motion carried**

BPW-17-060 Easement Agreement – Cedar Fair LLC/Michigan’s Adventure

Moved by Commissioner Engle, seconded by Drain Commissioner Moore, to approve the easement agreement between the Board of Public Works and Cedar Fair LLC/ Michigan’s Adventure and I authorize the Board chair to sign same.

VOICE VOTE: **Motion carried**

BPW-17-061 Purchase Argo Frontier 8X8 Responder S All-Terrain Vehicle

Moved by Commissioner Engle, seconded by Commissioner Foster, to approve the Wastewater Department’s purchase of an Argo Frontier 8X8 Responder S all-terrain vehicle for \$24,990.20 to be leased to the Moorland Township Fire Department in order to improve public safety at the Wastewater and surrounding areas.

Dave Johnson stated the lease agreement has not been finalized and the concerns of the Board will be addressed in the agreement.

Roll call:

Yes –Scolnik, Snider, Wilkins, Foster, Engle, Moore, Nash, Hughes

No – None

Excused - Mahoney

Motion carried

BPW-17-062 Pump Station Montague Contract – Change Order No. 2

Moved by Commissioner Engle, seconded by Commissioner Foster, to authorize Change Order No. 2 to the Pump Station Montague contract, which decreases the project cost by \$24,096.77, from \$1,195,033.81 to \$1,170,937.04 and I authorize the Board Chair to sign same.

VOICE VOTE: **Motion carried**

BPW-17-063 Cell No. 2 Improvements – Change Order No. 2

Moved by Commissioner Wilkins, seconded by Commissioner Engle, to authorize Cell No. 2 Improvements Change Order No. 2 for the replacement of six electrical cables at a cost of \$150,303.75, bringing the contract price to \$5,404,383.25 and I authorize the Board Chair to sign same.

Roll call:

Yes –Moore, Nash, Scolnik, Snider, Wilkins, Foster, Engle, Hughes

No – None

Excused - Mahoney

Motion carried

BPW-17-064 Cell No. 2 Improvements – Change Order No. 3

Moved by Commissioner Engle, seconded by Commissioner Snider, to authorize Cell No. 2 Improvements Change Order No. 3, which adds a cost of \$2,625.00, bringing the contract price to \$5,407,008.25, and which adds two weeks to the contract deadlines, and I authorize the Board Chair to sign same.

Roll call:

Yes –Wilkins, Foster, Engle, Moore, Nash, Scolnik, Snider, Hughes

No – None

Excused - Mahoney

Motion carried

BPW-17-065 Engineering Services for RI System Upgrade

Moved by Commissioner Engle, seconded by Commissioner Snider, to authorize Prein&Newhof to perform engineering services for RI System Upgrade at a cost not to exceed \$147,700.

Roll call:

Yes –Foster, Engle, Moore, Nash, Scolnik, Snider, Wilkins, Hughes

No – None

Excused - Mahoney

Motion carried

BPW-17-066 Engineering Services for the Flume Bar Screen

Moved by Commissioner Snider, seconded by Commissioner Foster, to authorize Prein&Newhof to perform engineering services for the Flume Bar Screen at a cost not to exceed \$87,900.

Roll call:

Yes –Engle, Moore, Nash, Scolnik, Snider, Wilkins, Foster, Hughes

No – None

Excused - Mahoney

Motion carried

Informational Items:

The following informational items were received and placed on file:

1. Public Works Monthly Operations Report, April 2017.
2. Wastewater Monthly Operating Report, April 2017.
3. Muskegon County Regional Water Policy Board Minutes, April 2017 (draft)
4. Muskegon Municipal Wastewater Management Committee Minutes, April 2017 (draft)

Commissioner Scolnik asked about the project at the Carpenter’s Brothers site. Matthew Farrar stated it is a stormwater improvement project to filter the water before it goes into Muskegon Lake. Matthew Farrar explained the Fairgrounds had a compost pile that needed to be removed and WMSRDC was able to use the material for the project. Chair Hughes stated project is being conducted by WMSRDC and the City of Muskegon.

OLD BUSINESS

None

NEW BUSINESS

Drain Commissioner Moore ask Dave Johnson how change orders are tracked. Dave Johnson stated Prein&Newhof keeps track of the approved changes and he keeps them on file.

Dave Johnson introduced the new Farm Manager, Ted Costigan. Mr. Costigan thanked the Board for the opportunity. The Board welcomed Mr. Costigan.

PUBLIC COMMENT ON A NEW ITEM

None

ADJOURN

There being no further business to come before the Board of Public Works the meeting was adjourned at 4:30p.m.

Susie Hughes, Chair

Muskegon County
Board of Public Works
June 15, 2017
4:00p.m.
Michael E. Kobza Hall of Justice
990 Terrace Street
Muskegon, MI 49442

Susie Hughes, Chair

Gary Foster, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Hughes at 4:00p.m.

ROLL

Present: Marvin Engle, Muskegon County Commissioner
Gary Foster, Muskegon County Commissioner
Susie Hughes, Muskegon County Commissioner
Ken Mahoney, Muskegon County Commissioner
Brenda Moore, Drain Commissioner
Robert Scolnik, Muskegon County Commissioner
I. John Snider II, Muskegon County Commissioner
Rillastine Wilkins, Muskegon County Commissioner
Kim Arter, Ex-officio Member
Jerry Bartoszek, Ex-officio Member

Excused: Charles Nash, Muskegon County Commissioner

Staff

Present: Dave Johnson, Wastewater Director
Steve Fink, Public Works Project Manager
Tina Nash, DPW Departmental Clerk
Mark Eisenbarth, County Administrator
Beth Dick, Assistant Administrator & Finance Director
Doug Hughes, Corporate Counsel
Benjamin E. Cross, Board of Commissioners Chairman

BPW-17-067 APPROVAL OF THE AGENDA

Moved by Commissioner Engle seconded by Commissioner Wilkins to approve the agenda as presented.

VOICE VOTE: **Motion carried**

BPW-17-068 APPROVAL OF MINUTES

Moved by Commissioner Engle, seconded by Commissioner Snider, to approve the minutes of the Board of Public Works meeting held on May 11, 2017.

VOICE VOTE: **Motion carried**

PUBLIC COMMENT ON AN AGENDA ITEM

None

ITEMS FOR CONSIDERATION:

BPW-17-069 Authorize the Army Corps of Engineers Right-of-Entry

Moved by Commissioner Snider, seconded by Commissioner Engle, to authorize the Army Corps of Engineers right-of-entry to construct and sample replacement monitoring wells W-7D and W23d within County owned property at the former Ott/Story and Muskegon County Business Park - North properties.

VOICE VOTE: **Motion carried**

BPW-17-070 Award Asset Management Plan / RFP 17-2255

Moved by Commissioner Engle, seconded by Commissioner Mahoney, to award the Asset Management Plan as specified in County RFP 17-2255 to Johnson & Anderson for a not-to-exceed cost of \$32,255.00.

Roll call:

Yes – Scolnik, Snider, Wilkins, Foster, Engle, Mahoney, Moore, Hughes

No – None

Excused - Nash

Motion carried

BPW-17-071 Recommend to Contribute Towards Grant

Moved by Commissioner Engle, seconded by Commissioner Foster, to recommend to the Board of Commissioners to contribute \$5,000 from the general fund toward the Michigan Department of Agriculture and Rural Development grant to the Muskegon County Fair Association for electrical improvements for the 50 new camp sites at the Muskegon County Fairgrounds.

Drain Commissioner Moore asked where the proceeds go to. Administrator Eisenbarth stated the proceeds will go to the Fair Board and used to maintain the fairgrounds.

Roll call:

Yes – Mahoney, Moore, Scolnik, Snider, Wilkins, Foster, Engle, Hughes

No – None

Excused - Nash

Motion carried

BPW-17-072 Approve Schultz Land & Water Consulting to Perform Site Plans & Construction Management Services

Moved by Commissioner Snider, seconded by Commissioner Engle, to waive the purchasing policy that requires three quotes and to hire Schultz Land & Water Consulting, Inc. to develop site plans for the placement of a household hazardous waste facility at the White Lake transfer station and to provide bidding and construction management services for a not-to-exceed cost of \$2,500.00 and authorize the Public Works Board Chair to sign the professional services authorization.

Roll call:

Yes – Moore, Scolnik, Snider, Wilkins, Foster, Engle, Mahoney, Hughes

No – None

Excused - Nash

Motion carried

BPW-17-073 Approval to Bid a Hazardous Material Safety Storage Building

Moved by Commissioner Engle, seconded by Commissioner Foster, to authorize staff to issue a request for bids for a hazardous materials safety storage building.

VOICE VOTE: **Motion carried**

BPW-17-074 Award Landfill Gas System Engineering & Construction Inspection / RFP 17-2264

Moved by Commissioner Snider, seconded by Commissioner Foster, to award Cornerstone Environmental Group, LLC the work outlined in RFP 17-2264 for engineering plans, bidding documents, specifications and construction oversight services for the gas system expansion in Cell 4 in the amount of \$41,350. All costs will be paid from the Solid Waste fund 5710-0526.

Roll call:

Yes – Engle, Mahoney, Moore, Scolnik, Snider, Wilkins, Foster, Hughes

No – None

Excused - Nash

Motion carried

BPW-17-075 Write off Sager & Associates LLC Past Due Account

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to authorize Solid Waste to write off the past due account of Sager & Associates, LLC. In the amount of \$800.80 and any accrued interest at the time of write off.

Roll call:

Yes – Foster, Engle, Mahoney, Moore, Scolnik, Snider, Wilkins, Hughes

No – None

Excused - Nash

Motion carried

BPW-17-076 Authorize Prein&Newhoff to Perform Engineering Services for an Anaerobic Digester Feasibility Study

Moved by Commissioner Engle, seconded by Commissioner Snider, to authorize Prein&Newhof to perform engineering services for an anaerobic digester feasibility study at a cost not to exceed \$38,000.

Dave Johnson explained anaerobic digestion. Dave Johnson stated they will be looking at this as a front end treatment. Prein&Newhof will look at all of the techniques to determine what will work best. Prein&Newhof will also look at what the benefits would be if the County completes the project or if we should allow a company to make the investment. Dave Johnson stated either way the County would benefit.

Roll call:

Yes – Scolnik, Snider, Wilkins, Foster, Engle, Mahoney, Moore, Hughes

No – None

Excused - Nash

Motion carried

BPW-17-077 Award the Michigan’s Adventure Sewer Project / RFB 17-2263

Moved by Commissioner Foster, seconded by Commissioner Engle, to accept the low bid from Jackson-Merkey Contractors for the Michigan’s Adventure Sewer project for a total of \$139,860.00.

Kim Arter stated she would have liked to see more than one bid being Dalton Township is paying for this. Dave Johnson stated there were three bids; two were disqualified because they were incomplete. Drain Commissioner Moore expressed her concerns with the purchasing process. Discussion ensued regarding the bidding process.

Roll call:

Yes – Wilkins, Foster, Engle, Mahoney, Moore, Scolnik, Snider, Hughes

No – None

Excused - Nash

Motion carried

Informational Items:

Moved by Commissioner Engle, seconded by Commissioner Wilkins, that the following informational items be received and placed on file:

1. Public Works Monthly Operations Report, May 2017.
2. Wastewater Monthly Operating Report, May 2017.
3. Muskegon County Regional Water Policy Board Minutes, May 2017 (draft)
4. Muskegon Municipal Wastewater Management Committee Minutes, May 2017 (draft)

OLD BUSINESS

Commissioner Scolnick asked for an update on the solar project. Dave Johnson stated Moorland Township required a special use permit. Dave Johnson stated Tradewind submitted a special use permit application to Mooreland Township and it was approved. Dave Johnson stated Tradewind has not received a power purchase agreement (PPA). Dave Johnson informed the Board Consumers Energy will be issuing another RFP for a 100 megawatt solar farm.

NEW BUSINESS

Chair Hughes informed the Board she attended the Michigan Green Communities conference. Chair Hughes stated Muskegon County received the "Most Improved" award and a check for \$1,500.

Commissioner Snider stated he agreed with Drain Commissioner Moore's suggestions regarding the bidding process. Chair Hughes asked Administrator Eisenbarth to set up a work session for the Board of Commissioners on purchasing/bidding.

Drain Commissioner Moore informed the Board about grants available for parking lots. Drain Commissioner Moore stated Matthew Farrar is aware of the grants. Steve Fink stated they have reviewed/rated the proposals for parking lot design consultants and a recommendation will be on the next Ways & Means agenda. It will then go to Full Board for approval. Drain Commissioner Moore mentioned the Storm Water Management Standards her office has and stated if we can show we are following those standards it may help with the grant. Steve Fink stated the website link to the standards was provided in the response to questions. Steve Fink stated they had at least seven firms who submitted proposals. Drain Commissioner Moore asked Steve Fink if they asked for qualifications. Steve Fink stated they did.

Chair Hughes informed the Board the Radio Controlled Airplane Club's event at the Wastewater was a fun day and thanked Dave Johnson for bringing his family.

PUBLIC COMMENT ON A NEW ITEM

Commissioner Scolnick asked how the new compactor was working. Steve Fink stated there have been no reported issues.

ADJOURN

There being no further business to come before the Board of Public Works the meeting was adjourned at 4:39p.m.

Susie Hughes, Chair

Muskegon County
Board of Public Works
July 13, 2017
4:00p.m.
Michael E. Kobza Hall of Justice
990 Terrace Street
Muskegon, MI 49442

Susie Hughes, Chair

Gary Foster, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Hughes at 4:01p.m.

ROLL

Present: Gary Foster, Muskegon County Commissioner
Susie Hughes, Muskegon County Commissioner
Ken Mahoney, Muskegon County Commissioner
Brenda Moore, Drain Commissioner
Charles Nash, Muskegon County Commissioner
Robert Scolnik, Muskegon County Commissioner
I. John Snider II, Muskegon County Commissioner
Rillastine Wilkins, Muskegon County Commissioner
Kim Arter, Ex-officio Member
Jerry Bartoszek, Ex-officio Member

Excused: Marvin Engle, Muskegon County Commissioner

Staff

Present: Dave Johnson, Wastewater Director
Matthew Farrar, Public Works Director
Tina Nash, DPW Departmental Clerk
Doug Hughes, Corporate Counsel

BPW-17-078 APPROVAL OF THE AGENDA

Moved by Commissioner Mahoney, seconded by Commissioner Wilkins, to approve the agenda as presented.

VOICE VOTE: **Motion carried**

BPW-17-079 APPROVAL OF MINUTES

Moved by Commissioner Nash, seconded by Commissioner Mahoney, to approve the minutes of the Board of Public Works meeting held on June 15, 2017.

VOICE VOTE: **Motion carried**

PUBLIC COMMENT ON AN AGENDA ITEM

None

ITEMS FOR CONSIDERATION:

BPW-17-080 Write off Past Due Account of Parker Septic Service

Moved by Commissioner Snider, seconded by Commissioner Foster, to authorize Wastewater to write off the past due account of Parker Septic Service in the amount of \$64,855.61 plus any accrued interest at the time of write-off.

Discussion ensued regarding the process of handling past due accounts. The Board requested Dave Johnson look into a policy.

Roll call:

Yes –Mahoney, Moore, Nash, Scolnik, Snider, Wilkins, Foster, Hughes

No – None

Excused - Engle

Motion carried

BPW-17-081 Solicit Bids for Four Mobile Column Lifts

Moved by Commissioner Nash, seconded by Commissioner Foster, to authorize the Purchasing Department to advertise for bids for the budgeted purchase of four mobile column lifts to replace the original hydraulic lift in the Wastewater's Fleet Maintenance building.

VOICE VOTE: **Motion carried**

Informational Items:

The following informational items were received and placed on file:

1. Public Works Monthly Operations Report, June 2017.
2. Wastewater Monthly Operating Report, June 2017.
3. Muskegon County Regional Water Policy Board Minutes, June 2017 (draft)

OLD BUSINESS

None

NEW BUSINESS

Matthew Farrar informed the Board the West Michigan Shoreline Regional Development Commission secured the funding for the Ryerson Creek clean-up project. Matthew Farrar stated more information would be presented at a future meeting.

Commissioner Foster stated Mooreland Township Fire Department took possession of the Argo all-terrain vehicle Tuesday. The fire department staff started training at the Wastewater site. Commissioner Foster thanked Dave Johnson. Chair Hughes stated those on the east side of the County will benefit from this.

PUBLIC COMMENT ON A NEW ITEM

None

ADJOURN

There being no further business to come before the Board of Public Works the meeting was adjourned at 4:17p.m.

Gary Foster, Vice-Chair

Muskegon County
Board of Public Works
August 10, 2017
4:00p.m.
Michael E. Kobza Hall of Justice
990 Terrace Street
Muskegon, MI 49442

Susie Hughes, Chair

Gary Foster, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Vice Chair Foster at 4:00p.m.

ROLL

Present: Marvin Engle, Muskegon County Commissioner
Gary Foster, Muskegon County Commissioner
Ken Mahoney, Muskegon County Commissioner
Charles Nash, Muskegon County Commissioner
Robert Scolnik, Muskegon County Commissioner
I. John Snider II, Muskegon County Commissioner
Rillastine Wilkins, Muskegon County Commissioner
Kim Arter, Ex-officio Member
Jerry Bartoszek, Ex-officio Member

Excused: Susie Hughes, Muskegon County Commissioner
Brenda Moore, Drain Commissioner

Staff

Present: Dave Johnson, Wastewater Director
Matthew Farrar, Public Works Director
Tina Nash, DPW Departmental Clerk
Doug Hughes, Corporate Counsel
Mark Eisenbarth, County Administrator
Beth Dick, Assistant Administrator & Finance Director
Jonathan Wilson, Economic Development Coordinator
Christine Morris, Wastewater Administrative Secretary

BPW-17-082 APPROVAL OF MINUTES

Moved by Commissioner Nash, seconded by Commissioner Engle, to approve the minutes of the Board of Public Works meeting held on July 13, 2017.

VOICE VOTE: **Motion carried**

BPW-17-083 APPROVAL OF THE AGENDA

Moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the agenda as presented.

VOICE VOTE: **Motion carried**

PUBLIC COMMENT ON AN AGENDA ITEM

None

ITEMS FOR CONSIDERATION:

BPW-17-084 Bid Solid Waste Engineering Services

Moved by Commissioner Nash, seconded by Commissioner Engle, to authorize Public Works staff to bid Solid Waste engineering services for a) developing a final fill plan for cells 2 & 3, b) design, bidding and oversight of capping cells 2 & 3, c) design, bidding and oversight of the "Gap Cell" development, d) landfill siting and e) general engineering services over the next three years with an option to extend the contract for three successive 3 year periods or portions thereof.

VOICE VOTE: **Motion carried**

BPW-17-085 Recycling Study Scope of Work Change

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to authorize the change in the recycling study scope of work per the letter dated July 12, 2017 from Gershman, Brickner & Bratton, Inc.

VOICE VOTE: **Motion carried**

BPW-17-086 Bid Landfill Gas System Expansion Project

Moved by Commissioner Engle, seconded by Commissioner Mahoney, to authorize staff to request bids for the 2017 landfill gas system expansion project.

VOICE VOTE: **Motion carried**

Matthew Farrar explained once a landfill cell has been filled the methane gas has to be captured and burned off or sold. Discussion ensued regarding the market for methane gas.

BPW-17-087 Waive Landfill Tipping Fees

Moved by Commissioner Scolnik, seconded by Commissioner Mahoney, to authorize the waiver of tipping fees at the landfill for United Way Day of Caring waste.

Roll call:

Yes – Engle, Mahoney, Nash, Scolnik, Snider, Wilkins, Foster

No – None

Excused – Hughes, Moore

Motion carried

BPW-17-088 Waive Bid Process for the Purchase of Neptune Meters, Software and Parts

Moved by Commissioner Wilkins, seconded by Commissioner Nash, to waive the bid process for the purchase of Neptune meters, software and parts for the Regional Water System from sole source vendor Ferguson Enterprises, Inc.

Roll call:

Yes – Mahoney, Nash, Scolnik, Snider, Wilkins, Engle, Foster

No – None

Excused – Hughes, Moore

Motion carried

BPW-17-089 Public Works Director Car Allowance

Moved by Commissioner Engle, seconded by Commissioner Mahoney, to approve the request to provide a car allowance in the amount of \$550 per month to the Public Works Director position in lieu of a vehicle.

Roll call:

Yes – Nash, Scolnik, Snider, Wilkins, Engle, Mahoney, Foster

No – None

Excused – Hughes, Moore

Motion carried

BPW-17-090 Adopt 2017 Wastewater Hunting and Trapping Rules/Authorize DNR Waterfowl Hunt & Spring Youth Turkey Hunt

Moved by Commissioner Nash, seconded by Commissioner Wilkins, to adopt the attached 2017 Wastewater Hunting and Trapping Rules, and authorize the DNR Waterfowl Hunt and Spring Youth Turkey Hunt.

VOICE VOTE: **Motion carried**

BPW-17-091 Waive Bid Process and Authorize Purchase of Flygt Pump

Moved by Commissioner Engle, seconded by Commissioner Mahoney, to authorize the Wastewater Department to purchase a new Flygt pump for \$32,065.00 to replace the broken 20-year-old pump at Keating Station, and I further move to waive the County's bidding process for this purchase.

Roll call:

Yes –Snider, Wilkins, Engle, Mahoney, Nash, Scolnik, Foster

No – None

Excused – Hughes, Moore

Motion carried

BPW-17-092 Authorize Payment for Repairs to Purge Wells

Moved by Commissioner Mahoney, seconded by Commissioner Nash, to authorize the payment of the \$26,415.00 invoice for the necessary repair of four purge wells at the former Whitehall Wastewater Treatment Plant.

Roll call:

Yes – Wilkins, Engle, Mahoney, Nash, Scolnik, Snider, Foster

No – None

Excused – Hughes, Moore

Motion carried

Informational Items:

BPW-17-093 Moved by Commissioner Engle, seconded by Commissioner Wilkins, that the following informational items be received and placed on file:

1. Public Works Monthly Operations Report, July 2017.
2. Wastewater Monthly Operating Report, July 2017.
3. Muskegon County Regional Water Policy Board Minutes, July 2017 (draft)

VOICE VOTE: **Motion carried**

OLD BUSINESS

Commissioner Mahoney informed the Board some of the individuals in the summer youth program will graduate tomorrow. The graduation runs from 9:00a.m. - 11:00a.m.

NEW BUSINESS

None

PUBLIC COMMENT ON A NEW ITEM

Mark Eisenbarth answered Commissioner Nash's question regarding the Public Works Director's car allowance. Mark Eisenbarth stated he confirmed with Human Resources, workers compensation would cover the employee and the County's insurance would not cover the car in the event of an accident while conducting County business.

Mark Eisenbarth addressed the Board regarding the upcoming millage vote in November. Discussion ensued concerning the cost of the election and the division of those costs to the County, Cities and Townships. Mark Eisenbarth stated he would inform the County Clerk of what was discussed.

ADJOURN

There being no further business to come before the Board of Public Works the meeting was adjourned at 4:40p.m.

Gary Foster, Vice Chair

Muskegon County
Board of Public Works
September 14, 2017
4:00p.m.
Michael E. Kobza Hall of Justice
990 Terrace Street
Muskegon, MI 49442

Susie Hughes, Chair

Gary Foster, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Hughes at 4:00p.m.

ROLL

Present: Marvin Engle, Muskegon County Commissioner
Gary Foster, Muskegon County Commissioner
Susie Hughes, Muskegon County Commissioner
Ken Mahoney, Muskegon County Commissioner
Charles Nash, Muskegon County Commissioner
Robert Scolnik, Muskegon County Commissioner
I. John Snider II, Muskegon County Commissioner
Rillastine Wilkins, Muskegon County Commissioner
Kim Arter, Ex-officio Member

Excused: Jerry Bartoszek, Ex-officio Member
Brenda Moore, Drain Commissioner

Staff
Present: Dave Johnson, Wastewater Director
Matthew Farrar, Public Works Director
Tina Nash, DPW Departmental Clerk
Doug Hughes, Corporate Counsel
Mark Eisenbarth, County Administrator
Beth Dick, Assistant Administrator & Finance Director
Jonathan Wilson, Economic Development Coordinator

BPW-17-094 APPROVAL OF THE AGENDA

Moved by Commissioner Mahoney, seconded by Commissioner Snider, to approve the amended agenda removing item F. 7 under items for consideration.

VOICE VOTE: **Motion carried**

BPW-17-095 APPROVAL OF MINUTES

Moved by Commissioner Engle, seconded by Commissioner Foster, to approve the minutes of the Board of Public Works meeting held on August 10, 2017.

VOICE VOTE: **Motion carried**

PUBLIC COMMENT ON AN AGENDA ITEM

None

PRESENTATIONS

Matthew Farrar presented the proposed Solid Waste Management System's and the Regional Water System's fiscal year 2018 overall budgets (Attached). Matthew Farrar stated staff from Wastewater and Solid Waste met and all possible options for use/sale of the methane gas are being considered. Discussion ensued regarding the methane gas produced at Solid Waste. Commissioner Nash asked for an explanation of the overhead expenses in the Solid Waste Management System's budget. Matthew Farrar stated he would look into it and provide the information to the Board.

Dave Johnson presented the proposed Wastewater Management System's fiscal year 2018 budget. Dave Johnson focused on capital improvement projects (Attached).

ITEMS FOR CONSIDERATION:

BPW-17-096 Recommend the FY2018 Solid Waste Management System Budget

Moved by Commissioner Engle, seconded by Commissioner Mahoney, to recommend to the Muskegon County Board of Commissioners the approval of the fiscal year 2018 budget with \$3,025,400 in revenues and \$3,330,413 in expenses for the Muskegon County Solid Waste Management System as presented.

Roll call:

Yes - Nash, Scolnik, Snider, Wilkins, Foster, Engle, Mahoney, Hughes

No – None

Excused –Moore

Motion carried

BPW-17-097 Recommend the FY2018 Regional Water System Budget

Moved by Commissioner Engle, seconded by Commissioner Snider, to recommend to the Muskegon County Board of Commissioners the approval of the fiscal year 2018 budget of \$2,843,125 in revenues with \$3,404,953 in expenses for the Muskegon County Regional Water system as presented.

Roll call:

Yes –Mahoney, Nash, Scolnik, Snider, Wilkins, Foster, Engle, Hughes

No – None

Excused –Moore

Motion carried

BPW-17-098 Recommend the FY2018 Muskegon County Wastewater Management System Budget

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to approve the requested FY2018 Wastewater budget with a rate increase for hauled septic waste of .2¢/gallon and all other hauled waste of .4¢/gallon.

Roll call:

Yes - Scolnik, Snider, Wilkins, Foster, Engle, Mahoney, Nash, Hughes

No – None

Excused –Moore

Motion carried

BPW-17-099 Issue Request for Qualifications and Proposals for Ground Water Monitoring and Reporting Services

Moved by Commissioner Snider, seconded by Commissioner Mahoney, to authorize staff to issue a request for qualifications and proposals for ground water monitoring and reporting services at the landfill.

VOICE VOTE: **Motion carried**

BPW-17-100 Issue Request for Qualifications and Proposals for Air Monitoring and Reporting Services

Moved by Commissioner Snider, seconded by Commissioner Engle, to authorize staff to issue a request for qualifications and proposals for air monitoring and reporting services at the landfill.

VOICE VOTE: **Motion carried**

BPW-17-101 Solid Waste Management Rate Increase

Moved by Commissioner Engle, seconded by Commissioner Foster, to authorize the Solid Waste Management rate increase effective January 1, 2018, as included in the requested FY2018 budget, as follows:

RATE CATEGORY	CURRENT FEE PER TON	PROPOSED FEE 2018	PROPOSED FEE 2019
Gate Rate - General Refuse	\$34.00	\$34.60	\$35.35
Contract Rate - General Refuse	\$27.00	\$27.50	\$28.00
Discount Rate - Charity	\$13.50	\$13.75	\$14.00
Transfer Rate - Residential	\$45.00	\$46.00	\$46.80
Livestock Rate	\$44.00	\$45.00	\$45.75
Sharps: \$25.00 Min.	\$45.00	\$46.00	\$46.80
Oversized Material: \$25.00 Min.	\$45.00	\$46.00	\$46.80
Wastewater Sludge	\$13.00	\$27.50	\$28.00
Foundry Sand	\$2.50	\$2.50	\$2.50
Cover Soils	\$12.00	\$12.00	\$12.00
Weight Tickets Residential	\$1.00	\$6.00	\$6.00
Weight Tickets Commercial	\$1.00	\$12.00	\$12.00

TRANSFER STATION RATES

CAR	\$8.00	\$8.00	\$8.25
SUV/TRUCK/TRAILER OR CAR WITH TRAILER	\$22.00	\$22.00	\$22.75

BPW-17-101 Solid Waste Management Rate Increase *Continued*

Roll call:

Yes - Wilkins, Foster, Engle, Mahoney, Nash, Scolnik, Snider, Hughes

No – None

Excused –Moore

Motion carried

BPW-17-102 Bid for a New Discrete Analyzer

Moved by Commissioner Nash, seconded by Commissioner Snider, to authorize the Purchasing Department to advertise for bids for a new discrete analyzer for the Wastewater Laboratory.

VOICE VOTE: **Motion carried**

BPW-17-103 Authorize Engineering Services for Metro Cell No. 3 Improvements

Moved by Commissioner Mahoney, seconded by Commissioner Nash, to authorize Prein&Newhof to perform engineering services for Metro Cell No. 3 Improvements at a cost not to exceed \$131,000.00.

Roll call:

Yes - Engle, Mahoney, Nash, Scolnik, Snider, Wilkins, Foster, Hughes

No – None

Excused –Moore

Motion carried

BPW-17-104 Award Four (4) Mobile Column Lifts

Moved by Commissioner Engle, seconded by Commissioner Snider, to accept the bid from CTT Equipment LLC for four mobile column lifts with a lifting capacity of 18,500 lb. each for a total of \$37,640.00.

Roll call:

Yes –Foster, Engle, Mahoney, Nash, Scolnik, Snider, Wilkins, Hughes

No – None

Excused –Moore

Motion carried

BPW-17-105 Authorize Change Order No. 2 to the Pump Station D Bypass Pump Replacement Contract

Moved by Commissioner Engle, seconded by Commissioner Snider, to authorize Change Order No. 2 to the Pump Station D Bypass Pump Replacement contract, which increases the project cost by \$3,260.00, from \$233,793.00 to \$237,053.00, and I authorize the Board Chair to sign same.

Roll call:

Yes –Nash, Scolnik, Snider, Wilkins, Foster, Engle, Mahoney, Hughes

No – None

Excused –Moore

Motion carried

BPW-17-106 Authorize Change Order No. 4 to the Cell No. 2 Improvements Contract

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to authorize Change Order No. 4 to the Cell No. 2 Improvements contract, which increases the project cost by \$45,921.00, from \$5,407,008.25 to \$5,452,929.25, and I authorize the Board Chair to sign same.

Roll call:

Yes - Scolnik, Snider, Wilkins, Foster, Engle, Mahoney, Nash, Hughes

No – None

Excused –Moore

Motion carried

BPW-17-107 Informational Items:

Moved by Commissioner Engle, seconded by Commissioner Snider, that the following informational items be received and placed on file:

1. Public Works Monthly Operations Report, August 2017.
2. Wastewater Monthly Operating Report, August 2017.
3. Muskegon County Regional Water Policy Board Minutes, August 2017 (draft)
4. Muskegon Municipal Wastewater Management Committee Minutes, August 2017(draft)

Matthew Farrar informed the Board on the progress of the Brown's Pond Dam project. Matthew Farrar stated he is working with Corporate Counsel on this.

OLD BUSINESS

None

NEW BUSINESS

BPW-17-108 Resolution in Support of New Jerusalem Church

Moved by Commissioner Wilkins, seconded by Commissioner Nash, to approve a Resolution in support of New Jerusalem Church for its 70th Anniversary.

VOICE VOTE: **Motion carried**

PUBLIC COMMENT ON A NEW ITEM

None

ADJOURN

There being no further business to come before the Board of Public Works the meeting was adjourned at 4:55p.m.

Susie Hughes, Chair

Muskegon County
Board of Public Works
October 12, 2017
4:00p.m.
Michael E. Kobza Hall of Justice
990 Terrace Street
Muskegon, MI 49442

Susie Hughes, Chair

Gary Foster, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Hughes at 4:00p.m.

ROLL

Present: Marvin Engle, Muskegon County Commissioner
Gary Foster, Muskegon County Commissioner
Susie Hughes, Muskegon County Commissioner
Ken Mahoney, Muskegon County Commissioner
Brenda Moore, Drain Commissioner
Charles Nash, Muskegon County Commissioner
I. John Snider II, Muskegon County Commissioner
Rillastine Wilkins, Muskegon County Commissioner
Kim Arter, Ex-officio Member

Excused: Robert Scolnik, Muskegon County Commissioner
Jerry Bartoszek, Ex-officio Member

Staff
Present: Dave Johnson, Wastewater Director
Matthew Farrar, Public Works Director
Steve Fink, Public Works Project Manager
Tina Nash, DPW Departmental Clerk
Doug Hughes, Corporate Counsel
Mark Eisenbarth, County Administrator
Beth Dick, Assistant Administrator & Finance Director
Benjamin E. Cross, Board of Commissioners Chairman
Jonathan Wilson, Economic Development Coordinator
Kristen Wade, Human Resources Director

BPW-17-109 APPROVAL OF THE AGENDA

Chair Hughes stated F.2 and F.3 would be removed from the agenda and the Brown's Pond Dam Public Hearing would take place at next month's meeting after proper notification is published. The Board will still hold a discussion and hear comments from citizens. Commissioner Nash questioned if F.1 should remain on the agenda. Discussion ensued. Doug Hughes stated they had the option to table F.1.

Moved by Commissioner Engle, seconded by Commissioner Mahoney, to approve the agenda as amended.

VOICE VOTE: **Motion carried**

BPW-17-110 APPROVAL OF MINUTES

Moved by Commissioner Engle, seconded by Commissioner Nash, to approve the minutes of the Board of Public Works meeting held on September 14, 2017.

VOICE VOTE: **Motion carried**

PUBLIC COMMENT ON AN AGENDA ITEM

None

BROWN'S POND DAM DISCUSSION & COMMENTS

Chair Hughes opened the floor for comments.

Gregory A. Vitkus stated Blue Lake Township should be obligated to pay their share. He stated there is public access to the dam and also hydrants.

Melonie Arbogast, Blue Lake Township Supervisor, stated the Blue Lake Township Board voted to not be a part of the levy based on the lack of ability for the public to reach it. Supervisor Arbogast stated it is private property all around. There isn't any public park or anything. Supervisor Arbogast stated in order to use the dry hydrants the fire department has to use pumper trucks which is a benefit to the people in that area. Supervisor Arbogast stated early on there was discussion to remove the dam due to the liability to Blue Lake Township; however it is an asset and benefit to the people who live around the pond and wanted water front. Supervisor Arbogast stated the request by Blue Lake Township's board is based on actual benefit to those living around the pond versus the benefit to the general public and the availability to use it. Supervisor Arbogast also stated Blue Lake Township would like catastrophic insurance to be levied against the special assessment.

Mike Hansen stated at the October 2nd meeting they met with counsel and it was communicated Blue Lake Township is required to participate in this assessment. Mike Hansen stated there would be future maintenance. He would like the County's corporate counsel to confirm what they were advised on October 2nd. Mike Hansen stated there is public traffic on the pond. There is a large campground nearby that benefits and the campground mentions the pond in their pamphlet. The two dry hydrants are two of three in the township which are significant to not just the properties around the pond. He questioned the catastrophic insurance and requested the County's corporate counsel look into it.

Donna Hansen stated the dam has always been an asset not only for the homeowners and campground. She stated she went and talked to people fishing on the dam and they come from surrounding areas. She stated there are "no parking" signs but the area is not patrolled. She stated the hydrants are pipes that come out of the ground and there is nothing stating they are hydrants. She stated she should not have to pay insurance on something she doesn't own. She stated she believes when they had a hearing earlier the Judge was going to make the recommendation the percentage be based on who benefited the most and the Judge agreed the campground benefited the most. She stated the County should have those records. She would like to see a deadline to the costs being assessed.

Debra Bowlin stated she has lived there 27 years and there is public use of that area. She stated several years ago they went through this and Blue Lake Township decided to take the dam over and there was an assessment at that time. She would like to know how legally they can be forced to pay these assessments. She stated she doesn't feel they should pay the township's catastrophic insurance.

(Submitted letters attached)

ITEMS FOR CONSIDERATION:

BPW-17-111 Approval to pay for Costs Related to the Brown's Pond Dam Improvements & Issue Special Assessment Bond

Discussion ensued regarding the public hearing, cost of the project and funding.

BPW-17-112 Moved by Commissioner Mahoney, seconded by Commissioner Engle, to table BPW-17-111.

Roll call:

Yes - Nash, Snider, Wilkins, Foster, Engle, Mahoney

No – Moore, Hughes

Excused – Scolnik

Motion carried

BPW-17-113 Approval to Submit Application to the MDEQ for 2017/18 Scrap Tire Cleanup Grant

Moved by Commissioner Mahoney, seconded by Commissioner Nash, to authorize the Department of Public Works to submit an application to the Michigan Department of Environmental Quality 2017/18 Scrap Tire Cleanup Grant Program and authorize the use of Solid Waste funds to pay for scheduled tire collection events in 2018.

Roll call:

Yes - Engle, Mahoney, Moore, Nash, Snider, Wilkins, Foster, Hughes

No – None

Excused – Scolnik

Motion carried

BPW-17-114 Award Landfill Gas Expansion Project (RFB 17-2276)

Moved by Commissioner Nash, seconded by Commissioner Engle, to award the 2017 landfill gas expansion project to Landfill Drilling and Piping Specialists for the low bid amount of \$119,853.00.

Roll call:

Yes - Mahoney, Moore, Nash, Snider, Wilkins, Foster, Engle, Hughes

No – None

Excused – Scolnik

Motion carried

BPW-17-115 Landfill Gas Agreement Notices

Moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize staff to provide the required notice to the landfill gas users to prevent the automatic renewal of the Agreements and to authorize the continued sale of the landfill gas month by month.

Matthew Farrar informed the Board that staff has met and discussed possible uses for the landfill gas. Matthew Farrar stated staff met with both Eagle Alloy and Sun Chemical regarding the Agreements.

Roll call:

Yes - Wilkins, Foster, Engle, Mahoney, Moore, Nash, Snider, Hughes

No – None

Excused – Scolnik,

Motion carried

BPW-17-116 Position Changes

Moved by Commissioner Snider, seconded by Commissioner Engle, to delete the Sustainability Coordinator position, make a salary range adjustment to the: Public Works Technician position to Pay grade NO-00190 (\$16.675 – \$20.664/hour), Facilities Coordinator (N32801) – Pay grade NO-00120 (\$13.768-\$17.28/hour) to Pay grade NO-00164 (\$14.743-\$18.682/hour), Solid Waste Operator (W32601) Pay grade WW-00080 (\$16.70-\$20.22/hour) to Pay grade WW-00090 (\$17.31-\$20.94/hour), and approve the reclassification of: Grounds Maintenance Supervisor (N37001) – Pay grade NO-00190 (\$16.675-\$20.664/hour) to Grounds Maintenance Coordinator – Pay grade NO-00200 (\$16.501-\$21.763/hour), Public Works Project Manager (X78701) – Pay grade NX-00410 (\$34.798-\$44.257/hour) to Public Works Engineer & Projects Manager Pay grade NX-00421 (\$35.512-\$45.172/hour), Departmental Clerk (G34005) – Pay grade GU-00138 (\$11.81-\$16.56/hour) to Public Works Coordinator Pay grade GU-00200 (\$14.47-\$20.51/hour), Administrative Analyst (X04008) Pay grade NX-00220 (\$21.763-\$27.425/hour) to Public Works Finance and Sustainability Administrator Pay grade NX-00300 (\$26.169-\$33.083/hour), Water System Supervisor (X93301) Pay grade NX-00290 (\$25.005-\$31.55/hour) to Environmental Manager Pay grade NX-00325 (\$28.862-\$36.524/hour), WW/SW Account Clerk II (W37501) Pay grade WW-00050 (\$13.58-\$17.10/hour) to Solid Waste Accounting Specialist Pay grade WW-00080 (\$16.70-\$20.22), Account Clerk II (G02013) Pay grade GU00138 (\$11.81-\$16.56) to Regional Water System Specialist Pay grade GU-00200 (\$14.47-\$20.51/hour) effective October 1, 2017.

Roll call:

Yes - Moore, Nash, Snider, Wilkins, Foster, Engle, Mahoney, Hughes

No – None

Excused – Scolnik,

Motion carried

BPW-17-117 Bid Flow Meter Calibration and Maintenance Service

Moved by Commissioner Snider, seconded by Commissioner Engle, to authorize the Purchasing Department to advertise for bids for flow meter calibration and maintenance service for calendar year 2018, with the option to extend the contract an additional two years.

VOICE VOTE: **Motion carried**

BPW-17-118 Bid RI System Upgrade Project

Moved by Commissioner Snider, seconded by Commissioner Engle, to authorize the Purchasing Department to advertise for bids for the Wastewater's RI System Upgrade project.

VOICE VOTE: **Motion carried**

BPW-17-119 Bid RI Pump Station Bar Screen and Flume Bar Screen

Moved by Commissioner Nash, seconded by Commissioner Wilkins, to authorize the Purchasing Department to advertise for bids for the RI pump station bar screen and the flume bar screen.

VOICE VOTE: **Motion carried**

BPW-17-120 Bid Cell 3 Improvements Project

Moved by Commissioner Engle, seconded by Commissioner Mahoney, to authorize the Purchasing Department to advertise for bids for the Wastewater's Cell 3 Improvements project.

VOICE VOTE: **Motion carried**

BPW-17-121 Bid Chemicals

Moved by Commissioner Nash, seconded by Commissioner Snider, to authorize the Purchasing Department to advertise for bids for the purchase of chemicals needed by the Wastewater in FY2018.

VOICE VOTE: **Motion carried**

BPW-17-122 Waive the Bidding Process for Purchase of Alfalfa, Corn, and Soybean Seed

Moved by Commissioner Nash, seconded by Commissioner Mahoney, to waive the County bidding process for the Wastewater's FY2018 purchase of alfalfa, corn, and soybean seed.

VOICE VOTE: **Motion carried**

BPW-17-123 Approve Change Order No. 1 to the Pump Station D Improvements Contract

Moved by Commissioner Engle, seconded by Commissioner Mahoney, to authorize Change Order No. 1 to the Pump Station D Improvements contract, which increases the project cost by \$5,150.00 from \$549,000.00 to \$554,150.00, and I authorize the Board Chair to sign same.

VOICE VOTE: **Motion carried**

BPW-17-124 Approve Vendor and Contractor Relationships for FY2018

Moved by Commissioner Nash, seconded by Commissioner Engle, to recognize that the vendor and contractor relationships outlined on the attached list be approved and allowed to continue through FY2018 for purchases less than \$25,000.00.

VOICE VOTE: **Motion carried**

BPW-17-125 Demand Response Program Agreement with Consumers Energy

Moved by Commissioner Mahoney, seconded by Commissioner Foster, to authorize the Board Chair to sign the agreement with Consumers Energy so that the Wastewater can participate in the 2018 Demand Response Program.

Dave Johnson explained the program to the Board.

VOICE VOTE: **Motion carried**

BPW-17-126 Authorize Repairs of Three Irrigation Pumps

Moved by Commissioner Snider, seconded by Commissioner Nash, to authorize Kennedy Industries to perform the repairs of three irrigation pumps for a total of \$59,910.00.

Dave Johnson explained that the vendor had given him a quote for purchasing new pumps so that the Department could compare the cost of repairing the old pumps with the cost of purchasing new ones. The quoted price appeared in the motion. After the agenda had been promulgated, the vendor said that the quoted price was in error and that the true cost of one new pump is \$130,000.00.

Roll call:

Yes - Engle, Mahoney, Moore, Nash, Snider, Wilkins, Foster, Hughes

No – None

Excused – Scolnik

Motion carried

BPW-17-127 Informational Items:

The following informational items were received and placed on file:

1. Public Works Monthly Operations Report, September 2017.
2. Wastewater Monthly Operating Report, September 2017.
3. Muskegon Municipal Wastewater Management Committee Minutes, September 2017(draft)

OLD BUSINESS

None

NEW BUSINESS

Commissioner Snider requested further background on Brown's Pond Dam. Matthew Farrar explained the State of Michigan inspects dams and requires certain things be done to the dam. The residents signed a petition and it went in front of the Judge and the Judge set the lake level and the special assessment properties. Matthew Farrar stated he believes the issue is Blue Lake Township wants to pay a flat fee of \$5,000 and the residents want the township to pay the same as them. Melonie Arbogast, Blue Lake Township Supervisor, stated it is their understanding the Public Works Board establishes the formula. Commissioner Snider asked about the properties in the special assessment. Matthew Farrar stated there was a map with the Judge's order. Discussion continued regarding the cost of the project, parcels included in the assessment, how the township acquired the dam, and the catastrophic insurance.

Mark Eisenbarth stated they had a public meeting at Blue Lake Township on Monday, October 2nd. Mark Eisenbarth stated Matthew Farrar, Steve Fink, Susan Franklin and the engineer who designed the dam were present. At the meeting they discussed the bidding results. They provided those present with examples of the costs if they did a 5 year, 15 year or a 20 year and interest rates. Mark Eisenbarth stated the all agreed and supported the \$8,000 plus for the project. Commissioner Engle questioned the catastrophic insurance. Doug Hughes stated he asked Kristen Wade to look into it. Mark Eisenbarth stated they also discussed future maintenance at the meeting.

PUBLIC COMMENT ON A NEW ITEM

Drain Commissioner Moore thanked everyone for the work they did between the Drain Office and the Road Commission Board.

ADJOURN

There being no further business to come before the Board of Public Works the meeting was adjourned at 5:00 p.m.

Susie Hughes, Chair

Muskegon County
Board of Public Works
November 9, 2017
4:00p.m.
Michael E. Kobza Hall of Justice
990 Terrace Street
Muskegon, MI 49442

Susie Hughes, Chair

Gary Foster, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Hughes at 4:15p.m.

ROLL

Present: Marvin Engle, Muskegon County Commissioner
Gary Foster, Muskegon County Commissioner
Susie Hughes, Muskegon County Commissioner
Ken Mahoney, Muskegon County Commissioner
Brenda Moore, Drain Commissioner
Robert Scolnik, Muskegon County Commissioner
I. John Snider II, Muskegon County Commissioner
Rillastine Wilkins, Muskegon County Commissioner
Kim Arter, Ex-officio Member
Jerry Bartoszek, Ex-officio Member

Excused: Charles Nash, Muskegon County Commissioner

Staff

Present: Dave Johnson, Wastewater Director
Matthew Farrar, Public Works Director
Tina Nash, Public Works Coordinator
Doug Hughes, Corporate Counsel
Mark Eisenbarth, County Administrator
Beth Dick, Assistant Administrator & Finance Director
Benjamin E. Cross, Board of Commissioners Chairman
Jonathan Wilson, Economic Development Coordinator

BPW-17-128 APPROVAL OF THE AGENDA

Moved by Commissioner Engle, seconded by Commissioner Snider, to approve the agenda as presented.

VOICE VOTE: **Motion carried**

BPW-17-129 APPROVAL OF MINUTES

Moved by Commissioner Mahoney, seconded by Commissioner Wilkins, to approve the minutes of the Board of Public Works meeting held on October 12, 2017.

VOICE VOTE: **Motion carried**

PUBLIC COMMENT ON AN AGENDA ITEM

None

PUBLIC HEARING - BROWN'S POND DAM

BPW-17-130 Moved by Commissioner Engle, seconded by Commissioner Snider, to open the Brown's Pond dam public hearing.

VOICE VOTE: **Motion carried**

Matthew Farrar stated a public hearing needs to be held to hear from the people impacted by this. Matthew Farrar noted the letters received were included in the agenda packet.

Greg Vitkus stated his concern is how this will be charged to the home owners. He would like for it to be charged by ownership. Greg Vitkus stated Blue Lake Township should pay like everyone else. Greg Vitkus questioned the cost for the engineer. Matthew Farrar stated the County went out for bids and the low bidder was selected. Matthew Farrar stated there is a lot of work that goes into a project like this. Chair Hughes stated the engineer will be on the job and making sure everything is going properly. Greg Vitkus stated he would like to see everyone pay their fair share.

Melanie Arbogast stated she is here to represent the Blue Lake Township board. Melanie Arbogast stated in 2004 the County Road Commission owned the dam and there was a special assessment. The County Road Commission asked the homeowners if they wanted to purchase the dam and they did not. The previous supervisor met with the homeowners repeatedly. There was an understanding a special assessment district would be created after the county completed the work. Melanie Arbogast stated in the initial assessment the township wasn't listed. The Blue Lake Township board considered removing the dam. The residents went to court and the court set a lake level and established the district. Melanie Arbogast stated she understands the township is listed in the district; however the benefit to the citizens of the township, as a whole, isn't there. The benefit is to those who live around the pond. Melanie Arbogast stated the Blue Lake Township board agreed they should put some money in and that is how the \$5,000 came about. Melanie Arbogast requested the levy to the township be zero. Melanie Arbogast stated liability insurance is covered; however there is not catastrophic insurance because they can't get it.

Norm Swier stated a couple of years ago, if this project went through the Drain Commissioner's direction the township's share would have been 10%, the county's share would have been 20 % and the residents would share the rest. Norm Swier stated the township does have frontage on the pond. Norm Swier stated he would like the township to pay their fair share.

Donna Hansen asked about the 20 year payment that was voted on at the meeting held in Blue Lake Township. She stated they haven't heard anything more on that. Donna Hansen stated 2 of the 3 hydrants in the township are on the dam so everyone in the township greatly benefits from the dam being there and people from the area use the dam for kayaking, canoeing and fishing. Donna Hansen mentioned the wildlife that lives in and around the dam. Donna Hansen stated the homeowners shouldn't have to pay for

insurance. Donna Hansen stated they still don't know the final costs to this project and was told they won't know until June.

Mike Hansen stated at the last meeting he requested the County's counsel make a determination if Blue Lake Township had a legal obligation to pay. Mike Hansen asked if this was resolved. Doug Hughes stated it was resolved. A letter was issued in September of this year. The middle paragraph talks about including political subdivisions of the state as being part of the special assessment. Doug Hughes stated it was the opinion to the board that the township is a permissible party to the special assessment district.

Melanie Arbogast stated they are not objecting to being a part of the special assessment district but the County board is able to make concessions as to how it's billed out. The Blue Lake Township would like to make a single payment and not continue to pay. Melanie stated her concern is the difference between the special assessment district and the levy that will be placed.

Chair Hughes asked Doug Hughes if those in the special assessment district would pay equal. Doug Hughes stated that is the opinion and the amount will be confirmed by this board coming up later.

BPW-17-131 Moved by Commissioner Engle, seconded by Commissioner Mahoney, to close the Brown's Pond dam public hearing.

VOICE VOTE: **Motion carried**

PRESENTATION: WASTEWATER SAW GRANT

Dave Johnson stated it's been 3 years since the Saw Grant was granted and this summer it was completed. Dave Johnson introduced Mark Prein from Prein&Newhof and Dawn Lund from Utility Financial Solutions.

Mark Prein presented to the Board the asset management and capital improvement plan (attached).

Dawn Lund presented to the Board the financial projection summary (attached).

Commissioner Engle stated it looks like in our current budget and in future budgets it includes borrowing. Commissioner Engle asked Dawn Lund if that would be a forever thing. Dawn Lund stated for the current capital plan laid out tonight it most likely looks like the borrowing would continue through 2023. Dawn Lund stated past 2023 it would depend on the capital plan.

Drain Commissioner Moore asked about the difference between cash vs. utility and if the Users Group agreement is based on cash. Drain Commissioner Moore also asked how long the Users Group agreement was for. Drain Commissioner Moore asked if there has been any discussion with the Users Group about this. Dawn Lund stated she would have to defer the questions to the County's counsel. Dawn Lund stated in her opinion when everyone works together a plan can be developed that would be acceptable to all.

Commissioner Scolnick stated in 2017 and 2018 there is a projected 0% increase and in the next five years there is a 4.9% increase. Commissioner Scolnick asked going forward if it would be about a 4.95% increase indefinitely. Dawn Lund stated it would not. Dawn Lund stated if capital falls to a level called "normal operating capital improvement plan" you would see inflationary type increases for those years. Dawn Lund stated it is extremely important to have small rate increases every year. The healthiest systems have small incremental rate increases every year.

ITEMS FOR CONSIDERATION:

BPW-17-132 Confirm the Special Assessment Roll and Apportion on a per Owner Basis

Moved by Commissioner Mahoney, seconded by Commissioner Snider, to confirm the special assessment roll for the Brown's Pond dam improvements in the special assessment district created by order of the Muskegon County Circuit Court and to apportion the benefit on a per owner basis in the amount of \$8,041.33 per owner.

Drain Commissioner Moore asked if this is based on 20 years, if this scenario included the township, and about the insurance. Drain Commissioner Moore stated she heard if a person owned multiple lots some of the lots would be half and this was a concern to her.

Matthew Farrar stated what came out of the court were names. They met with the Brown's Pond Association and they unanimously voted to do it by "per owner". Matthew Farrar stated the 20 years hasn't been decided. Once the project is completed they will meet with the association and let them know what the final costs are and see what they would like to do.

Staff was asked how the County will pay for the insurance on the dam. Doug Hughes stated the County does not have an insurable interest and cannot insure the dam.

Commissioner Scolnick asked if the township owned just one parcel. Matthew Farrar stated they do.

Chair Hughes asked if the motion includes the township. Matthew Farrar stated it does.

Roll call:

Yes - Engle, Mahoney, Moore, Scolnik, Snider, Wilkins, Foster, Hughes

No –

Excused – Nash

Motion carried

BPW-17-133 Approval to Pay for Costs Related to the Brown's Pond Dam Improvements & Issue Special Assessment Bond

Moved by Commissioner Engle, seconded by Commissioner Snider, to authorize staff to pay for all costs related to the Brown's Pond dam improvement from the County general fund and issue a special assessment bond to reimburse the general fund in the amount equal to the final costs, and amend the budget accordingly.

Roll call:

Yes - Mahoney, Moore, Scolnik, Snider, Wilkins, Foster, Engle, Hughes

No –

Excused – Nash

Motion carried

BPW-17-134 Award Brown's Pond Dam Improvement Work (RFB-17-2267)

Moved by Commissioner Engle, seconded by Commissioner Mahoney, to award the Brown's Pond dam improvement work to Davis Construction Incorporated for \$112,336.31 and authorize the Chair to sign the agreement.

Roll call:

Yes - Moore, Scolnik, Snider, Wilkins, Foster, Engle, Mahoney, Hughes

No –

Excused – Nash

Motion carried

BPW-17-135 Award HHW Services Option for 2018

Moved by Commissioner Engle, seconded by Commissioner Snider, to award US Ecology the HHW services option for 2018 as provided in the bid RFB 16-2218.

Commissioner Scolnick asked how much this is. Matthew Farrar stated the company is holding their price and he will send the information to the Board.

Roll call:

Yes - Scolnik, Snider, Wilkins, Foster, Engle, Mahoney, Moore, Hughes

No –

Excused – Nash

Motion carried

BPW-17-136 Waive Bid Process for the Purchase of Neptune Meters, Software and Parts

Moved by Commissioner Engle, seconded by Commissioner Snider, to waive the bid process for the purchase of Neptune meters, software, and parts for the Regional Water System from sole source vendor Ferguson Enterprises, Inc.

Roll call:

Yes - Wilkins, Foster, Engle, Mahoney, Moore, Scolnik, Snider, Hughes

No –

Excused – Nash

Motion carried

BPW-17-137 Approve Propane Payments for Solid Waste and Wastewater

Moved by Commissioner Snider, seconded by Commissioner Wilkins, to approve for immediate release of payment in FY2018 for Suburban Propane and other vendors supplying propane used at Solid Waste Management and the Wastewater Management System.

Roll call:

Yes - Engle, Mahoney, Moore, Scolnik, Snider, Wilkins, Foster, Hughes

No –

Excused – Nash

Motion carried

BPW-17-138 Authorize Write Off of Past Due Account

Moved by Commissioner Snider, seconded by Commissioner Wilkins, to authorize the Wastewater Department to write off the past due account of Michigan Biodiesel in the amount of \$1,696.72.

Roll call:

Yes - Mahoney, Moore, Scolnik, Snider, Wilkins, Foster, Engle, Hughes

No –

Excused – Nash

Motion carried

BPW-17-139 Bid a New Telehandler

Moved by Commissioner Snider, seconded by Commissioner Engle, to authorize the Purchasing Department to advertise for bids for the purchase of a new telehandler for the Wastewater Department.

Dave Johnson explained what a telehandler was and showed the Commissioners a picture.

VOICE VOTE: **Motion carried**

BPW-17-140 Bid a Multi-Terrain Skid Steer Loader with Brush Cutter

Moved by Commissioner Snider, seconded by Commissioner Mahoney, to authorize the Purchasing Department to advertise for bids for the purchase of a multi-terrain skid steer loader with a new or used brush cutter for the Wastewater and Public Works Departments.

VOICE VOTE: **Motion carried**

BPW-17-141 Bid Irrigation Rigs and Pivot Pads

Moved by Commissioner Mahoney, seconded by Commissioner Snider, to authorize the Purchasing Department to advertise for bids to replace the irrigation rigs and pivot pads in fields 25, 28, 29, 33, 34, and 40, with trade-in or sale of old rigs.

VOICE VOTE: **Motion carried**

BPW-17-142 Award Discrete Analyzer Bid

Moved by Commissioner Engle, seconded by Commissioner Snider, to accept the low bid for the discrete analyzer with the two-year warranty option from Seal Analytical, Inc., for a total of \$38,380.00.

Roll call:

Yes - Scolnik, Snider, Wilkins, Foster, Engle, Mahoney, Moore, Hughes

No –

Excused – Nash

Motion carried

BPW-17-143 Approve Change Order No. 5 of the Cell No. 2 Improvements Project

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to approve Change Order No. 5 of the Cell No. 2 Improvements Project, which increases the contract cost by \$22,173.00, from \$5,452,929.25 to \$5,475,102.25, and I authorize the Board Chair to sign same.

Drain Commissioner Moore questioned the amount of change orders on this project. Dave Johnson explained that they thought they could reuse the mixers in this project but they ended up having to purchase new ones because the cost to repair exceeded more than half. Dave Johnson explained the excess costs will be taken from Wastewater funds.

Roll call:

Yes - Foster, Engle, Mahoney, Moore, Scolnik, Snider, Wilkins, Hughes

No –

Excused – Nash

Motion carried

BPW-17-144 Informational Items:

The following informational items were received and placed on file:

1. Public Works Monthly Operations Report, October 2017.
2. Wastewater Monthly Operating Report, October 2017.
3. Muskegon County Regional Water Policy Board Minutes, October 2017(draft).
4. Water Main Study – A presentation will take place at the December BPW meeting.

Matthew Farrar stated at next month's meeting Prein&Newhof will present the Water Main Study.

Matthew Farrar thanked Melanie Arbogast, Blue Lake Township Supervisor, and stated she has been fantastic to work with.

OLD BUSINESS

None

NEW BUSINESS

None

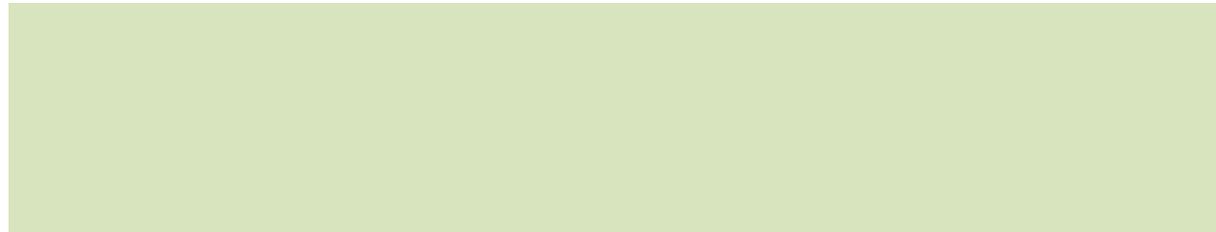
PUBLIC COMMENT ON A NEW ITEM

None

ADJOURN

There being no further business to come before the Board of Public Works the meeting was adjourned at 5:46 p.m.

Susie Hughes, Chair



Muskegon County Wastewater System

Asset Management and Capital Improvement Plan

Asset Management

- Asset Management Is:
A management system
for **aging infrastructure**



Asset Management

- Asset Management Is:
A **management system**
for **aging infrastructure**
- Goal of Asset Management:
Provide the desired **level of service** at the **lowest life cycle cost, perpetually.**



Asset Management

- Asset Management Is:

A **management system**
for **aging infrastructure**

- Goal of Asset Management:

Provide the desired **level of service** at the **lowest life cycle cost, perpetually**

- How that Works:

- Current State of the Assets (inventory and condition assessments)
- Criticality (what's most critical / highest priority)
- Level of Service
- Actions (Operate, Maintain, Repair, Replace)
- Financial Strategy



The SAW Grant

Develop Asset Management Plan

\$ 958,697 Project 90% grant

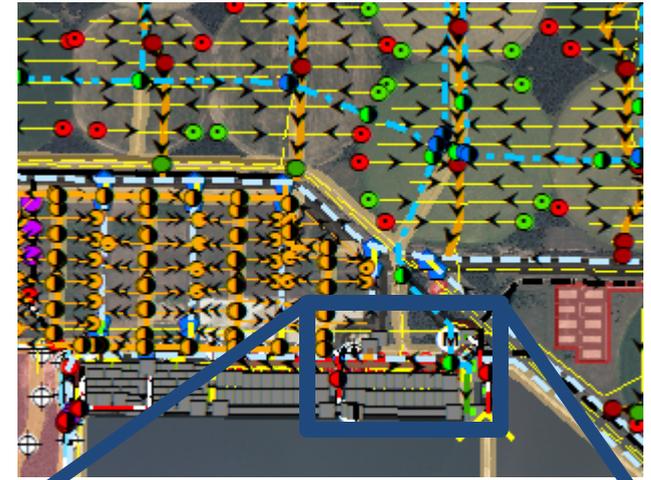
3 Year Study Period

Fulfil Contract Audit Requirements

Most Comprehensive Study of the
County System Ever Completed

The SAW Grant

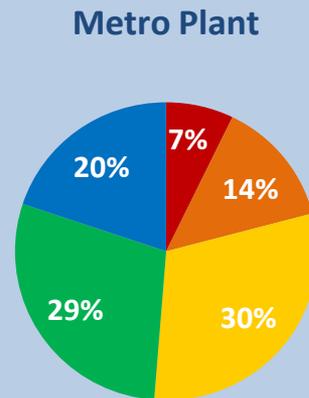
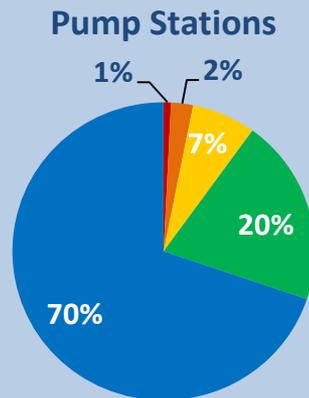
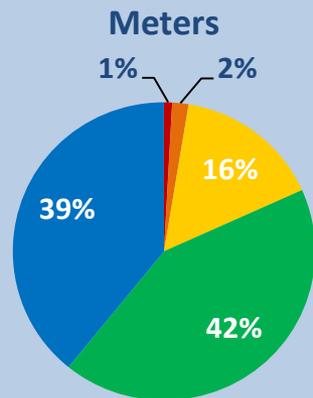
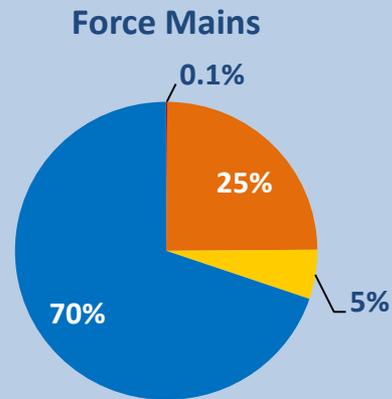
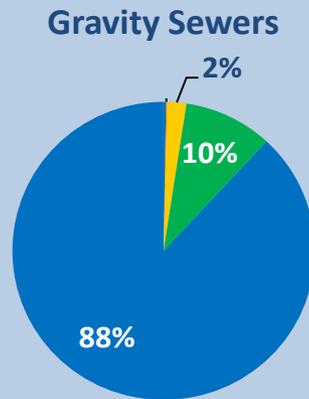
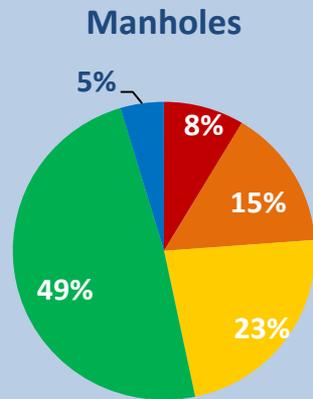
- 3 Year Long Study
 - GIS Based Inventory of 6,875 assets
 - Records Review and Inspections
 - 12,000 Photos and 387 Videos
 - Over 100,000 Data Points



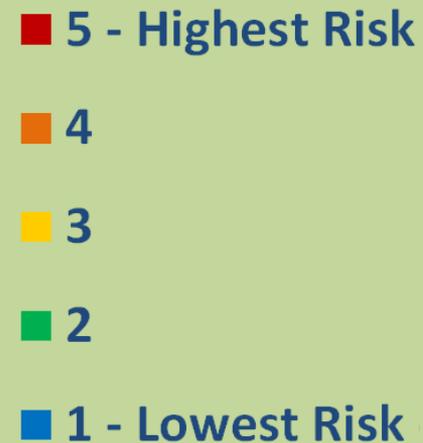
Inventory Summary

- 16 Miles of Gravity Sewer
- 27 Miles of Force Main
- 13 Pump Stations
- 29 Meters/Meter Stations
- Metro Plant
 - Two 10-Acre Aeration Cells
 - Two 22-Acre Aerated Settling Cells
 - 1,670 Acres of Storage Lagoons
 - Rapid Infiltration Pump and 37 Rapid Infiltration Basins
 - 3 Irrigation Pump Stations and 53 Irrigation Fields
 - Ferric Chloride Feed System
 - 11 Sludge Drying Beds
 - 32 Miles of Interception Ditches with 2 Pump Stations
 - Complete Farming Operation

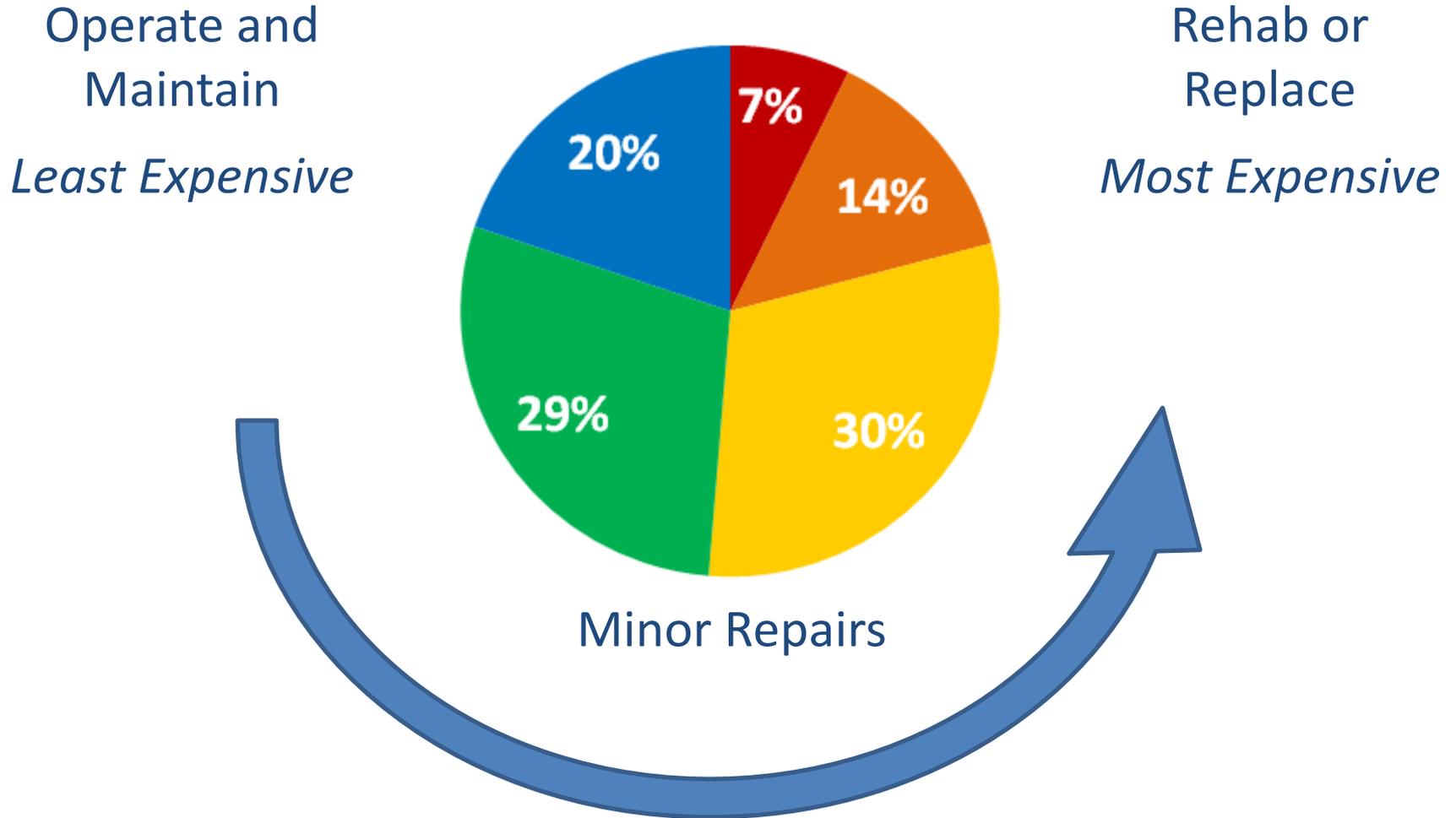
Condition Assessment Findings



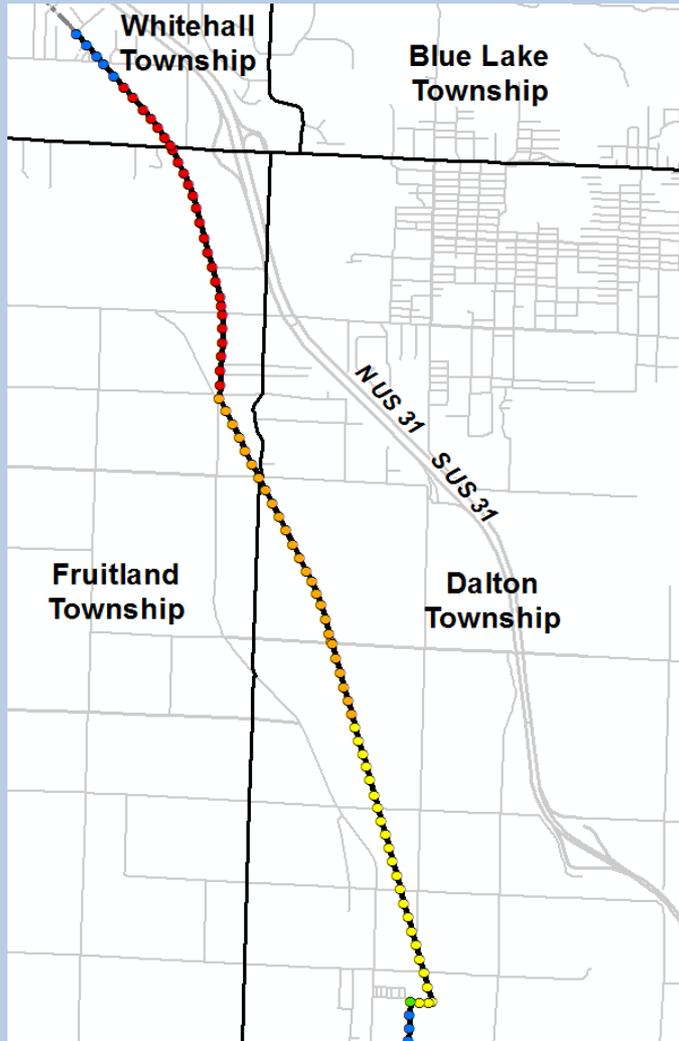
Risk of Failure



Life Cycle Costs



Capital Improvement Needs



Manhole Corrosion



Manhole Corrosion

Manhole
Corrosion

Northern
Interceptor

- Manhole Lining
- 80 manholes over 6 years

Capital Improvement Needs



Corrosion

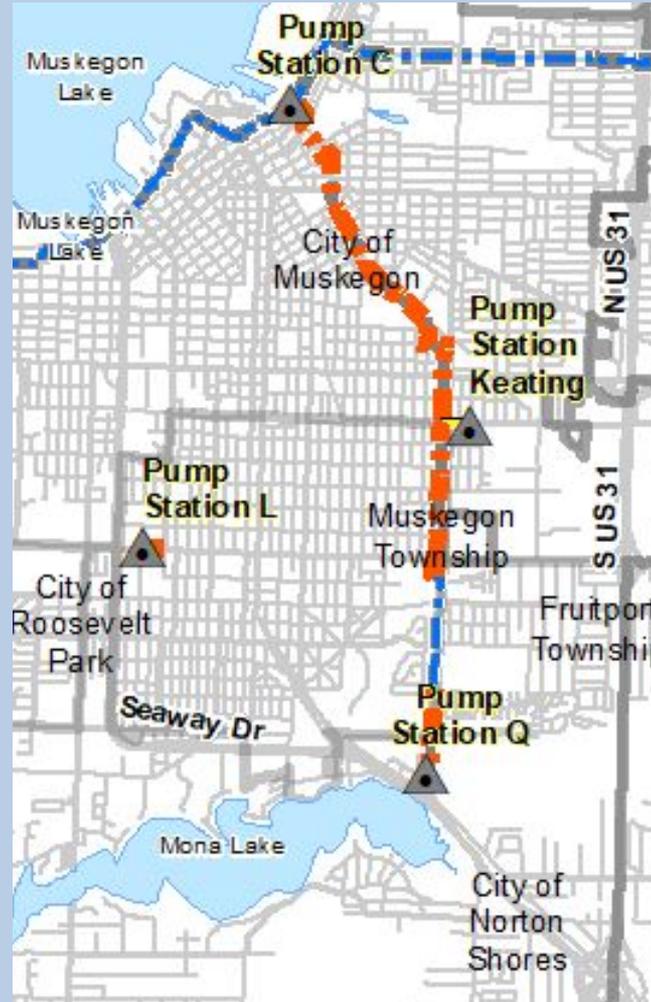
4 Miles of PCCP and CI Pipe

Original Construction 1972

Failed in 2007

Replaced 0.5 Mile

3.5 Miles of Original Pipe
Still Remaining

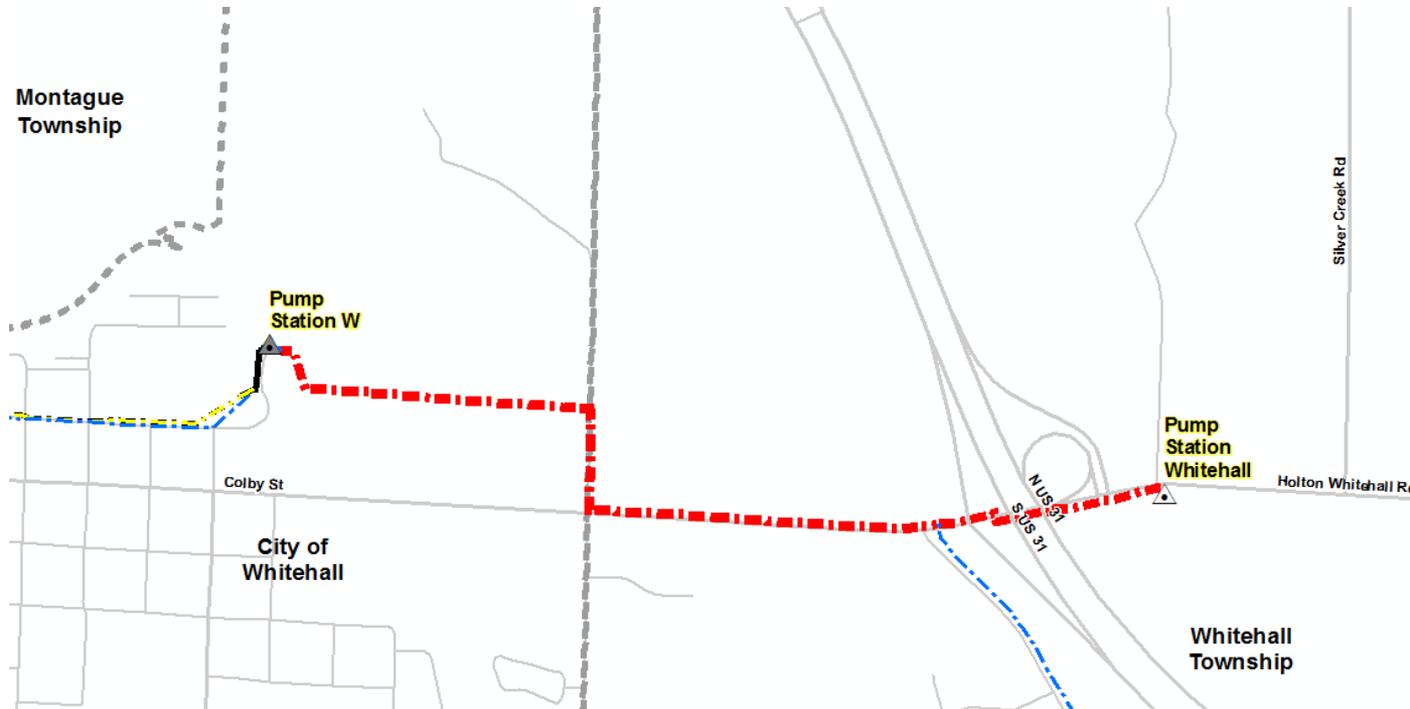


Existing Force Main

Q-C Force Main

- Force main replacement
- Evaluate feasibility of consolidation with City of Muskegon trunk

Capital Improvement Needs



W/Whitehall Twp Force Main

- Force main replacement

1.4 Miles of CI Pipe

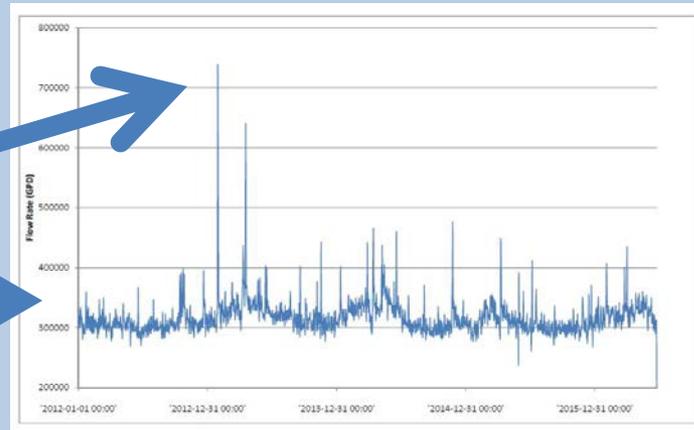
Original Construction 1972

History of Leaks, Repaired on Colby St

Capital Improvement Needs

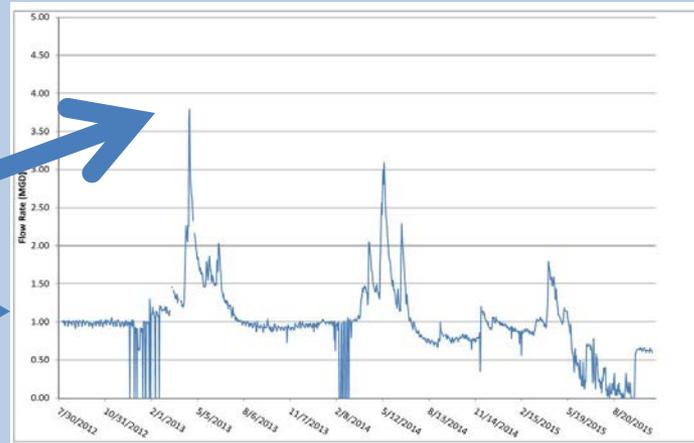
Wet Weather Peak

Normal Flow



Wet Weather Peak

Normal Flow



Wet Weather
Flow Spikes

A – Station

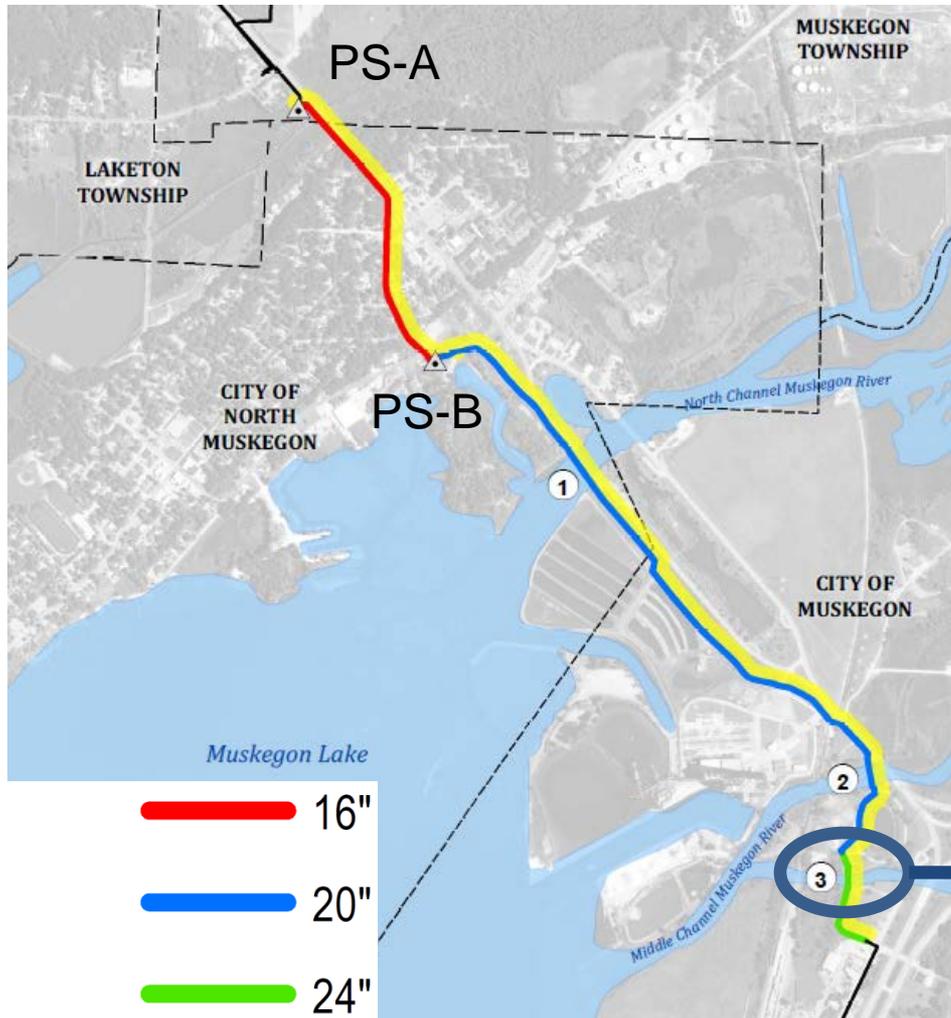
- Gravity Sewer
- Pump Station
- Force Main

J – Station

- Pump Station
- Force Main

Pursue I/I
Removal

Capacity Master Planning



Master Plan for 24" Force Main

- Reduce head loss / energy use
 - Increase capacity
-
- Oldest force main in the system
 - Age Unknown
 - Former Line to Muskegon WWTP

Capital Improvement Needs

Pump Station D Gravity Sewer



Looking Upstream – Submerged Pipe



Looking Downstream – Collecting Debris

Gravity Sewer

- Replace 200 feet of sewer pipe to correct the profile

Capital Improvement Needs



Pump Station D

- New make up air unit
- New exhaust fan
- New outdoor switchboard, transformers, and automatic transfer switch

Capital Improvement Needs



Pump Station L

- New submersible pump station including valves, piping, meter chamber, wet well, valve chamber, and generator

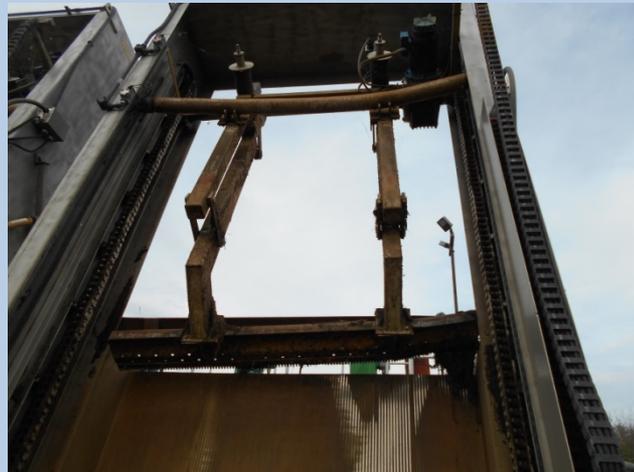
Capital Improvement Needs



Outfall Screen 2 –
Missing Climber



Failed Screenings Conveyor

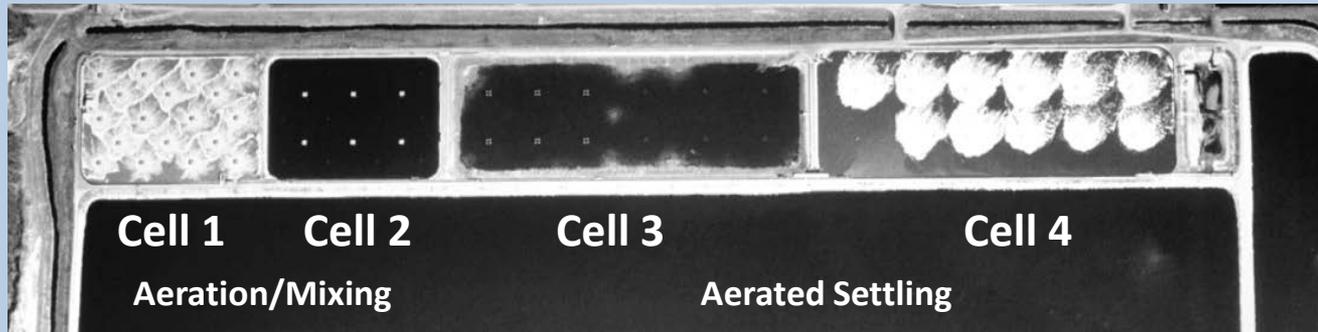


Failed RI Screen

Screens

- Multiple screen improvements projects

Capital Improvement Needs



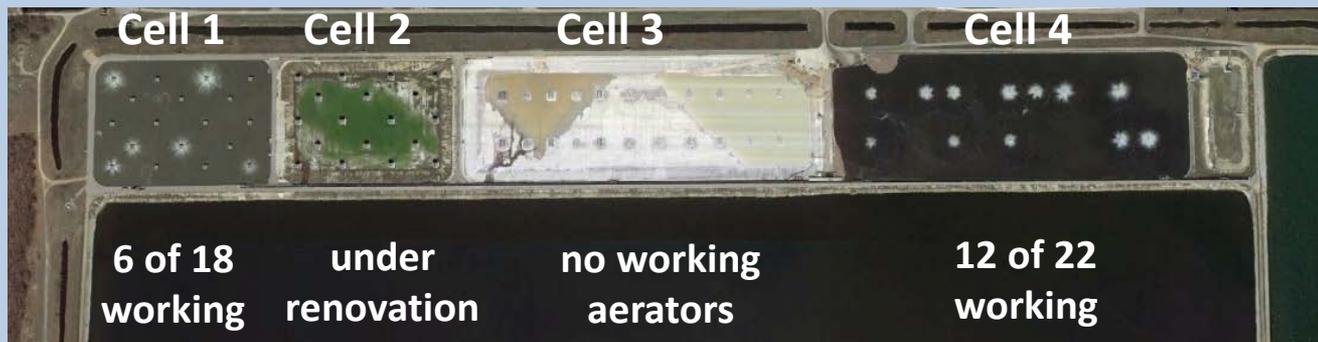
1999



mixer



aerator



2016

Capital Improvement Needs



Cell 2 Mixer

Cells 1 and 2
Aerating/Mixing

Cell 2
Improvements

- Complete

Cell 1
Improvements

- New mixers
- Repair platforms
- New MCCs
- Electrical and SCADA

Capital Improvement Needs



Cell 3 – Out of Service

Cells 3 and 4
Aerated Settling

Improvements

- New aerators
- Repair mooring posts
- MCC 15 and transformer replacement
- Electrical and Scada
- Sludge Removal

Capital Improvement Needs



Outlet Lagoon

- New soil cement liner

Capital Improvement Needs



29 of 37 Basins are non-functional

Rapid Infiltration Basins



- Replace valves and actuators

Capital Improvement Needs



4 of 11 Pumps are non-functional

South Irrigation Pump Station

- Replace pumps, valves, piping.
- Install screens

Capital Improvement Needs



Laketon Pump Station



- Install screen, support platform, and access drive for screenings removal

Capital Improvement Needs



2 of 3 pumps not working



injection manhole failing



Ferric Chloride

- Replace pumps and controls
- Replace injection manhole
- Lighting, water heater, unit heaters, and pressure instruments

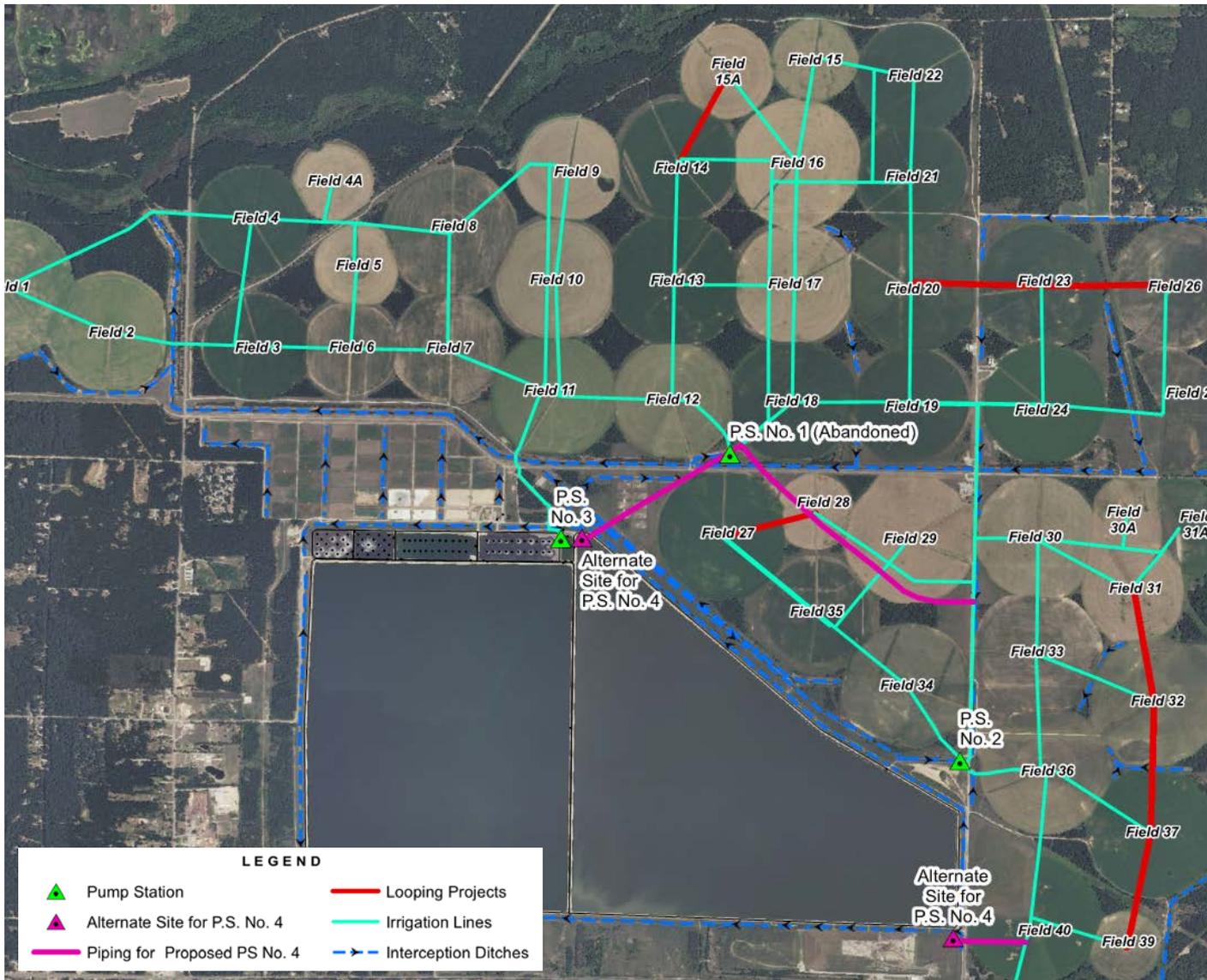
Capital Improvement Needs



53 Irrigation Rigs

- Annual replacements as needed for continuing renewal

Capital Improvement Needs



Irrigation Pressure Main

- Install additional piping loops to improve system reliability

Capital Improvement Needs



Culvert Q



Culvert F



Culvert S

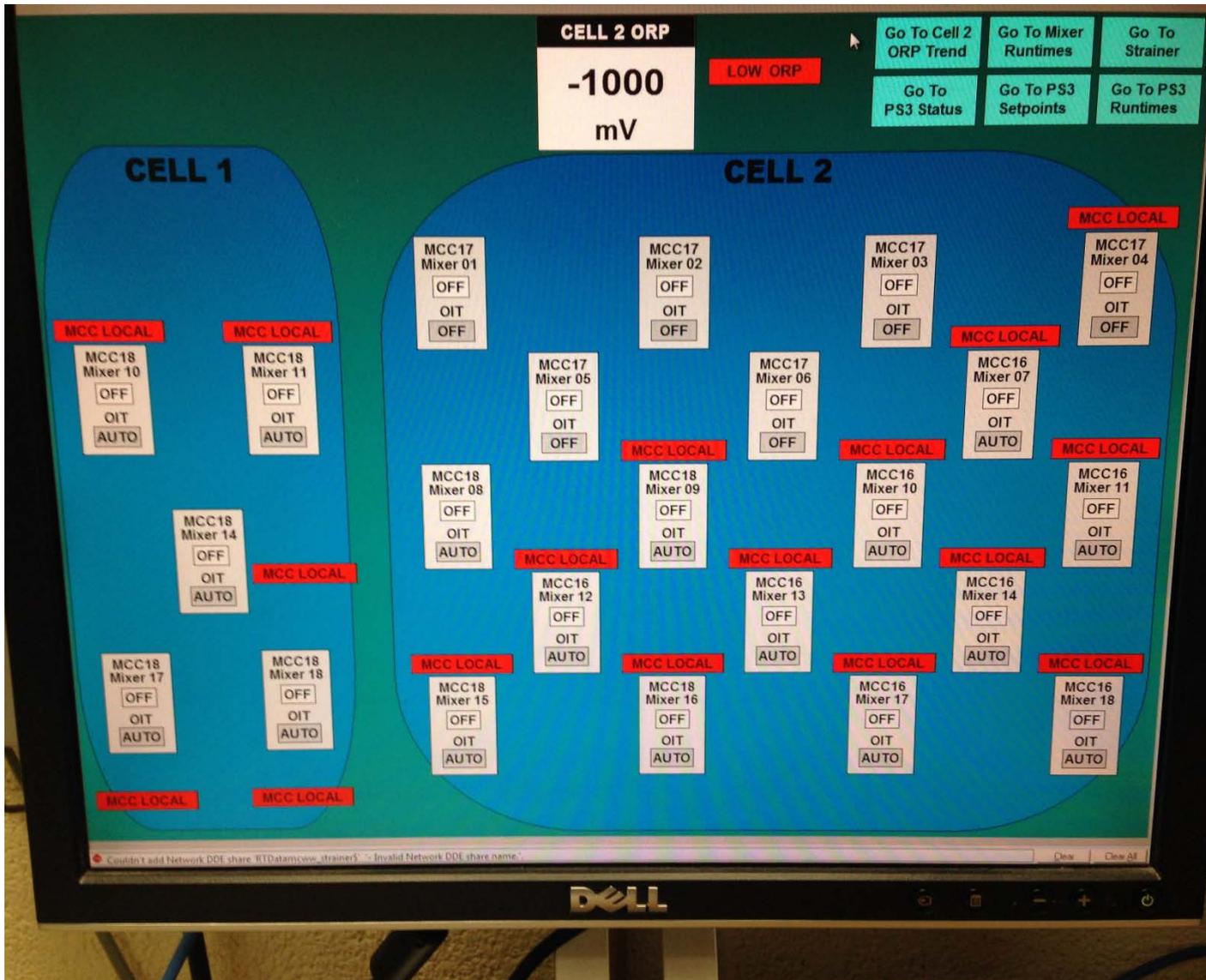


Field 30 Underdrain Trunk

Culverts and Irrigation Field Underdrains

- Replace corroded culverts

Capital Improvement Needs



SCADA System

- PLC and operator interface terminal
- SCADA improvements at Pump Stations: A, B, C, D, E, J, M, R, Q, W, Sullivan, Laketon, South Irrigation, Irrigation No. 3, RI
- PLC and SCADA replacement at four meter stations
- SCADA monitoring station replacement at PS-C and Plant Admin Building
- SCADA improvements to landfill gas compression system and three leachate pump stations

Capital Improvement Needs

- Electronic Systems
- Monitoring Well Replacements
- Vehicle Replacements
- Ag Equipment Roll-Over Program
- Discrete Analyzer
- Admin Building Improvements
- Shop Hoist
- Fertigation Pumps and Nurse Tanks
- Used Off-Road Truck
- No-Till Drill
- Self-Propelled Sprayer
- Swanson Rd Improvements
- Old Pump Station D Force Main Abandonment
- Grain Center Improvements
- Herbicide Center Improvements
- Influent Sampling Improvements

Other Projects

Capital Improvement Plan

MUSKEGON COUNTY WASTEWATER MANAGEMENT SYSTEM
AUDIT AND CONDITION ASSESSMENT

APPENDIX M

6-Year Capital Improvement Plan Projects

	Fiscal Year Ending:					
	2018	2019	2020	2021	2022	2023
Recurring Projects						
Description						
Electronic Systems ²	-	20,000	20,000	20,000	20,000	20,000
Monitoring Well Replacements ²	15,000	20,000	20,000	20,000	20,000	20,000
Vehicle Replacement ^{1,2}	-	90,000	90,000	90,000	90,000	90,000
Ag Equipment Roll-Over Program ^{1,2}	200,000	150,000	300,000	300,000	300,000	300,000
Northern Interceptor Manhole Rehabilitation	267,000	290,000	300,000	310,000	310,000	320,000
Irrigation Rig Replacements ²	620,000	640,000	660,000	680,000	700,000	720,000
Grain Center Improvements ^{1,2}	650,000	-	-	-	-	-
One-Time Projects						
Description	Cost in Today's Dollars	Project Year				
Distribution Channel Screen ²	1,000,000	2017	-	-	-	-
Culvert Q Replacement	25,000	2018	30,000	-	-	-
Culvert F Replacement	46,000	2018	50,000	-	-	-
Discrete Analyzer ²	75,000	2018	80,000	-	-	-
Admin Building Improvements - Lab Cabinets and Countertops ²	143,000	2018	150,000	-	-	-
Rapid Infiltration Screen Replacements ²	950,000	2018	980,000	-	-	-
SCADA System Improvements ²	3,000,000	2018	1,550,000	1,600,000	-	-
Cell 3 Improvements	3,283,000	2018	1,700,000	1,750,000	-	-
Rapid Infiltration System Improvements	3,868,000	2018	2,000,000	2,060,000	-	-
Culvert S Replacement	24,000	2019	-	30,000	-	-
Shop Hoist ²	25,000	2019	-	30,000	-	-
Fertigation Pumps and Nurse Tanks ²	50,000	2019	-	60,000	-	-
Used Off-Road Truck ²	125,000	2019	-	140,000	-	-
No-Till Drill ²	250,000	2019	-	270,000	-	-
Self-Propelled Sprayer ²	450,000	2019	-	480,000	-	-
Site Paving - Cell Access Roads	471,000	2019	-	500,000	-	-
Muskegon Twp to Pump Station A Gravity Sewer Replacement	2,280,000	2019	-	2,420,000	-	-
Pump Station A to C Force Main Replacement	5,320,000	2019	-	5,650,000	-	-

Capital Improvement Plan

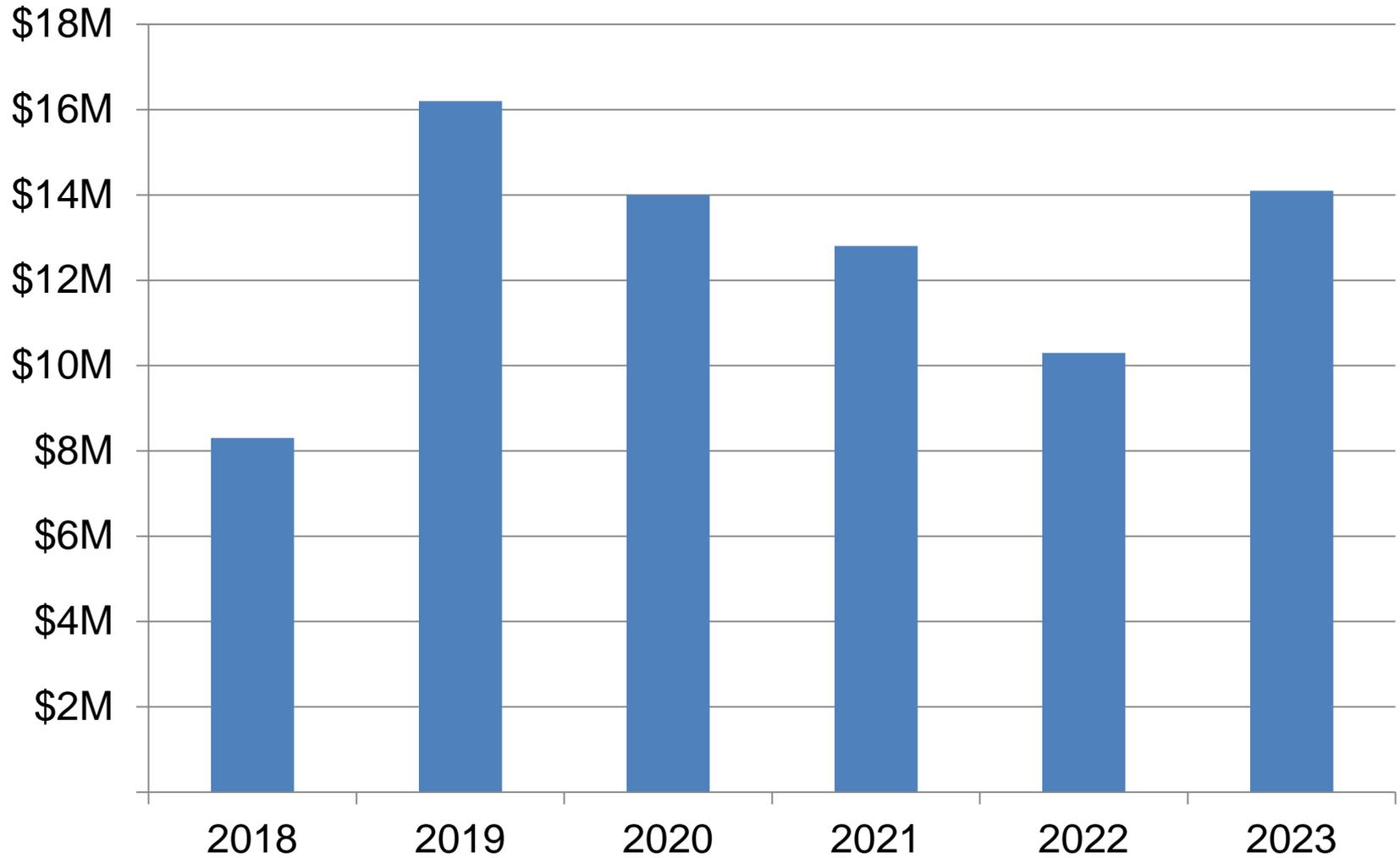
MUSKEGON COUNTY WASTEWATER MANAGEMENT SYSTEM
AUDIT AND CONDITION ASSESSMENT

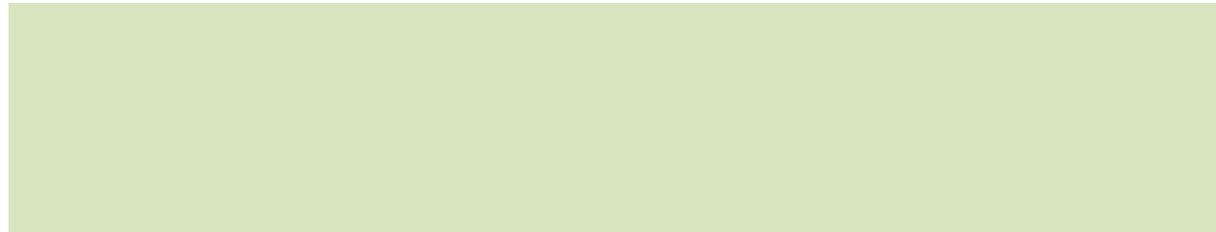
APPENDIX M

6-Year Capital Improvement Plan Projects

Description	Fiscal Year Ending:													
	2018	2019	2020	2021	2022	2023								
	One-Time Projects													
Cost in Today's Dollars	Project Year													
Site Paving - Cell West Ramp	81,000	2020	-	-	90,000	-	-							
Herbicide Center Improvements ²	150,000	2020	-	-	170,000	-	-							
Interception Ditch Cleaning	163,000	2020	-	-	180,000	-	-							
Site Paving - Admin Building Parking Lot	169,000	2020	-	-	190,000	-	-							
Admin Building Improvements - Lift Station and Plumbing	201,000	2020	-	-	220,000	-	-							
Swanson Rd Improvements ²	250,000	2020	-	-	280,000	-	-							
Pump Station A Improvements	900,000	2020	-	-	990,000	-	-							
South Irrigation Pump Station Improvements ²	2,681,000	2020	-	-	2,930,000	-	-							
Cell 1 Improvements	6,893,000	2020	-	-	7,540,000	-	-							
Pump Station D Gravity Sewer Replacement	180,000	2021	-	-	-	210,000	-							
Old Pump Station D Force Main Abandonment ²	200,000	2021	-	-	-	230,000	-							
Ferric Chloride Feed System Improvements	263,000	2021	-	-	-	300,000	-							
Pump Station D Improvements	366,000	2021	-	-	-	420,000	-							
Pump Station L Improvements	686,000	2021	-	-	-	780,000	-							
Irrigation Pump Station No. 3 Improvements	1,373,000	2021	-	-	-	1,550,000	-							
Pump Station J Force Main Replacement	1,470,000	2021	-	-	-	1,660,000	-							
Pump Station W and Whitehall Twp Force Main Replacement	2,730,000	2021	-	-	-	3,080,000	-							
Pump Station J Improvements	2,742,000	2021	-	-	-	3,090,000	-							
Field 30 Underdrain Trunk Sewer Replacement	17,000	2022	-	-	-	-	20,000							
Site Paving - Outfall and Hydroelectric Plant Access Roads	147,000	2022	-	-	-	-	180,000							
Outlet Lagoon Improvements	441,000	2022	-	-	-	-	520,000							
Laketon Pump Station Improvements	780,000	2022	-	-	-	-	910,000							
Pump Station Q to C Force Main Replacement - Part I	1,280,000	2022	-	-	-	-	1,490,000							
Irrigation Force Main Improvements	1,696,000	2022	-	-	-	-	1,970,000							
Cell 4 Improvements	3,283,000	2022	-	-	-	-	3,810,000							
Pump Station Q to C Force Main Replacement - Part II	10,600,000	2023	-	-	-	-	12,660,000							
Total:			Totals: \$	8,300,000	\$	16,200,000	\$	13,980,000	\$	12,740,000	\$	10,340,000	\$	14,130,000

Capital Improvement Plan





Muskegon County Wastewater System

Asset Management and Capital Improvement Plan



Muskegon County Wastewater Management System

Financial Projection Summary
November 9, 2017



UFS

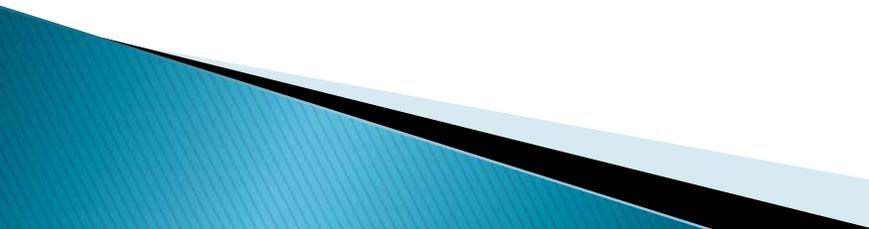
Utility Financial Solutions, LLC

Dawn Lund
Vice President
Utility Financial Solutions
Traverse City, Michigan

Utility Financial Solutions, LLC

- ▶ International consulting firm providing financial services to utilities across the country, Guam, Canada and the Caribbean
- ▶ Instructors for cost of service and financial planning for APPA, and regularly requested speak for organizations across the country including AWWA
- ▶ ***This is a DRAFT presentation to analyze the results of incorporating the AMP plan as presented.***

Revenue Requirements

- ▶ Basically, two ways to define Revenue requirements
 - Cash Basis
 - Utility Basis
 - ▶ The rate methodology specified in the contract with the users group uses the cash basis
 - ▶ Presenting a rate track under both methodologies for informational purposes
- 

Cash VS Utility Basis

Cash Basis Contract Methodology:

Add: O&M Expenses (No Depreciation)

Add: Debt Service Payments

Add: Net Capital

Less: Addt'l Revenue: Surcharges, Crop, and Hauled Waste

= Revenue Requirements from Rates

Utility Basis:

O&M Expenses

Depreciation

Rate of Return

Less: Addt'l Revenue: Surcharges, Crop, and Hauled Waste

= Revenue Requirements from Rates

Cash Basis

PROS:

- Attempts to match cash inflows and outflows on a yearly basis
- Easy to understand
 - Typically used in budget preparation

CONS

- The cash basis tends to result in fluctuations of rate adjustments because the cash flow “follows” capital
- The asset value is not recouped over its useful life
- Debt payments are based on a schedule for the length of the debt – NOT the useful life of the asset

Utility Basis

PROS:

- Leads to more stable and consistent rate adjustments and consistently healthier utility
- Depreciation is a fair and equitable way to measure the consumption of the asset in one year
 - Typically used in ratemaking

CONS

- Harder to explain Rate of Return and Depreciation

An Important Financial Target: Debt Coverage Ratio

- Debt coverage ratios are mandated by covenants established in revenue bond ordinances
 - Currently MCWMS uses mostly general obligation bonds; one with a 1.05 Ratio
 - Typically 1.25 for revenue Bonds; add buffer for financial planning purposes 1.4+
 - Likely to issue revenue bonds in the future

Projection Assumptions

- Capital Plan was provided by Prein & Newhof
- Minimum Cash Balances of \$10 million or approx. 200 days cash on hand
- Debt Coverage Ratio target 1.25 minimum
- Utility Basis Rate of Return approx. 3%
- Current Rate Charged to Users:
 - O&M \$2,082.71; Debt \$972.72 = \$3,055.43
- Any Change in the assumptions will greatly affect the projection
- Many other assumptions and scenarios can be considered for analysis

Base Case

No Rate Adjustments or Bonds

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Projected Cash Balances	Cash Flow from Operations	Projected Bonds	Capital Improvements*	Debt Coverage Ratio
2017	0.0%	19,021,990	16,470,885	4,598,021	19,389,091	(3,820,691)		7,490,000	1.66
2018	0.0%	18,232,009	16,908,695	3,370,230	13,793,306	(5,595,785)	-	8,292,000	1.49
2019	0.0%	18,232,009	17,482,448	2,796,477	99,228	(13,694,078)		16,200,000	1.46
2020	0.0%	18,232,009	18,146,436	2,132,489	(11,610,213)	(11,709,440)		13,980,000	1.42
2021	0.0%	18,232,009	18,762,135	1,516,791	(22,298,086)	(10,687,874)		12,740,000	1.38
2022	0.0%	18,232,009	19,326,898	952,027	(30,854,493)	(8,556,407)		10,340,000	1.33
2023	0.0%	18,232,009	19,917,024	361,902	(43,463,078)	(12,608,585)		14,130,000	1.28
Recommended Target in 2019				\$ 3,989,892					
Recommended Target in 2023				\$ 3,736,890					
Recommended MINIMUM in 2019					\$10,000,000		\$ -	MIN 1.25/ Target 1.40+	
Recommended MINIMUM in 2023					\$10,000,000			MIN 1.25/ Target 1.40+	

Cash Basis Contract Methodology

NO Bonds

(Not recommended illustration purposes only)

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Projected Cash Balances	Cash Flow from Operations	Projected Bonds	Capital Improvements*	Debt Coverage Ratio
2017	0.0%	19,021,990	16,470,885	19,389,091	(3,820,691)		7,490,000	1.66
2018	0.0%	18,232,009	16,908,695	13,793,306	(5,595,785)	-	8,292,000	1.49
2019	72.0%	28,170,769	17,482,448	10,037,988	(3,755,318)	-	16,200,000	3.28
2020	7.5%	29,951,463	18,146,436	10,097,696	59,708	-	13,980,000	3.59
2021	-4.5%	28,802,915	18,762,135	10,089,268	(8,427)	-	12,740,000	3.37
2022	-9.0%	26,609,189	19,326,898	10,071,978	(17,290)	-	10,340,000	2.92
2023	18.0%	30,601,771	19,917,024	10,037,788	(34,190)	-	14,130,000	3.63
Recommended Target in 2019								
Recommended Target in 2023								
Recommended MINIMUM in 2019				\$10,100,000		MIN 1.25/ Target 1.40+		
Recommended MINIMUM in 2023				\$10,100,000		MIN 1.25/ Target 1.40+		
Adjusted Operating Income was adjusted for contributed capital in this study								

Spending down cash to \$10 million; 200 days cash on hand;
 Remaining capital financed through rates

Cash Basis Contract Methodology With Bonds

(Not recommended illustration purposes only)

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Cash Balances	Cash Flow from Operations	Projected Bonds (Cash Flowing \$4.5 for Capital)	Capital Improvements*	Debt Coverage Ratio
2017	0.0%	19,021,990	19,389,091	(3,820,691)		7,490,000	1.66
2018	0.0%	18,232,009	13,793,306	(5,595,785)	-	8,292,000	1.49
2019	0.0%	18,232,009	11,594,478	(2,198,828)	11,700,000	16,200,000	1.41
2020	12.0%	19,888,469	10,089,849	(1,504,629)	9,480,000	13,980,000	1.47
2021	15.0%	22,207,513	10,091,532	1,683	8,240,000	12,740,000	1.64
2022	4.5%	23,007,583	10,140,424	48,892	5,840,000	10,340,000	1.60
2023	3.5%	23,657,862	10,143,211	2,786	9,630,000	14,130,000	1.56
Recommended Target in 2019							
Recommended Target in 2023							
Recommended MINIMUM in 2019			\$10,100,000		\$44,890,000	MIN 1.25/ Target 1.40+	
Recommended MINIMUM in 2023			\$10,100,000			MIN 1.25/ Target 1.40+	
Adjusted Operating Income was adjusted for contributed capital in this study							

Spending down cash to \$10 million; 200 days cash on hand
 Assumption \$4.5 of capital financed through rates; remaining bonded
 Would not typically bond every year (above for illustration purposes only)

Utility Basis

Smoothed Rate Adjustments and Bonds

Recommended for Consideration

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Projected Cash Balances	Cash Flow from Operations	Projected Bonds	Capital Improvements*	Debt Coverage Ratio
2017	0.0%	19,021,990	16,470,885	4,598,021	19,389,091	(3,820,691)		7,490,000	1.66
2018	0.0%	18,232,009	16,908,695	3,370,230	13,793,306	(5,595,785)	-	8,292,000	1.49
2019	4.9%	18,908,396	17,482,448	3,472,865	10,109,366	(3,683,941)	9,500,000	16,200,000	1.54
2020	4.9%	19,617,927	18,146,436	3,518,408	10,073,214	(36,151)	11,100,000	13,980,000	1.45
2021	4.9%	20,362,225	18,762,135	3,647,007	10,097,786	24,572	10,100,000	12,740,000	1.38
2022	4.9%	21,142,994	19,326,898	3,863,012	10,019,508	(78,278)	7,700,000	10,340,000	1.33
2023	4.9%	21,962,020	19,917,024	4,091,913	10,040,439	20,931	11,600,000	14,130,000	1.31
Recommended Target in 2019				\$ 3,899,642					
Recommended Target in 2023				\$ 4,233,230					
Recommended MINIMUM in 2019					\$10,000,000	\$50,000,000		MIN 1.25/ Target 1.40+	
Recommended MINIMUM in 2023					\$10,000,000			MIN 1.25/ Target 1.40+	

Working toward operating income target
 Stabilizing cash at \$10 million; 200 days operating
 Debt Coverage Ratio above 1.25 with a small “buffer”
 Stabilizing rate track to avoid rate shock and fluctuations
 Would not typically bond every year (above for illustration purposes only)

Questions?



Dawn Lund
Vice President
Utility Financial Solutions
Traverse City, Michigan

Contract Language

- ▶ Service Charge component to cover regular O&M and cash flowable capital; a surcharge component should it apply, and a debt component
- ▶ Funding for operating reserves, but only to the extent the total balance of all operating reserves does not exceed twenty-five (25%) percent of the then-current annual operating budget or such other amount as is consistent with good accounting principles, as determined by the accountant retained at the direction of the Committee;
- ▶ Funding for a capital budget, but only to the extent necessary to replace equipment, vehicles, etc., which with regard to any particular item of equipment purchased thereunder is not material to the System's financial statements; the capital budget funded by the Service Charges shall not include funding for replacement of any asset acquired in whole or in part with bond proceeds.
 - On or before the 15th day of each calendar month, the System shall bill the Local Units and DCUs for Service Charges, debt charges and Surcharges incurred during the preceding calendar month.
- ▶ The Parties agree that nothing contained in the Contract shall impair any outstanding obligations of the County or of the Local Units nor restrain the Parties from fulfilling their obligation to meet payment requirements or debt service requirements on any outstanding obligation of the County or the Local Units, issued for the benefit of the System.

Muskegon County
Board of Public Works
December 7, 2017
4:00p.m.
Michael E. Kobza Hall of Justice
990 Terrace Street
Muskegon, MI 49442

Susie Hughes, Chair

Gary Foster, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Hughes at 4:00p.m.

ROLL

Present: Marvin Engle, Muskegon County Commissioner
Gary Foster, Muskegon County Commissioner
Susie Hughes, Muskegon County Commissioner
Ken Mahoney, Muskegon County Commissioner
Brenda Moore, Drain Commissioner
Charles Nash, Muskegon County Commissioner
I. John Snider II, Muskegon County Commissioner
Rillastine Wilkins, Muskegon County Commissioner
Kim Arter, Ex-officio Member
Jerry Bartoszek, Ex-officio Member

Excused: Robert Scolnik, Muskegon County Commissioner

Staff

Present: Dave Johnson, Wastewater Director
Matthew Farrar, Public Works Director
Tina Nash, Public Works Coordinator
Steve Fink, Public Works Engineer & Projects Manager
Doug Hughes, Corporate Counsel
Mark Eisenbarth, County Administrator
Beth Dick, Assistant Administrator & Finance Director
Benjamin E. Cross, Board of Commissioners Chairman
Jonathan Wilson, Economic Development Coordinator

BPW-17-145 APPROVAL OF THE AGENDA

Moved by Commissioner Engle, seconded by Commissioner Nash, to approve the agenda as presented.

VOICE VOTE: **Motion carried**

BPW-17-146 APPROVAL OF MINUTES

Moved by Commissioner Engle, seconded by Commissioner Mahoney, to approve the minutes of the Board of Public Works meeting held on November 9, 2017.

VOICE VOTE: **Motion carried**

PUBLIC COMMENT ON AN AGENDA ITEM

Tim VanStrate from Webb Chemical spoke on item F.5 / Award Ferric Chloride. Tim VanStrate stated they were not the low bid but are a Muskegon based company and would like the Board to consider keeping this bid local with a Michigan made product.

PRESENTATION: Water Main Study – Water Supply to Muskegon County Wastewater Management System Treatment Facility

Jonathan Wilson explained the need for the study and introduced Barbara Marczak from Prein&Newhof to present the findings of the study. Barbara Marczak highlighted what went into the study and the results. Barbara Marczak stated they looked at how much water was needed, how to get the water to the location and the costs. Barbara Marczak covered tables 1 & 2 and also the alternate maps in the study (attached). Barbara Marczak stated alternative 6 is the best alternative.

Drain Commissioner Moore asked if other economic developments were looked at. Barbara Marczak stated they were. Drain Commissioner Moore asked if they looked at how this would be paid for. Barbara Marczak stated they did not at this time. Drain Commissioner Moore asked if Muskegon Heights' system was part of the scenario looked at to provide water. Barbara Marczak stated they were not. Barbara Marczak stated they now have a system model in place that others could be plugged into and looked at.

Chair Hughes asked Barbara Marczak about the proposed number of residential customers over 20 years. Barbara Marczak stated it is different based on the route options.

Commissioner Wilkins asked with Muskegon Heights having a plant that could provide additional water for the county that they don't foresee them as part of this plan. Barbara Marczak stated there is capacity available in both Muskegon Heights' and City of Muskegon's systems but at this time they did not look at Muskegon Heights.

ITEMS FOR CONSIDERATION:

BPW-17-147 Approve to Purchase Trucks

Moved by Commissioner Engle, seconded by Commissioner Mahoney, to award the purchase of two, 2018 Chevrolet crew cab work trucks to Berger Chevrolet, Inc. for the low bid price of \$30,623.00 per truck and to authorize the sale of the 2003 Chevrolet Wastewater truck.

Roll call:

Yes - Moore, Nash, Snider, Wilkins, Foster, Engle, Mahoney, Hughes

No –

Excused – Scolnik

Motion carried

BPW-17-148 Waive the Purchasing Policy and Award Electronics Collection Services

Moved by Commissioner Engle, seconded by Commissioner Snider, to waive the purchasing policy requiring three quotes and award electronics collection services to Goodwill Industries of West Michigan for the 2018 collection events with any charges for transportation, packing materials, or recycling fees to be paid at cost from fund 5710-0527.

Roll call:

Yes - Mahoney, Moore, Nash, Snider, Wilkins, Foster, Engle, Hughes

No –

Excused – Scolnik

Motion carried

BPW-17-149 Approve Pay Steps for Positions

Moved by Commissioner Engle, seconded by Commissioner Snider, to start Facilities Coordinator (N32801) – Pay grade NO-00164 at step 6, Public Works Coordinator (G66001) – Pay grade GU-00200 at step 9, Public Works Finance and Sustainability Administrator (X78401) – Pay grade NX-00300 at step 4, Solid Waste Accounting Specialist (W32001) – Pay grade WW-0080 at step 4, Regional Water System Specialist (G66501) – Pay grade GU-0200 at step 9 effective October 1, 2017.

Roll call:

Yes - Nash, Snider, Wilkins, Foster, Engle, Mahoney, Moore, Hughes

No –

Excused – Scolnik

Motion carried

BPW-17-150 Regional Water System – System Maintenance Fees

Moved by Commissioner Engle, seconded by Commissioner Foster, to return the System Maintenance Fees paid by Dalton, Fruitland and Laketon Townships in 2014, 2015 and 2016 to the respective townships; after all legal fees paid out of the pooled account on behalf of the above townships in regards to their lawsuit against Muskegon Township have been subtracted from the total of fees paid; and that the remaining balance of the fees paid be distributed 60.07% to Laketon Township, 36.01% to Dalton Township and 3.92% to Fruitland Township, with such funds being placed in the sub-accounts established from section 4d, of the Amended and Restated Muskegon County Regional Water System Management Contract.

Kim Arter stated Laketon Township and Fruitland Township object to this and asked the Board to postpone this item for 60 days. Chair Hughes stated this was a recommendation from the Water Policy Board. Kim Arter stated this reads differently than what was recommended. Matthew Farrar explained the pooled account has four (4) separate accounts for each of the townships. Matthew Farrar stated there is a .05 cent unit charge above the county rate that goes into the township's accounts and staff recommends the money be placed into each account and the townships can request it if they want. Discussion ensued regarding the Water System Policy Board.

BPW-17-151 Moved by Commissioner Snider, seconded by Drain Commissioner Moore to table item BPW-17-150 for 60 days.

Roll call:

Yes - Moore, Nash, Snider, Wilkins, Foster

No – Engle, Mahoney, Hughes

Excused – Scolnik

Motion carried

BPW-17-152 Award Ferric Chloride / RFB 18-2280

Moved by Commissioner Engle, seconded by Commissioner Foster, to accept the low bid for ferric chloride from Kemira Water Solutions for \$0.239/lb, with an option to renew the contract every year for three subsequent years.

A friendly amendment was made by Commissioner Engle, seconded by Drain Commissioner Moore to award BPW-17-152 locally.

Chair Hughes expressed her concerns with Webb Chemical acting as a middle man for the product. Commissioner Nash asked what the cost difference was. Drain Commissioner Moore stated \$360.00. Rules were suspended so the Board may ask questions of Tim VanStrate from Webb Chemical. Commissioner Engle asked why the county would be better off purchasing from Webb. Tim VanStrate stated they are a local company and they support the community. Commissioner Nash asked how many employees Webb has. Tim VanStrate stated just over 90 employees. Commissioner Nash asked for the amount of contributions made to the community in the last year. Tim VanStrate stated he did not know the exact number. Tim VanStrate stated they've supported the Muskegon Heights Party in the Park, Muskegon Risers, Unity Festival, Irish Festival, Mission for Area People, a WZZM documentary on Muskegon Heights, and others as well.

Discussion ensued regarding buying locally.

BPW-17-152 Moved by Commissioner Engle, seconded by Commissioner Foster, to award the bid for ferric chloride to Webb Chemical for \$0.2425/lb, with an option to renew the contract every year for three subsequent years.

Roll call:

Yes - Wilkins, Foster, Engle, Mahoney, Moore, Nash

No – Hughes

Excused – Scolnik

Abstain – Snider [due to a long standing relationship with Webb Chemical]

Motion carried

BPW-17-153 Award Calcium Nitrate Solution / RFB 18-2281

Moved by Commissioner Nash, seconded by Drain Commissioner Moore, to accept the low bid for calcium nitrate solution from Webb Chemical for \$2.095/gallon, with an option to renew the contract every year for three subsequent years.

Roll call:

Yes - Foster, Engle, Mahoney, Moore, Nash, Wilkins, Hughes

No –

Excused – Scolnik

Abstain – Snider [due to a long standing relationship with Webb Chemical]

Motion carried

BPW-17-154 Award Flow Meter Calibration Services / RFB 18-2279

Moved by Commissioner Mahoney, seconded by Commissioner Engle, to accept the bid from RS Technical Services for flow meter calibration for \$29,657.00 per year and repair services for \$115.00/hour, with an option to renew for one year at the end of each calendar year for a maximum of three renewals.

Roll call:

Yes - Wilkins, Foster, Engle, Mahoney, Moore, Nash, Snider, Hughes

No –

Excused – Scolnik

Motion carried

BPW-17-155 Reinstate Funding for Apprentice Electrician Position

Moved by Commissioner Wilkins, seconded by Commissioner Engle, to reinstate funding for the position of Apprentice Electrician/WW (W03002) with a pay grade of WW-00097 (\$18.01 - \$21.77/hr) in the Wastewater Department.

Dave Johnson explained both the journeyman electrician and apprentice electrician positions would be posted; however only one of the positions would be filled. Dave Johnson explained the reason for this request is to gain more applicants to select from.

Roll call:

Yes - Mahoney, Moore, Nash, Snider, Wilkins, Foster, Engle, Hughes

No –

Excused – Scolnik

Motion carried

BPW-17-156 Authorize Sale of Parcel Located on White Road

Moved by Commissioner Engle, seconded by Commissioner Mahoney, to authorize Sale of Property between the Muskegon County Board of Public Works and Muskegon Investments II, LLC, contingent on Corporate Counsel approval, for a parcel located on White Road (Parcel #61-11-010-300-0012-00), for a sale price of \$170,000, and for the Board Chair to sign appropriate documents.

Commissioner Snider informed the Board he spoke with Jonathan Wilson and Doug Hughes regarding the agreement for the sale of the property. Commissioner Snider asked conditions be established to make certain what is supposed to be accomplished is accomplished and if not, the property be returned. Commissioner Snider stated he was assured those conditions would be incorporated into the agreement of sale. Drain Commissioner Moore asked what the zoning was and if the township approved. Jonathan Wilson stated the current zoning is for agriculture and resort. Jonathan Wilson stated he has talked to Egelston Township and they seemed open to rezoning the property and they have been in communications with the developer. Drain Commissioner Moore asked if an appraisal was done. Jonathan Wilson stated there was not. Equalization has the property valued around \$167,000 and that was used as a base line. Chair Hughes asked Jonathan Wilson if there could be a deed restriction prohibiting the growth of marijuana. Doug Hughes stated he and Jonathan Wilson would discuss it. Doug Hughes stated it would need to be negotiated with the buyer.

Roll call:

Yes - Nash, Snider, Wilkins, Foster, Engle, Mahoney, Moore, Hughes

No –

Excused – Scolnik

Motion carried

BPW-17-157 Sell Three (3) Used 600 HP Motors

Moved by Commissioner Nash, seconded by Commissioner Engle, to authorize the Wastewater Department to sell three used 600 HP motors on Biddergy.com.

Commissioner Engle asked if they would get more by scrapping the motors. Dave Johnson stated a minimum price would be established with Biddergy and if they didn't make the minimum they would scrap it themselves.

Chair Hughes stated one of the Port City groups buys metal like this and melts it down for use in their plating industry. Chair Hughes requested Dave Johnson also get a quote from Port City before we accept a lower bid from Biddergy.

VOICE VOTE: **Motion carried**

BPW-17-158 Informational Items:

The following informational items were received and placed on file:

1. Public Works Monthly Operations Report, November 2017.
2. Wastewater Monthly Operating Report, November 2017.
3. Muskegon County Regional Water Policy Board Minutes, November 2017(draft).
4. Muskegon Municipal Wastewater Management Committee Minutes, Nov 2017 (draft)

Drain Commissioner Moore referred to the Water Policy Board minutes and the suggestion from Joe Kemp regarding having a member who is unrelated to the communities serve on that board. Chair Hughes stated this is not an option due to the current contract. Drain Commissioner Moore stated the suggestion had some merit.

OLD BUSINESS

Matthew Farrar stated staff has been working with the White Lake Area Solid Waste Authority to build a household hazardous waste site north of the river. Matthew Farrar stated they did get site plan approval from the Whitehall Township Planning Committee. Matthew Farrar stated he worked with Tom Lohman on a contract agreement. Matthew Farrar stated the White Lake Area Solid Waste Authority approved the contract agreement contingent on a couple of items. Matthew Farrar informed the Board that Whitehall Township passed a Resolution to not allow a household hazardous waste program in their township.

Matthew Farrar stated staff feels there is still a need for this north of the river and staff is currently looking at properties.

Commissioner Mahoney stated he appreciated the efforts that went into this.

Chair Hughes stated she was visiting the Wastewater site and stopped to look at the new lifts. Chair Hughes stated staff really likes them.

Chair Hughes informed the Board she is working with Dave Johnson on rules for the bird watchers so the birds are not harassed. Commissioner Snider asked if the requirements are posted. Chair Hughes stated they are.

NEW BUSINESS

Dave Johnson mentioned the Wildlife Habitat Council certification program the Wastewater System has been involved in over the past few years. Dave Johnson stated this was a dream of Anita Friend and she coordinates the program. Dave Johnson stated they received “Rookie of the Year” the first time they were certified. Dave Johnson informed the Board that in their recent recertification they were evaluated on various aspects of their program and were given a 3-year “Gold” level certification, which is the highest level achievable. Dave Johnson passed the award around. The Board congratulated Dave Johnson and staff.

PUBLIC COMMENT ON A NEW ITEM

None

ADJOURN

There being no further business to come before the Board of Public Works the meeting was adjourned at 4:59 p.m.

Susie Hughes, Chair