

## MINUTES

Muskegon County Regional  
Water System Policy Board  
Board of Commissioners Room  
Michael J. Kobza Hall of Justice  
990 Terrace Street  
Muskegon, Michigan 49441  
January 14, 2014

### CALL TO ORDER

The meeting was called to order by Chairman Sam St. Amour at 2:00 p.m.

### ROLL

Present: Kim Arter, Laketon Township Supervisor  
Chris Hall, Dalton Township Supervisor  
David Kieft, Muskegon Charter Township Supervisor  
Kenneth Mahoney, Muskegon County Board Chair  
Susie Hughes, Muskegon County Commissioner  
Sam St. Amour, Fruitland Township Supervisor  
Terry Sabo, Muskegon County Commissioner

### Staff

Present: John Warner, Muskegon County Public Works Director  
Mary Mack, Muskegon County Public Works, Temporary Employee

Present: David Bossenbroek, Attorney  
Rod Siegel, Laketon Township  
Roger Jordan  
Joe Bush, Attorney

### WSPB-14-001 – Election of Officers

Chairman Sam St. Amour opened nominations for Chair of the Muskegon County Regional Water System Policy Board.

Moved by Chris Hall, Seconded by Terry Sabo to nominate Kim Arter for Chair.

There were no other nominations for Chair.

Motion was made to close the nomination to cast a unanimous vote for Kim Arter.

All Ayes – **Motion Carried**

Chairwoman Kim Arter accepted Chair.

Muskegon County Regional  
Water System Policy Board  
January 14, 2014  
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**WSPB-14-001 - Election of Officers Cont'd**

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

Moved by Sam St. Amour, seconded by Chris Hall to nominate Susie Hughes for Vice Chair.

There were no other nominations for Vice Chair.

Motion was made to close the nomination to cast a unanimous vote for Susie Hughes.

All Ayes – **Motion Carried**

Chairwoman Susie Hughes accepted Vice Chair.

Moved by Sam St. Amour, seconded by David Kieft to nominate Terry Sabo for Secretary.

There were no other nominations for Secretary.

Motion was made to close the nomination to cast a unanimous vote for Terry Sabo.

All Ayes – **Motion Carried**

Commissioner Terry Sabo accepted Secretary.

**WSPB-14-002 – Approval to add 2014 Meeting Schedule to the Agenda**

Moved by Ken Mahoney, seconded by Sam St. Amour to add the 2014 Meeting Schedule to the agenda under the 2<sup>nd</sup> Item for consideration.

All Ayes - **Motion Carried**

**WSPB-14-003 – Approval of Minutes**

Moved by Terry Sabo, seconded by Sam St. Amour to approve the minutes of the meeting held December 17, 2013.

**Motion Carried**

**WSPB-14-004 – Items for Consideration:**

1. Moved by Susie Hughes, seconded by David Kieft to table Amending the schedule of the per-REU portion of the customer-paid connection fees until one month to give the advisory committee time to meet later this month.
2. Moved by Sam St. Amour, seconded by Susie Hughes to adopt the 2014 Meeting Schedule.

**Motion Carried**

**WSPB-14-005-Information Items**

Moved by David Kieft, seconded by Susie Hughes to accept the New Meter Set List and the Local Fund Balance Sheet for December 2013.

All Ayes – **Motion Carried**

**WSPB-14-006 – Reports – Water System Update**

John Warner, Director of Public Works gave a brief update.

**WSPB-14-007 – Old Business**

Joe Bush, Attorney for Roger Jordan of Duck Creek RV thanked the Board for their time to allow him to gather more information to see what other issues might be.

Moved by Sam St. Amour to table discussion on this matter, seconded by Terry Sabo.

All Ayes – **Motion Carried**

**WSPB-14-008 – Audience Participation**

There was no audience participation.

**WSPB-14-009 – Adjourn**

Moved by Sam St. Amour, seconded by Terry Sabo to adjourn the meeting at 2:29 p.m.

## **MINUTES**

MUSKEGON COUNTY REGIONAL WATER SYSTEM POLICY BOARD  
DALTON TOWNSHIP  
TOWNSHIP HALL  
1616 E. Riley Thompson Road  
Muskegon, Michigan 49445  
11 February 2014  
2:00 p.m.

### **CALL TO ORDER**

The meeting was called to order by Chairwoman Kim Arter at 2:00 p.m.

### **ROLL**

Present: Kim Arter, Laketon Township Supervisor  
Chris Hall, Dalton Township Supervisor  
David Kieft, Muskegon Charter Township Supervisor  
Kenneth Mahoney, Muskegon County Board Chair  
Susie Hughes, Muskegon County Commissioner  
Sam St. Amour, Fruitland Township Supervisor  
Terry Sabo, Muskegon County Commissioner

#### Staff

Present: Robert Ribbens, Muskegon County Public Works Water System Supervisor  
Mary Mack, Muskegon County Public Works, Temporary Employee

Present: David Bossenbroek, Attorney  
Rod Siegel, Laketon Township  
Roger Jordan  
Joe Bush, Attorney  
Jerry Sanders  
Tracy DeMarse, Dalton Township Clerk  
Elizabeth Jenkins, Dalton Township Treasurer

### **WSPB-14-010 –Approval of Agenda**

Moved by David Kieft, seconded by Terry Sabo, to approve the agenda as presented.

Motion carried

**WSPB-14-011 – Approval of Minutes**

Moved by Susie Hughes, seconded by Kenneth Mahoney to approve the minutes of the meeting held January 14, 2014.

Motion Carried

**WSPB-14-012 – Items for Consideration:**

1. Moved by Susie Hughes, seconded by Kenneth Mahoney to amend the schedule of the per-REU portion of the customer-paid connection fees

Ayes – Arter, Hall, Mahoney, Hughes, St. Amour, Sabo

Nays – David Kieft

Motion carried

2. Moved by Susie Hughes, seconded by Kenneth to make a change to the schedule of the per-REU portion of the customer-paid connection fees to as follows, until September 30, 2014. At that time, the board will re-evaluate.

1<sup>st</sup> REU – stays the same

2<sup>nd</sup> REU – from \$64.50 to \$70.00

3<sup>rd</sup> REU – from \$32.25 to \$35.00

4<sup>th</sup> REU – from 16.13 to \$20.00

5<sup>th</sup> REU – \$8.06 as was recommended

Ayes – Arter, Hall, Mahoney, Hughes, St. Amour, Sabo

Nays – Kieft

Motion Carried

**WSPB-14-013-Information Items**

Moved by Susie Hughes, seconded by David Kieft to accept the New Meter Set List and the Local Fund Balance Sheet for December 2013 and place on file.

Motion Carried

**WSPB-14-014 – Reports – Water System Update**

Robert Ribbens, Water System Supervisor gave a brief update.

**WSPB-14-015 – Old Business-**

There was discussion among the Water System Policy Board members, Joe Bush, Attorney for Roger Jordan of Duck Creek RV. David Bossenbroek, Attorney for Muskegon County, Tracy DeMarse, Clerk for Dalton Township and Rob Ribbens, Water System Supervisor. Everyone expressed concern of how the rate change would affect customers that had already paid the connection fees as well as the current customers paying the current rate. However, no decision can be made here today. Sam St. Amour suggested that subject be tabled until the next meeting and have Rob Ribbens bring information and send all questions to Kim Arter. Rob agreed to provide several different scenarios relative to this matter.

**WSPB-14-016 New Business**

Kim Arter said that Chris Hall and the Financial Sub Committee had met and discussed some issues but did not have anything to report back yet.

**WSPB-14-017 Audience Participation**

Elizabeth Jenkins, the treasurer for Dalton Township addressed the board with some concerns.

Moved by Sam St. Amour to table discussion on this matter, seconded by Terry Sabo.

Motion Carried

**WSPB-14-018 – Adjourn**

Moved by David Kieft, seconded by Sam St. Amour to adjourn the meeting at 3:13 p.m.

## MINUTES

Muskegon County Regional Water System Policy Board  
Michael E. Kobza Hall of Justice  
Muskegon, Michigan  
March 13, 2014

### CALL TO ORDER

The meeting was called to order by Chairwoman Kim Arter at 1:00 p.m.

### ROLL

Present: Kim Arter, Laketon Township Supervisor, Water System Policy Board Chair  
Chris Hall, Dalton Township Supervisor  
David Kieft, Muskegon Charter Township Supervisor  
Kenneth Mahoney, Muskegon County Board Chair

Excused: Susie Hughes, Muskegon County Commissioner  
Sam St. Amour, Fruitland Township Supervisor  
Terry Sabo, Muskegon County Commissioner

#### Staff

Present: John Warner, Public Works Director  
Kenneth Mahoney, Muskegon County Board of Commissioner Chair  
Tina Nash, DPW Departmental Clerk

#### Others

Present: David Bossenbroek, Attorney  
Rod Siegel, Laketon Township Building Inspector

### WSPB-14-019 – APPROVAL OF AGENDA

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

Motion carried

### WSPB-14-020 – APPROVAL OF MINUTES

Moved by David Kieft, seconded by Chris Hall, to approve the minutes of the meeting held February 11, 2014.

Motion carried

Muskegon County Regional Water System Policy Board  
March 13, 2014  
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**WSPB-14-021 – AWARD CRESTON STREET WATERMAIN BID**

Moved by Commissioner Mahoney, seconded by Chris Hall, to award the Creston Street Watermain (RFB 14-2113) to West Michigan Dirtworks for their low bid of \$71,285.71 with all costs being paid from the Water System fund 5910-0552.

Roll call: Ayes – Hall, Kieft, Mahoney, Arter

Nays – None

Motion carried

**WSPB-14-022 – HYDRANT MAINTENANCE FEE**

Moved by Chris Hall, seconded by Commissioner Mahoney, to replace the name “Hydrant Maintenance Fee” with the name “System Maintenance Fee” for the annual fees charged to the townships for the Regional Water System.

Discussion Followed.

Motion carried

**WSPB-14-023 –DISCUSSION ITEMS**

Moved by David Kieft, seconded by Commissioner Mahoney, to recommend to the County Board of Public Works that we do not reduce the connection fee to previously connected businesses.

Motion carried

**WSPB-14-024 –INFORMATION ITEMS**

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

1. New Meter Set List for February 2014.
2. Local Fund Balance Sheet for February2014.

Motion carried

**WSPB-14-025 – REPORTS**

1. Financial Committee Report (Chris Hall)

Chris Hall had nothing new to report.

2. Water System Update

The Water System Update was accepted as written by John Warner and distributed in a memo for information.

**WSPB-14-026 – OLD BUSINESS**

David Kieft discussed the Hydrant Maintenance Fee.

**WSPB-14-027 – NEW BUSINESS**

There was no new business.

**WSPB-14-028 – AUDIENCE PARTICIPATION**

Roger Jourden of Duck Creek RV thanked the Board and as he moves forward he will talk to the individual townships to try to make what appears to him to be an unfair situation correct.

Jeff Dougherty from Rays Mini Mart stated the water has been a blessing to his business. They had bad water, however his family suffered during construction and that financing shouldn't be extended to new businesses and if they are, it should be at the old rate.

Frank DeLong representing two entities, Fifth Reformed Church of Dalton Township and Christian Care of Muskegon Township, spoke of the extreme cost for hooking up and to the fairness of it. He asked the Board to reconsider.

**WSPB-14-029 – ADJOURN**

Moved by David Kieft, seconded by Chris Hall, to adjourn the meeting at 1:20pm.

Motion carried

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Kim Arter, Chair

# MUSKEGON COUNTY

M I C H I G A N

## BOARD OF PUBLIC WORKS

Terry J. Sabo  
Chair, District 8

Benjamin E. Cross  
Vice Chair, District 2

Brenda M. Moore  
Drain Commissioner  
Secretary

James J. Derezinski  
District 7

Marvin R. Engle  
District 5

Susie Hughes  
District 3

Charles Nash  
District 6

Robert Scolnik  
District 4

Rillastine R. Wilkins  
District 1

Kim Arter  
Ex-Officio Member

Doug Kadzban  
Ex-Officio Member

## MEETING CANCELLATION

Notice is hereby given that the Water System Policy Board meeting of April 8, 2014, is cancelled.

Kim Arter, Chair

Posted: April 2, 2014

Muskegon County  
Water System Policy Board  
May 6, 2014  
2:00 p.m.  
Laketon Township  
2735 W. Giles Road  
Muskegon, MI 49445

Kim Arter, Chair

Susie Hughes, Vice Chair

**MINUTES**

**CALL TO ORDER**

The meeting was called to order by Chair Arter at 2:00 p.m.

**ROLL**

Present: Kim Arter, Laketon Township Supervisor  
Chris Hall, Dalton Township Supervisor  
Susie Hughes, Muskegon County Commissioner  
David Kieft, Muskegon Charter Township Supervisor  
Kenneth Mahoney, Muskegon County Board Chair  
Terry Sabo, Muskegon County Commissioner  
Sam St. Amour, Fruitland Township Supervisor

Absent: None

Staff

Present: John Warner, Public Works Director  
Tina Nash, DPW Departmental Clerk

Others

Present: Rod Siegel, Laketon Township Building Inspector  
Jeffrey B Wood, Muskegon Township Treasurer  
Jan L Deur, Fruitland Township Trustee

**APPROVAL OF AGENDA**

WSPB-14-030 Moved by Hall, seconded by Hughes, to approve the agenda amending item E. to include item number 2. a motion to approve Contract Change Order #1 for the Creston Street Water Main Extension.

**Motion carried**

**APPROVAL OF MINUTES**

WSPB-14-031 Moved by Kieft, seconded by St Amour, to approve the minutes of the meeting held March 13, 2014 with the change to WSPB14-028 Audience Participation to read as follows:

Roger Jourden of Duck Creek RV thanked the Board and as he moves forward he will talk to the individual townships to try to make what appears to him to be an unfair situation correct.

**Motion carried**

**ITEMS FOR CONSIDERATION:**

**Recommend modification to Appendix A of respective water ordinances to reflect the recently accepted changes to the connection fee schedule**

WSPB-14-032 Moved by Mahoney, seconded by Hughes, to recommend to the Regional Water System member local units a modification to Appendix A of their respective water ordinances to reflect the recently accepted changes to the connection fee schedule (\$6,200 for the first REU, \$4,000 for the second REU, \$2,000 for the third REU, \$1,000 for the fourth REU and \$500 for the fifth and all subsequent REU's and fractions thereof) be in effect ONLY for those customers who opt to pay the entire connection fee at the time of connection and that for all customers who opt to take the time payment plan, the former connection fee of \$6,200 per REU for all REU's or fractions thereof remain in effect, with these modifications taking effect as of 01 July 2014.

Discussion followed.

Moved by Hughes, seconded by Kieft, to postpone item WSPB-14-032 to a later date.

**Motion carried**

**Approve Contract Change Order #1 for the Creston Street Water Main Extension**

WSPB-14-033 Moved by Hughes, seconded by Mahoney, to approve Contract Change Order #1 for the Creston Street Water Main Extension (RFB 14-2113) to West Michigan Dirt Works in the amount of an additional \$5,950 bringing the total contract cost to \$77,235.71 with all costs being paid from the Regional Water System Fund 5910-0552.

Roll call:

Ayes – Hall, Kieft, Mahoney, Sabo, Hughes, Arter

Nays – None

Abstain – St. Amour

**Motion carried**

**INFORMATION ITEMS**

WSPB-14-034 Moved by Kieft, seconded by Sabo, that the following information items be received and placed on file:

1. New Meter Set List for April 2014
2. Local Fund Balance Sheet for March 2014
3. Local Fund Balance Sheet for April 2014

**Motion carried**

**REPORTS**

**Water System Update**

The Water System Update was accepted as written by John Warner and distributed in a memo for information.

Commissioner Hughes asked John Warner if he was being kept up to date on the Fruitport / Norton Shore system. Mr. Warner stated he is keeping up on it based on the information he can get.

**OLD BUSINESS**

Chris Hall requested permission to have the Water System Policy Board's attorney present at the next Dalton Township meeting on Monday, May 12, 2014.

WSPB-14-035 Moved by Hughes, seconded by Sabo, to have David Bossenbroek represent the Water System Policy Board at Dalton Township's next meeting.

**Motion carried**

**NEW BUSINESS**

David Kieft informed the Board that Muskegon Township at their May 5, 2013 meeting voted not to pay the System Maintenance Fee.

**AUDIENCE PARTICIPATION**

None

**ADJOURN**

There being no further business to come before the Water System Policy Board, the meeting adjourned at 2:36 p.m.

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Kim Arter, Chair

Muskegon County  
Water System Policy Board  
June 10, 2014  
2:00 p.m.  
Muskegon Charter Township  
1990 Apple Avenue  
Muskegon, MI 49442

Kim Arter, Chair

Susie Hughes, Vice Chair

**MINUTES**

**CALL TO ORDER**

The meeting was called to order by Chair Arter at 2:00 p.m.

**ROLL**

Present: Kim Arter, Laketon Township Supervisor  
Susie Hughes, Muskegon County Commissioner  
David Kieft, Muskegon Charter Township Supervisor  
Kenneth Mahoney, Muskegon County Board Chair  
Terry Sabo, Muskegon County Commissioner  
Sam St. Amour, Fruitland Township Supervisor

Excused: Chris Hall, Dalton Township Supervisor

Staff

Present: John Warner, Public Works Director  
Tina Nash, DPW Departmental Clerk

Others

Present: David Bossenbroek, Attorney  
Jan L Deur, Fruitland Township Trustee  
Lorraine Grabinski, Muskegon Township Planning/Zoning Administrator  
Rod Siegel, Laketon Township Building Inspector  
Jerry McIntyre, Dalton Township Trustee

**APPROVAL OF AGENDA**

WSPB-14-036 Moved by Kieft, seconded by Mahoney, to approve the agenda as presented.

**Motion carried**

### **APPROVAL OF MINUTES**

WSPB-14-037 Moved by Hughes, seconded by St. Amour, to approve the minutes of the meeting held May 6, 2014.

**Motion carried**

### **ITEMS FOR DISCUSSION:**

#### **Connection Fee Schedule**

Commissioner Hughes brought up her concerns regarding the time frame of the connection fee schedule. Commissioner Hughes doesn't believe it gives a commercial developer adequate time to complete the process needed for a construction project. Commissioner Hughes felt the current fee schedule hasn't been given enough time to prove its worth and the suggested fee schedule, on the memorandum, would hurt the new Economic Development Coordinator that Muskegon County has just hired. Mr. Kieft agreed with Commissioner Hughes. He stated Muskegon Charter Township currently has six development projects that are affected by the fee schedule. Mr. Kieft also feels the current fee schedule hasn't been given enough time.

Commissioner Hughes stated there are a lot of positive things happening at the Zephyr property and any development on that property will need to hook up to water and the Board needs to consider this.

Mr. Kieft asked a question regarding the last paragraph of the memorandum and noted it was a change to the current fee schedule. Chair Arter clarified it was an option brought to the Board to consider.

Commissioner Mahoney stated that current fee schedule should remain until the current system is not working or sustainable.

Commissioner Sabo acknowledged Mr. Warner for his work, but agreed they needed to stay the course. Commissioner Mahoney also thanked Mr. Warner for the option brought to the Board. Commissioner Hughes stated she is comfortable with what is in place. Mr. Warner stated this was only an option and he is also comfortable with what is currently in place.

### **INFORMATION ITEMS**

WSPB-14-038 Moved by Kieft, seconded by Mahoney, that the following information items be received and placed on file:

1. New Meter Set List for May 2014
2. Local Fund Balance Sheet for May 2014

**Motion carried**

## **REPORTS**

### **Water System Update**

The Water System Update was accepted as written by John Warner and distributed in a memo for information.

Mr. Warner also informed the Board that AT&T had fallen behind on their antenna lease payments and they have recently caught those payments up.

Mr. Warner was asked by Commissioner Hughes, who owns the water system? Mr. Warner stated the water system is contractually owned by the Muskegon County Public Works Board until the bonds are paid off. Once the bonds are paid in full, the system is owned by the Townships.

## **OLD BUSINESS**

Chair Arter made a suggestion to move the July 15, 2014 and the October 7, 2014 meetings from the Hall of Justice/ Muskegon County Board Room to the Muskegon Governmental Complex-South Campus (Training Center) due to the jail construction at the Hall of Justice.

WSPB-14-039 Moved by Sabo, seconded by Hughes, to move the July 15, 2014 and the October 7, 2014 meetings to the Training Center and have Tina Nash make the necessary arrangements.

**Motion carried**

## **NEW BUSINESS**

Commissioner Sabo suggested that future agendas include Public Comment (on an agenda item). Mr. Warner stated it would be added to the agenda starting next month.

## **AUDIENCE PARTICIPATION**

None

## **ADJOURN**

There being no further business to come before the Water System Policy Board, the meeting adjourned at 2:26 p.m.

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Kim Arter, Chair

## **MEETING CANCELLATION**

Notice is hereby given that the Water System Policy Board meeting of July 15, 2014, is cancelled.

Kim Arter, Chair

Posted: July 10, 2014

Muskegon County  
Water System Policy Board  
August 12, 2014  
2:00 p.m.  
Dalton Township  
1616 E. Riley Thompson Road  
Muskegon, MI 49445

Kim Arter, Chair

Susie Hughes, Vice Chair

**MINUTES**

**CALL TO ORDER**

The meeting was called to order by Chair Arter at 2:02 p.m.

**ROLL**

Present: Kim Arter, Laketon Township Supervisor  
Susie Hughes, Muskegon County Commissioner  
David Kieft, Muskegon Charter Township Supervisor  
Kenneth Mahoney, Muskegon County Board Chair  
Terry Sabo, Muskegon County Commissioner  
Sam St. Amour, Fruitland Township Supervisor  
Chris Hall, Dalton Township Supervisor

Excused:

Staff

Present: Robert Ribbens, Regional Water System Supervisor  
Tina Nash, DPW Departmental Clerk

Others

Present: David Bossenbroek, Attorney  
Jan L Deur, Fruitland Township Trustee  
Rod Siegel, Laketon Township Building Inspector  
Elizabeth Jenkins, Dalton Township Treasurer

**APPROVAL OF AGENDA**

WSPB-14-039 Moved by Kieft, seconded by Hughes, to approve the agenda as presented.

**Motion carried**

**APPROVAL OF MINUTES**

WSPB-14-040 Moved by Kieft, seconded by Hughes, to approve the minutes of the meeting held June 10, 2014.

**Motion carried**

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

None

**ITEMS FOR DISCUSSION:**

**Accounts Past Due – over \$500.00**

Ms. Arter asked Mr. Ribbens to explain the current procedure for past due accounts. Mr. Ribbens stated the past due amount goes to taxes. Ms. Arter asked if there are past due notices that go out. Mr. Ribbens stated not at this point, however there is a statement on the back of the bill that addresses past due amounts.

Mr. Ribbens informed the Board that the problem is with foreclosures and some of the past due amounts would double a homeowners taxes. Mr. Ribbens informed the Board that about 30% of the customer base never pays a bill, it goes to taxes and a majority of those are collected. Mr. St. Amour asked Mr. Ribbens if he felt that things were getting worse and Mr. Ribbens replied he did not, however the system is losing money due to foreclosures. Commissioner Hughes asked if we are notified of a foreclosure. Mr. Ribbens stated that they are notified by mail. Mr. St. Amour asked what the alternative is. Mr. Ribbens stated he is looking for some feedback from the Board. Mr. Kieft along with Mr. Bossenbroek clarified the difference between a Bank Foreclosure and a Tax Foreclosure.

Ms. Arter asked about payment plans and Mr. Ribbens stated he has done this and he hasn't had one customer who has followed through.

Commissioner Hughes asked what the options are to collect. Mr. Ribbens stated there are options of sending out shut off notices. Commissioner Hughes asked if there is a liability to shutting off water. Mr. Bossenbroek stated if it was a health, safety or welfare situation. Further discussion followed among Board members on how shut off notices could be handled.

Ms. Arter suggested there be a subcommittee formed to take a look at the policy and make recommendations to the Board. Mr. St. Amour, Commissioner Hughes and Mr. Kieft volunteered.

Mr. Hall inquired about the company doing the hydrant painting.

**INFORMATION ITEMS**

WSPB-14-041 Moved by Kieft, seconded by Hughes, that the following information items be received and placed on file:

1. New Meter Set List for June and July 2014
2. Local Fund Balance Sheet for June and July 2014

**Motion carried**

**REPORTS**

**Water System Update**

The Water System Update was accepted as written by John Warner and distributed in a memo for information.

Commissioner Hughes asked who was replacing the hydrant flags. Mr. Ribbens stated that the flags are being installed by a staff member. Ms. Arter asked Mr. Ribbens if he needed a list from the Townships and Mr. Ribbens stated he was working off a detailed list provided by the Fire Department, however if anyone saw a hydrant that needed to have a flag replaced to report it to him.

Mr. Bossenbroek inquired about the Evanston Tower antenna installation and lease money.

**OLD BUSINESS**

None

**NEW BUSINESS**

Mr. Hall informed the Board members that Dalton Township's Fire Department will be hose testing in the Industrial Park.

Commissioner Sabo asked the Board members to think about ways to promote business and business expansion for the water systems current and future customers.

**AUDIENCE PARTICIPATION**

None

**ADJOURN**

There being no further business to come before the Water System Policy Board, the meeting adjourned at 2:34 p.m.

## **MEETING CANCELLATION**

Notice is hereby given that the Water System Policy Board meeting of September 9, 2014, is cancelled.

Kim Arter, Chair

Posted: September 4, 2014

Muskegon County  
Water System Policy Board  
October 7, 2014  
2:00 p.m.  
Training Center  
133 E. Apple Avenue, Room 205  
Muskegon, Michigan 49442

Kim Arter, Chair

Susie Hughes, Vice Chair

**MINUTES**

**CALL TO ORDER**

The meeting was called to order by Chair Arter at 2:00 p.m.

**ROLL**

Present: Kim Arter, Laketon Township Supervisor  
Susie Hughes, Muskegon County Commissioner  
David Kieft, Muskegon Charter Township Supervisor  
Kenneth Mahoney, Muskegon County Board Chair  
Terry Sabo, Muskegon County Commissioner  
Sam St. Amour, Fruitland Township Supervisor  
Chris Hall, Dalton Township Supervisor

Excused:

Staff

Present: John Warner, Public Works Director  
Robert Ribbens, Regional Water System Supervisor  
Tina Nash, DPW Departmental Clerk

Others

Present: David Bossenbroek, Attorney  
Jerry Sanders, Muskegon Charter Township DPW Director  
Rod Siegel, Laketon Township Building Inspector

**APPROVAL OF AGENDA**

WSPB-14-042 Moved by Kieft, seconded by Hughes, to approve the agenda as presented.

**Motion carried**

**APPROVAL OF MINUTES**

WSPB-14-043 Moved by Hughes, seconded by Sabo, to approve the minutes of the meeting held August 12, 2014.

**Motion carried**

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

None

**ITEMS FOR DISCUSSION:**

**Delinquent Bill Sub-Committee Report**

Mr. St. Amour informed the Board that he had met with the sub-committee members Commissioner Hughes and Mr. Kieft along with input from Mr. Hall. Mr. St. Amour passed out a document from the sub-committee to the Board members and staff regarding information obtained from seven (7) different municipalities on how past due water bills are handled. Mr. St. Amour requested that the information be reviewed and questions for the sub-committee be asked at the next meeting.

Mr. St. Amour requested that Mr. Bossenbroek looks into the legal ramifications of shutting off water to customers and report back to the Board.

**INFORMATION ITEMS**

WSPB-14-044 Moved by Kieft, seconded by Mahoney, that the following information items be received and placed on file:

1. New Meter Set List for September 2014
2. Local Fund Balance Sheet for September 2014

**Motion carried**

**REPORTS**

**Water System Update**

The Water System Update was accepted as written by John Warner and distributed in a memo for information.

Commissioner Sabo asked Mr. Warner if the hydrants fittings were checked after the paint dries. Mr. Warner stated that the fittings shouldn't be painted shut and the Fire Department does their annual inspections on the hydrants. Mr. Ribbens stated that the hydrants are painted in place and the operator nut is covered. Mr. Warner stated that the paint is sprayed on and should be a thin coat. Spot checks on the hydrants were also completed by Mr. Ribbens.

Mr. Warner was asked by Commissioner Hughes if the troubles they were having last year with the fans burning out was fixed when they were replaced. Mr. Warner stated there have not been any problems with the new VFD units and so far they are working great.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**AUDIENCE PARTICIPATION**

None

**ADJOURN**

There being no further business to come before the Water System Policy Board, the meeting adjourned at 2:18 p.m.

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Kim Arter, Chair

Muskegon County  
Water System Policy Board  
November 4, 2014  
2:00 p.m.  
Training Center  
133 E. Apple Avenue, Room 205  
Muskegon, Michigan 49442

Kim Arter, Chair

Susie Hughes, Vice Chair

**MINUTES**

**CALL TO ORDER**

The meeting was called to order by Chair Arter at 2:00 p.m.

**ROLL**

Present: Kim Arter, Laketon Township Supervisor  
Chris Hall, Dalton Township Supervisor  
Susie Hughes, Muskegon County Commissioner  
David Kieft, Muskegon Charter Township Supervisor  
Kenneth Mahoney, Muskegon County Board Chair  
Terry Sabo, Muskegon County Commissioner  
Sam St. Amour, Fruitland Township Supervisor

Excused:

Staff

Present: John Warner, Public Works Director  
Tina Nash, DPW Departmental Clerk

Others

Present: David Bossenbroek, Attorney  
Jerry Sanders, Muskegon Charter Township DPW Director  
Rod Siegel, Laketon Township Building Official and Water/Sewer Supervisor  
Jan L. Deur, Fruitland Township Trustee  
John Holter, Egelston Township Supervisor  
Deb Ackerman, Egelston Township Treasurer

**APPROVAL OF AGENDA**

WSPB-14-045 Moved by Mahoney, seconded by St. Amour, to approve the agenda as presented.

**Motion carried**

**APPROVAL OF MINUTES**

WSPB-14-046 Moved by Hughes, seconded by Hall, to approve the minutes of the meeting held October 7, 2014.

**Motion carried**

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

None

**ITEMS FOR CONSIDERATION:**

WSPB-14-047 Moved by Hall, seconded by St. Amour, to adopt the 2015 meeting schedule for the Muskegon County Regional Water System Policy Board.

**Motion carried**

**ITEMS FOR DISCUSSION:**

**Bond Refinancing Contract and the use of First Southwest Financial and the Financial Consultant and Miller Canfield as Bond Counsel for the refinancing**

WSPB-14-048 Moved by St. Amour, seconded by Sabo, to request the County Board inform the County's Financial Advisor, First Southwest that it wishes to terminate their services in regards to the refinance of the Wastewater Management System Number 1 Series 2006 Bonds and the Water Supply System Bonds and request the County to solicit bids for Financial Advisor services.

Roll call:

Ayes – Hall, Kieft, Mahoney, St. Amour, Sabo, Hughes, Arter

Nays – None

Abstain – None

**Motion carried**

**Delinquent Bill Sub-Committee Report Update**

Mr. St. Amour requested that all questions/comments be sent to him within the week and a recommendation from the sub-committee will be given at the next meeting in December.

**INFORMATION ITEMS**

WSPB-14-049 Moved by Kieft, seconded by Hughes, that the following information items be received and placed on file:

1. New Meter Set List for October 2014
2. Local Fund Balance Sheet for October 2014

**Motion carried**

## **REPORTS**

### **Water System Update**

The Water System Update was accepted as written by John Warner and distributed in a memo for information.

With regards to replacing large meters at businesses, Mr. St. Amour asked Mr. Warner how many people he had that worked on this. Mr. Warner stated Rob Ribbens and they call the City of Muskegon's DPW when needed.

Commissioner Hughes commented on inspecting the tanks and informed the Board that the Sheriff's department had an underwater robot that they may be able to use to inspect the tanks in the future.

## **OLD BUSINESS**

### **Payment of Muskegon Charter Township Fire Hydrant Fees**

Chair Arter requested Mr. Kieft give an update as to the status of payment. Mr. Kieft stated the Muskegon Charter Township Board took action not to pay it and has not taken action since.

Discussion followed.

It was requested that Muskegon Charter Township pay the fees by December 1, 2014.

## **NEW BUSINESS**

None

## **AUDIENCE PARTICIPATION**

Mr. Holter commented on the fire hydrant fee owed by Muskegon Charter Township.

## **ADJOURN**

There being no further business to come before the Water System Policy Board, the meeting adjourned at 2:23 p.m.

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Kim Arter, Chair

Muskegon County  
Water System Policy Board  
December 9, 2014  
2:00 p.m.  
Training Center  
133 E. Apple Avenue, Room 202  
Muskegon, Michigan 49442

Kim Arter, Chair

Susie Hughes, Vice Chair

**MINUTES**

**CALL TO ORDER**

The meeting was called to order by Chair Arter at 2:00 p.m.

**ROLL**

Present: Kim Arter, Laketon Township Supervisor  
Chris Hall, Dalton Township Supervisor  
Susie Hughes, Muskegon County Commissioner  
David Kieft, Muskegon Charter Township Supervisor  
Kenneth Mahoney, Muskegon County Board Chair  
Terry Sabo, Muskegon County Commissioner  
Sam St. Amour, Fruitland Township Supervisor

Excused:

Staff

Present: John Warner, Public Works Director  
Tina Nash, DPW Departmental Clerk

Others

Present: David Bossenbroek, Attorney  
Jerry Sanders, Muskegon Charter Township DPW Director  
Rod Siegel, Laketon Township Building Official and Water/Sewer Supervisor  
Jan L. Deur, Fruitland Township Trustee  
Jeffrey Wood, Muskegon Charter Township Treasurer  
Matthew C. VanHoef, Attorney

**APPROVAL OF AGENDA**

WSPB-14-050 Moved by Hughes, seconded by St. Amour, to approve the agenda as presented.

**Motion carried**

**APPROVAL OF MINUTES**

WSPB-14-051 Moved by Hughes, seconded by Hall, to approve the minutes of the meeting held November 4, 2014.

**Motion carried**

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

None

**ITEMS FOR CONSIDERATION:**

WSPB-14-052 **Approve FY2015 Budget for the Muskegon County Regional Water System.**

Moved by St. Amour, seconded by Hughes, to approve the FY2015 budget for the Muskegon County Regional Water System as presented.

Roll call:

Ayes – Hall, Mahoney, St. Amour, Sabo, Hughes, Arter

Nays – Kieft

Abstain – None

**Motion carried**

**ITEMS FOR DISCUSSION:**

**Delinquent Bill Sub-Committee Report Update**

Mr. St. Amour stated the sub-committee has not met. Mr. St. Amour stated he does have information that he will be sending the group.

Commissioner Sabo clarified that this is only to review what other municipalities do and doesn't mean that this Board would make any changes, but for informational purposes to understand what our options are. Mr. St. Amour stated that Commissioner Sabo is correct.

Ms. Arter stated they will look for the recommendation at next month's meeting.

**INFORMATION ITEMS**

WSPB-14-053 Moved by Kieft, seconded by Mahoney, that the following information items be received and placed on file:

1. New Meter Set List for November 2014
2. Local Fund Balance Sheet for November 2014

**Motion carried**

## **REPORTS**

### **Water System Update**

The Water System Update was accepted as written by John Warner and distributed in a memo for information.

Commissioner Hughes asked Mr. Warner what was wrong with the roof. Mr. Warner stated that there was an approximate 6 to 8 inch hole in the roof and the soffit was blown off. Commissioner Hughes asked if they have insurance to cover damages. Mr. Warner stated they do, but this was a \$2000.00 repair so they went ahead and paid it.

Commissioner Hughes asked Mr. Warner how they determine if a home is vacant. Mr. Warner stated that Rob Ribbens watches the homes on his route for activity. Commissioner Hughes suggested that a letter be sent to the municipalities and ask that they notify the Water Department if they know of any vacant homes. Mr. Warner thought that was a good idea and will look into doing this in the future.

Commissioner Sabo inquired if a customer could request their water be turned off for the winter. Mr. Warner stated that they could and some do. Mr. Warner stated the customers are not charged a fee for this service. Commissioner Hughes suggested that Mr. Warner notify the municipalities of this service so they can inform the residents.

Ms. Arter asked Mr. Warner if they get requests from banks to shut off water. Mr. Warner stated he didn't know for sure because those types of calls are handled by the Account Clerk in the Water Department.

## **OLD BUSINESS**

### **Payment of Muskegon Charter Township Fire Hydrant Fees**

Ms. Arter asked Mr. Kieft if he had an update. Mr. Kieft stated he did not. Mr. Kieft informed the Board that he had planned to have this on Muskegon Charter Townships meeting agenda in December; however this has changed and if Muskegon Charter Township's board members decide to do so it will be on the agenda for January's meeting, but at this time no further action has been taken by Muskegon Charter Township's board.

WSPB-14-054 Moved by Hall, seconded by St. Amour, that the Policy Board of the Muskegon County Regional Water System request Dalton Township, Fruitland Township, Laketon Township and the County of Muskegon authorize the taking of legal action on their respective behalf against Muskegon Township to collect past due amounts from Muskegon Township for the hydrant fee due and payable under the amended and restated Muskegon County Regional Water System management contract and the approved budget of the Muskegon County Regional Water System. Said legal action may include filing suit to enforce the contract and collect said past due amounts.

**OLD BUSINESS CONT'D**

Ms. Arter requested Mr. Bossenbroek to address the Board concerning this motion.

Discussion followed.

Commissioner Hughes stated her concerns over the funding of the system. Mr. Bossenbroek addressed her concerns. Mr. Bossenbroek referred to the comparison done by Mr. Warner and his staff; if they got rid of the Hydrant Fee and spread the costs among the users of the system based on the REU's the net effect of that would be Muskegon Township's residents would pay \$13,000.00 more. Commissioner Hughes asked Mr. Kieft if that is what he would want. Mr. Kieft stated that the rates and charges should be paid for by the users of the system.

Discussion continued.

Roll call:  
Ayes – Mahoney, St. Amour, Sabo, Hall, Arter  
Nays – Kieft, Hughes  
Abstain – None

**Motion carried**

It was requested that Mr. Kieft bring a proposal to the Board for review.

**NEW BUSINESS**

Mr. Kieft asked Ms. Arter why the meeting was moved from Muskegon Charter Township hall to the Training Center. Ms. Arter stated she felt it was a better venue.

**AUDIENCE PARTICIPATION**

Matt VanHoef, attorney representing Muskegon Charter Township addressed the Board regarding the hydrant fee payment.

**ADJOURN**

There being no further business to come before the Water System Policy Board, the meeting adjourned at 3:02 p.m.

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Kim Arter, Chair