

Muskegon County
Water System Policy Board
January 9, 2019
10:00 a.m.
Michael E. Kobza Hall of Justice
990 Terrace Street
Board of Commissioners Room, 4th Floor

Tony Barnes, Chair

Marcia Jeske, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Barnes at 10:00 a.m.

ROLL

Present: Kim Arter, Laketon Township Supervisor
Tony Barnes, Dalton Township Supervisor
Marcia Jeske, Fruitland Township Supervisor
Susie Hughes, Muskegon County Commissioner
David Kieft, Muskegon Charter Township Supervisor
Kenneth Mahoney, Muskegon County Commissioner
I. John Snider II, Muskegon County Commissioner

Excused:

Staff

Present: Matt Farrar, Public Works Director
Tina Nash, Public Works Coordinator
Carly Hines, Public Works Finance and Sustainability Administrator
Crystal Morgan, WSPB Attorney
Mark Eisenbarth, County Administrator

ELECTION OF OFFICERS

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

Commissioner Hughes nominated Tony Barnes for Chair.
Kim Arter nominated Marcia Jeske for Chair.
There were no other nominations for Chair.

Chair Barnes closed the nominations for Chair.

WSPB-19-001 Moved by Commissioner Mahoney, seconded by Commissioner Hughes, to cast a unanimous ballot for Tony Barnes as Chair.

Votes for Marcia Jeske: Arter, Snider

Votes for Tony Barnes: Hughes, Mahoney, Wood, Jeske, Barnes

Tony Barnes assumed the Chair.
Chair Barnes presiding.

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

Commissioner Hughes nominated Marcia Jeske for Vice Chair.
There were no other nominations for Vice Chair.

Chair Barnes closed the nominations for Vice Chair.

WSPB-19-002 Moved by Commissioner Hughes, seconded by Commissioner Snider, to cast a unanimous ballot for Marcia Jeske as Vice Chair.

Voice Vote: Motion Carried

Marcia Jeske assumed the Vice Chair.

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

ELECTION OF OFFICERS CONT'D

Commissioner Hughes nominated Tina Nash for Secretary.
There were no other nominations.
Chair Barnes closed the nominations.

WSPB-19-003 Moved by Commissioner Hughes, supported by Marcia Jeske, to cast a unanimous ballot and Designate Tina Nash for Secretary of the Muskegon County Regional Water System Policy Board.

Voice Vote: **Motion Carried**

Chair Barnes opened designations for Fiscal Officer of the Muskegon County Regional Water System Policy Board.

Commissioner Hughes nominated Carly Hines for Fiscal Officer.
There were no other nominations.
Chair Barnes closed the nominations.

WSPB-19-004 Moved by Commissioner Mahoney, supported by Commissioner Snider, to cast a unanimous ballot and Designate Carly Hines for Fiscal Officer of the Muskegon County Regional Water System Policy Board.

Voice Vote: **Motion Carried**

WSPB-19-005 APPROVAL OF AGENDA

Moved by Commissioner Hughes, seconded by Marcia Jeske, to approve the agenda as presented.

Voice Vote: **Motion Carried**

WSPB-19-006 APPROVAL OF MINUTES

Moved by Commissioner Mahoney, seconded by Commissioner Snider, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on December 5, 2018.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

ITEMS FOR DISCUSSION

Appendix C

Chair Barnes opened the floor for discussion. Matthew Farrar stated staff reviewed Crystal Morgan's comments on Appendix C. Matthew Farrar stated staff has no issues with them. Matthew Farrar stated they removed items addressed by the plumbing code.

There was discussion on section 2.2 regarding the various types of properties being addressed. Jeff Wood stated he agreed with Crystal Morgan's proposed language on sections 1.5 and 2.3. Jeff Wood asked Matthew Farrar if section 2.6 and 2.8 was covered by code. Matthew Farrar stated they were. Jeff Wood asked about section 2.16 and if the County standard contract requires these items be provided to the Townships or County. Matthew Farrar he is referring to the bidding process and the requirements of the County. Jeff Wood stated section 2.17 needs to be updated to reflect the current code.

Crystal Morgan will update Appendix C based on today's discussion and send a revised copy to the Board members for them to review.

WSPB-19-007 INFORMATIONAL ITEMS

Moved by Marcia Jeske, seconded by Commissioner Hughes, that the following information items be received and placed on file:

1. Local Fund Balance Sheet for December 2018
2. Meter Set List for December 2018
3. Check Disbursement Report

Voice Vote: **Motion Carried**

REPORTS

Water System Update

The Water System Update was accepted as written and distributed for information.

Matthew Farrar provided an update on the channel crossing. Matthew Farrar stated they have had frequent meetings with the City of Muskegon. The City would like to redo Beach Street where our water main needs to go. Matthew Farrar stated we will both save money by working on this together. Matthew Farrar stated there will be meetings scheduled with the MDEQ.

Matthew Farrar informed the Board that Steve Fink, Public Works Engineer & Projects Manager, received his MDEQ S-1 Waterworks System Operator license.

OLD BUSINESS

Jeff Wood stated the Management Contract sub-committee will meet on January 28th.

NEW BUSINESS

None

AUDIENCE PARTICIPATION

Chair Barnes thanked everyone for their work on Appendix C.

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:37 a.m.

Tony Barnes, Chair

Muskegon County
Water System Policy Board
May 1, 2019
10:00 a.m.
Michael E. Kobza Hall of Justice
990 Terrace Street
Board of Commissioners Room, 4th Floor

Tony Barnes, Chair

Marcia Jeske, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Barnes at 10:00 a.m.

ROLL

Present: Kim Arter, Laketon Township Supervisor
Tony Barnes, Dalton Township Supervisor
Marcia Jeske, Fruitland Township Supervisor
Jennifer Hernandez, Muskegon Charter Township Supervisor
Kenneth Mahoney, Muskegon County Commissioner
I. John Snider II, Muskegon County Commissioner

Excused: Susie Hughes, Muskegon County Commissioner

Staff

Present: Matt Farrar, Public Works Director
Tina Nash, Public Works Coordinator
Carly Hines, Public Works Finance and Sustainability Administrator
Robert Ribbens, Environmental Manager
Crystal Morgan, WSPB Attorney

WSPB-19-008 APPROVAL OF AGENDA

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

Voice Vote: **Motion Carried**

Chair Barnes welcomed Jennifer Hernandez to the Water System Policy Board.

WSPB-19-009 APPROVAL OF MINUTES

Moved by Marcia Jeske, seconded by Commissioner Snider, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on January 9, 2019.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

ITEMS FOR DISCUSSION

Appendix C

Commissioner Snider commended those who worked on Appendix C. Kim Arter stated the subcommittee members were herself, Marcia Jeske, Matthew Farrar, Robert Ribbens and Crystal Morgan. Chair Barnes also thanked those involved for the time and work done on Appendix C.

Matthew Farrar stated Appendix C was looked at line by line. Matthew Farrar noted the subcommittee tried to align the terms and phrases and do away with items covered by the plumbing code and other laws.

Crystal Morgan pointed out that the redline version presented contains all of the changes since the beginning. Chair Barnes asked the board members to review Appendix C one last time for changes. Kim Arter requested this be an action item on the next agenda.

INFORMATIONAL ITEMS

WSPB-19-010 Moved by Commissioner Snider, seconded by Kim Arter, that the following informational items be received and placed on file:

1. Local Fund Balance Sheet for April 2019
2. Meter Set List for April 2019
3. Check Disbursement Report

Voice Vote: **Motion Carried**

WSPB-19-011 Moved by Marcia Jeske, seconded by Jennifer Hernandez, that the following informational items be received and placed on file:

4. Annual Water Quality Report for Eastside and Northside Water Systems

Commissioner Snider asked if the reports were publicized. Matthew Farrar stated the state has strict guidelines for posting Water Quality Reports and we follow those requirements.

Matthew Farrar stated the water quality is excellent and we have a very good water plant.

Chair Barnes asked Matthew Farrar about PFAS. Matthew Farrar stated there is a standard set by the EPA and we have been testing since 2012 for PFAS at the water plant. The latest results were 2 parts per trillion, which is very good.

Matthew Farrar pointed out the change in amount of fluoride treatment.

Voice Vote: **Motion Carried**

WSPB-19-012 Moved by Commissioner Mahoney, seconded by Marcia Jeske, that the following informational items be received and placed on file:

5. Regional Water System Graphs

Chair Barnes asked Matthew Farrar about the spikes. Matthew Farrar stated most spikes are driven by weather conditions.

Voice Vote: **Motion Carried**

OLD BUSINESS

Chair Barnes asked for an update from the Management Contract Subcommittee members. Kim Arter stated there have been several meetings but none since Jeff Wood left. Crystal Morgan stated the subcommittee members met 3 times and went through a preliminary analysis of the entire contract. She is currently working on draft language before the subcommittee meets again.

Chair Barnes appointed Jennifer Hernandez to the Management Contract Subcommittee to replace Jeff Wood.

Chair Barnes appointed Kim Arter as Chair of the Management Contract Subcommittee.

NEW BUSINESS

Commissioner Snider asked for an update on the Channel Crossing Project. Matthew Farrar stated staff is working with many state agencies getting required approvals. Matthew Farrar pointed out the project will be broken down into phases. Matthew Farrar thanked the City of Muskegon staff for working with the County on this project which will save on costs. Matthew Farrar stated they are working with the MDEQ on a possible alternate route that also could save money if approved.

Kim Arter asked if the State Park campground could connect to water. Matthew Farrar stated it would be possible.

Matthew Farrar stated the cooperation with the State of Michigan agencies and the City of Muskegon has been very good.

AUDIENCE PARTICIPATION

Jennifer Hernandez introduced Muskegon Charter Township's new Treasurer, Lindsay Theile.

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:44 a.m.

Tony Barnes, Chair

Muskegon County
Water System Policy Board
June 5, 2019
10:00 a.m.
Michael E. Kobza Hall of Justice
990 Terrace Street
Board of Commissioners Room, 4th Floor

Tony Barnes, Chair

Marcia Jeske, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Barnes at 10:00 a.m.

ROLL

Present: Tony Barnes, Dalton Township Supervisor
Marcia Jeske, Fruitland Township Supervisor
Chris Hall, Laketon Township Building Inspector
Jennifer Hernandez, Muskegon Charter Township Supervisor
Susie Hughes, Muskegon County Commissioner
I. John Snider II, Muskegon County Commissioner

Excused: Kenneth Mahoney, Muskegon County Commissioner

Staff

Present: Matt Farrar, Public Works Director
Tina Nash, Public Works Coordinator
Carly Hines, Public Works Finance and Sustainability Administrator
Steve Fink, Public Works Engineer & Projects Manager
Crystal Morgan, WSPB Attorney

WSPB-19-013 APPROVAL OF AGENDA

Moved by Commissioner Hughes, seconded by Marcia Jeske, to approve the agenda as presented.

Voice Vote: **Motion Carried**

WSPB-19-014 APPROVAL OF MINUTES

Moved by Marcia Jeske, seconded by Jennifer Hernandez, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on May 1, 2019.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

PRESENTATION – 2019 – 2020 Budget

Matthew Farrar presented the fiscal year 2019-2020 Regional Water System budget. Matthew Farrar noted the need to prepare for future bond payments for the channel crossing project. Matthew Farrar stated this year they are predicting around \$80,000 in retained earnings. Matthew Farrar stated the proposed budget for fiscal year 2019 -2020 includes the recommended 10% rate increase. Matthew Farrar stated in fiscal year 2019-2020 they are estimating approximately \$370,000 in retained earnings. Matt provided an overview of the revenues, expenses and the 5 year capital improvement plan.

ITEMS FOR Consideration

WSPB -19-015 Recommend Appendix C

Chair Barnes thanked the subcommittee and the attorney for their work on Appendix C.

Moved by Commissioner Snider, seconded by Commissioner Hughes, motion pursuant to Section 3 of the Uniform Water Rate Ordinance, which provides that the Policy Board shall make such rules, regulations and bylaws governing the operation of the Water System, the collection of charges therefor, and for the management and protection of the Water System as it may deem necessary, to approve Appendix C, entitled "Rules and Regulations", as amended with a draft date of May 28, 2019, and to submit the amended Appendix C to the Muskegon County Board of Public Works and the Townships for approval.

Voice Vote: **Motion Carried**

WSPB-19-016 Recommend Rate Increase

Moved by Commissioner Snider, seconded by Chair Barnes, to recommend to the Muskegon County Board of Public Works that it increase the commodity rate from \$3.82 per cubic foot to \$4.01 per cubic foot and increase the monthly ready-to-serve charge base from \$11.25 to \$14.06.

Marcia Jeske asked if each municipality would need to approve the rate change. Crystal Morgan stated she would prepare cover resolutions and distribute them by email for both revised Appendix B and revised Appendix C.

Roll Call:

Yes – Hall, Hernandez, Hughes, Snider, Jeske, Barnes

No – None

Excused - Mahoney

Motion Carried

INFORMATIONAL ITEMS

WSPB-19-017 Moved by Commissioner Hughes, seconded by Jennifer Hernandez, that the following informational items be received and placed on file:

1. Local Fund Balance Sheet for May 2019
2. Meter Set List for May 2019
3. Check Disbursement Report
4. Monthly Report for May 2019

Voice Vote: **Motion Carried**

OLD BUSINESS

Steve Fink provided an update on the channel crossing project. Steve Fink stated the focus has been on the first portion of the channel crossing from the water plant up to the channel. DPW staff and the design consultant have met several times with the City of Muskegon and have reached an agreement on the route up Beach Street. The cost sharing agreement is in the process of being finalized. Steve Fink stated they have been meeting with Johnson & Anderson on two possible routes through the State Park. Steve Fink discussed the two alternative routes and explained the pros and cons of each option. Steve Fink stated the next step will be to meet with the State Park and get their concurrence on both possible routes. Steve Fink stated they are looking to bid out the first portion of the project in the City of Muskegon in September.

Chair Barnes mentioned the email from the Crystal Morgan regarding the VFW. Crystal Morgan stated she directed the VFW to the township and explained the Water System Policy Board does not set or recommend sewer rates.

NEW BUSINESS

None

AUDIENCE PARTICIPATION

None

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:28 a.m.

Tony Barnes, Chair

Muskegon County
Water System Policy Board
August 7, 2019
10:00 a.m.
Michael E. Kobza Hall of Justice
990 Terrace Street
Board of Commissioners Room, 4th Floor

Tony Barnes, Chair

Marcia Jeske, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Barnes at 10:00 a.m.

ROLL

Present: Kim Arter, Laketon Township Supervisor
Tony Barnes, Dalton Township Supervisor
Melissa Beegle, Fruitland Township Treasurer
Jennifer Hodges, Muskegon Charter Township Supervisor
Susie Hughes, Muskegon County Commissioner
I. John Snider II, Muskegon County Commissioner [arrived at 10:07 a.m.]

Absent: Kenneth Mahoney, Muskegon County Commissioner

Staff

Present: Matt Farrar, Public Works Director
Tina Nash, Public Works Coordinator
Carly Hines, Public Works Finance and Sustainability Administrator
Steve Fink, Public Works Engineer & Projects Manager
Crystal Morgan, WSPB Attorney

WSPB-19-018 APPROVAL OF AGENDA

Moved by Jennifer Hodges, seconded by Commissioner Hughes, to approve the agenda as presented.

Voice Vote: **Motion Carried**

WSPB-19-019 APPROVAL OF MINUTES

Moved by Commissioner Hughes, seconded by Jennifer Hodges, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on June 5, 2019.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

ITEMS FOR Consideration

WSPB -19-020 Recommend Fiscal Year 2019/2020 Budget

Moved by Commissioner Hughes, seconded by Jennifer Hodges, to recommend to the Board of Commissioners the approval of the fiscal year 2020 budget for the Muskegon County Regional Water System as presented.

Matthew Farrar clarified the water system is only charged labor costs when a County employee works for the system. Matthew Farrar stated there is approximately \$2.1M from a previous bond sale set aside for the initial phase of the channel crossing project. Matthew Farrar stated raising the rates by small amounts will provide the funds to make the bond payments when we sell bonds for the channel crossing project and it won't be such a burden to the water customers.

Roll Call:

Yes – Arter, Hodges, Hughes, Snider, Barnes

No – Beegle

Absent - Mahoney

Motion Carried

WSPB-19-021 Recommend Cost Sharing Agreement

Moved by Commissioner Hughes, seconded by Commissioner Snider, to recommend the cost sharing agreement for Phase I of the Channel Crossing project between the County and the City of Muskegon.

Matthew Farrar stated Phase I is from Beach Street to the channel. Matthew Farrar stated the agreement outlines the costs to the City of Muskegon and the costs to the County. Matthew Farrar stated the City of Muskegon's water customers located north of the channel will become customers of the County and a master meter will be installed south of the channel.

Roll Call:

Yes –Snider, Beegle, Arter, Hodges, Hughes, Barnes

No – None

Absent - Mahoney

Motion Carried

INFORMATIONAL ITEMS

WSPB-19-022 Moved by Commissioner Hughes, seconded by Commissioner Snider, that the following informational items be received and placed on file:

1. Local Fund Balance Sheet for July 2019
2. Meter Set List for July 2019
3. Check Disbursement Report
4. Monthly Graphs

Voice Vote: **Motion Carried**

OLD BUSINESS

Steve Fink provided an update on the channel crossing project. Steve Fink stated they are currently working on the contract for work on Beach Street through Pere Marquette. Steve Fink informed the Board that Johnson & Anderson was purchased by DLZ. Steve Fink stated DLZ will begin to work on the design and specifications for the city water services portion that connects to the 30 inch watermain. Steve Fink stated they hope to have that ready to go out for bids in October to allow for spring 2020 start. Steve Fink stated once this is completed DLZ will work on the directional boring contract. Steve Fink informed the Board a soil boring was done near the channel that went down 150 feet and it was all sand and clay.

Commissioner Snider asked if the same principals would be working on this project. Steve Fink stated they are not aware of any changes in personnel for this project. Steve Fink stated he is still working with the same individuals from Johnson & Anderson.

NEW BUSINESS

Melissa Beegle asked if we are in accordance with the State of Michigan Lead and Copper Rule revision. Matthew Farrar stated we are.

AUDIENCE PARTICIPATION

None

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:21 a.m.

Tony Barnes, Chair

Muskegon County
Water System Policy Board
December 4, 2019
10:00 a.m.
Michael E. Kobza Hall of Justice
990 Terrace Street
Board of Commissioners Room, 4th Floor

Tony Barnes, Chair

Marcia Jeske, Vice Chair

MINUTES

CALL TO ORDER

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

ROLL

Present: Kim Arter, Laketon Township Supervisor
Tony Barnes, Dalton Township Supervisor
Marcia Jeske, Fruitland Township Supervisor
Jennifer Hodges, Muskegon Charter Township Supervisor
I. John Snider II, Muskegon County Commissioner

Excused: Susie Hughes, Muskegon County Commissioner
Kenneth Mahoney, Muskegon County Commissioner

Staff

Present: Matt Farrar, Public Works Director
Tina Nash, Public Works Coordinator
Steve Fink, Public Works Engineer & Projects Manager
Mark Eisenbarth, County Administrator

WSPB-19-023 APPROVAL OF AGENDA

Moved by Marcia Jeske, seconded by Jennifer Hodges, to approve the agenda as presented.

Voice Vote: **Motion Carried**

WSPB-19-024 APPROVAL OF MINUTES

Moved by Commissioner Snider, seconded by Kim Arter, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on August 7, 2019.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

ITEMS FOR Consideration

WSPB -19-025 Approve the 2020 Meeting Schedule

Moved by Marcia Jeske, seconded by Commissioner Snider, to adopt the attached 2020 meeting schedule for the Muskegon County Regional Water System Policy Board.

Voice Vote: **Motion Carried**

INFORMATIONAL ITEMS

WSPB-19-026 Moved by Marcia Jeske, seconded by Jennifer Hodges, that the following informational items be received and placed on file:

1. Local Fund Balance Sheet for November 2019
2. Meter Set List for November 2019
3. Check Disbursement Report
4. Monthly Graphs

Matthew Farrar stated the municipalities may request their local fund balance at any time.

Voice Vote: **Motion Carried**

OLD BUSINESS

Matthew Farrar reviewed the Channel Crossing Project schedule with the Board (attached). Matthew Farrar stated, per the request of the City of Muskegon, a very limited amount of work can be done between Memorial Day and Labor Day. Matthew Farrar stated the plans and specifications for Contract No. 1/Beach Street will be made available at the Public Works office for WSPB members to review.

Discussion ensued regarding the County's bidding procedures and policies.

Matthew Farrar stated due to the amount remaining of the earmarked bond proceeds for the Channel Crossing Project he believes they will not need to go to the bond market until early 2021 depending on construction schedule.

Matthew Farrar informed the Board the soil borings collected went about 150 feet down. The results found sand and clay. Matthew Farrar stated they should be able to directional drill with no problems.

Steve Fink stated he has been monitoring and measuring the beach erosion in the area of the 30" stub since early October. Steve Fink stated there has been minimal amount of erosion in the area. Steve Fink stated he is working with DLZ to see if additional measures should be taken to protect the stub.

Matthew Farrar stated a year ago staff met with the State of Michigan and consultants. They concluded there may be the opportunity to stop pipe at the State Park beach bath house area and drill under the dunes for connection on Memorial Drive. Matthew Farrar stated he may request in February 2020 a contract modification for DLZ to design a route under the dunes. The original planned design route was up the park access to road to Memorial Drive and then east toward Peterson Road. Both routes could then be bid.

Matthew Farrar informed the members Johnson & Anderson was purchased by DLZ. Matthew Farrar stated he will be requesting approval to assign the JA contract to DLZ.

NEW BUSINESS

Matthew Farrar clarified for forced connections the townships use their attorney. Kim Arter stated the requests for reimbursement is approved by the Board.

AUDIENCE PARTICIPATION

None

ADJOURN

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

Tony Barnes, Chair

Channel Crossing Project Update:

Tentative Schedule for Phase I – Beach Street:

- January 8, 2020: Water Policy Board Approve Plans and Specifications
- January 9, 2020: Go out for bids on bidnetdirect.com
- January 30, 2020: Bids due
- February 5, 2020: Water Policy Board approve the project & recommend to the Board of Public Works the lowest responsible bidder
- February 13, 2020: Board of Public Works award contract to lowest responsible bidder¹
- February 2020 – Memorial Day 2020: Contractor may begin work from the filtration plant to approximately 800' north on the pipeline segment not underneath Beach Street.
- After Labor Day 2020, contractor to begin installing water main within Beach Street , install water services to homes along Beach Street, and reconstruct the road.
- Final completion by Memorial Day 2021.

Project Coordination with the City of Muskegon

The first phase of the Channel Crossing Project project will begin at the filtration plant and continue north in Beach Street to the channel (stop at the beginning of Margaret Drake Elliot Park). This project will need coordination with the City of Muskegon's round-a-bout installation at the intersection of Beach Street and Lakeshore Drive. Muskegon will install the round-a-bout in spring 2020. The primary work on Phase I of

¹ Date tentative as the Board of Commissioners has not yet set the 2020 meeting schedule.

the Channel Crossing Project will begin after Labor Day 2020. No work can be done between Memorial and Labor days.

Required Approvals-Assign J&A Contract to “J&A, a DLZ Company” & Approve Plans & Specifications

Section 7(c), page 16 of the Amended and Restated Muskegon County Regional Water System Management Contract states, *“All plans and specifications for the expansions, extensions, improvements and changes to the System shall be prepared by engineers selected by or acceptable to the System Policy Board, and the plans and specifications thus prepared must be approved by the County and the System Policy Board.”*

The Water Policy Board previously selected J&A as the project engineer. Since J&A was purchased by DLZ, staff is preparing contract assignment language that will transfer the obligations of the J&A contract to “J&A, a DLZ Company”. This will be presented to the Water Policy Board at its January 8, 2020 meeting for consideration and approval.

Also at the January 8, 2020 meeting, staff will request approval of the plans & specifications for Phase I. A full set of plans & specifications are available at the DPW office for Water Policy Board members to review.

Project Approval

Section 7(c), page 16 of the Amended and Restated Muskegon County Regional Water System Management Contract states, *“Reviewing and approving any request for expansions, extensions, improvements or changes to the System, which approval shall not be unreasonably withheld.”*

At the February 5, 2020 meeting, staff will request the Water Policy Board approve the project and recommend the lowest responsible bidder to the Board of Public Works for contract award. The Board of Public Works is tentatively scheduled to consider bid award on February 13, 2020.