


MUSKEGON COUNTY REGIONAL  
WATER SYSTEM POLICY BOARD  
MUSKEGON COUNTY SOUTH CAMPUS  
TRAINING CENTER, ROOM 202  
133 E. APPLE AVENUE

A G E N D A  
JUNE 8, 2010  
1:30 P.M.

- A. Call To Order.
- B. Roll.
- C. Approval of Minutes.
- D. Items for Consideration:
  - 1. Proposal from ACI Finance.
- E. Items for Discussion:
  - 1. Great Lakes Ford Waterline Extension.
  - 2. Clarification on Mandatory Connections.
- F. Information Items:
  - 1. Regional Water System Payables.
  - 2. Budget Status.
  - 3. New Meters Set List.
  - 4. Local Fund Balance Sheet.
- G. Reports:
  - 1. Water System Update.
- H. Old Business.
- I. New Business.
- J. Audience Participation.
- K. Adjourn.

**REQUEST FOR CONSIDERATION  
MUSKEGON COUNTY  
REGIONAL WATER SYSTEM POLICY BOARD**

<b>MUSKEGON COUNTY REGIONAL WATER SYSTEM POLICY BOARD</b>		<b>BUDGETED</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIAL	
REQUESTOR Public Works	MEETING DATE June 8, 2010	REQUESTOR SIGNATURE 	
<b>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</b>  Approve the minutes of the meeting held April 6, 2010.			
<b>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</b>  I move to approve the minutes of the meeting held April 6, 2010.			

APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO      DATE
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FORWARD TO PUBLIC WORKS BOARD <input type="checkbox"/> YES <input type="checkbox"/> NO
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M I N U T E S

Muskegon County Regional  
Water System Policy Board  
Muskegon County South Campus  
Training Center  
Muskegon, Michigan  
April 6, 2010

CALL TO ORDER

The meeting was called to order by Chairman David Kieft at 1:30 p.m.

ROLL

Members

Present: Kim Arter, Laketon Township  
Charles Buzzell, County Commissioner  
Chris Hall, Dalton Township  
David Kieft, Muskegon Charter Township  
Ken Mahoney, County Commissioner  
Charles Nash, County Commissioner  
Jan Deur, Fruitland Township  
John Snider, County Commissioner

Excused: Sam St. Amour, Fruitland Township

Staff

Present: John Warner, County DPW  
Karen Fisher, County DPW

Others

Present: Deb Ackerman, Egelston Township  
Stephanie Barrett, Dalton Township  
Dave Fisher, Muskegon Charter Township  
Jeff Wood, Muskegon Charter Township  
Mike Thompson, Egelston Township

WSPB-10-022 - APPROVAL OF MINUTES

Moved by Chris Hall, seconded by Kim Arter, to approve the minutes of the meeting held February 9, 2010.

Motion carried

Muskegon County Regional  
Water System Policy Board  
April 6, 2010  
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WSPB-10-023 - PURCHASE OF SOFTWARE FOR GIS

Moved by John Snider, seconded by Charles Nash, to approve the purchase of the ArcEditor software in the amount of \$6,312.21 for the Public Works Department to be used with the County GIS system for the purposes of input, modifying and using public utility data within the system with costs being paid by the Regional Water fund, 5910.

Roll call: Ayes - Arter; Buzzell; Hall; Kieft; Mahoney; Nash;  
Deur; Snider.

Nays - None.

Motion carried

WSPB-10-024 - LAKETON TOWNSHIP WATER SERVICES CONTRACT 2

Moved by Charles Nash, seconded by John Snider, to concur with staff and recommend to the Board of Public Works to award the Laketon Township Water Services Contract 2 (RFB-10-1711) project to Midwest Trenchless Services of Grant, Michigan, for their bid price of \$243,500 with costs being paid by the Greenridge Water fund, 4150-4155.

Roll call: Ayes - Snider; Deur; Nash; Mahoney; Kieft; Hall;  
Buzzell; Arter.

Nays - None.

Motion carried

WSPB-10-025 - LAKETON TOWNSHIP WATER SERVICES CONTRACT 3

Moved by Charles Nash, seconded by John Snider, to concur with staff and recommend to the Board of Public Works to award the Laketon Township Water Services Contract 3 (RFB-10-1712) project to Midwest Trenchless Services of Grant, Michigan, for their bid price of \$197,900 with costs being paid by the Greenridge Water fund, 4150-4155.

Muskegon County Regional  
Water System Policy Board  
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WSPB-10-025 - LAKETON TOWNSHIP WATER SERVICES CONTRACT 3 CONT'D

Roll call: Ayes - Arter; Buzzell; Hall; Kieft; Mahoney; Nash;  
Deur; Snider.

Nays - None.

Motion carried

WSPB-10-026 - INFORMATION ITEMS

Moved by John Snider, seconded by Charles Nash, that the  
following information items be received and placed on file:

1. Regional Water System Payables.
2. New Meters Set List.
3. Local Fund Balance Sheet.

Motion carried

WSPB-10-027 - REPORTS - WATER SYSTEM UPDATE

The Water System Update was distributed for information.

Mr. Warner stated that the Whitehall Road elevated tank has been isolated and taken off line after minute amounts of xylene and ethyl benzene were detected after flushing the line. The tank will be drained, refilled and retested. Other sites on the line will also be tested. The levels of xylene and ethyl benzene are far below the MCL (maximum contaminant limit) and are no health danger.

WSPB-10-028 - OLD BUSINESS

There was no old business.

Muskegon County Regional  
Water System Policy Board  
April 6, 2010  
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WSPB-10-029 - NEW BUSINESS

Moved by John Snider, seconded by Charles Nash, to approve the Joint Resolution of the Muskegon County Board of Commissioners and the Muskegon County Public Works Board and the Water Policy Board regarding the Bayer/fortu project.

Roll call: Ayes - Arter; Buzzell; Hall; Kieft; Mahoney; Nash; Deur; Snider.

Nays - None.

Motion carried

WSPB-10-030 - AUDIENCE PARTICIPATION

Commissioner Buzzell asked if staff anticipates a certain number of new meters to be set on a yearly basis.

Mr. Warner stated that a certain amount of REUs are budgeted each year, not meters that are physically set.

The New Meters Set List will be modified to show the targeted yearly amount and the amount to date.

Mike Thompson, Egelston Township Supervisor, inquired about the status of the Area Wide Water Study.

Mr. Warner stated hydrant tests are being done now and once the model is calibrated, the study should be near completion.

Copies will be distributed to all Board members when it is completed.

Dave Fisher stated that discussions will continue on developing a Purchasing Authority with the City of Roosevelt Park and City of North Muskegon to develop a model for submittal to the City of Muskegon.

Muskegon County Regional  
Water System Policy Board  
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WSPB-10-031 - ADJOURN

Moved by Jan Deur, seconded by John Snider, to adjourn the  
meeting at 2:10 p.m.


Motion carried

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David Kieft, Jr., Chairman

kf

**REQUEST FOR CONSIDERATION  
MUSKEGON COUNTY  
REGIONAL WATER SYSTEM POLICY BOARD**

<b>MUSKEGON COUNTY REGIONAL WATER SYSTEM POLICY BOARD</b>		BUDGETED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIAL	
REQUESTOR Public Works	MEETING DATE June 8, 2010	REQUESTOR SIGNATURE 	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>In 2007, when the Northside and Eastside Water Systems were combined into the Muskegon County Regional Water System, a rate study and financial study were performed to determine a rate and fee structure necessary to maintain the financial health of the water system. At that time, it was recommended that the rate and fee structure be revisited every three years. That makes 2010 the year that these structures need to be revisited. I have requested a proposal from ACI Finance who performed the original financial study to update the study this year. The proposed cost is \$6,500 for this study with the costs being paid from the Regional Water System funds 5910-0546 and 5910-0552. Staff recommends continuing to use ACI Finance as they set up the system we use now.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>I move to approve and recommend to the Board of Public Works to accept the proposal for \$6,500 from ACI Finance to update the financial and rate study for the Muskegon County Regional Water System with costs being split evenly between Water System funds 5910-0546 and 5910-0552.</p>			

APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO      DATE
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FORWARD TO PUBLIC WORKS BOARD <input type="checkbox"/> YES <input type="checkbox"/> NO
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June 1, 2010

John Warner  
Muskegon County

Greetings,

You have requested a proposal to update the water system financial analysis and rate study. It would be my pleasure to continue providing you rate management guidance.

Included will be a review of the funds performance since the last update. The level and trends in operation and maintenance will be discussed. An update of all user base parameters will be necessary to ensure proper assumptions for projections. Rate management scenarios will be proposed which will provide proper funding of operation, maintenance, debt, and fund balance.

The fee for the services outlined will be \$6,500 with routine expenses included.

ACI Finance, Inc.

Thomas Traciak  
President and  
Managing Consultant

REGIONAL WATER SYSTEM PAYABLES

Regional Water System Fund 5910

City of Muskegon	Water Dept. services March 2010 NS	\$ 5,429.22
City of Muskegon	Water Dept. services February 2010 NS	1,673.11
City of Muskegon	Water Dept. services February 2010 ES	10,304.41
City of Muskegon	Water Dept. services March 2010 ES	17,091.13
DTE Energy	Service 616 W. Giles	31.19
Britton & Bossenbroek	Legal services	255.00
DTE Energy	Service 1316 Keating	48.61
City of Muskegon	Water bill - Harvey	15,879.78
City of Muskegon	Water bill - Quarterline	28,423.71
City of Muskegon	Water bill - Keating	7.56
City of Muskegon	Water bill - Ottawa	29,918.00
Official Payments Corp.	April convenience fee	9.26
		<u>\$109,070.98</u>

### New Meters Set

Property Location	Customer Name		Install Date	TWP	Size	REU
386 BEAR LAKE R	LAURELL/SHIRLEY FREES	RES	05/01/10	LAK	3/4 I	1.0000
60 BEAR LAKE R	JUSTIN/CAROLYN WILSON	RES	05/05/10	LAK	1 INC	1.0000
250 BEAR LAKE R	JERRY/CAROL WEST	RES	05/06/10	LAK	3/4 I	1.0000
620 STRALEY ST	TERRY KESTELOOT	RES	05/06/10	NM	3/4 I	1.0000

### New Meters Set

Property Location	Customer Name		Install Date	TWP	Size	REU
1920 LAKETON	MUSKEGON CO. FEDERAL CREDIT	COM	05/01/10	MUS	1	1.0000
1961 CALVIN	PATRICK/AIDA FISHER	RES	05/10/10	MUS	3/4	1.0000
287 SHERIDAN N	CHARLOTT RUSCH	RES	05/21/10	MUS	3/4	1.0000
173 SHERIDAN	USA HOUSING & URBAN DEVELOP	RES	05/27/10	MUS	3/4	1.0000

LOCAL FUND BALANCE SHEET  
as of May 31, 2010

	YTD .05 PER UNIT OF WATER	YTD REU REIMBURSEMENT	CURRENT ACCOUNT BALANCE
DALTON TWP	\$ 127.42	\$ 300.00	\$ 3,565.65
FRUITLAND TWP	\$ 4.00	\$ -	\$ 4.00
LAKETON TWP	\$ 847.31	\$ 300.00	\$ 5,038.95
MUSKEGON TWP	\$ 4,408.17	\$ 600.00	\$ 4,022.29

# MUSKEGON COUNTY

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## M I C H I G A N

### BOARD OF PUBLIC WORKS

Marvin R. Engle  
Chair, District 5

James J. Derezhinski  
Vice Chair, District 4

Jeff Hepler  
Secretary

Charles L. Buzzell  
District 2

Lewis J. Collins  
District 6

Louis A. McMurray  
District 9

Charles Nash  
District 7

I. John Snider II  
District 3

Roger C. Wade  
District 10

### MEMORANDUM

TO: Chairman Kieft & Muskegon County Regional Water  
System Policy Board Members

FROM: John K. Warner, Deputy Director of Public Works

RE: Project Update

DATE: June 2, 2010

Greenridge - Contract #3 work is going very well. We have a handful of punch list items from Contract #1 to take care of yet but that should not take long to finish.

We are still waiting for C & D Hughes to complete their punch list items so that we can finalize that contract.

Northside - We are still seeing trace amounts of xylene. With luck, this week's test will show it gone since we are now running at least one tank volume through the tank daily, sometimes two tank volumes.

Eastside - All operations running smoothly at the moment. We are working on moving the Great Lakes Ford project forward in the fall so as to not disrupt the auto dealers in the summer which they say is their busiest season. Muskegon Township is working on securing the easements for the project.

JKW:kf

