

MUSKEGON COUNTY REGIONAL WATER SYSTEM POLICY BOARD
MICHAEL E. KOBZA HALL OF JUSTICE
990 TERRACE STREET
Board of Commissioners Room, 4th Floor
MUSKEGON MICHIGAN 49442
14 January 2014
2:00 P.M.

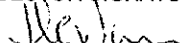
A G E N D A

- A. Call To Order.
- B. Roll.
- C. Election of Officers.
- D. Approval of Agenda.
- E. Approval of Minutes.
- F. Items for Consideration:
 - 1. Amend the schedule of the per-REU portion of the customer-paid connection fees.
(p. 7)
- G. Information Items:
 - 1. New Meter Set List for December 2013 (p. 8)
 - 2. Local Fund Balance Sheet for December 2013 (p.9)
- H. Reports:
 - 1. Water System Update (p. 10)
- I. Old Business.
 - 1. Payment to Duck Creek RV (Roger Jourdan)
- J. New Business.
- K. Audience Participation.
- L. Adjourn.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Regional Water System Policy Board		BUDGETED NON-BUDGETED PARTIALLY BUDGETED	
REQUESTING DEPARTMENT Public Works	COMMITTEE DATE January 07, 2014	REQUESTOR SIGNATURE 	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
Election of Officers – Chair, Vice Chair, Secretary, Deputy Secretary			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u>	
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>	
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee:			
			Date
AGENDA DATE:	AGENDA NO.:	BOARD DATE:	PAGE NO.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Regional Water System Policy Board		BUDGETED	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DEPARTMENT Public Works	COMMITTEE DATE January 7, 2014	REQUESTOR SIGNATURE 		
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
Approval of Minutes of the Dec 17, 2013 meeting of the Muskegon County Regional Water System Policy Board				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
I move to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on December 17, 2013				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u>		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>		
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee				
				Date
AGENDA DATE:	AGENDA NO.:	BOARD DATE:	PAGE NO.	

MINUTES

Muskegon County Regional
Water System Policy Board
Muskegon Charter Township
Township Hall
1990 Apple Avenue
Muskegon, MI 49442
December 17, 2013

CALL TO ORDER

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

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
Jan Deur, Fruitland Township
Roger Jordan
Joe Bush, Attorney
Jerry Sanders, Muskegon Township Department of Public Works

WSPB-13-074 – APPROVAL OF AGENDA

Moved by David Kieft, supported by Susie Hughes, to approve the November 17, 2013, agenda.

Motion carried.

WSPB-13-075 – APPROVAL OF MINUTES

Moved by Susie Hughes, supported by David Kieft, to approve the November 12, 2013 minutes.

The minutes should be changed to reflect the location was at Laketon Township, not the Board of Commissioners Room, Michael J. Kobza Hall of Justice. And, it should be Jeff Wood not Jeff Woods.

Motion carried.

WSPB-13-076 – Revenue sources

Chairman, Sam St. Amour has put together a non-binding advisory committee to study all revenue sources. Chris Hall will continue to be the chair.

Chris Hall has scheduled a meeting for January 7, 2014 at Dalton Township.

WSPB-13-077 – INFORMATION ITEMS

The following information items were received and placed on file:

1. New Meters Set List (November 2013)
2. Local Fund Balance Sheet (November 2013)

WSPB-13-078 – REPORTS – WATER SYSTEM UPDATE

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

WSPB-13-080 – OLD BUSINESS

None

WSPB-13-071 – NEW BUSINESS

None

WSPB-13-072 – AUDIENCE PARTICIPATION

Roger Jordan, co-owner of Duck Creek RV along with his Attorney, Joe Bush addressed the board on the issue of the County R.E.U.'s of Duck Creek Campground in light of the R.E.U.'s freeze.

WSPB-13-073 – ADJOURN

Moved by Dave Kieft, supported by Sam St. Amour, to adjourn the meeting at 2:51 p.m.

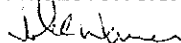
Motion carried.

Sam St. Amour
WSPB Chair

Mem

DRAFT

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Regional Water System Policy Board		BUDGETED	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DEPARTMENT Public Works		COMMITTEE DATE 07 January 2014		REQUESTOR SIGNATURE 
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>At the October 2013 Regional Water System Policy Board meeting, the Board voted to reduce the per-REU cost for those REU's over 1. A decision which I believe will pay off quite well over time. There is an issue which is tie-barred to the REU cost which must be addressed and that is the \$100/REU that goes back to the townships on any connection made within that township. With the reduced connection fees, the per-REU fee that goes back to the townships should also be reduced accordingly and should be computed as follows:</p> <p>1st REU = \$6,200 township receives \$100 2nd REU = \$4000, township receives \$64.50 3rd REU = \$2000, township receives \$32.25 4th REU = \$1000, township receives \$16.13 5th and subsequent REUs = \$500 each, township receives \$8.06 each.</p> <p>This a straight percentage reduction based on the cost of the first REU charged to the customer to connect to the water system.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>I move to amend the schedule of the per-REU portion of the customer-paid connection fees that go back to the respective townships such that the townships receive a reduced payment in association with the reduction in the per-REU connection charge as follows:</p> <p>1st REU = \$6,200, township receives \$100 2nd REU = \$4,000, township receives \$64.50 3rd REU = 2,000, township receives \$32.25 4th REU = \$1,000, township receives \$16.13 5th REU and all subsequent REU's = \$500 each, township receives \$8.06 per REU</p>				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
HUMAN RESOURCES ANALYSIS:		FINANCE & MANAGEMENT ANALYSIS:		
CORPORATE COUNSEL ANALYSIS:		ADMINISTRATOR RECOMMENDATION:		
<p>If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee</p> <div style="text-align: right; margin-right: 50px;"> <div style="border: 1px solid black; padding: 5px 20px; display: inline-block;">Date</div> </div>				
AGENDA DATE:	AGENDA NO.:	BOARD DATE:	PAGE NO.	

New Meters Set

Property Location	Customer Name		Installed	TWP	Size	REU
968 WITHAM RD		RES	LAK	12/10/13	LAK	3/4 I 1.00

New Meters Set

Property Location	Customer Name		Installed	TWP	Size	REU
2636 MACARTHUR		RES	W AND S	12/09/13	MUS	3/4 0.00
1460 MILL IRON		RES	W AND S	12/26/13	MUS	3/4 1.00
2465 ANNETTE		RES	W AND S	12/20/13	MUS	3/4 1.00

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LOCAL FUND BALANCE SHEET
as of December 31, 2013

	YTD .05 PER UNIT OF WATER	YTD REU REIMBURSEMENT	CURRENT ACCOUNT BALANCE
<u>DALTON TWP</u>	\$ 652.33	\$ 225.80	\$ 7,137.83
<u>FRUITLAND TWP</u>	\$ 7,468.04	\$ -	\$ 334.79
<u>LAKETON TWP</u>	\$ 3,895.97	\$ 900.00	\$ 4,510.25
<u>MUSKEGON TWP</u>	\$ 19,355.29	\$ 1,932.00	\$ 21,287.29

B

MUSKEGON COUNTY

M I C H I G A N

BOARD OF PUBLIC WORKS

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Chair, District 8

Benjamin E. Cross
Vice Chair, District 2

David S. Fisher
Drain Commissioner
Secretary

James J. Derezinski
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District 5

Susie Hughes
District 3


Charles Nash
District 6

Robert Scolnik
District 4

Rillastine R. Wilkins
District 1

MEMORANDUM

TO: Chairman St. Amour and Members of the Regional Water System Policy Board

FROM: John K. Warner, Director of Public Works 

DATE: 03 January 2013

SUBJECT: Public Works Monthly Operations Report, December 2013

The Giles Road Pump Station had its biannual maintenance performed at the same time that Bridgeway was out to fix a fault with the transfer switch circuit.

Staff climbed the Whitehall Road elevated water storage tank and performed an exterior inspection. Several small items were noted which should be repaired in the spring.

The system is running well currently with no problems noted.

Staff is cleaning up some loose ends on the fire hydrant index map for the Eastside portion of the system.