


**MUSKEGON COUNTY REGIONAL WATER SYSTEM POLICY BOARD  
MICHAEL E. KOBZA HALL OF JUSTICE  
990 Terrace Street  
Board of Commissioners Room, 4<sup>th</sup> Floor  
MUSKEGON, MICHIGAN 49442  
13 MARCH 2014  
1:00 P.M.**

**A G E N D A**

- A. Call To Order.
- B. Roll.
- C. Approval of Agenda.
- D. Approval of Minutes. (p. 2)
- E. Items for Consideration:
  - 1. Approve bid for Creston Street Watermain (RFB 14-2113). (p. 6)
  - 2. Hydrant maintenance fee. (p. 8)
- F. Discussion Items:
  - 1. Reduction of connection fee for previously connected businesses.
- G. Information Items:
  - 1. New Meter Set List for February 2014 (p. 9)
  - 2. Local Fund Balance Sheet for February 2014 (p. 10)
- H. Reports:
  - 1. Financial Committee Report (Chris Hall)
  - 2. Water System Update (p. 11)
- I. Old Business.
- J. New Business.
- K. Audience Participation.
- L. Adjourn.

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Muskegon County Regional Water Policy Board		BUDGETED	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DEPARTMENT Public Works		COMMITTEE DATE 11 March 2014		REQUESTOR SIGNATURE 
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
Approval of the minutes of the Muskegon County Regional Water System Policy Board meeting held on February 11, 2014.				
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 February 11, 2014				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE &amp; 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. 2	

**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.

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Regional Water System Policy Board		BUDGETED	NON-BUDGETED X	PARTIALLY BUDGETED
REQUESTING DEPARTMENT Public Works	COMMITTEE DATE 13 March 2014	REQUESTOR SIGNATURE 		
<p><b>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</b>                  Recently we accepted bids for the construction of approximately 305 feet of 12-inch watermain and appurtenances within Creston Street from Forrest Avenue south to service Production Fabrication. We received two bids for the work. The low responsible bid of \$71,285.71 was from West Michigan Dirtworks. We have checked them out and they are a responsible contractor capable of performing the required work. Staff recommends awarding the project to West Michigan Dirtworks. All costs to be paid from the Regional Water System fund 5910-0552.</p>				
<p><b>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</b>                  I move to recommend to the Board of Public Works, to award the construction of 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.</p>				
<b>ADMINISTRATIVE ANALYSIS (AS APPLICABLE)</b>				
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<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>		
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<div style="border: 1px solid black; display: inline-block; padding: 5px 20px;">13 March 2014</div>				
AGENDA DATE:	AGENDA NO.:	BOARD DATE:	PAGE NO. <span style="float: right;">Le</span>	

**MUSKEGON COUNTY BID SUMMARY**

Commodity Numbers: 913-60; 913-92

Bid: RFB 14-2113

Product / Service: Creston Street Water Main Extension

Department: Public Works

Release Date: 02/04/14

Opening Date: 02/19/14

"MTN Solicitation Statistics"  
 Vendors Received Notice: 296  
 Vendors Accessed Attachments: 26  
 Bids Received: 2  
 No-Bid Form Received: 2

Vendor Name & Address	Bid Bond Received	Addenda Acknowledged	Total Cost	Comments
Roger D. Jourden II Accurate Excavators, LLC 2821 Central Road Muskegon, MI 49445	Yes	Yes	\$84,904.50	
West Michigan Dirtworks PO Box 272 Fruitport, MI 49415	Yes	Yes	\$71,285.71	
Estimated Cost \$50,000.00 No Advertisement In Local Paper				

Department Recommendation:

Name of Buyer: Christine R. Johnson

West Michigan Dirtworks

Finance & Management Services Director's Name: Heath Kaplan

Signature: 

Vendor Awarded: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Regional Water System Policy Board		BUDGETED	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DEPARTMENT Public Works	COMMITTEE DATE 13 March 2014	REQUESTOR SIGNATURE 		
<p><b>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</b></p> <p>Over the past few months there has been considerable discussion over the annual "Hydrant Maintenance Fee" which is charged to the member townships based on the number of fire hydrants contained within their respective boundaries. Although this is the name that the Regional Water System Policy Board selected for the fee several years ago, it appears that currently we are troubled with the name as it really is not a fee designated specifically for the maintenance of fire hydrants. It is, however, funds that the water system needs to operate and must continue to be paid unless a replacement for the revenue is found. As a means to solve this issue, it was suggested by Commissioner Hughes that the fee be renamed to a "System Maintenance Fee" which is more in line with what the fee actually pays for. If the townships wish, if the name is changed, we can reissue the invoices recently sent with the new name on them.</p>				
<p><b>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</b></p> <p>I move 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.</p>				
<b>ADMINISTRATIVE ANALYSIS (AS APPLICABLE)</b>				
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AGENDA DATE:	AGENDA NO.:	BOARD DATE:	PAGE NO. 8	



New Meters Set

Property Location	Customer Name		Installed	TWP	Size	REU
2357 WHITEHALL		COM	02/04/14	DAL	3/4 I	3.78

New Meters Set

Property Location	Customer Name		Installed	TWP	Size	REU
2695 EZEKIEL		RES	02/17/14	MUS	3/4	1.00
2504 CHESTNUT TRAIL		RES	02/17/14	MUS	3/4	1.00
2693 EZEKIEL		RES	02/17/14	MUS	3/4	1.00
2504 CHESTNUT TRAIL		RES	02/17/14	MUS	3/4	1.00

LOCAL FUND BALANCE SHEET  
as of February 28, 2014

	YTD .05 PER UNIT OF WATER	YTD REU REIMBURSEMENT	CURRENT ACCOUNT BALANCE
DALTON TWP	\$ 58.43	\$ 565.02	\$ 7,761.28
FRUITLAND TWP	\$ 0.39	\$ -	\$ 335.18
LAKETON TWP	\$ 480.10	\$ -	\$ 4,990.34
MUSKEGON TWP	\$ 2,593.22	\$ 610.41	\$ 24,490.92

# 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. Dereziński  
District 7

Marvin R. Engle  
District 5

Susie Hughes  
District 3

Charles Nash  
District 6

Robert Scolnik  
District 4

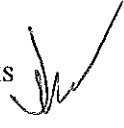
Pillastine R. Wilkins  
District 1

Kim Arter  
Ex-Officio Member

Doug Kadzban  
Ex-Officio Member

## MEMORANDUM

TO: Chairwoman Arter and all Members of the Regional Water System Policy

FROM: John K. Warner, Director of Public Works 

DATE: 03 March 2014

SUBJECT: Regional Water System Monthly Operations Report, February 2014

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### Regional Water System

#### **Northside Water**

Nothing to report. System is operating fine.

#### **Eastside Water**

Nothing to report. System is operating fine.

### Water System in General

Working on bids for putting in water services in the spring. Also preparing the quotes for additional water meters for irrigation in some of the County owned buildings.

Finished up Emergency Response Plans for the Northside and Eastside Water Systems.

Following up on a large number of water leak investigations and dealing with large volume of frozen water pipes.

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