

Muskegon County
Water System Policy Board
January 12, 2016
2:00 p.m.
Training Center
97 E. Apple Avenue, Room 119
Muskegon, Michigan 49442

Jerry McIntyre, 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 Commissioner
Jerry McIntyre, Dalton Township Supervisor
Terry Sabo, Muskegon County Board Chair
Sam St. Amour, Fruitland Township Supervisor

Excused:

Staff

Present: Steve Fink, Public Works Project Manager
Tina Nash, DPW Departmental Clerk
Carly Hines, DPW Administrative Analyst

Others

Present: David Bossenbroek, Attorney
Jan L. Deur, Fruitland Township Trustee
Chris Hall, Laketon Township Building Inspector

ELECTION OF OFFICERS

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

Commissioner Hughes nominated Kim Arter for Chair

Sam St. Amour nominated Jerry McIntyre for Chair

Chair Kim Arter asked Jerry McIntyre if he would be willing to accept the nomination and he stated he would.

Commissioner Hughes withdrew her nomination.

ELECTION OF OFFICERS CONT'D

There were no other nominations for Chair.

Chair Kim Arter closed the nomination for Chair.

WSPB-16-001 Moved by Commissioner Hughes, seconded by Commissioner Mahoney to elect Jerry McIntyre for Chair by acclamation.

Voice Vote: **Motion Carried**

Jerry McIntyre assumed the Chair.

Chair Jerry McIntyre presiding.

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

David Kieft nominated Commissioner Hughes as Vice Chair.

There were no other nominations for Vice Chair.

Chair Jerry McIntyre closed the nomination for Vice Chair.

WSPB-16-002 Moved by Commissioner Mahoney, seconded by Commissioner Sabo to close nominations and cast a unanimous ballot for Commissioner Hughes as Vice Chair.

Voice Vote: **Motion Carried**

Commissioner Hughes assumed the position as Vice Chair.

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

WSPB-16-003 Moved by Commissioner Hughes, seconded by Commissioner Mahoney to designate Tina Nash for Secretary.

Voice Vote: **Motion Carried**

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

WSPB-16-004 Moved by Commissioner Hughes, seconded by Kim Arter to designate Carly Hines for Fiscal Officer.

Voice Vote: **Motion Carried**

APPROVAL OF AGENDA

WSPB-16-005 Moved by Commissioner Hughes, seconded by Kim Arter, to approve the agenda as presented.

Motion carried

APPROVAL OF MINUTES

WSPB-16-006 Moved by Commissioner Hughes, seconded by Commissioner Mahoney, to approve the minutes of the meeting held December 8, 2015.

Motion carried

PUBLIC COMMENT (on an agenda item)

None

INFORMATION ITEMS

1. New Meter Set List for December 2015
2. Local Fund Balance Sheet for December 2015

Accepted as presented

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 if the data logging on the Neptune meters is available for customers to access online. Steve Fink stated it was not; however the information is stored and can be sent to a customer if requested.

Commission Hughes questioned a payment to CorrPro Companies. Steve Fink explained that this is something he schedules with CorrPro for the cathodic protection system inspections. This invoice was for the Evanston Road and Michigan Adventure tanks.

Commission Hughes asked about the payment to William Hughes Law Offices and what it was for. Tina Nash stated it was regarding the AT&T lease agreement.

Commission Hughes asked Dave Bossenbroek to provide a better break down of the charges on the invoices submitted for payment. Dave Bossenbroek agreed. Commissioner Hughes asked Dave Bossenbroek to explain some of the billed items listed on his invoice. Dave Bossenbroek provided more details on those billed items. Discussion ensued.

REPORTS CONTINUED

Commissioner Hughes asked the Board to consider having the attorney at every other meeting to save on costs.

OLD BUSINESS

Commissioner Sabo asked if there was any additional information concerning the claim by Mr. Ed Dewitt. Dave Bossenbroek stated John Warner was not able to be present at today's meeting and he was not sure if John Warner was able to obtain the information that was requested at the December meeting. Commissioner Hughes stated she did get some information from Ed Dewitt and believes John Warner also received the same information.

NEW BUSINESS

David Kieft asked about a memo, sent by Robert Ribbens to the townships, regarding costs for meter pits and new services. David Kieft stated that he thought the Board set the rates and charges. Kim Arter agreed and stated the rates are in the ordinance. David Bossenbroek stated that he spoke to Robert Ribbens and a proposal would be brought to the Board for their consideration as an amendment to appendix B.

Commissioner Hughes made the suggestion that the Board members contact the Chair with questions and let the Chair contact the attorney if needed.

Commissioner Sabo stated he did not receive the memo and asked if this was something they would receive. Commissioner Hughes asked Steve Fink to have copies of the memo sent to the Commissioners. Steve Fink agreed.

Steve Fink explained that Robert Ribbens meant the memo to be informational to the townships and provide the townships with some background and state what he is proposing to do.

Commissioner Hughes asked the Board members to remind citizens to keep the fire hydrants shoveled out and if they see one that needs to be cleared to adopt it and shovel it out as this could save a life.

Kim Arter mentioned with Robert Ribbens bringing a proposal to the Board, the Board may also want to look at other fees as well to make sure costs are being covered.

AUDIENCE PARTICIPATION

Dave Bossenbroek stated he understands the concern with costs and that if any of the townships need to contact him with questions, he would not charge the Water System Policy Board for those calls. Dave Bossenbroek stated open communication is essential; however if something goes on for an extended period of time or is of a substantial amount work he would then need to charge. Dave Bossenbroek stated he doesn't want to discourage phone calls and thinks communication is a very good thing and prevents problems.

ADJOURN

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

Jerry McIntyre, Chair