

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

*Jerry McIntyre, Chair*

*Susie Hughes, Vice Chair*

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MINUTES

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**CALL TO ORDER**

The meeting was called to order by Chair McIntyre 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  
Jan Deur, Fruitland Township Trustee  
Terry Sabo, Muskegon County Board Chair

Excused:

Staff

Present: Steve Fink, Public Works Project Manager  
Robert Ribbens, Regional Water System Supervisor  
Tina Nash, DPW Departmental Clerk

Others

Present: David Bossenbroek, Attorney  
Jerry Sanders, Muskegon Charter Township DPW Director  
Randy Phillips, City of North Muskegon DPW Director

**APPROVAL OF AGENDA**

WSPB-16-018 Moved by Commissioner Hughes seconded by Commissioner Mahoney, to approve the agenda as presented.

Voice Vote: **Motion Carried**

**APPROVAL OF MINUTES**

WSPB-16-019 Moved by Commissioner Hughes, seconded by Jan Deur, to approve the minutes of the meeting held April 12, 2016.

Voice Vote: **Motion Carried**

**PUBLIC COMMENT (on an agenda item)**

None

**ITEM FOR CONSIDERATION**

Award Water System Reliability Studies

WSPB-16-020 Moved by Commissioner Mahoney, seconded by Commissioner Sabo, to award water system reliability studies for the Northside and Eastside Water Systems to Prein&Newhof for the lump sum proposal price of \$36,000 with all costs being paid 50/50 from Regional Water System Funds 5910-0552 and 5910-0546.

Chair McIntyre asked Steve Fink to provide some background on this motion. Steve Fink stated this is a MDEQ requirement and needs to be completed by December 2016. Steve Fink proceeded to explain the details in his memo. Steve Fink spoke about the last study completed in 2011 and how the water model developed in 2011 will be revised for this study. Steve Fink also explained his reasons as to why he is proposing to award the water system reliability studies to Prein&Newhof.

Discussion ensued.

Roll call:

Yes – Arter, Kieft, Mahoney, Sabo, McIntyre

No – Deur, Hughes

**Motion carried**

**ITEMS FOR DISCUSSION**

**Marathon Oil Fire Line**

Robert Ribbens explained to the Board that Marathon Oil was in need of an adequate supply of water in case there was a fire. They tapped into our main and now have a sixteen (16) inch fire line going to Marathon. There is only a verbal agreement between the Water System, City of North Muskegon and Marathon on how to bill for water used. Robert Ribbens stated there is a meter in place which was installed by the City of North Muskegon. Robert Ribbens is requesting that a written agreement be drawn and in his memo he states what he is proposing.

Jan Deur asked why there hasn't been a written agreement. Robert Ribbens stated he didn't know.

Commissioner Hughes stated that the agreement should include how often the water is tested. Randy Phillips stated that they are currently testing every two weeks to establish a baseline. Robert Ribbens stated that is something they could include in the agreement.

**ITEMS FOR DISCUSSION CONTINUED**

Commissioner Sabo asked if the City of North Muskegon is on board with this. Randy Phillips stated he feels they are. Commissioner Sabo asked if there would be a more formal document. Robert Ribbens stated they could provide that and bring it back soon.

Chair McIntyre asked Randy Phillips where the tap was. Randy Phillips stated it is connected at Whitehall Road. Randy Phillips stated they take chlorine readings at three (3) different points on that main.

David Kieft requested that a formal agreement be drawn and approved by the City of North Muskegon and then brought to the Water Policy Board for approval. Robert Ribbens stated that he would do that.

**Water Bill for City of North Muskegon**

Robert Ribbens explained that due to the failure of the pump station for the City of North Muskegon, they had to open the interconnect between the Northside Water system and the City of North Muskegon. Robert Ribbens stated this is normally done in cases of an emergency. This time it was for approximately six (6) months. Robert Ribbens stated this interconnect does not have a meter. In the past, John Warner would use existing data over a period of time and compare that to the use while the interconnect was open. Robert Ribbens stated he requested billing data from Kristy Mattson, City of North Muskegon Treasurer. Robert Ribbens used that data and included a ten percent (10%) system loss to arrive at a total amount due of \$144,621.75. Robert Ribbens stated he would like the approval of the Board before an invoice is sent to the City of North Muskegon.

David Kieft asked Randy Phillips if they plan on installing a meter and when that would happen. Randy Phillips stated he is not sure why it has not already been done.

Kim Arter asked if it would be helpful to send the City of North Muskegon a letter asking them to have the meter installed by a certain date. Commissioner Hughes agreed and stated the Board may want to consider penalty charges if not completed by the deadline.

Steve Fink stated this would be an important first step as the City of North Muskegon is looking into becoming a customer of the County Water System. Randy Phillips stated that the MDEQ has included in their survey work that they recommend it because of the reliability.

Jan Duer asked Robert Ribbens if the amount he is proposing is similar to past billings. Robert Ribbens stated that is difficult to determine because this is for a much longer time frame and the seasons involved.

Chair McIntyre stated it is important to get the meter installed.

WSPB-16-021 Moved by Commissioner Mahoney, seconded by Jan Duer, to concur with the proposed invoice amount of \$144,621.75 for water used and bill the City of North Muskegon accordingly.

Voice Vote: **Motion Carried**

### **INFORMATION ITEMS**

WSPB-16-022 Moved by David Kieft, seconded by Commissioner Hughes, that the following information items be received and placed on file:

1. New Meter Set List for June 2016
2. Local Fund Balance Sheet for June 2016

Voice Vote: **Motion Carried**

### **REPORTS**

#### **Water System Update**

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

Steve Fink stated it's been a quiet month. There was a watermain cut on Center Street which was repaired as soon as the materials came in.

David Kieft stated it looked like the work on Apple Avenue is almost complete. Commissioner Hughes stated the City of Muskegon did a good job. Robert Ribbens stated he believed the work would be completed by Wednesday. Steve Fink and Robert Ribbens explained there was an abandoned water service line below Apple Avenue leaking.

Commissioner Hughes asked about the payments to Britton & Bossenbroek and Rose & Rose. Tina Nash will email copies of those invoices to those present.

#### **OLD BUSINESS**

Commissioner Hughes informed the Board that she spoke to Judge Mullally's secretary about the Judge's ruling that was to be issued 56 days following the last hearing. Commissioner Hughes stated the Judge forgot and would be sending it soon.

#### **NEW BUSINESS**

David Kieft thanked both Steve Fink and Robert Ribbens for their cooperation regarding Muskegon Charter Township's ordinances.

Kim Arter asked about John Warner. Commissioner Sabo stated John Warner is currently going through the appeal process. Commissioner Hughes stated the position has been posted. Commissioner Sabo stated he would meet with Mark Eisenbarth and have him update the Board members.

#### **AUDIENCE PARTICIPATION**

None

#### **ADJOURN**

There being no further business to come before the Water System Policy Board, the meeting adjourned at 3:06 p.m.