

Muskegon County
Water System Policy Board
August 9, 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 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
Carly Hines, DPW Administrative Analyst

Others

Present: David Bossenbroek, Attorney
Jerry Sanders, Muskegon Charter Township DPW Director
Sidney Shaw, Deputy Supervisor for Fruitland Township

APPROVAL OF AGENDA

WSPB-16-023 Moved by Commissioner Hughes, seconded by Kim Arter, to approve the agenda as presented.

Voice Vote: **Motion Carried**

APPROVAL OF MINUTES

WSPB-16-024 Moved by Jan Deur, seconded by Commissioner Sabo, to approve the minutes of the meeting held July 12, 2016.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

INFORMATIONAL ITEMS

The following informational items were received and placed on file:

1. FY2017 Recommended Budget
2. New Meter Set List for July 2016
3. Local Fund Balance Sheet for July 2016

Commissioner Hughes asked the following questions regarding line items in the FY2017 recommended budget: Why there wasn't an amount budgeted in the reimbursement line? Carly Hines stated this is money received which is very rare. Why there was an increase for postage when the cost for postage has went down? Carly Hines explained that Public Works was paying for most of the postage and going forward postage will be charged to the appropriate accounts. Why did the amount for water meters double? Robert Ribbens explained it was due to changing out old meters, both home and commercial. Jan Deur asked the year to date amount spent on meters for the Northside System. Carly Hines stated it was \$27,728.00. Commissioner Hughes asked why there was a drop in the amount for water wholesale. Regarding the Northside, Carly Hines stated they looked at the past amounts and the \$780,000.00 requested was more appropriate. Why the requested amount is smaller than the recommended amount in the general admin expense's line and why would the Water System pay this? Carly Hines stated this is an amount set by the Accounting Department based on the Cost Allocation Plan. Carly Hines explained this is budgeted to pay for services provided by departments such as Accounting. Why are the municipalities listed out separately? Carly Hines stated the revenue for each municipality is tracked separately. Why is the amount for Miss Dig so high? Robert Ribbens stated they use Miss Dig a lot for the various projects.

David Kieft stated that there is almost a \$1.2 million difference in the overall total of last years recommended budget compared to this years recommended budget and the presented recommended FY2017 budget does not match the monthly graphs amounts. Carly Hines stated she would have to look into it and report back. David Kieft stated he did not feel comfortable recommending a budget that is showing a deficit. Jan Deur asked for clarification as to what the difference is in the fiscal year requested and recommended. Carly Hines stated the requested comes from the departments and the recommended comes from the County's Accounting Department.

Jan Deur asked the reason for the decline in the interest on intergovernmental loans. Carly Hines stated the loan is from the bond we hold for North Muskegon. As the principal for the bond goes down so does the interest. Jan Deur asked what was driving the increase in wages. Carly Hines explained that they accounted for the 1% planned wage increase and that she changed the allocation of time for the

Director, Project Manager and Administrative Analyst positions to better match time spent working on Water System items. Jan Deur asked why the increase in retirement didn't match the percent of increase in wages. Carly Hines stated she would have to look into it. Jan Deur asked about the legal fees budgeted and if Dave Bossenbroek was consulted. Carly Hines stated they looked at trends to determine the amount. Dave Bossenbroek agreed with the recommendation.

Steve Fink explained that the proposed recommended budget was for informational purposes only and if there are changes that need to be done there still would be time as the final budget gets approved by the County's Full Board in September.

David Kieft stated he would still like to know the differences. Staff will look into it and report back. Commissioner Sabo asked if that could be emailed before the next meeting.

REPORTS

Water System Monthly Operations, July 2016

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

Commissioner Hughes stated that staff did a good job with the repair on Apple Ave.

Jan Deur asked Robert Ribbens about customer concerns with high water use. Robert Ribbens explained that the water clerk monitors customer accounts for high use and reports that to him. Customers will also call if they receive a high water bill. Robert Ribbens will then go out and check for leaks.

Commissioner Hughes asked about the spike in user fees and asked if that was because of the water used by North Muskegon. Steve Fink stated it was. Chair McIntyre asked if North Muskegon had set up the meter yet. Robert Ribbens stated it's going to take some more time.

David Kieft asked that a copy of Mr. Bossenbroek's bill be sent each month.

Discussion ensued regarding the attorney's invoiced amount regarding John Warner.

OLD BUSINESS

None

NEW BUSINESS

Jan Deur introduced Sidney Shaw. Jan Deur stated Mr. Shaw was appointed Deputy Supervisor for Fruitland Township by Sam St. Amour.

Chair McIntyre asked Jan Deur how Sam St. Amour was doing. Jan Deur stated he was in good spirits.

AUDIENCE PARTICIPATION

None

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ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 2:35 p.m.

Jerry McIntyre, Chair