

Muskegon County  
Water System Policy Board  
October 13, 2016  
2:00 p.m.  
Michael E. Kobza Hall of Justice  
990 Terrace Street  
Muskegon, MI 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  
Jan Deur, Fruitland Township Trustee  
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

Excused:

Staff

Present: Mark Eisenbarth, Administrator  
Beth Dick, Finance Director/Assistant County Administrator  
Steve Fink, Public Works Project Manager  
Robert Ribbens, Regional Water System Supervisor  
Lynn Esparsa, Executive Assistant - Administration  
David Bossenbroek, Attorney

**APPROVAL OF AGENDA**

WSPB-16-030 Moved by Commissioner Hughes, seconded by Commissioner Sabo, to approve the agenda as amended to add discussion under New Business regarding the mandatory water connection fees.

Voice Vote: **Motion Carried**

**APPROVAL OF MINUTES**

WSPB-16-031 Moved by Commissioner Hughes, seconded by Kim Arter, to approve the minutes of the meeting held September 13, 2016.

Dave Kieft stated he would like more discussion detail in the minutes under item WSPB-16-027.

Commissioner Hughes withdrew the motion.

WSPB-16-032 Moved by Commissioner Sabo, seconded by Jan Deur, to table the motion until the next Water System Policy Board meeting.

Voice Vote: **Motion Carried**

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

None

**ITEMS FOR CONSIDERATION**

**AWARD CLARK STREET ENGINEERING SERVICES**

WSPB-16-033 Moved by Commissioner Hughes, seconded by Commissioner Mahoney, to approve awarding Clark Street engineering services to Johnson & Anderson Engineers for a not-to-exceed cost of \$5,736 with all costs paid from fund 5910-0552.

Roll call:

Yes – Arter, Deur, Hughes, Kieft, Mahoney, McIntyre, Sabo

No –

**Motion carried**

**ITEMS FOR DISCUSSION**

**MARATHON OIL FIRE LINE AGREEMENT STATUS**

A draft Intergovernmental Agreement between the County of Muskegon (Regional Water System) and City of North Muskegon was provided to the Water System Policy Board by Rob Ribbens for review. Rob Ribbens noted the draft agreement with the City of North Muskegon is to outline how the Marathon Fire Line will be part of the system, and how it will be maintained and billed. The City of North Muskegon has reviewed the agreement.

WSPB-16-034 Moved by Commissioner Hughes, seconded by Jan Deur, to recommend the Board of Public Works approve the Intergovernmental Agreement between the County of Muskegon and City of North Muskegon and authorize the Board of Public Works Chair to sign the agreement.

Voice Vote: **Motion Carried**

**CITY OF NORTH MUSKEGON UNMETERED CONNECTION LETTER STATUS**

A draft letter to the City of North Muskegon regarding non-metered connection(s) between the City of North Muskegon and the Regional Water System was provided to the Water System Policy Board by Rob Ribbens for review. Although the county would prefer meter installation at the Whitehall Road connection take place in 2017, the City of North Muskegon anticipates installation in 2018. Estimated water billing will include a 20% system loss based on historical data until which time a meter is installed. It has also been recommended the City of North Muskegon not use the connect at Buys Road other than for emergency situations. The issue has been discussed with the City of North Muskegon's Department of Public Works.

WSPB-16-035 Moved by Commissioner Hughes, seconded by Commissioner Mahoney, to submit the letter as amended to the City of North Muskegon.

Voice Vote: **Motion Carried**

### **USE OF WATER SYSTEM MONIES FOR DISCHARGE OF LIENS**

Rob Ribbens was contacted by Muskegon Township regarding Discharge of Liens. The cost of placing a lien and discharging a lien filed with the Register of Deeds has increased. Rob Ribbens requested direction from the Water System Policy Board on where the funds to make up the difference in cost should come from since the cost for the Discharge of Lien is collected at the time the lien is placed. Rob stated going forward more could be collected.

Muskegon Township Treasurer, Jeff Wood, addressed the other option of discontinuing placing a lien as a special assessment already creates a lien via tax which is put in place by the contract/waiver.

Attorney Dave Bossenbroek stated the recording of the lien with the Register of Deeds should continue, because the title company will pick up the lien when the property is sold. He stated he thought it should be a water system cost. Commissioner Hughes agreed, as did Dave Kieft and Kim Arter.

Rob Ribbens to follow up with available options to cover the cost of filing the Discharge of Lien.

### **INFORMATIONAL ITEMS**

WSPB-16-036 Moved by Dave Kieft, seconded by Kim Arter, that the following information items be received and placed on file:

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

Voice Vote: **Motion Carried**

### **REPORTS**

#### **Water System Monthly Operations, September 2016**

Public Works Project Manager, Steve Fink, stated they started hydrant flushing on the Eastside system for pipeline cleaning purposes. Hydrant flow testing for water system model calibration purposes has been done on both systems, so the consultant now has that information for the completion of the Reliability Study. In September cathodic protection inspections were done on both the Evanston Avenue and Michigan's Adventure tanks. The cathodic system is doing good other than ice damage on the halos in each tank which have some broken support ropes. The tanks will be drained next year for a five year inspection required by the DEQ, so repairs can take place at that time.

Discussion ensued regarding flushing hydrants and how repairs and maintenance is handled.

WSPB-16-037 Moved by Commissioner Hughes, seconded by Commissioner Mahoney, to accept the September 2016 Water System Monthly Operations Report as written and place on file.

Voice Vote: Motion Carried

### **OLD BUSINESS**

None

**NEW BUSINESS**

**MANDATORY WATER CONNECTION FEES**

Discussion ensued regarding how fees should be handled when a property owner paid for the connection upfront, however, did not connect the service until years later when the cost for hookup has changed. In addition, what fees, if any, should be incurred by the municipality and/or property owner when the connection is not hookup ready. Rob Ribbens to follow up with the City of Muskegon for records of prepayment with more information.

**AUDIENCE PARTICIPATION**

None

**ADJOURN**

There being no further business to come before the Water System Policy Board, the meeting adjourned at 3:12 p.m.

---

Jerry McIntyre, Chair