

Muskegon County
Water System Policy
Board January 17, 2017
2:00 p.m.
Training Center
97 E. Apple Avenue, Room 119
Muskegon, Michigan 49442

Kim Arter, Chair

David Kieft, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Hughes at 2:00 p.m.

ROLL

Present: Kim Arter, Laketon Township Supervisor
Tony Barnes, Dalton Township Supervisor
Melissa Beegle, Fruitland Township Treasurer
Susie Hughes, Muskegon County Commissioner
David Kieft, Muskegon Charter Township Supervisor
Kenneth Mahoney, Muskegon County Commissioner
I. John Snider II, Muskegon County Commissioner

Excused:

Staff

Present: Matt Farrar, Public Works Director
Steve Fink, Public Works Project Manager
Robert Ribbens, Water system Supervisor
Tina Nash, DPW Departmental Clerk
Carly Hines, DPW Administrative Analyst
David Bossenbroek, Attorney
Mark Eisenbarth, Muskegon County Administrator
Jonathan Wilson, Economic Development Coordinator
Doug Hughes, Corporate Counsel for Muskegon County

ELECTION OF OFFICERS

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

ELECTION OF OFFICERS CONT'D

David Kieft nominated Commissioner Hughes for Chair.
Commissioner Mahoney nominated Kim Arter for Chair.
There were no other nominations for Chair.

Vice Chair Hughes closed the nomination for Chair.

WSPB-17-001 Moved by David Kieft, seconded by Tony Barnes to elect Commissioner Hughes for Chair of the Muskegon County Regional Water System Policy Board.

Moved by Commissioner Mahoney, seconded by Commissioner Snider to elect Kim Arter for Chair of the Muskegon County Regional Water System Policy Board.

Roll Call:

Votes for Commissioner Hughes: Hughes, Kieft

Votes for Kim Arter: Beegle, Mahoney, Snider, Arter, Barnes

Kim Arter assumed the Chair.

Chair Arter presiding.

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

Commissioner Hughes nominated David Kieft for Vice Chair.
David Kieft nominated Commissioner Hughes for Vice Chair.
There were no other nominations for Vice Chair.
Commissioner Hughes declined the nomination.

Chair Arter closed the nomination for Vice Chair.

WSPB-17-002 Moved by Tony Barnes, seconded by Commissioner Hughes to elect David Kieft for Vice Chair of the Muskegon County Regional Water System Policy Board.

Voice Vote: **Motion Carried**

David Kieft accepted the position as Vice Chair.

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

Commissioner Hughes nominated Tina Nash for Secretary.
There were no other nominations.
Chair Arter closed the nominations.

ELECTION OF OFFICERS CONT'D

WSPB-17-003 Moved by Commissioner Hughes, seconded by Tony Barnes to designate Tina Nash for Secretary of the Muskegon County Regional Water System Policy Board.

Voice Vote: **Motion Carried**

Tina Nash accepted the position as Secretary.

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

Commissioner Hughes nominated Carly Hines for Fiscal Officer.
There were no other nominations.
Chair Arter closed the nominations.

WSPB-17-004 Moved by Commissioner Hughes, seconded by Commissioner Mahoney to designate Carly Hines for Fiscal Officer of the Muskegon County Regional Water System Policy Board.

Voice Vote: **Motion Carried**

Cary Hines accepted the position as Fiscal Officer.

APPROVAL OF AGENDA

WSPB-17-005 Moved by Commissioner Hughes, seconded by Melissa Beegle, to approve the agenda with the addition of item G. 5 / Amendment to the Water Reliability Studies Agreement.

Voice Vote: **Motion Carried**

APPROVAL OF MINUTES

WSPB-17-006 Moved by Commissioner Mahoney, seconded by Commissioner Hughes, to approve the minutes of the meeting held September 13, 2016 and October 13, 2016.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

ITEM FOR CONSIDERATION

Approve 2017 Meeting Schedule

WSPB-17-007 Moved by Commissioner Hughes, seconded by Commissioner Mahoney, to adopt the attached 2017 meeting schedule for the Muskegon County Regional Water System Policy Board.

Commissioner Hughes made a friendly amendment to move the meetings to the County Board room.

WSPB-17-007 Moved by Commissioner Hughes, seconded by Commissioner Mahoney, to adopt the attached 2017 meeting schedule for the Muskegon County Regional Water System Policy Board and to hold the meetings in the County Board room.

Voice Vote: **Motion Carried**

Solicit Proposals for Second Connection Route and Feasibility Study

WSPB-17-008 Moved by Commissioner Hughes, seconded by David Kieft, to authorize staff to develop a Request for Qualifications and Proposals for the performance of a route and feasibility study for the second connection to the County Northside System with costs for the work paid from the pooled account, fund 5910.

Roll call:

Yes – Barnes, Beegle, Hughes, Kieft, Mahoney, Snider, Arter

No –

Motion carried

Solicit Proposals for Asset Management Plan

WSPB-17-009 Moved by Commissioner Hughes, seconded by Tony Barnes, to authorize staff to develop a Request for Qualifications and Proposals for the performance of the required asset management plan for the Northside and Eastside portions of the Muskegon County Regional Water System with costs for the work to be paid from the pooled account, fund 5910.

Voice Vote: **Motion Carried**

Rose & Rose Invoices

Chair Arter referred to the April 2015 minutes and stated the invoices are a continuation of the lawsuit. Commissioner Hughes stated the motion was for the lawsuit and a decision has been made. David Kieft commented on the spending authority of this Board. Commissioner Hughes asked how much has been spent on the lawsuit. Matt Farrar stated that information would be sent to the members. Chair Arter asked Dave Bossenbroek for his opinion. Dave Bossenbroek stated the invoices are for the motion for reconsideration. Matt Farrar stated staff needs authorization to pay invoices for the appeal.

Discussion ensued.

Copies of the invoices were distributed to the Board member. Commissioner Snider requested more time to review the information.

WSPB-17-010 Moved by Commissioner Snider, seconded by Commissioner Hughes, to table this item for the next meeting.

Voice Vote: **Motion Carried**

Amendment to the Water Reliability Studies Agreement

Matt Farrar explained this was for more data to the reliability study for the eastside water system pertaining to watermain breaks. Matt Farrar stated the cost is an additional \$400.00.

WSPB-17-011 Moved by David Kieft, Seconded by Commissioner Hughes, to approve the amendment to the Water Reliability Study Agreement with Prein&Newhof.

Voice Vote: **Motion Carried**

INFORMATION ITEMS

WSPB-17-012 Moved by David Kieft, seconded by Commissioner Mahoney, that the following information items be received and placed on file:

1. New Meter Set List for December 2016
2. Local Fund Balance Sheet for December 2016
3. Cost of Service Study

Voice Vote: **Motion Carried**

REPORTS

Water System Update

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

David Kieft asked Robert Ribbens about the email he had sent out regarding a scam. Robert Ribbens stated this scam usually targets people 55 and older to purchase insurance for water line breaks. Robert Ribbens stated he gets a number of calls from the elderly regarding this and he sent the email to make the townships aware of the scam. Commissioner Hughes asked Robert Ribbens to send her the email so she can post it to her social media page.

OLD BUSINESS

None

NEW BUSINESS

David Kieft requested clarification regarding the Board's authority to spend money on items other than a system expense.

Matt Farrar stated if the Board member had any questions for staff, to send those questions to Tina Nash and we will send the information to all the Board members.

AUDIENCE PARTICIPATION

Chris Hall suggested, due to new members, everyone introduce themselves. Chair Arter started the introductions.

Marcia Jeske asked Matt Farrar if the additional \$400.00 to Prein&Newhof was a one-time payment. Matt Farrar stated it was.

Commissioner Hughes requested Dave Bossenbroek send the Board members the documentation showing where this Board is able to spend money.

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 2:39 p.m.

Kim Arter, Chair