

Muskegon County
Water System Policy Board
July 11, 2017
2:00 p.m.
Michael E. Kobza Hall of Justice
990 Terrace Street
Board of Commissioners Room, 4th Floor

Kim Arter, Chair

David Kieft, 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
Tony Barnes, Dalton Township Supervisor
Marcia Jeske, Fruitland Township Supervisor
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
Mark Eisenbarth, County Administrator
Commissioner Foster, Muskegon County Commissioner
Robert Ribbens, Water System Supervisor
Tina Nash, DPW Departmental Clerk
Carly Hines, DPW Administrative Analyst
David Bossenbroek, Attorney
Doug Hughes, Corporate Counsel for Muskegon County

WSPB-17-041 APPROVAL OF AGENDA

Moved by Commissioner Snider, seconded by Commissioner Hughes, to approve the agenda as presented.

Voice Vote: **Motion Carried**

WSPB-17-042 APPROVAL OF MINUTES

Moved by Commissioner Snider, seconded by Commissioner Mahoney, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on June 13, 2017.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

ITEMS FOR DISCUSSION

Attorney

Chair Arter stated the five submitted request for qualifications (RFQ) and the evaluation form was sent to the Board members. Chair Arter opened the floor for discussion. Marcia Jeske stated the Board should go back out for bids. Marcia Jeske stated there was only one response to the RFQ who was qualified and we should try to stay more local. Discussion ensued regarding the location of some of the firm's offices, possible conflict of interest and the attorney's attendance at meetings. Matthew Farrar asked the Board to narrow down the list of firms they are interested in and he would request cost proposals and possibly set up interviews. Matthew Farrar informed the Board the RFQ was advertised on the MITN website.

WSPB-17-043 Moved by Commissioner Hughes, seconded by Commissioner Mahoney, to have staff select 3 of the firms they would recommend and get a quote of their cost.

David Kieft asked if the recommendation would be on the next agenda. Matthew Farrar stated staff would move quickly on this. Marcia Jeske asked Matthew Farrar if it would help to have the Board submit their evaluations. Matthew Farrar stated it would. Chair Arter requested the Board members complete the evaluation form and submit them to Matthew Farrar.

Voice Vote: **Motion Carried**

Schedule A (REU)

Matthew Farrar explained to the Board the REU schedule. Matthew Farrar answered Dave Bossenbroek's question regarding the fire line installation at Michigan's Adventure and stated Michigan's Adventure paid for all costs related to the installation. Matthew Farrar answered questions from the Board members. Discussion ensued regarding a ready to serve charge on fire lines/hydrants. Matthew Farrar stated currently there is not a ready to serve charge for fire lines. The Board requested Matthew Farrar look further into to this and report his findings.

Chair Arter stated several months ago Commissioner Hughes, Commissioner Foster and herself attended a meeting with the VFW in North Muskegon on Witham Road (Don Rea VFW Post #8846) concerning their sewer bill. Chair Arter stated they explained to them how the REU scheduled worked. The issue is with the VFW's auxiliary space of the building which is at 2.0 REU. The VFW has requested some relief due to the amount of their monthly bills. Chair Arter stated she brought this before the Board for discussion due to Schedule A of the contract and the Uniform Rate Ordinance. Discussion ensued. It was stated Dalton Township, Fruitland Township, Laketon Township and Muskegon Township would all have to approve any changes.

WSPB-17-044 INFORMATIONAL ITEMS

Moved by Tony Barnes, seconded by Commissioner Snider, that the following information items be received and placed on file:

1. Local Fund Balance Sheet for June 2017
2. New Meter Set for June 2017

Voice Vote: **Motion Carried**

REPORTS

Water System Update

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

Matthew Farrar stated they met with Johnson & Anderson to discuss the Asset Management Plan which will be completed before the end of the year. The Reliability Study was submitted to the MDEQ and staff was informed it could take six (6) months before it gets finalized.

Commissioner Snider asked Matthew Farrar about the Rate Study. Matthew Farrar stated it was half way completed.

OLD BUSINESS

None

NEW BUSINESS

None

AUDIENCE PARTICIPATION

None

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 2:48 p.m.

Kim Arter, Chair