

Muskegon County
Water System Policy Board
December 6, 2017
10:00 a.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 10:00 a.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
Tina Nash, Public Works Coordinator
Carly Hines, Public Works Finance and Sustainability Administrator
Robert Ribbens, Environmental Manager
Mark Eisenbarth, County Administrator
Beth Dick, Assistant Administrator & Finance Director
Crystal Morgan, WSPB Attorney

WSPB-17-066 APPROVAL OF AGENDA

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

Moved by David Kieft, seconded by Commissioner Hughes, to add to the agenda to discuss the Resolution per the emails as item H.3.

Vote took place on amended agenda.

Voice Vote: **Motion Carried**

WSPB-17-067 APPROVAL OF MINUTES

Moved by Marcia Jeske, seconded by Commissioner Hughes, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on November 8, 2017.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

PRESENTATION – COST OF SERVICE AND RATE STUDY

John Kaczor with Municipal Analytics introduced himself and Bill Popp. John Kaczor presented to the board a summary of the cost of service and rate study (attached). John Kaczor stated Bill Popp, Jaymes Vettrano and himself worked on the study. After the presentation John Kaczor answered questions from the board. There was discussion regarding the contract, bond ratio, current markets for bonding, the financial shape of the system for bonding, the effects on rates if others join the system, yearly updates to the study, rates, percentage of rates towards wages/retirement and local units add-on charges to rates.

The board thanked John Kaczor and his team for the work they did.

ITEMS FOR CONSIDERATION

WSPB-17-068 Approve January's meeting date/time

Moved by Tony Barnes, seconded by Commissioner Mahoney, to hold the Muskegon County Regional Water System Policy Board meeting on Wednesday, January 10, 2018 at 10AM.

Voice Vote: **Motion Carried**

WSPB-17-063 INFORMATIONAL ITEMS

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

1. Local Fund Balance Sheet for November 2017
2. Meter Set List for November 2017

Tony Barnes asked Robert Ribbens to further discuss the hydrants as stated in the monthly report. Robert Ribbens stated due to freezing hydrants along Whitehall Road, all hydrants in Dalton Township were inspected. Robert Ribbens stated at the Business Park there's been a lot of sacrificial flushing due to the Business Park's zero use. Because it sits dead and because they are unsure of the quality, the main has been shut off at Hein and at Agard. Each hydrant is marked "out of service". Robert Ribbens stated he talked to the District Engineer from MDEQ and he agreed this was a good thing to do. Robert Ribbens stated he believed Dalton's Fire Chief was going to forward the information to Central Dispatch with each hydrant listed. Matt Farrar stated the MDEQ encouraged us to shut that water off.

Voice Vote: **Motion Carried**

3. Resolution Discussion

David Kieft questioned Crystal Morgan regarding the emails sent. Crystal Morgan explained the timeline and conversation she had with the Chair regarding the draft Resolution and draft Appendix A. Crystal Morgan stated upon learning that Laketon Township had already adopted the Resolution she immediately wanted to disburse the documents to the board members as it was provided. Crystal Morgan stated she was informed historically staff circulated documents to board members so she sent the documents to Tina Nash and she sent those via email.

Crystal Morgan stated she agreed with John Kaczor's comment on record keeping. Crystal Morgan stated upon being retained as legal counsel she attempted to obtain the board's documents and had a difficult time finding those. Crystal Morgan stated she met with Matthew Farrar and he was able to provide some documents.

David Kieft stated some form of policy and procedures need to be developed. Crystal Morgan stated she needs direction from the board on how to disburse information/documents and who the contact person should be.

Discussion continued regarding the Resolution and the prepared documents.

Tony Barnes distributed the draft Resolution prepared by Crystal Morgan and the Resolution adopted by Laketon Township to the board members. Discussion ensued.

REPORTS

Water System Update

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

Matthew Farrar stated MDEQ approved the reliability study and now staff will create a RFP for the route study.

Commissioner Hughes asked why we want the channel crossing. Matthew Farrar explained there is only one feed to a large community and if this wasn't in the plan the MDEQ would never have approved the work that was done. Matthew Farrar stated the MDEQ stated the channel crossing is a priority and needed for reliability.

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 11:34 a.m.

Kim Arter, Chair