

Muskegon County
Water System Policy Board
February 3, 2021
10:00 a.m.
Electronic/Zoom

Jennifer Hodges, Chair

Kim Arter, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Matthew Farrar at 10:00 a.m.

ROLL

Present: Kim Arter, Laketon Township Supervisor - Laketon Township
Doug Brown, Muskegon County Commissioner – City of Muskegon
Lori Hayes, Dalton Township Clerk (Alternate) – Dalton Township
Jennifer Hodges, Muskegon Charter Township Supervisor – Muskegon Township
Susie Hughes, Muskegon County Commissioner – Muskegon Township
Jeffrey Marcinkowski, Fruitland Township Supervisor – Fruitland Township

Excused: Kim Cyr, Muskegon County Commissioner

Staff

Present: Matt Farrar, Public Works Director
Tina Nash, Public Works Coordinator
Steve Fink, Public Works Engineer & Projects Manager
Carly Hysell, Public Works Finance and Sustainability Administrator
Crystal Morgan, WSPB Attorney

ELECTION OF OFFICERS

Matthew Farrar opened nominations for Chair of the Muskegon County Regional Water System Policy Board.

Kim Arter nominated Jennifer Hodges for Chair.

Jennifer Hodges accepted the nomination for Chair.

There were no other nominations for Chair.

Matthew Farrar closed the nominations for Chair.

WSPB-21-001 Moved by Commissioner Hughes, seconded by Kim Arter, to elect Jennifer Hodges as Chair by unanimous ballot.

Roll call:

Yes – Arter, Brown, Hodges, Hughes, Marcinkowski, Hayes

Excused - Cyr

No –

Motion carried

Chair Hodges presiding.

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

Commissioner Hughes nominated Kim Arter for Vice Chair.

Kim Arter accepted the nomination for Vice Chair.

There were no other nominations for Vice Chair.

Chair Hodges closed the nominations for Vice Chair.

WSPB-21-002 Moved by Commissioner Hughes, seconded by Chair Hodges, to elect Kim Arter as Vice Chair by unanimous ballot.

Yes –Marcinkowski, Hayes, Arter, Brown, Hodges, Hughes

Excused - Cyr

No –

Motion carried

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

Commissioner Hughes nominated Tina Nash for Secretary.

Tina Nash accepted the nomination for Secretary.

There were no other nominations for Secretary.

Chair Hodges closed the nominations.

WSPB-21-003 Moved by Commissioner Hughes, seconded by Kim Arter, to designate Tina Nash as Secretary by unanimous ballot.

Yes – Hayes, Arter, Brown, Hughes, Marcinkowski, Hodges

Excused - Cyr

No –

Motion carried

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

Commissioner Hughes nominated Carly Hysell for Fiscal Officer.
Carly Hysell accepted the nomination for Fiscal Officer.

There were no other nominations.

Chair Hodges closed the nominations.

WSPB-21-004 Moved by Commissioner Hughes, supported by Kim Arter, to designate Carly Hysell as Fiscal Officer by unanimous ballot.

Yes – Brown, Hughes, Marcinkowski, Hayes, Arter, Hodges

Excused - Cyr

No –

Motion carried

WSPB-21-005 APPROVAL OF AGENDA

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

Yes – Arter, Brown, Hughes, Marcinkowski, Hayes, Hodges

Excused - Cyr

No –

Motion carried

WSPB-21-006 APPROVAL OF MINUTES

Moved by Commissioner Hughes, seconded by Commissioner Brown, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on December 2, 2020.

Yes – Marcinkowski, Hayes, Arter, Brown, Hodges, Hughes

Excused - Cyr

No –

Motion carried

PUBLIC COMMENT (on an agenda item)

None

DISCUSSION – EASTSIDE WATER SYSTEM

Matthew Farrar stated part of the reliability study included recommendations for smaller projects in Muskegon Township. Matthew Farrar stated part of what is driving this discussion, is the low bond rates. Matthew Farrar stated the Eastside Water System was installed around 1958 and provided a background to the condition of the system.

Matthew Farrar stated when bonds are sold this fall for the channel crossing project they could include the costs of the Eastside Water System recommended projects. Matthew Farrar stated they would have three (3) years to complete the projects.

Discussion ensued regarding the low bond rates, order of priority by working with Muskegon Township, the need to complete the work due to aging infrastructure, and the reliability study recommendations.

Matthew Farrar stated if the board would like to proceed, he would report back with firm financial information.

Chair Hodges asked if certain locations could be looked at more extensively due to issues they are experiencing.

Matthew Farrar provided further information regarding the bonding process. Matthew Farrar stated he would provide the payment schedules once they became available.

The general consensus of the Water Policy Board was to proceed with getting the impact on rates if the additional projects are done. Staff will report back at the March meeting.

ITEMS FOR CONSIDERATION

WSPB-21-007 Approve Contract 2 & Contract 3 of the Channel Crossing Project

Moved by Commissioner Hughes, seconded by Jeffrey Marcinkowski, to approve Contract 2 & Contract 3 of the Channel Crossing project.

Steve Fink provided information on the Northside System and what each contract represents. Steve Fink stated since the 1990's the State of Michigan (EGLE) has requested the Northside System have a back-up water supply feed. Steve Fink stated EGLE is requiring this work to be completed.

- Contract 1 – From the Water Plant under Beach Street. This line is currently active.
- Contract 2 – Directional drilling the pipe under the Channel, under the State Park to the bath house, and then under the dunes to Snug Harbor.
- Contract 3 – Goes along Memorial Drive from Weber Road to the pipe at Snug Harbor.

Steve Fink stated the plans and specs are mostly finalized and staff is in the process of obtaining the permits from the various agencies. Steve Fink stated Contract 3 could happen this summer; however Contract 2 can't be done until after Labor Day.

Kim Arter requested they be kept informed so they can send letters to Laketon Township residents. Steve Fink stated that would be done.

Yes – Arter, Brown, Hughes, Marcinkowski, Hayes, Hodges
Excused - Cyr
No –
Motion carried

WSPB-21-008 Approve Contract 2 & Contract 3 Plans & Specifications

Moved by Commissioner Hughes, seconded by Kim Arter, to approve the plans and specifications prepared by DLZ for Contract 2 & Contract 3 of the Channel Crossing Project and direct and authorize the Chair to sign the approval line on the plan set on behalf of the Regional Water System Policy Board.

Yes – Hayes, Arter, Brown, Hughes, Marcinkowski, Hodges
Excused - Cyr
No –
Motion carried

WSPB-21-009 INFORMATIONAL ITEMS

Moved by Commissioner Hughes, seconded by Jeffrey Marcinkowski, that the following information items be received and placed on file:

1. Meter Set List for January 2021
2. Local Fund Balance Sheet for January 2021
3. Check Disbursement Report
4. Water System Monthly Report for January 2021

Yes – Brown, Hughes, Marcinkowski, Hayes, Arter, Hodges
Excused - Cyr
No –
Motion carried

UNFINISHED BUSINESS

Kim Arter stated Wesco is completing a construction project and inquired if the extension would be coming to the board for approval.

Discussion ensued regarding the contract and extensions, types of extensions: private development vs. public right away extensions, and EGLE's requirement that they become part of the system.

Crystal Morgan is going to review the contract and report back to the board.

NEW BUSINESS

Matthew Farrar stated staff would keep the board members informed on the progress of the Channel Crossing project.

Matthew Farrar stated if any of the board members would like to tour the City of Muskegon Water Plant to email Tina Nash.

AUDIENCE PARTICIPATION

None

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:46 a.m.

Jennifer Hodges, Chair