

Muskegon County
Water System Policy Board
May 5, 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 Chair Hodges at 10:00 a.m.

ROLL

Present: Kim Arter, Laketon Township Supervisor - Laketon Township
Kim Cyr, Muskegon County Commissioner – Twin Lake
Jennifer Hodges, Muskegon Charter Township Supervisor – Muskegon Township
Jeffrey Marcinkowski, Fruitland Township Supervisor – Fruitland Township
Jeffrey Martin, Dalton Township Supervisor – Dalton Township

Excused: Doug Brown, Muskegon County Commissioner
Susie Hughes, 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

WSPB-21-018 APPROVAL OF AGENDA

Moved by Kim Arter, seconded by Jeffrey Marcinkowski, to approve the agenda as presented.

Yes – Cyr, Marcinkowski, Martin, Arter, Hodges

No –

Excused - Brown, Hughes

Motion carried

WSPB-21-019 APPROVAL OF MINUTES

Moved by Kim Arter, seconded by Jeffrey Martin, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on April 7, 2021.

Yes – Martin, Arter, Cyr, Marcinkowski, Hodges

No –

Excused - Brown, Hughes

Motion carried

PUBLIC COMMENT (on an agenda item)

None

ITEMS FOR CONSIDERATION

WSPB-21-020 Recommend Award for Contract 2 of the Channel Crossing Project

Moved by Jeffrey Martin, seconded by Jeffrey Marcinkowski, to recommend to the Board of Public Works that it award the bid from Gabe's Construction Inc. for Contract 2 of the Channel Crossing Project for the amount of \$10,144,184.81.

Matthew Farrar stated Contract 2 is the directional drilling portion of the Channel Crossing Project. Matthew Farrar stated staff and DLZ recommend low bid, Gabe's Construction Inc. Steve Fink stated in 2019 Gabe's Construction Inc. completed a boring project under the Grand River for Ottawa County. The client and design firm were very happy with them. Steve Fink stated for items outside of the HDPE drilling, Gabe's Construction will be working with local contractor Jackson-Merkey.

Yes – Cyr, Marcinkowski, Martin, Arter, Hodges

No –

Excused - Brown, Hughes

Motion carried

WSPB-21-021 Approve Expansion / 2315 East Laketon Ave

Moved by Kim Arter, seconded by Jeffrey Marcinkowski, that the Water System Policy Board approve the installation of 81 LF of 6" ductile iron water main and associated fire hydrant assembly at 2315 East Laketon Ave. by The Storage Group.

Yes – Martin, Arter, Cyr, Marcinkowski, Hodges

No –

Excused - Brown, Hughes

Motion carried

WSPB-21-022 Approve Water Fund Audit

Moved by Jeffrey Martin, seconded by Kim Arter, to approve the water fund audit and place on file.

Matthew Farrar stated this was approved by the Department of Treasury.

Yes – Cyr, Marcinkowski, Martin, Arter, Hodges

No –

Excused - Brown, Hughes

Motion carried

DISCUSSION

Law Office of Crystal Morgan / Termination of Representation Notice

Crystal Morgan stated she appreciated the opportunity to work with the board and wished everyone the best. Crystal Morgan stated she would work hard for a smooth transition going forward. Crystal Morgan stated she would create a folder with links to download documents.

WSPB-21-023 Legal Counsel Services

Moved by Jeffrey Martin, seconded by Kim Arter, to direct staff to issue a Request for Qualifications (RFQu) for legal representation to the Water Policy Board.

Yes – Marcinkowski, Martin, Arter, Cyr, Hodges

No –

Excused - Brown, Hughes

Motion carried

Matthew Farrar requested the board select who will review the submittals. Chair Hodges appointed Supervisors Marcinkowski, Martin, Arter, and Hodges and Matthew Farrar as reviewers of the RFQu submissions.

WSPB-21-024 INFORMATIONAL ITEMS

Moved by Jeffrey Martin, seconded by Kim Arter, that the following information items be received and placed on file:

1. Meter Set List for April 2021
2. Local Fund Balance Sheet for April 2021
3. Check Disbursement Report
4. Water System Monthly Report for April 2021
5. City of Muskegon Letter / Wholesale Customer Water Rate Increase

Matthew Farrar stated anytime the City of Muskegon raises rates they have to give us a notice. Matthew Farrar stated this was anticipated and addressed in the rate study. Matthew Farrar stated per our contract with the City of Muskegon we pay the resident rate plus 25%. Matthew Farrar stated any time the City of Muskegon raises its rates to their residents it also includes municipal customers.

Yes – Arter, Cyr, Marcinkowski, Martin, Hodges

No –

Excused - Brown, Hughes

Motion carried

UNFINISHED BUSINESS

Water Rates –

Matthew Farrar stated he believes the board’s general consensus is to address rates in October 2021. Matthew Farrar stated it is less of a shock to the customer when rates increase in the fall. Matthew Farrar also stated this would allow large customers to budget for the increase.

NEW BUSINESS

None

AUDIENCE PARTICIPATION

Chris Hall asked if any comments were received from residents on Memorial Drive. Steve Fink stated one resident was concerned with her circle drive and how the slopes would be put back. The Road Commission will work with her on this issue in the road right-of-way. Another resident informed us he has an invasive plant called Japanese Knotweed that will need to be contained on his property. A resident had concerns with dewatering and if the culvert pipe would create issues for him. McCormick Sand met with the resident, turned on pump and observed flow, and does not think it will be a problem.

Steve Fink stated real soon the water service line contractor, Ryerson, and Robert Ribbens would be getting in contact with the residents to figure out the location of the water service line stubs.

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:26 a.m.

Jennifer Hodges, Chair

*Preliminary Minutes
To be approved at the next Water System Policy Board Meeting*