

Muskegon County  
Water System Policy Board  
June 2, 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  
Doug Brown, Muskegon County Commissioner [entered meeting at 10:09 a.m.]  
Kim Cyr, Muskegon County Commissioner – Twin Lake  
Jennifer Hodges, Muskegon Charter Township Supervisor – Muskegon Township  
Susie Hughes, Muskegon County Commissioner – Muskegon Township  
Jeffrey Marcinkowski, Fruitland Township Supervisor – Fruitland Township  
Jeffrey Martin, Dalton Township Supervisor – Dalton Township

Excused:

Staff

Present: Matt Farrar, Public Works Director  
Tina Nash, Public Works Coordinator  
Steve Fink, Public Works Engineer & Projects Manager  
Crystal Morgan, WSPB Attorney

**WSPB-21-025 APPROVAL OF AGENDA**

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

Yes – Cyr, Hughes, Marcinkowski, Martin, Arter, Hodges

No –

Excused - Brown

**Motion carried**

**WSPB-21-026 APPROVAL OF MINUTES**

Moved by Commissioner Hughes, seconded by Kim Arter, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on May 5, 2021.

Yes – Hughes, Marcinkowski, Martin, Arter, Cyr, Hodges

No –

Excused - Brown

Motion carried

**PUBLIC COMMENT (on an agenda item)**

None

**ITEMS FOR DISCUSSION**

*Risk Assessment Update*

Matthew Farrar stated the Risk and Resilience Assessment is due June 30<sup>th</sup>. Matthew Farrar stated he has received the final draft and will be sending final comments to Prein&Newhof. Matthew Farrar stated this is a requirement of the EPA. This was done jointly with other water systems connected to the City of Muskegon water plant.

*Channel Crossing Update*

Contract 1 / Beach Street

Steve Fink stated the pavement is done and the final striping was put down yesterday. Steve Fink stated there are a few City of Muskegon related items that the city is working with the contractor on. The City of Muskegon will be paying all costs for these items. Steve Fink stated Contract 1 is now in the punch list phase and hopes to wrap up Contract 1 this month.

Contract 2/Directional drilling under the channel

Steve Fink stated there will be a preconstruction and coordination meeting with the City of Muskegon and State Park at the end of the week. Steve Fink stated the work for Contract 2 will not start until after Labor Day.

Contract 3 / Memorial Drive

Steve Fink stated the pressure test passed on the first segment of pipe. Last week chlorine was put in the pipe and they finished the flushing yesterday. Steve Fink stated bacteria testing will take place on

Thursday and Friday. Assuming this goes well, the first segment of pipe will be available for use. Steve Fink stated the contractor is restoring areas by homes they have performed work by and moving the dewatering pipe to continue laying pipe to the western portion of the project. The contractor, McCormick Sand, is estimating they will be done with Contract 3 by the end of July.

### *Bonds*

Matthew Farrar provided an overview of the finances relating to the Channel Crossing project. Matthew Farrar stated the previous reliability study recommended some improvements to the Eastside System. Matthew Farrar spoke to the low interest rates and asked the board if they would like to bond additional funds to begin addressing needed repairs to the Eastside System. Matthew Farrar reviewed the difference in bonding the \$11,290,151 (Channel Crossing project only) vs. \$13,500,000 (Channel Crossing project with additional funds to address some of the improvements to the Eastside System).

Discussion ensued.

### **WSPB-21-027 Bonding \$13,500,000**

Moved by Kim Arter, seconded by Commissioner Brown, to request staff to set the amount of the bond at \$13,500,000.

Yes –Marcinkowski, Cyr, Arter, Martin, Brown, Hodges

No –

Excused - Hughes

**Motion carried**

### *Attorney Selection Process*

Matthew Farrar stated proposals were opened yesterday. Matthew Farrar reviewed the process for the township supervisors to rate the proposals. Matthew Farrar stated there were six (6) proposals received. Matthew Farrar continued to speak to the procurement process and schedule. Matthew Farrar stated Crystal Morgan informed them she would continue to work with this board until another WSPB attorney is selected.

### *Contract Review Committee*

Matthew Farrar stated once a new attorney is selected a meeting will be set up to review where we are at with the contract changes. The contract review committee can then begin meeting again to continue the process.

### **WSPB-21-028 INFORMATIONAL ITEMS**

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

1. Meter Set List for May 2021
2. Local Fund Balance Sheet for May 2021
3. Check Disbursement Report

4. Water System Monthly Report for May 2021

Yes – Brown, Cyr, Marcinkowski, Martin, Arter, Hodges

No –

Excused - Hughes

Motion carried

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

Matthew Farrar stated he would notify the board when the directional drilling will take place so they may watch the process.

Matthew Farrar stated if a board member would like to tour the water filtration plant, please contact Tina Nash to set up a time.

**AUDIENCE PARTICIPATION**

None

**ADJOURN**

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:48 a.m.

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Jennifer Hodges, Chair

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