

Muskegon County
Water System Policy Board
August 4, 2021
10:00 a.m.
97 E. Apple Avenue, Room 119

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
Doug Brown, Muskegon County Commissioner
Kim Cyr, Muskegon County Commissioner
Jennifer Hodges, Muskegon Charter Township Supervisor
Susie Hughes, Muskegon County Commissioner
Jeffrey Marcinkowski, Fruitland Township Supervisor
Jeffrey Martin, Dalton Township Supervisor

Excused:

Staff

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

WSPB-21-029 APPROVAL OF AGENDA

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

Voice Vote: **Motion Carried**

WSPB-21-030 APPROVAL OF MINUTES

Moved by Jeffrey Martin, seconded by Commissioner Hughes, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on June 2, 2021.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

None

ITEMS FOR CONSIDERATION

WSPB-21-031 Recommend Fiscal Year 2022 Budget

Moved by Commissioner Hughes, seconded by Commissioner Cyr, to recommend to the Board of Commissioners the approval of the fiscal year 2022 budget for the Muskegon County Regional Water System as presented.

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

No –

Motion carried

WSPB-21-032 WSPB Legal Counsel / Open for Discussion

Moved by Commissioner Hughes, seconded by Jeffrey Marcinkowski, to open for discussion.

Voice Vote: **Motion Carried**

Chair Hodges spoke to the memorandum she sent.

Commissioner Hughes expressed concerns on criteria used to eliminate firms.

Matthew Farrar explained the proposal/rating process. Chair Hodges spoke to the selection process.

Discussion ensued.

Jeffrey Martin stated all firms who submitted a proposal were qualified.

WSPB-21-033 WSPB Legal Counsel / Close Discussion

Moved by Jeffery Martin, seconded by Commissioner Hughes, to close the discussion.

Voice Vote: **Motion Carried**

WSPB-21-034 WSPB Legal Counsel

Moved by Jeffery Martin, seconded by Commissioner Hughes, to hire Curcio Law Firm PLC to represent the Water System Policy Board.

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

No – Arter

Motion carried

Matthew Farrar thanked Crystal Morgan and congratulated her on the next steps in her career.

WSPB-21-035 Reliability Study Updates

Matthew Farrar stated the last reliability study recommended improvements to the Eastside Water System (ESW) and the Channel Crossing project. Matthew Farrar spoke to the list of recommended improvements to the ESW and the need to have the list prioritized. Matthew Farrar stated Prein&Newhof completed the last reliability study. Matthew Farrar stated Prein&Newhof would need to do some additional testing to update the study and prioritize the ESW list.

Moved by Commissioner Hughes, seconded by Jeffrey Marcinkowski, to select Prein&Newhof to update the study for \$1,000 or less.

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

No –

Motion carried

WSPB-21-036 INFORMATIONAL ITEMS

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

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

Voice Vote: **Motion Carried**

UNFINISHED BUSINESS

Channel Crossing Project Updates

Contract No. 1 / Beach Street

Steve Fink stated Hallack Contracting was given the punch list and there will one final additional pay app after the final balancing change order is approved.

Contract No. 3 / Memorial Drive

Steve Fink stated the last western segment of the pipe is getting its first bacteria samples taken today. Once all tests pass, McCormick Sand can put in a sleeve to tie east and west portions together. Once released to the County we will need to keep our water quality up and residents will be able to connect to the system. Steve Fink stated at this time it would be 5 or less residents. Steve Fink stated the State Park will be the biggest customer. Steve Fink stated until the loop is in place sacrificial flushing will need to be done. Steve Fink informed the board McCormick Sand has been a good contractor and communication has been excellent.

Contract No. 2 / Directional Drilling Under the Channel

Steve Fink stated the utility coordination meeting was held last week. In June the pre-construction meeting took place. Gabe's Construction will be arriving right after Labor Day and setting up in Margaret Drake Elliot Park. Steve Fink stated the State Park has been a very good partner in this project. The State Park has agreed to allow Gabe's Construction to close the State Park for certain periods during the winter for safety reasons. The project is scheduled to go on to approximately May 13th. Steve Fink stated Gabe's Construction has also been good to work with.

NEW BUSINESS

Commissioner Hughes stated it has been good working with Crystal Morgan and thanked her.

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

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