

Muskegon County
Water System Policy Board
January 8, 2020
10:00 a.m.
Michael E. Kobza Hall of Justice
990 Terrace Street
Board of Commissioners Room, 4th Floor

Tony Barnes, Chair

Marcia Jeske, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Vice-Chair Jeske at 10:00 a.m.

ROLL

Present: Chris Hall, Laketon Township Building Inspector
Jennifer Hodges, Muskegon Charter Township Supervisor
Marcia Jeske, Fruitland Township Supervisor
Kenneth Mahoney, Muskegon County Commissioner [arrived at 10:03 a.m.]
I. John Snider II, Muskegon County Commissioner

Excused: Tony Barnes, Dalton Township Supervisor
Susie Hughes, Muskegon County Commissioner

Staff

Present: Matt Farrar, Public Works Director
Steve Fink, Public Works Engineer & Projects Manager
Tina Nash, Public Works Coordinator
Carly Hines, Public Works Finance and Sustainability Administrator
Crystal Morgan, WSPB Attorney
Beth Dick, Finance Director / Assistant County Administrator

ELECTION OF OFFICERS

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

Chris Hall nominated Jennifer Hodges for Chair.
Jennifer Hodges declined the nomination.

Jennifer Hodges nominated Tony Barnes for Chair.
There were no other nominations for Chair.

Vice Chair Jeske closed the nominations for Chair.

WSPB-20-001 Moved by Jennifer Hodges, seconded by Commissioner Snider, to elect Tony Barnes as Chair.

Voice Vote: **Motion Carried**

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

Jennifer Hodges nominated Marcia Jeske for Vice Chair.
There were no other nominations for Vice Chair.

Vice Chair Jeske closed the nominations for Vice Chair.

WSPB-20-002 Moved by Jennifer Hodges, seconded by Chris Hall, to elect Marcia Jeske as Vice Chair.

Voice Vote: **Motion Carried**

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

Jennifer Hodges nominated Tina Nash for Secretary.
There were no other nominations.
Vice Chair Jeske closed the nominations.

WSPB-20-003 Moved by Jennifer Hodges, seconded by Marcia Jeske, to designate Tina Nash as Secretary.

Voice Vote: **Motion Carried**

ELECTION OF OFFICERS CONT'D

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

Marcia Jeske nominated Carly Hines for Fiscal Officer.
There were no other nominations.
Vice Chair Jeske closed the nominations.

WSPB-20-004 Moved by Marcia Jeske, supported by John Snider, to designate Carly Hines as Fiscal Officer.

Voice Vote: **Motion Carried**

WSPB-20-005 APPROVAL OF AGENDA

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

Voice Vote: **Motion Carried**

WSPB-20-006 APPROVAL OF MINUTES

Moved by Chris Hall, seconded by Jennifer Hodges, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on December 4, 2019.

Roll call:
Yes – Mahoney, Snider, Jeske, Hall, Hodges
No –
Excused – Barnes, Hughes
Motion carried

PUBLIC COMMENT (on an agenda item)

None

ITEMS FOR CONSIDERATION

WSPB-20-007 Approve Plans and Specifications for Phase 1 of the Channel Crossing Project

Moved by Chris Hall, seconded by Mahoney, to approve the plans and specifications prepared by Johnson & Anderson for Phase 1 of the Channel Crossing Project as prepared by staff.

Chris Hall asked if phase II could be completed by a different engineering firm. Matthew Farrar stated the various phases of the project could be completed by different engineering firms. Discussion ensued regarding the project timeline and the affect the acquisition of Johnson & Anderson by DLZ Michigan Inc. has had on the project. Matthew Farrar stated staff has a meeting scheduled with DLZ later this month.

Matthew Farrar stated the high water we are experiencing will have minimal impact on this project.

Roll call:

Yes – Hodges, Mahoney, Snider, Jeske, Hall,

No –

Excused – Barnes, Hughes

Motion carried

WSPB-20-008 Contract Assignment

Moved by Jennifer Hodges, seconded by Commissioner Mahoney, to authorize the assignment of the Johnson & Anderson Channel Crossing engineering contract to DLZ Michigan, Inc. and recommend the Chair of the Board of Public Works sign the assignment document prepared by corporate counsel.

Roll call:

Yes – Snider, Jeske, Hall, Hodges, Mahoney

No –

Excused – Barnes, Hughes

Motion carried

WSPB-20-009 INFORMATIONAL ITEMS

Moved by Jennifer Hodges, seconded by Commissioner Mahoney, that the following information items be received and placed on file:

1. Meter Set List for December 2019
2. Local Fund Balance Sheet for December 2019
3. Check Disbursement Report

Voice Vote: **Motion Carried**

REPORTS

WSPB-20-010 Water System Update

Moved by Jennifer Hodges, seconded by Commissioner Mahoney, that the Water System Update be accepted as written.

Matthew Farrar stated, over the next couple of months, staff will be preparing various water system reports required by the State of Michigan (EGLE) and would distribute them when completed.

Voice Vote: **Motion Carried**

OLD BUSINESS

Staff is working on confirming a date for the Management Contract sub-committee members to meet.

NEW BUSINESS

None

AUDIENCE PARTICIPATION

None

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:23 a.m.

Tony Barnes, Chair

Muskegon County
Water System Policy Board
February 5, 2020
10:00 a.m.
Michael E. Kobza Hall of Justice
990 Terrace Street
Board of Commissioners Room, 4th Floor

Tony Barnes, Chair

Marcia Jeske, Vice Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Barnes at 10:00 a.m.

ROLL

Present: Tony Barnes, Dalton Township Supervisor
Chris Hall, Laketon Township Building Inspector
Susie Hughes, Muskegon County Commissioner
Marcia Jeske, Fruitland Township Supervisor
Jennifer Hodges, Muskegon Charter Township Supervisor
Kenneth Mahoney, Muskegon County Commissioner

Excused: I. John Snider II, Muskegon County Commissioner

Staff

Present: Matt Farrar, Public Works Director
Tina Nash, Public Works Coordinator
Steve Fink, Public Works Engineer & Projects Manager
Carly Hines, Public Works Finance & Sustainability Administrator

WSPB-20-011 APPROVAL OF AGENDA

Moved by Marcia Jeske, seconded by Jennifer Hodges, to approve the agenda as presented.

Voice Vote: **Motion Carried**

WSPB-20-012 APPROVAL OF MINUTES

Moved by Jennifer Hodges, seconded by Marcia Jeske, to approve the minutes of the Muskegon County Regional Water Policy Board meeting held on January 8, 2020.

Voice Vote: **Motion Carried**

PUBLIC COMMENT (on an agenda item)

Matthew Farrar pointed out two errors on the check disbursement report. Matthew Farrar stated corrections are being made to charge the appropriate accounts for those expenses.

ITEMS FOR Consideration

WSPB -20-013 Approve Phase I of the Channel Crossing Project

Moved by Commissioner Hughes, seconded by Marcia Jeske, to approve Phase I of the Channel Crossing Project.

Chair Barnes asked about the timeline for the project. Steve Fink stated the contract allows for work to be completed up to Memorial Day, then the work would need to cease until after Labor Day. Steve Fink stated Phase I is to be completed by May 2021.

Voice Vote: **Motion Carried**

WSPB -20-014 Recommend Award of Bid for Phase I of the Channel Crossing Project

Moved by Commissioner Hughes, seconded by Commissioner Mahoney, to recommend to the Board of Public Works to award the bid for Phase I of the Channel Crossing Project to Hallack Contracting Inc.

Discussion ensued regarding local preference.

Roll call:

Yes – Hall, Hughes, Jeske

No – Hodges, Mahoney, Barnes

Excused – Snider

Motion Failed

WSPB -20-015 Recommend Award of Bid for Phase I of the Channel Crossing Project

Moved by Jennifer Hodges, seconded by Chair Barnes, to recommend to the Board of Public Works to award the bid for Phase I of the Channel Crossing Project to McCormick Sand Inc.

Roll call:

Yes – Mahoney, Hodges, Barnes

No – Jeske, Hall, Hughes

Excused – Snider

Motion Failed

Matthew Farrar stated this was a recommendation to the Public Works Board. The Public Works Board will award the bid. Matthew Farrar stated the timing of awarding this project is important due to ordering materials.

[Commissioner Mahoney excused at 10:23AM]

INFORMATIONAL ITEMS

The following informational items be received and placed on file:

1. Meter Set List for January 2020
2. Local Fund Balance Sheet for January 2020
3. Check Disbursement Report
4. Water System Update

Matthew Farrar stated staff is working on finalizing the route for Phase II of the Channel Crossing Project.

Chris Hall asked what effect the amendments to Appendix C have had. Matthew Farrar stated staff would look into it and report back.

OLD BUSINESS

None

NEW BUSINESS

None

AUDIENCE PARTICIPATION

Chair Barnes thanked the board for their confidence and electing him as Chair.

Jerry Sanders asked Matthew Farrar if there were any plans to do any building/tank maintenance to Quarterline Booster Station as things are looking dirty. Matthew Farrar stated staff will look at it.

ADJOURN

There being no further business to come before the Water System Policy Board, the meeting adjourned at 10:31 a.m.

Tony Barnes, Chair