



**REGIONAL BOARD MEETING**

March 21, 2016 – Mason County

**I. CALL TO ORDER**

The meeting was called to order at 10:00 AM by Chairperson Susie Hughes.

**II. ROLL CALL QUORUM: Yes**

Commissioners Present:

**Mason County** - Bill Carpenter, Michael Krauch, Wally Taranko

**Muskegon County**- Kay Beecham, Susie Hughes, David Kieft, Bonnie McGlothin  
Byron Turnquist, Rillastine Wilkins

**Newaygo County** – James Maike, Chris Ortwein, James Rynberg

**Oceana County** – Dean Gustufson-Alternate, Evelyn Kolbe

**WMSRDC Appointees** - Joe Lenius, Ron Steiner

Commissioners Absent:

**Lake County** – Barbara Stenger

**Muskegon County** – Terry Sabo

**WMSRDC Appointee** – Chris McGuigan

**Muskegon Community College** – Dale Nesbary

**West Shore Community College** – Lisa Stich

Staff/Guests Present: Erin Kuhn, Susan Stine-Johnson, Syndi Copeland, Dave Bee  
Stephen Carlson, Kathy Evans

**III. APPROVAL OF AGENDA**

Motion was made by Commissioner Maike and supported by Commissioner Krauch to approve the agenda for the March 21, 2016 Commission meeting. Motion carried.

**IV. APPROVAL OF MINUTES**

Motion was made by Commissioner Wilkins and supported by Commissioner Lenius to approve the minutes of the January 25, 2016 Commission minutes and the February 17, 2016 Executive Officers minutes. Motion carried.

**V. PUBLIC COMMENTS**

No public comments

**VI. HOST (Mason County)**

Bill Carpenter welcomed all to Mason County and shared the different projects happening in the county. Mercy Health has a \$3.9 million facility to be constructed on US-10. The \$26 million downtown project is moving thru its Brownfield process. A \$1.5 million new fire station will be built on Tinkham. The city sewer and water project at \$16 million is moving its way through development stages.

**VII. CHAIRPERSON'S REPORT**

Commissioner Susie Hughes just came back from the Michigan Association of Counties meeting where she attended a committee meeting with the Bluewater Economy. Those in attendance were most proud of the accomplishments WMSRDC has made on Muskegon Lake. Compliments were

made regarding all of Kathy Evans' work with the Environment Program.

#### **VIII. EXECUTIVE DIRECTOR'S REPORT**

Executive Director, Erin Kuhn, highlighted some updates from her report. The Transportation Program had its Annual Pre Unified Work Program meeting with MDOT which is a requirement of the Metropolitan Planning Organization (MPO). The meeting included a review of the previous fiscal year grant, including planning processes – highlights, challenges, goals, etc. The budget allocations were also given for FY 2017, which is the kickoff for Susan and Erin putting together the FY17 budget. This gives a six-month advance to begin identifying funding sources for the upcoming year. The Unified Work Program is due to the Michigan Department of Transportation by June 1. After MDOT's approval, it goes to Federal Highways for approval. This is where WMSRDC receives the indirect rates for FY17. Susan gave an explanation of how this provisional rate helps us spread our cash flow throughout the year.

Erin stated that Stephen has been concentrating on the 2016 CEDS document and list of projects. Because three of our CEDS projects were funded through EDA and removed from our projects, Stephen has worked with the CEDS committee to create a new list of CEDS projects to be approved today. While Stephen was working on this list, he also took the time to update the WMSRDC Industrial Parks survey and included it as an Appendage in the CEDS document. This takes a look in detail at all of the industrial parks in the five-county region. This survey is on the WMSRDC website.

A motion was made to approve the updated CEDS list by Commissioner Kolbe and supported by Commissioner Carpenter. Motion carried.

Commissioner Turnquist asked about the consultant expectations under Economic Development for the Port Project. Erin introduced Martin Associates as a consulting firm out of Pennsylvania. They are experts in ports. WMSRDC has hired them to conduct the Port of Muskegon Infrastructure and Organizational Analysis to look at the infrastructure around the Port of Muskegon for developing a multi modal regional logistics hub. This includes all four modes of transportation – water, roads, rail and air - to service the port and identify the capacity of the infrastructure as well as infrastructure improvements to increase movements of goods through the port. They will also look at potential organization structures to market and manage the regional logistics hub around the Port of Muskegon. This contract goes through September 30, 2016, but Martin Associates has committed to have the study done by July 2016.

Conversation ensued regarding environmental planning around Muskegon Lake in regard to natural fish replacing Coho in our lakes. The board also talked about the fourteen cruise ships that will use the port, and the depth of the port and the channel for these ships.

#### **IX. FEDERAL PROJECT REVIEW SYSTEM**

Two FPRS applications were processed, 2016-4 through 2016-5

Erin gave an explanation of the FPRS process through SEMCOG. It appears that every Region is handling the FPRS process differently. Erin will bring this up at the next Michigan Association of Regions meeting so the appropriate procedures for the program can be efficiently and effectively managed.

#### **X. REGIONAL PLANNING COMMISSION COLLABORATIVE EFFORT**

Executive Director Kuhn noted that the State has funded the Region 4 Prosperity Region for FY2016. The Prosperity Alliance requested \$250,000 and received \$235,000. In June, the West Michigan Prosperity Alliance may have another call for projects, so WMSRDC is encouraging communities and organizations from within the region to consider submitting a project. Erin has a couple of ideas from throughout our region, but if the Commissioners have other ideas, please contact her.

Region 8 – Dave Bee talked about the upcoming regional planning meeting scheduled for June 17. Greenville and Grand Rapids each have projects to be funded through EDA. They are hoping to add Barry County to their Region. The Asset Management Conference in Dearborn is coming up on April 13. The Rural Task Force Oversight Board meeting is next week in Lansing.

**XI. FINANCIAL STATEMENTS** – Susan Stine-Johnson gave an overview of all attachments.

- A. WMSRDC Monthly Financial Reports - (Attachment XI-A)
- B. HSGP Monthly Financial Reports - (Attachment XI-B)

In answer to a question regarding the JPC, WMSRDC will be refunding all JPC funds to close out two FY15 invoices. This does not disband the JPC, and WMSRDC will offer future assistance if so necessary.

Motion was made by Commissioner Maike and supported by Commissioner Lenius to accept the WMSRDC and HGSP Financial Statements through the month of February 2016. Motion carried.

- C. WMSRDC Schedule of Accounts Receivable – (Attachment XI-C)
- D. HSGP Schedule of Accounts Payable – (Attachments XI-D)
- E. Cash Disbursements – (Attachment XI-E)
- F. Budget Amendments – (Attachment XI-F)

At the Auditors' suggestion, Susan informed the Board of all Budget Amendments. Motion was made by Commissioner Lenius and supported by Commissioner Carpenter to approve the Budget Amendments. Motion carried.

Erin Kuhn informed the Board of the upcoming office remodel. Susan Stine-Johnson made a recommendation for funding the remodel, but sought comments and approval from the Board. It was noted that WMSRDC currently has a line of credit with our bank. At this time it was agreed that both the Board Chair and Executive Director should sign any assumed loans. A motion to pay cash was made by Commissioner Turnquist and was supported by Commissioner Maike. A roll call vote was taken with 13 no/3 yes votes to pay cash. The motion to pay cash for the remodel did not pass.

A motion to pay \$20,000 cash with the remaining \$30,000.00 from the line of credit not to exceed a project total of \$50,000 for the office remodel was made by Commissioner Ortwein and supported by Commissioner Rynberg. The motion carried.

**XII. PROGRAM REPORT** – Kathy Evans, Environmental Planning

**XIII. NEW BUSINESS**

Executive Director Kuhn talked about future plans for WMSRDC under the 208 designation – this is an unfunded mandate since the mid-1980s. WMSRDC staff has been discussing internally the need for infrastructure and water resources planning (solid waste, water filtration, wastewater, stormwater management, and environmental water quality planning) which falls under Section 208 planning from the federal Clean Water Act. WMSRDC has the capacity to undertake this planning for the region. With the unfortunate circumstances with what has happened in Flint, there is a lot of talk about the nation's infrastructure at the state and federal level. WMSRDC staff is looking into the possibility of using this designation to expand the Commission's environmental leg to meet the infrastructure needs within our Region. Erin will be in Washington D.C. speaking with U.S. Senators and Representatives to see what resources might be available at the federal level.

**XIV. ROUND TABLE**

Byron Turnquist- Open House at the Water Filtration Center this Saturday, March 26. Wednesday, March 23, the city will have an open house for nine new homes that have been built by Edward Allen in mid-town square. There will be 15 cruise ships coming into Muskegon this season.

Mike Krauch – For anyone interested in tree fruit production in West Michigan, MSU Extension will be hiring a Tree Fruit Educator. Interviews will be in the morning on the 23<sup>rd</sup>, and the candidates will present at 1:30 PM in the Hart Community Center.

Susie gave credit to Stephen for the information in the Industrial Park Survey which is located on the WMSRDC website.

Evelyn Kolbe informed the Board that Hesperia is having their sesquicentennial this summer, with something every weekend from July 4–August 20.

Erin talked about the potential Staff/Board training to go over goal setting, etc. The National Association of Development Organizations is coming to the end of the grant to provide that training, but will keep WMSRDC in mind if there are left over dollars for training.

**XV. PUBLIC COMMENT-WMSRDC PROGRAMS**

There were no public comments.

**XVI. ADJOURNMENT**

Motion was made by Commissioner Maike and supported by Commissioner Carpenter to adjourn at 11:50 AM. Motion carried.

NEXT MEETING: May 16, 2016 – Lake County

  
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Susan Hughes, Chairperson

5-16-16  
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Date

  
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Erin Kuhn, Executive Director

5-16-16  
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Date