



September 21, 2020 – Zoom

I. **CALL TO ORDER** – 10:01 AM by Chairperson Bonnie McGlothin

II. **ROLL CALL QUORUM: Yes**

Commissioners Present:

Muskegon County: Kay Beecham, Jennifer Hodges, Marcia Hovey-Wright,
Ken Johnson, Bonnie McGlothin, Bob Scolnik, Rillastine Wilkins
Newaygo County: Burt Cooper, James Maike, James Rynberg
Oceana County: Dean Gustafson
WMSRDC Appointees: James Kelly, Andrea Large
Muskegon CC: Dale Nesbary
West Shore CC: Crystal Young

Commissioners Absent:

Lake County: Howard Lodholtz
Mason County: Nick Krieger, Charles Lange, Joe Lenius
Oceana County: James Brown
WMSRDC Appointee: Rich Houtteman

Staff/Guests Present: Erin Kuhn, Amanda Snyder, Syndi Copeland

III. **APPROVAL OF AGENDA**

Item 9, points A and B were switched. Motion was made by Commissioner Hovey-Wright and supported by Commissioner Wilkins to approve the agenda for the September 21, 2020 Commission meeting. Motion carried.

IV. **APPROVAL OF MINUTES**

Burt Cooper was at the meeting in July but marked absent. Syndi will change this. Motion was made by Commissioner Nesbary and supported by Commissioner Hodges to approve the July 20, 2020 Commission meeting minutes. Motion carried.

The August 15, 2020, Executive Officer's minutes is attached for information only.

V. **PUBLIC COMMENT – AGENDA ITEMS**

There was no public comment.

VI. **CHAIRPERSON'S REPORT**

Commissioner McGlothin presented Resolution 2021-1, Contract/Document Authorization Policy (Page 7) for approval. Motion was made by Commissioner Maike and supported by Commissioner Gustafson to approve Resolution 2021-1. Motion carried.

Commissioner McGlothin presented the board with the review of WMSRDC Executive Director, Erin Kuhn, and recommended a merit raise. Motion was made by Commissioner Rynberg and supported by Commissioner Nesbary to approve a merit raise for FY 2021. Motion carried.

VII. EXECUTIVE DIRECTOR'S REPORT

Transportation – WMSRDC recently signed a contract for the MDOT Service Development and New Technology (SDNT) grant award in the amount of \$150,000. The purpose of the grant is to conduct a West Michigan Regional Transit Systems Governance and Organizational Transition Study in partnership with the Muskegon Area Transit System (MATS) and Harbor Transit.

Economic Development – WMSRDC was awarded a grant for \$400,000 as part of the EDA CARES Act non-competitive Economic Development District grants. Erin identified the areas where this money will be spent, and they are also listed in the Executive Director's Report.

During a press conference at the Grand Valley State University Innovation Hub (HUB) on Friday, September 11, Michael Walsh, Chief of Staff and General Counsel for the U.S. Dept. of Commerce, announced a grant award to WMSRDC and the HUB. This award is in the amount of \$87,000 and will be used for a market analysis on how to better serve lakeshore entrepreneurs.

Newaygo County Regional Education Service Agency (NCRESA) has asked WMSRDC to partner with them and serve as grant administrator for an EDA CARES Act Disaster Relief Program funding to extend fiber into industrial parks and business districts in the cities of Fremont, Grant, Newaygo, and White Cloud. Motion was made by Commissioner Rynberg and supported by Commissioner Cooper to approve the Memorandum of Understanding between WMSRDC and NCRESA. Motion carried.

Environmental – WMSRDC received word that our Regional Partnership proposal was one of two partnerships across the entire Great Lakes selected in 2020. The award covers a three-year period for a total amount of \$14,123,471 in federal funds, however, only year one funding for engineering and design work has been awarded for WMSRDC's work on Little Cedar Creek. The award was for \$187,207. Annual funding amounts are based on availability of funds from Congress through the Great Lakes Restoration Initiative and continued relevance to NOAA program objectives.

Erin asked Amanda to talk about some changes at the federal level in regards to the 2CFR-200. In response to these changes, WMSRDC has adjusted our Procurement Policy to follow these guides. Motion was made by Commissioner Hovey-Wright and supported by Commissioner Young to approve the updated WMSRDC Procurement Policy. Motion carried.

VIII. FY 2020 BUDGET AMENDMENT

Amanda presented the FY 2020 Budget Amendment, required by WMSRDC auditors. Motion was made by Commissioner Hodges and supported by Commissioner Johnson to approve the FY 2020 Budget Amendment. Motion carried.

IX. FY 2021 WORK PROGRAM AND BUDGET

Amanda discussed the FY 2021 cost of living increase of 1.5% for staff and stated this is within our budget. Motion was made by Commissioner Hovey-Wright and supported by Commissioner Rynberg to approve the FY 2021 cost of living increase. Motion carried.

Erin began with a presentation of the WMSRDC FY21 Work Program. Amanda presented the FY 2021 Budget. Motion was made by Commissioner Kelly and supported by Commissioner Nesbary to approve the FY 2021 Work Program and Budget. Motion carried.

X. FY 2021 MEETING SCHEDULE

Motion was made by Commissioner Gustafson and supported by Commissioner Hovey-Wright to approve the FY 2021 board meeting schedule. Motion carried.

XI. FINANCIAL STATEMENTS

Amanda reviewed all financials and stated that the Commission's cash remains strong. Motion was made by Commissioner Johnson and supported by Commissioner Young to approve the August 2020 financials. Motion carried.

XII. NEW BUSINESS - There was no new business.

XIII. ROUND TABLE

- Marcia Hovey-Wright is pleased to see coordination with Ottawa County and MATS transportation study.
- Bob Scolnik talked about the need for improved broadband in the region and was glad that WMSRDC will be assisting in that area.
- Commissioner Young commented that the Manistee project at 400 S. River is due to be opened and occupied by December 1.

XIV. PUBLIC COMMENT - WMSRDC PROGRAM

There was no public comment.

XV. ADJOURNMENT

Motion was made by Commissioner Rynberg and supported by Commissioner Hodges to adjourn at 11:20 AM. Motion carried.

NEXT MEETING: November 23, 2020 – Zoom


 Bonnie McGlothlin, Chairperson

11-23-2020
 Date

Erin Kuhn

Digitally signed by Erin Kuhn
 DN: cn=Erin Kuhn, o=West Michigan Shoreline
 Regional Development Commission, ou=West
 Michigan Shoreline Regional Development
 Commission, email=ekuhn@wmsrdc.org, c=US
 Date: 2020.12.03 11:31:55 -0500

Erin Kuhn, Executive Director

11/23/2020

Date