

FY 2024 WESTPLAN UWP APPENDIX

APPENDIX A:
FUNDING SOURCE SUMMARY

**APPENDIX A
TRANSPORTATION PLANNING WORK PROGRAM
FUNDING SOURCE SUMMARY
FY 2024**

	PL	FEDERAL	FTA SEC 5303 FEDERAL	CMAQ FEDERAL	LOCAL MATCH FOR PL	LOCAL MATCH FOR SEC 5303	LOCAL MATCH FOR CMAQ	STATE MATCH FOR PL	FEDERAL TOTAL	STATE TOTAL	LOCAL TOTAL	MATCH TOTAL	MPO TOTAL
MPO PROGRAM MANAGEMENT		38,618	4,135	-	8,563	917	-	-	42,753	-	9,480		52,234
METRO AREA DATA ASSISTANCE		115,855	12,404	-	25,690	2,751	-	-	128,258	-	28,441		156,699
METRO AREA PLANNING		231,709	24,808	-	51,381	5,501	-	-	256,517	-	56,882		313,399
SAFE AND ACCESSIBLE TRANSPORTATION OPTIONS		9,902	1,060	-	-	-	-	-	10,962	-	-		10,962
Multimodal Subtotal		396,084	42,406	-	85,635	9,168	-	-	438,490	-	94,803		533,293
TRANSIT PLANNING		-	66,328	-	-	14,708	-	-	66,328	-	14,708		81,036
Transit Subtotal		-	108,734	-	-	23,876	-	-	108,734	-	23,876		132,610
AREAWIDE AIR QUALITY IMPROVEMENT PROGRAM		-	-	90,000	-	-	22,500	-	90,000	-	22,500		112,500
NON-MOTORIZED PLAN (Previously unspent balance)		50,000	-	-	200,000	-	-	-	50,000	-	200,000		250,000
GRAND TOTAL	\$	446,084	\$108,734	\$ 90,000	\$ 285,635	\$ 23,876	\$ 22,500	\$ -	\$644,818	\$ -	\$ 332,011		\$ 976,829

APPENDIX B:
COST ALLOCATION PLAN

Fiscal Year 2024

Cost Allocation Plan

October 1, 2023 – September 30, 2024



This report was produced by the West Michigan Metropolitan Transportation Planning Program (WestPlan) with the cooperation of the governments in Muskegon and Northern Ottawa Counties, the Michigan Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.



OFFICERS

Jennifer Hodges, Chairperson
Kathy Winczewski, Vice-Chairperson
James Rynberg, Secretary

PROJECT STAFF

Erin Kuhn, Executive Director, WMSRDC
Amanda Snyder, Finance Manager
Joel Fitzpatrick, Transportation Director
Brian Mulnix, MPO Program Manager

MISSION STATEMENT

The West Michigan Shoreline Regional Development Commission is a federal and state designated regional planning and development agency serving 120 local governments in Lake, Mason, Muskegon, Newaygo, and Oceana counties. The Commission’s mission is to “promote and foster regional development in West Michigan through cooperation amongst local governments and regional partners.” The general regional goal of the West Michigan Shoreline Regional Development Commission is to provide assistance to member local governments in addressing regional and public policy issues, especially as they pertain to planning and development.

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INTRODUCTION

West Michigan Shoreline Regional Development Commission

(EIN: 38-1957127)

316 Morris Avenue, Suite 340

Muskegon, MI 4940

Tel: (231) 722-7878

Website: <http://www.wmsrdc.org>

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The West Michigan Shoreline Regional Development Commission (WMSRDC) is a federal and state designated regional planning and development agency serving 120 local governments in Lake, Mason, Muskegon, Newaygo, and Oceana Counties.

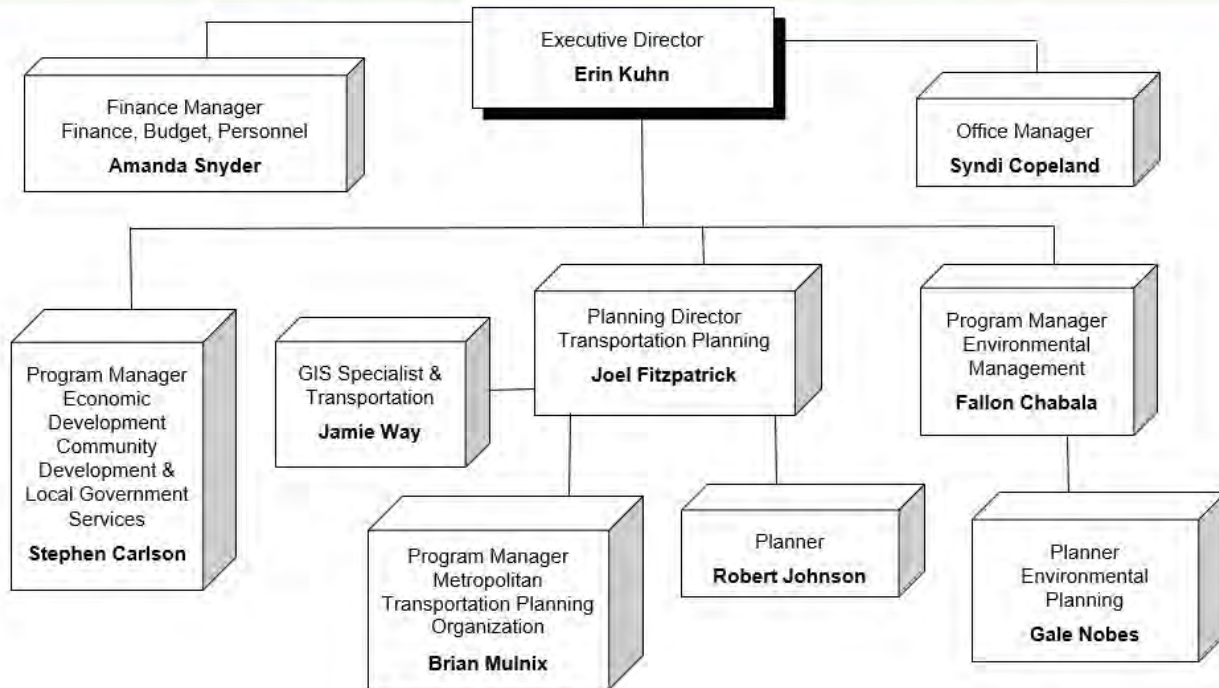
WMSRDC is also the planning agency for the metropolitan transportation planning (MPO) program for Muskegon and Northern Ottawa Counties.

The mission of the Commission is to promote and foster regional development in West Michigan through cooperation amongst local governments and other regional partners. WMSRDC provides services and manages and administers programs in homeland security, transportation planning, economic development, environmental planning, community development, local government services, and other special projects.

Presented in this document is WMSRDC's Cost Allocation Plan for the fiscal year 2022. This proposal is based upon estimated budgets for all programs to be administered by WMSRDC during the period of October 1, 2021 through September 30, 2022. All Federal, State, and local programs have been included in the proposal.

During the proposal fiscal year, no significant changes are anticipated, such as to the accounting system, or definition or to the accounting treatment of any expense category.

ORGANIZATION CHART



STATEMENT OF EMPLOYEE BENEFITS

West Michigan Shoreline Regional Development Commission	
Statement of Employee Benefits	
10/1/23 - 9/30/24	
Description	Amount
F.I.C.A.	55,895
Group Insurance	240,018
	1,574 Vision 10,972 Dental 223,568 Health 3,904 Life/LTD
Workers' Compensation Insurance	1,290
Pension Plan Contributions	48,000
Michigan Unemployment Insurance	<u>2,271</u>
Total	<u><u>347,473</u></u>
Allocation Base:	
Total Salaries	730,649
Employee Fringe Benefit Rate	47.56%

STATEMENT OF INDIRECT COSTS

WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION Statement of Indirect Costs Fiscal Year 2024	
DESCRIPTION	AMOUNT
Indirect Salaries	\$125,778
Employee Benefits	59,816
Administrative Services	95,105
Office Occupancy	45,849
Equipment Use Charges	5,965
Maintenance	18,441
Supplies Expense	2,000
Other - R&M	1,000
Total Indirect Costs	353,953
Indirect Cost Basis	
Direct Chargeable Salaries	\$604,871
Direct Chargeable Employee Benefits	287,658
Total Chargeable Salaries & Benefits	892,529
Indirect Cost Rate	39.66%

PERSONNEL COSTS

WEST MICHIGAN SHORELINE
REGIONAL DEVELOPMENT COMMISSION
PERSONNEL COST
FY 2024

NAME	TITLE	CHARGEABLE		FICA	LIFE/LTD INS	DENTAL INS	HEALTH INS	VISION INS	WORKERS COMP	MICHIGAN SUTA .2%	Pension Plan Contributions
		SALARY	SALARY								
TOTAL CHARGABLE PERSONNEL COSTS		604,871	604,871	46,273	3,210	9,290	194,476	1,379	1,068	2,014	39,737
TOTAL INDIRECT PERSONNEL COSTS		125,778	125,778	9,622	694	1,681	29,093	195	222	276	8,263
TOTAL		<u>730,649</u>	<u>730,649</u>	<u>55,895</u>	<u>3,904</u>	<u>10,972</u>	<u>223,568</u>	<u>1,574</u>	<u>1,290</u>	<u>2,290</u>	<u>48,000</u>

DIRECT COST BASE BY REVENUE SOURCE

WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION Direct Base Costs by Revenue Source Fiscal Year 2024

FUNDING SOURCE	FUNDING AGENCY	LOCAL DUES	LOCAL	LOCAL	LOCAL	LOCAL	LOCAL	LOCAL	LOCAL	LOCAL	LOCAL	STATE	STATE	FEDERAL/LOCAL	FEDERAL	FEDERAL	FEDERAL	Metropolitan Area
Salaries - Federal																		
Salaries - Local																		
Salaries - State																		
Total Salaries																		
fringe Benefits - Federal																		
fringe Benefits - Local																		
fringe Benefits - State																		
Total Fringe Benefits																		
Other																		
Travel - Federal																		
Travel - Local																		
Travel - State																		
Total Travel																		
Supplies - Federal																		
Supplies - Local																		
Supplies - State																		
Total Supplies																		
Other																		
Other - Federal																		
Other - Local																		
Other - State																		
Total Other																		
Total Expenses																		
Revenue Budget																		
Change																		

Program	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	FY2035	FY2036	FY2037	FY2038	FY2039	FY2040	FY2041	FY2042	FY2043	FY2044	FY2045	FY2046	FY2047	FY2048	FY2049	FY2050
S&W and Accessibility Transportation Options	6548	6549	3350	6551	6552	6553	6540	6541	6542	6543	6544	6545	6546	6547	6548	6549	6550	6551	6552	6553	6554	6555	6556	6557	6558	6559	6560
	4,777	31,620	24,524	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal FHWA/FTA	FVA	FHM	MDOT	MDOT	MDOT	FHWA/FTA	MDOT	MHI	EQLE	NOM	NOM	USFS	NOM	NOM	NOM	NOM	NOM	NOM	NOM	NOM	NOM	NOM	NOM	NOM	NOM	NOM	NOM
	7,057	30,800	30,556	50,000	21,802	9,314	21,605	20,805	6,966	9,246	90,267	7,697	54,414	8,732	9,261	15,838	-	-	-	-	-	-	-	-	-	-	-
Awarded AP Quality Improvement Program	Regional Transportation Planning	FY22 Asset Management Plan	Rural Transportation Planning Program	Non-Adapted Plan	MHO Technical Assistance	MHI Regional Broadband Navigator	MLWP EQLE Watershed Support Grant	NMWP Community Capacity Building and Planning	NOM Historic Restoration and Resilience for Coastal Communities (Marine/Alphal)	USFS Tree Story Creek Implementation	White River Coastal Resilience (Pawnee/Big Sandy) River	National Coastal Restoration and Resilience Program (Pawnee/Big Sandy) River	Washington Law Waterway Restoration	-	-	-	-	-	-	-	-	-	-	-	-	-	
	2,272	5,136	11,603	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
2,272	5,136	11,603	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
7,049	57,214	45,234	28,978	22,289	13,743	31,874	9,836	14,030	58,534	11,388	21,257	52,884	53,866	23,367	-	-	-	-	-	-	-	-	-	-	-	-	
2,796	9,620	54,251	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
2,796	22,753	17,939	50,500	52,793	6,460	12,640	53,947	3,901	5,588	6,002	4,504	6,470	5,510	5,419	9,207	-	-	-	-	-	-	-	-	-	-	-	
-	-	36,000	-	-	-	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
-	-	9,000	-	-	-	200,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
-	-	8,000	-	-	-	918,645	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
409	400	400	-	-	-	100	250	40	100	300	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	
91	91	100	250	500	500	100	250	40	100	300	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	
000	000	000	250	500	500	100	250	40	100	300	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	
409	205	2,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
91	45	700	250	250	250	100	250	40	100	300	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500		
000	250	2,200	250	250	250	100	250	40	100	300	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500		
06	126	242	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
21	28	65	253	253	253	107	253	40	107	307	507	507	507	507	507	507	507	507	507	507	507	507	507	507	507		
117	158	327	253	253	253	107	253	40	107	307	507	507	507	507	507	507	507	507	507	507	507	507	507	507	507		
30,082	81,038	132,208	38,000	54,000	20,000	226,000	90,000	50,000	30,000	53,000	196,997	75,000	480,400	278,540	250,000	270,000	-	-	-	-	-	-	-	-	-	-	
30,082	81,038	132,208	38,000	54,000	20,000	226,000	90,000	50,000	30,000	53,000	196,997	75,000	480,400	278,540	250,000	270,000	-	-	-	-	-	-	-	-	-	-	
401	0	0	101	101	401	0	401	0	401	0	401	0	401	0	401	0	401	0	401	0	401	0	401	0	401	0	

PAC Support Grant (AOC Support) FY23	FEDERAL		LOCAL		LOCAL DUES	
	EPH	NOA	NA	NA	NA	NA
7547	7288	7599	7599	7620		
16,811	928	-	-	-	-	-
-	-	483	483	2,000		
16,811	928	483	483	2,000		
7,905	441	-	-	-	-	-
-	-	239	239	884		
7,905	441	239	239	884		
24,906	1,309	732	732	3,082		
9,637	643	-	-	-	-	-
-	-	282	282	1,230		
9,637	643	282	282	1,230		
15,000	13,000	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
367	88	6	6	-	-	-
-	-	-	-	-	-	-
367	88	6	6	3,088		
50,000	13,000	3,000	3,000	7,500		
50,000	13,000	3,000	3,000	7,500		
0	101	101	101	0		

JOB CLASSIFICATIONS

POSITION	GRADE
OFFICE ADMINISTRATION	
Executive Assistant	4
Administrative Assistant	1
FINANCE	
Finance Manager	8
Accounting Manager	6
PLANNING	
Planning Aide	2
Planner	5
Associate Planner	6
GIS Specialist	9
Senior Planner	10
Program Manager	11
Planning Director	12
MANAGEMENT	
Executive Director	*

*Board Determination

**Non-Exempt Positions

SALARY RANGE SCHEDULE

WEST MICHIGAN SHORE LINE
REGIONAL DEVELOPMENT COMMISSION

SALARY RANGE SCHEDULE

FY2024

POSITION	SALARY GRADE	MINIMUM SALARY	MAXIMUM SALARY
OFFICE ADMINISTRATION			
Administrative Assistant	1	29,000	40,000
Executive Assistant/Office Manager	4	34,500	57,500
FINANCE			
Finance Manager	8	75,000	98,000
Accounting Manager	6	40,000	52,000
PLANNING			
Planning Aide	2	29,000	34,500
Planner	5	34,500	46,000
Associate Planner	6	40,000	52,000
GIS Specialist	9	38,000	63,000
Senior Planner	10	46,000	57,500
Program Manager	11	55,000	78,000
Planning Director	12	75,000	86,000

EXECUTIVE DIRECTOR: COMMISSION DETERMINATION

JOB DESCRIPTIONS

TITLE: EXECUTIVE DIRECTOR

General Summary

This position is directly responsible to the West Michigan Shoreline Regional Development Commission. Under the policy direction of the Commission, individual is responsible for directing and managing all agency functions; including work programs, budget, staff supervision, finance, and other management responsibilities.

Major Duties and Responsibilities

- Responsible for the execution of mission and vision of Commission
- Prepares annual work program for Commission approval
- Supervises the financial management of the agency's operation
- Directs the recruitment, evaluation and termination of Commission employees
- Directs the day-to-day operations of the Commission, including the supervision of staff and assignment of responsibilities
- Executes Commission's personnel policies; and develops and implements office management procedures
- Functions as liaison between Commission and Federal, State, and local governments; and other public organizations and the private sector
- Reports to WMSRDC Board of Directors on a regular basis on status of agency programs and finances
- Represents Commission on applicable federal, state, and national organizations

The above is not intended to be an exhaustive list of all duties and responsibilities. The Regional Commission may assign other duties and responsibilities as may be necessary to direct and manage the operation of the agency.

Education and Experience

Master's degree in planning or related field and/or a minimum of fifteen years' experience in planning and development, at least five of which must have been in a supervisory planning position. Strong written and verbal communication skills essential, as well as, ability to work with a wide spectrum of public officials and citizens.

TITLE: FINANCE MANAGER

General Summary

Under the supervision of the Executive Director, individual is responsible for operation and management of all aspects of the Commission's financial matters, including agency's accounting system, budget performance and financial reporting. Assists Executive Director in development and execution of operational policies and procedures.

Major Duties and Responsibilities

- Responsible for cash management
- Prepares, monitors and maintains Commission's budget
- Maintains Commission's accounting system, including general ledger, accounts payable, accounts receivable, payroll, monthly financial reports, and balance sheet
- Prepares and monitors Cost Allocation Plan/Indirect Cost Proposal, and indirect and fringe benefit budget
- Assists and coordinates independent CPA and other Federal and State auditors with financial audit of agency's books
- Prepares and submits appropriate Federal and State required financial statements, forms, and payment requests
- Reviews all purchases and disbursements
- Reviews contractual agreements with Federal and State agencies, and other grantors
- Acts as Human Resource Administrator, processes payroll, and manages benefits plan

The above is not intended to be an exhaustive list of all duties and responsibilities. The Executive Director may assign other duties and responsibilities as may be necessary to fulfill the requirements of the position.

Education and Experience

Bachelor's degree in business administration or related field, with a major in accounting. Master's degree or CPA desirable, but not required.

A minimum of five years of accounting experience with an emphasis on non-profit and/or governmental accounting coupled with progressively responsible experience of which two must be in a supervisory capacity. Strong written and verbal communication skills are essential.

TITLE: OFFICE MANAGER

General Summary

Under the supervision of the Executive Director oversees the day-to-day operations of the Commission office; acts as Secretary to the Executive Board; also, is responsible for providing administrative services to other professionals in the Commission.

Major Duties and Responsibilities

- Directly supports Executive Director with administrative responsibilities
- Maintains Commission's database of contacts and committees
- Maintains filing system for agency
- Updates and distributes Personnel handbooks, as directed by Executive Director
- Serves as a recording secretary at Executive Board meetings and other meetings, and prepares official minutes
- Assists Commission staff with various duties, as needed
- Processes purchase requisitions, creates purchase orders and maintains records of goods received, as necessary
- Prepares contracts, change orders and amendments for various projects.
- Administers the Commission's Federal Project Review System/Regional Clearinghouse
- Processes staff travel arrangements and logistics, screens telephone calls and handles administrative details
- Handles day-to-day office management such as processing incoming and outgoing mail, managing voicemail and phone system, managing and maintaining file system
- Assists Finance Manager in managing monthly financial workpapers
- Supervises other administrative staff of the Commission
- Prepares for new employees, alongside the Finance Manager

The above is not intended to be an exhaustive list of all duties and responsibilities. The Executive Director may assign other duties and responsibilities as may be necessary to fulfill the requirements of the position.

Education and Experience

High School Diploma; business college degree desirable, but not required. Knowledge of Microsoft Office essential.

A minimum of five years office administration experience. (Bachelor's degree in office administration with one-year experience; or an associate degree in office administration with three years' experience may

substitute for the five years' experience requirements.)

TITLE: ADMINISTRATIVE ASSISTANT

General Summary

Under the supervision of the Executive Assistant, this position performs a variety of administrative duties including typing, filing, reception services; as well as, other clerical tasks as may be needed.

Major Duties and Responsibilities

- Refers phone calls to appropriate staff and provides general assistance and information to the public
- Receives visitors and refers them to appropriate personnel
- Assists Office Manager in performing various administrative services such as:
 - maintaining filing system for agency
 - reproducing Commission documents on copier or through outside printer
 - Creating sign-in/out log and filing daily
 - Proofreading and editing Commission reports and documents
 - Maintaining general office and equipment supplies by monitoring and ordering supplies, as needed
- Provides administrative support to the technical Planning staff
- Maintains original WMSRDC Publications and current Publications Directory on both shared drive and flash drive
- Maintains WMSRDC Library files and Library Directory on both the shared drive and flash drive
- WeMIC Information

The above is not intended to be an exhaustive list of all duties and responsibilities. The Executive Director and Executive Assistant may assign other duties and responsibilities as may be necessary to fulfill the requirements of the position.

Education and Experience

High School Diploma; Business College training desirable, but not required. Knowledge of Microsoft Office essential.

Minimum of two years office administration experience. (Office Administration degree may substitute for the two years' experience requirement.)

TITLE: PLANNING DIRECTOR

General Summary

Under the supervision of the Executive Director, the planning director is responsible for execution and coordination of the Commission's work program; including supervising assigned personnel. Actively seeks opportunities to expand and grow Commission programs.

Major Duties and Responsibilities

- Reports to the Executive Director on performance of program managers and other planning staff
- Prepares goals and objectives for major areas of agency's work program; translates goals and objectives into a work program in accordance to Federal, State, and local grant application requirements; prepares report on accomplishments for previous year
- Manages and directs Commission's planning work program
- Supervises program managers and other planning staff
- Assists in the development of Commission's work program
- Acts as staff to Commission Committees
- Develops programs and services for local governments, utilizing federal and state resources
- Functions as liaison to federal and local government, as well as, general public
- Works with Finance Manager in developing program budgets

The above is not intended to be an exhaustive list of all duties and responsibilities. The Executive Director and Finance Manager may assign other duties and responsibilities as may be necessary to fulfill the requirements of the position.

Education and Experience

Master's degree in planning or related field and/or a minimum of ten years' experience in planning and development, at least five of which have been in a supervisory planning position. (Bachelor's degree in planning or related field with a minimum of ten years' experience, at least five of which must have been in a supervisory planning position, may substitute for the above requirements.) Strong written and verbal communication skills essential, as well as, ability to work with a wide spectrum of public officials and citizens.

TITLE: PROGRAM MANAGER

General Summary

Under the supervision of the Executive Director, and applicable Planning Director, program managers are responsible for managing and coordinating major area of the Commission's work program; including supervising assigned personnel.

Major Duties and Responsibilities

- Manages and coordinates accomplishment of work program in accordance with Federal, State, and local requirements
- Prepares monthly progress reports on areas of responsibility, and prepares other Federal and State mandated progress reports
- Works with Commission committees and receives appropriate policy direction
- Prepares articles and announcements for agency newsletter; prepares News and Information bulletins for local government
- Provides technical assistance to local governments, public organizations, citizens, and the private sector
- Supervises assigned staff personnel
- Assists Executive Director and/or Planning Director in developing new programs and services for local governments through careful monitoring of Federal, State, and local assistance programs
- Assists in the development of agency's work program
- Prepares and conducts presentations of Commission plans and programs to agency committees, local governments, and other public bodies and at public hearings
- Prepares Commission grant applications for Federal, State, and local program funds

The above is not intended to be an exhaustive list of all duties and responsibilities. The Executive Director may assign other duties and responsibilities as may be required to fulfill the requirements of the position.

Education and Experience

Bachelor's degree in planning or related field and/or a minimum of seven years' experience in planning and development, at least three of which must have been in a supervisory planning position. Strong written and verbal communication skills essential, as well as, ability

to work with a wide spectrum of public officials and citizens.

TITLE: GIS SPECIALIST

General Summary

Under the supervision of the Executive Director, this person provides GIS services to professional planners in the preparation of agency plans and programs.

Major Duties and Responsibilities

- Develop, implement, and manage GIS data for regional programs for all commission programs
- Develop, implement and manage the Commission’s GIS data organizational structure and database environment
- Organize and coordinate activities involving GIS projects
- Consult with and support the planning staff in the development of GIS needs for the Commission’s program areas
- Coordinate GIS activities between the Commission and other external agencies
- Maintain current knowledge of trends and developments in the GIS field
- Work with Finance Manager in developing GIS budget

The above is not intended to be an exhaustive list of all duties and responsibilities. The Executive Director may assign other duties and responsibilities as may be necessary to fulfill the requirements of this position.

Education and Experience

Bachelor’s Degree in Geography, Geographic Information Systems, Information Technology, or closely related field; and/or a minimum of three (3) years full-time work experience with GIS software applications including ESRI products, such as ArcGIS desktop and server, Geodatabase management, Spatial Analyst, Microsoft and translation programs.

TITLE: SENIOR PLANNER

General Summary

Under the supervision of the Executive Director and Program Manager, this position is responsible for carrying out elements of the agency’s work program; including working with Commission committees, local

governments, other public bodies and citizens; as well as, other professional planners.

Major Duties and Responsibilities

- Conducts multi-jurisdictional planning, including the coordination and management of Federal, State, and local planning and development programs in the region; and provides technical assistance to local governments in the implementation of development projects
- Assists in the development of agency’s work program
- Collects planning data, conducts qualitative and quantitative research and prepares local and regional plans and programs related to specific technical areas
- Prepares and conducts presentations of Commission plans and programs to agency committees, local governments, and other public bodies and at public hearings
- Provides technical assistance to local governments, public bodies, citizens, the private sector and others through the West Michigan Information Center Program
- Prepares Commission grant applications for Federal, State, and local program funds
- Prepares News and Information bulletins for local governments and articles on planning and development issues for agency newsletter

The above is not intended to be an exhaustive list of all duties and responsibilities. The Executive Director and Program Manager may assign other duties and responsibilities as may be necessary to fulfill the requirements of this position.

Education and Experience

Bachelor’s degree in planning or related field and/or five years’ experience in planning and development. Strong written and verbal communication skills essential, as well as, ability to work with a wide spectrum of public officials and citizens.

TITLE: ASSOCIATE PLANNER

General Summary

Under the supervision of the Executive Director and Program Manager, this position is responsible for carrying out elements of the agency's work program; including working with local governments, other public bodies and citizens; as well as, other professional planners.

Major Duties and Responsibilities

- Conducts multi-jurisdictional planning, including the coordination and management of Federal, State, and local planning and development programs in the region; and provides technical assistance to local governments in the implementation of development projects
- Collects planning data, conducts qualitative and quantitative research and assists in the preparation of local and regional plans and programs related to specific technical areas
- Assists in preparation and conduction of presentations of Commission plans and programs to agency committees, local governments, and other public bodies and at public hearings
- Provides technical assistance to local governments, public bodies, citizens, the private sector and others through the West Michigan Information Center Program
- Assists in the preparation of Commission grant applications for Federal, State, and local program funds
- Assists in the preparation of News and Information bulletins for local governments and articles on planning and development issues for agency newsletter

The above is not intended to be an exhaustive list of all duties and responsibilities. The Executive Director and Program Manager may assign other duties and responsibilities as may be necessary to fulfill the requirements of this position.

Education and Experience

Bachelor's degree in planning or related field and/or a minimum of three years' experience in planning and development. Strong written and verbal communication skills essential, as well as, ability to work with a wide spectrum of public officials and citizens.

TITLE: PLANNER

General Summary

Under the supervision of the Executive Director and Program Manager, this position is responsible for carrying out elements of the agency's work program; including working with local governments, other public bodies and citizens; as well as, other professional planners.

Major Duties and Responsibilities

- Conducts multi-jurisdictional planning, including the coordination and management of Federal, State, and local planning and development programs in the region; and provides technical assistance to local governments in the implementation of development projects
- Collects planning data, conducts qualitative and quantitative research related to specific technical areas
- Provides technical assistance to local governments, public bodies, citizens, the private sector and others through the West Michigan Information Center Program
- Assists in the preparation of News and Information bulletins for local governments and articles on planning and development issues for agency newsletter

The above is not intended to be an exhaustive list of all duties and responsibilities. The Executive Director and Program Manager may assign other duties and responsibilities as may be necessary to fulfill the requirements of this position.

Education and Experience

Bachelor's degree in planning or related field. Six months of relevant internship preferred. Strong written and verbal communication skills essential, as well as, ability to work with a wide spectrum of public officials and citizens.

TITLE: PLANNING AIDE

General Summary

Under the supervision of the Program Manager, this person provides support planning services to professional planners in the preparation of agency plans and programs.

Major Duties and Responsibilities

- Assists in data collection and compilation for plans, programs and projects

- Disseminates routine information and data to local governments, other public bodies and private sector
- Performs program-related computerized data input and output
- Assists in organizing meetings, transmitting notifications, and other follow-up work
- Assists in organizing program records and performing other support duties as necessary
- Assists in preparing grant applications

The above is not intended to be an exhaustive list of all duties and responsibilities. The Executive Director and Program Manager may assign other duties and responsibilities as may be necessary to fulfill the requirements of this position.

Education and Experience

High School Diploma. College training in planning or related field desirable, but not necessary.

COMMISSION STAFF

OFFICE OF EXECUTIVE DIRECTOR

Erin Kuhn, Executive Director ekuhn@wmsrdc.org

Erin is the Executive Director of WMSRDC. She has been with the agency for more than 20 years working in the economic development and local government services programs prior to becoming the executive director in 2014.

Erin is a governor appointee and voting member of the Michigan Infrastructure Council and serves on several of the Council's sub-committees including the Asset Management Self-Assessment Data Committee and chairs the Asset Management Champion Program Committee. She also serves as President of the Michigan Association of Regions and is former chair of the West Michigan Prosperity Alliance. She serves on the United Way of the Lakeshore Board of Directors and is Chair of the United Way's Community Impact Council. Erin is a member of the Muskegon Rotary Club, former Lakeshore Athena Award nominee, and a Muskegon Lakeshore Chamber of Commerce Agent of Change.

Erin was born and raised in West Michigan. She earned degrees from Muskegon Community College and Grand Valley State University. She currently lives in the City of Norton Shores with her husband and three children.

Syndi Copeland, Executive Assistant
scopeland@wmsrdc.org

Under the supervision of the Executive Director, Syndi oversees the day-to-day operations of the Commission office; acts as Secretary to the Executive Board; and is responsible for providing administrative services to other professionals in the Commission. Syndi has been with the Commission for 14 years.

Syndi attended college at Grand Rapids School of the Bible and Music and Moody Bible Institute. Throughout her career she has provided various office support to a K-12 school, psychologist, insurance agency, food service provider, aerospace industry, tobacco corporation, church, hospital, university and finally, WMSRDC.

Syndi has been a West Michigan resident for nearly 40 years. She currently resides in Grand Haven with her husband. Syndi enjoys baking and quilting and the West Michigan beaches! Her husband and she host dinner events with a wide variety of people, but their favorites are with their three grown children, their spouses, and

those WONDERFUL grandchildren!

FINANCE AND BUDGET

Amanda Snyder, Finance Manager asnyder@wmsrdc.org

Amanda is the Finance Manager of WMSRDC. She joined the Commission in 2019 after working nearly a decade as an industry accountant specializing in non-profit accounting.

Amanda is passionate about marrying accounting and operations with technology. Since her arrival at the Commission, she has strived to modernize operations utilizing cloud-based, paperless systems. In early 2021, she led an organization-wide technology migration to improve operational efficiency and flexibility. The best part of her job is when someone wants to talk about accounting and finance. Her continuous goal is financial transparency, and she enjoys engaging the staff and board members about the Commission's operations.

Additionally, Amanda serves as Treasurer for the Walden Green Montessori Board of Directors and is a member of the Association for Governmental Accountants. She earned a Bachelor of Arts from Western Michigan University and a Master of Professional Accounting from the University of Miami, Coral Gables. She resides in Whitehall with her husband and two children where she enjoys gardening and lazy beach days.

ECONOMIC DEVELOPMENT, COMMUNITY DEVELOPMENT, AND LOCAL GOVERNMENT SERVICES

Stephen Carlson, Program Manager
scarlson@wmsrdc.org

Stephen (pronounced "Steffen") oversees the economic development and local government services program areas. He has been with WMSRDC since 2003 and earned a degree in Geography from Grand Valley State University in 2004. He believes in supporting the work of local governments and promoting regional cooperation.

Stephen has written or collaborated on more than two dozen documents spanning regional economic development, local master and recreation plans, hazard mitigation, wildfire protection, flood mitigation, brownfields, and shoreline resilience. He has training in infrastructure asset management, leadership, and GIS to go along with experience with grant writing, public engagement, and facilitation.

Stephen enjoys the outdoors, playing sports, gardening, and traveling. His personal achievements include

receiving a Muskegon Community College golf scholarship; involvement with the Grand Valley State University men's club volleyball team as co-founder, player, and coach; teaching a course in map design at Muskegon Community College; and many summers spent playing semi-professional beach volleyball on the Midwest Professional Volleyball Association tour. Stephen lives in Norton Shores with his wife and two children.

ENVIRONMENTAL PLANNING

Fallon Chabala, Program Manager fchabala@wmsrdc.org

Fallon joined WMSRDC in 2021 as the agency's Environmental Program Manager. Prior to joining WMSRDC, Fallon was the coordinator of a Cooperative Invasive Species Management Area (CISMA) first in the Saginaw Bay region and then for the Barry, Calhoun, Kalamazoo region. Throughout this time, she managed multiple field crews, as well as state and federal grants. This oversight included ensuring proper permits, licenses, and permission from landowners, while meeting project deliverable deadlines. To support collaborative management, she gathered and disseminated information from professional organizations and provided education and outreach to the general public. Fallon also spent multiple years working as a student intern at Grand Valley State University Annis Water Resources Institute.

Fallon was born and raised in Norton Shores. She earned a bachelor's degree in biology from Grand Valley State University. She currently lives in Grand Rapids with her husband.

TRANSPORTATION PLANNING

Joel Fitzpatrick, Program Director
jfitzpatrick@wmsrdc.org

Joel Fitzpatrick works for WMSRDC as the Transportation Planning Director, overseeing all transportation programs for the Commission. He has been with the agency since 2007. Joel coordinates the agency's small urban and rural transportation programs, overseeing transportation project selection, and programming for the region's five counties. He also administers the MPO's traffic count program, which collects approximately 100 traffic counts per year, as well as the region's asset management program, which collects data for hundreds of miles of federal aid eligible roads every year.

Joel serves on the Michigan Department of

Transportation's Rural Task Force Oversight Board as well as its education sub-committee. Joel is a member of the American Planning Association and is a Certified Planner through their American Institute of Certified Planners (AICP). He has also completed the Michigan Infrastructure Council's Asset Management Champion Program. Joel's prior experience includes having served on the City of Roosevelt Park's Planning Commission and Zoning Board of Appeals. Prior to joining WMSRDC, Joel worked in various planning positions focusing on economic development planning, historic district planning, grant writing, and recreation planning. Joel has an undergraduate degree in Economics as well as a Master's degree in Public Administration, both from Central Michigan University.

Brian Mulnix, Program Manager bmulnix@wmsrdc.org

Brian Mulnix has been with the agency since 1998 and works primarily in transportation planning but has experience in all areas of the agency including GIS, local government services, and environmental planning. His current role is the Program Manager for the Metropolitan Planning Organization (MPO) where he is responsible for the planning of over \$15 annual million in federal transportation funding to improve the multi-modal transportation system and network in West Michigan. Brian also develops short- and long-range transportation plans for the transit and road agencies within the MPO.

Brian earned his Bachelor's degree from Central Michigan University and his Master of Public Administration from Grand Valley State University. Brian has served on his local planning commission for over 15 years and volunteers for various groups and events in the area. Brian grew up and continues to live in the White Lake area in northern Muskegon County with his two children.

Robert Johnson, Planner rjohnson@wmsrdc.org

Robert works for WMSRDC's Transportation program providing transportation planning, public outreach, and clean air outreach. Robert started at WMSRDC in late 2021 working in the Economic Development program on the Pandemic Response and Recovery Plan. He has since moved to the transportation department where he is responsible for the Clean Air Action program. He believes that no matter how small the government entity, they should have access to adequate planning. Robert has training in GIS, remote sensing, economic development, transportation planning, and is a graduate of the Michigan Infrastructure Council's Asset Management

Champion Program. He will receive a Bachelor of Arts in Geography from Grand Valley University in Spring 2023.

Robert enjoys camping, fishing, and anything car related. He grew up on the east side of the state, bringing a fresh outside perspective and a love of learning. He also loves cooking for himself as well as his family and friends. He is a frequent champion of a robust office-wide potluck.

Jamie Way, GIS Planner

jway@wmsrdc.org

Jamie has worked as WMSRDC's Geographic Information Systems (GIS) Specialist since 2016 where she creates and manages the mapping software as well as mapping of all data and content used to manage WMSRDC programs. She belongs to both the Michigan Communities Association of Mapping Professionals (MiCAMP) and Improving Michigan's Access to Geographic Information Networks (IMAGIN) GIS user associations where she has won awards for her mapping skills. Jamie began her career in mapping while attending Muskegon Community College where she received her degree with a GIS Certification. Before coming to WMSRDC, Jamie interned for Muskegon County GIS before heading to Newaygo County where she worked in the GIS Department for several years. Her work spans across all WMSRDC programs, including transportation, local planning, environmental, economic development, and specialty GIS projects such mapping cemeteries, bridge and culvert safety data, as well as Veterans Memorial Park.

Jamie is also a part of the WMSRDC transportation team taking part in annual PASER road ratings and transportation planning activities. In addition, she has managed several environmental grants such as the Hemlock Woolly Adelgid invasive species treatments and multiple tree planting grants. Jamie serves as an Asset Management Infrastructure Champion and is trained in Redevelopment Readiness Communities.

Before becoming a cartographer, she worked as an educational sign language interpreter for the public school system. Jamie resides in Norton Shores and enjoys birding, mushroom hunting, cooking, and crocheting.

COMMISSION STAFFED

COMMITTEES/BOARDS

As of May 4, 2023

MPO Transportation Policy Committee

Kim Arter, Supervisor	Laketon Township
Roger Belknap, Commissioner	Ottawa County
Scott Blease, Mayor	City of Ferrysburg
Jeff Franklin, West Unit Supervisor	MDOT – Bureau of Transportation Planning
Diane Goodman, Councilperson	City of Roosevelt Park
Rachel Gorman, Commissioner At-Large	City of Muskegon
Michelle Hazekamp, Commissioner	Muskegon County
Bob Hires, Mayor Pro-Tem	City of Montague
Marcia Hovey-Wright, Commissioner	Muskegon County
Elmer Hoyle, Supervisor	Ravenna Township
Ryan Kelly, Trustee	Crockery Township
Jack Kennedy, Commissioner	Muskegon County Road Commission
Bonnie McGlothlin, Councilperson	City of Muskegon Heights
Kevin McLaughlin, Council Member	City of Grand Haven
Cathy McNally, Mayor	City of Grand Haven
Bill Mogren, Councilmember	City of North Muskegon
Roger Morgenstern, Councilperson	City of Norton Shores
Mark Powers, Councilperson	Village of Spring Lake
Field Reichardt, Commissioner	Ottawa County Road Commission
Angelica Salgado, FTA Rep	Federal Transit Administration
Steve Salter, Mayor	City of Whitehall
Andrew Sibold	FHA, Michigan Division
Roger Vanderstelt, President	Village of Fruitport

MPO Transportation Technical Committee

Brian Armstrong, Director	City of Whitehall Public Works
Scott Beishuizen, Superintendent	City of Montague DPW
Craig Bessinger, Manager	City of Ferrysburg
Steve Biesiada, Director	Fruitport Charter Township Public Works
Jill Bonthuis, Executive Director	Pioneer Resources
Scott Borg, Transportation Director	Harbor Transit
Paul Bouman, County Highway Engineer	Muskegon County Road Commission
Wally Delamater, Director	City of Spring DPW
Mark Disselkoe, Supervisor	City of North Muskegon Public Works
Marc Fredrickson, TSC Manager	MDOT – Muskegon Trans. Service Center (Not sure if listed)
Derek Gajdos, Director	Grand Haven DPW
Amy Haack, Clerk	Village of Fruitport
Dennis Kent	MDOT Grand Region
Tyler Kent, Transportation Planner	MDOT Grand Region
James Koens, Manager	Muskegon Area Transit System
Brett Laughlin, Managing Director	Ottawa County Road Commission
Jeff Marcinkowski, Supervisor	Fruitland Township
Jim Murphy, Project Engineer	City of Norton Shores
Todd Myers, City Engineer	City of Norton Shores PW
John Nash, Supervisor	Spring Lake Township
Paul Sachs, Director	Ottawa County Plan & Performance Improvement
Angelica Salgado, FTA Rep	(Not sure if listed)
Andrew Sibold	FHA, Michigan Division (not sure if listed)

VACANT
Wade VandenBosch, Director
Dan VanderHeide, Director
Ben VanHoeven, Director
Luke Walters, MPO Program Manager

City of Muskegon Heights PW
Muskegon County DPW
City of Muskegon DPW
City of Roosevelt Park PW
MDOT – Statewide Planning Section

Rural Transportation Task Force

Paul Bouman, County Highway Engineer
Christopher Brown, Village Manager
Jeff Franklin, West Unit Supervisor
Brad Hinken, Director
Mike Jarvis, Project Manager
Dennis Kent, ?
Paul Keson, Executive Director
James Koens, Manager
Eric Nelson, Engineer
Geoff Nelson, Manager
Jimmy Newkirk, City Manager
Howard Perry, Director
Mary Samuels, Manager
Brady Selner, Administrator
Kelly Smith, Manager
Brian Stark, Program Manager
April Storms, City Manager
Mark Timmer, Managing Director
Derek Wawsczyk, Manager
LeRoy Williams, Managing Director

Muskegon County Road Commission
Village of Pentwater
MDOT – Bureau of Transportation Planning
Commission on Aging
MDOT – Office of Passenger Transportation
MDOT Grand Region
Ludington Mass Transit Authority
Muskegon Area Transit System
Mason County Road Commission
Village of Ravenna DPW
City of Scottville
Yates Township Dial-a-Ride
Mason County Road Commission
Village of Shelby
Newaygo County Road Commission
MDOT – RTF
City of White Cloud
Oceana County Road Commission
Newaygo County Road Commission
Lake County Road Commission

Comprehensive Economic Development Strategy (CEDS) Committee

Curtis Burdette, Executive Director
Julie Burrell, Business Development Coord.-
Newaygo County
Ryan Coffey Hoag, Extension Educator
Jamie Cutter
Sue DeVries, Community Assistance Specialist
Eric Gustad, Community Affairs Manager
Richard Houtteman,
Community Affairs Manager
Leslie Jolman, Asst. Mgr. for Business Services
Shelly Keene, Executive Director
Tobi Lake, Administrator
Jodi Nichols, Executive Director
Dan Rinsema-Sybenga,
Dean of Academic Affairs
Marla Schneider, President/CEO
Jonathan Wilson, Regional Manager
Christopher Wren, Administrator
Crystal Young, Director,
Business Opportunity Center
Kristi Zimmerman,
Economic Development Director

Oceana County Economic Alliance
The Right Place
MSU Extension
Great Lakes Energy
Michigan Economic Development Corporation
Consumers Energy
Consumers Energy
West Michigan Works!
Michigan Works! West Central
Lake County
Lake County Economic Development Alliance
Muskegon Community College
Greater Muskegon Economic Development
DTE Energy
Newaygo County
West Shore Community College
Ludington & Scottville Area Chamber of Commerce

West Michigan Shoreline Regional Development Commission Board of Directors

Jennifer Hodges, Chairperson, Supervisor	Muskegon Charter Township
Kathy Winczewski, Vice-Chair, Councilperson	City of Ludington
James Rynberg, Secretary, Mayor	City of Fremont
Ron Bacon, Commissioner	Mason County
Tim Beggs, Commissioner	Oceana County
Kim Cyr, Commissioner	Muskegon County
Rachel Gorman, Commissioner At-Large	City of Muskegon
Michelle Hazekamp, Commissioner	Muskegon County
Marcia Hovey-Wright, Commissioner	Muskegon County
James Kelly, District 5 Director	MSU Extension
Bryan Kolk, Commissioner	Newaygo County
Andrea Large, Executive Director	Community Foundation for Mason County
Bonnie McGlothin, Councilperson	City of Muskegon Heights
Paul Mellema, Commissioner	Newaygo County
Roger Morgenstern, Councilperson	City of Norton Shores
Phil Morse, Commissioner	Oceana County
John Selmon, President	Muskegon Community College
Lewis Squires, Commissioner	Mason County
Clyde Welford, Commissioner	Lake County
Wendy Wells, Talent Pipeline Coordinator	West Shore Community College
Jonathan Wilson, Regional Manager	DTE Energy

CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

1. All costs included in this proposal May 4, 2023 to establish cost allocations or billings for the fiscal year October 1, 2023 to September 30, 2024 are allowable in accordance with the requirements of the Federal awards(s) to which they apply and OMB Circular A 87, "Costs Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
2. All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or casual relationship between expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

Organization: West Michigan Shoreline
Regional Development Commission

Signature: 

Name of Official: Erin Kuhn

Title: Executive Director

Date of Execution: May 4, 2023

CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal May 4, 2023 to establish billing or final indirect cost rates for October 1, 2023 through September 30, 2024 are allowable in accordance with the requirements of the Federal award(s) to which they apply and the provisions of 2 CFR Part 200 Subpart E-Cost Principles. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: West Michigan Shoreline Regional Development Commission

Signature: 

Name of Official (printed): Erin Kuhn

Title: Executive Director

Date of Execution: May 4, 2023



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Muskegon, MI 49440

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