

**Grand Valley Metro Council
Executive Committee Meeting**

Thursday, January 20, 2005
12:00 PM

Grand Valley Metro Council
40 Pearl NW, Suite 410
Grand Rapids, MI

MINUTES

Present

Jim Beelen	City of Allendale
Jim Buck	City of Grandville
Daryl Delabbio	Kent County
Don Hilton	Gaines Township
Kurt Kimball	City of Grand Rapids
Cy Moore	Council Treasurer
Rick Root	City of Kentwood
Rob VerHeulen	City of Walker

Other

Andy Bowman	Grand Valley Metro Council
Leon Branderhorst	Grand Valley Metro Council
Abed Itani	Grand Valley Metro Council
Gayle McCrath	Grand Valley Metro Council
Don Stypula	Grand Valley Metro Council
Dan Triezenburg	Crowe Chizek

Absent

Sandy Frost Parrish	Cascade Township
Al Vanderberg	Ottawa County

1. Call To Order

The meeting was called to order at 12:20 by Chair Jim Buck.

2. Approval of Minutes

The minutes of the December Executive Committee meeting were reviewed

MOTION – To approve the December 2004 minutes of the GVMC Executive Committee Meeting. MOVE – Delabbio. SUPPORT – Root. MOTION CARRIED.

3. Financial Update

Dan Triezenburg of Crowe Chizek reported on the 2003-2004 audit. Mr. Triezenburg stated that their report was clean according to government standards which meant internal controls were not shown to have material weakness and the financial information was presented fairly.

The Management Discussion and Analysis included the following synopsis.

Financial Highlights

General Fund Activities

Total fund balance for the General Fund decreased \$106,797 which represents a 15.4% decrease from year-end 2003. Revenues in 2004 increased \$103,028 or 5.9% over 2003 with the increase attributed to revenue from short-term projects, offset by decreases in local funding for the Stormwater Project of approximately \$200,000. The revenue increase was offset by an increase in expenses of \$192,341 with the largest part of this increase related to the Westrain activities, a one-time project funded by state and local sources and rebate of \$35,002 in member fees.

REGIS Fund Activities

Total fund balance for the REGIS Fund, which is where the Regional Geographic Information System (“REGIS”) activities are recorded, decreased by \$244,891, which represents a 26.5% decrease from year-end 2003. Revenues for the REGIS Fund decreased by \$276,022, which is a decrease of 17.5% over fiscal year 2003. The majority of this decrease was the result of the reduction of the fees charged to the member units. In addition, expenses increased \$350,773 over fiscal year 2003 which represent the planned use of funds accumulated in fiscal year 2003 to support the final phases of the Data Migration Project that was completed in fiscal year 2004.

Kurt Kimball questioned the accounting for the natural resources UCB grants. Mr. Kimball asked if the money was being held in reserve or if it was used for other things.

Don Stypula responded that some of it has been used for expenses incurred for putting together the Lower Grand watershed project. The remainder was reflected in the fund balance. Mr. Stypula also stated that he has asked the UCB for permission to use the funds to pay for watershed activity undertaken by himself, Andy Bowman and Priscilla Martin. He stated that a request for those expenses will be forwarded to Eric DeLong.

Mr. Kimball stated that the UCB has requested a full accounting of those proposed hours and how they were used, but as of yet, has not received one.

Leon Branderhorst responded that he had not received a request for that information.

Rob VerHeulen questioned what was included under the heading of donations.

Mr. Triezenburg stated it was UCB grants and ozone.

Mr. Triezenburg stated that the UCB grants would be broken out separately instead of being listed under donations.

Cy Moore asked what other than the expected - \$35,000 went into the \$70,000 shortfall.

Leon Branderhorst reported that the rest of the amount is accounted by depreciation, deferred revenue, and unused vacation obligation. 2003-2004 was the first year depreciation expense was mandated; therefore it had not been previously budgeted for.

Mr. Moore stated that the deficit illustrates the need to format the budget in a monthly manner to more accurately reflect its to-date figures.

Several reformatting options were discussed. Mr. Triezenberg will reformat the comparison document as much as possible to show current year and previous year side by side.

Don Stypula thanked Mr. Branderhorst for his fine work.

Mr. Triezenburg seconded the congratulations of Mr. Branderhorst, stating he was always very ready and available with his time.

Look Ahead To Budget

Mr. Stypula stated GVMC is concerned about its financials and are looking at ways to cut expenses.

Abed Itani discussed bringing consultant work in house which would save a net of \$60,000 each year.

Mr. Stypula stated that rent was a large expense that may be looked at in the future to determine additional cost savings. He reported that some activities such as blueprint were “in the crosshairs” and needed bridge funding to continue. He also stated that a dues increase would also need to be considered.

Jim Beelen stated that if a dues increase were to be enacted, it would be easier on the members if it was gradual, over a number of years.

MOTION – After Consideration of GVMC’s Financial Position, the Executive Board Exercises its Ability to NOT Consider a dues rebate for FY 2004-2005. MOVE – Root. SUPPORT – Beelen. MOTION CARRIED

4. REGIS Update

It was reported that Arc9 has been deployed, and higher end users have begun using it. The REGIS staff has been working on training and getting a lot more user participation. It is

beneficial to take this time to look at the structure and process, and encourage all members to use REGIS up to its fullest capabilities.

5. Legislative Update

Don Stypula reviewed the list of legislative priorities as cited by the Legislative Committee. Mr. Stypula asked for a motion to move the list of priorities to the February GVMC Board agenda.

MOTION – To Move the list of Legislative Priorities to the Agenda of the February GVMC Board Meeting. MOVE – Hilton. SUPPORT – Delabbio. MOTION CARRIED.

6. Update on GVMC Activities Regarding a Lower Grand River Watershed Organization

Because of lack of time, the issue of the Lower Grand Watershed was tabled until next month's Executive Committee meeting.

7. Other

None

8. Adjourn

MOTION to Adjourn. MOVE – Delabbio. SUPPORT – VerHeulen. MOTION CARRIED.