

**Grand Valley Metro Council  
Executive Committee Meeting**

July 21, 2011

12:00 noon

Grand Valley Metro Council  
678 Front Ave. NW, Suite 200  
Grand Rapids, MI

**MEETING NOTES**

**Present**

Jim Buck	City of Grandville
Daryl Delabbio	Kent County
Mike DeVries	Grand Rapids Township
Cindy Fox	Cascade Township
George Heartwell	City of Grand Rapids
Rick Root	City of Kentwood
Alan Vanderberg	Ottawa County
Rob VerHeulen	City of Walker
Michael Young	City of Rockford

**Absent**

Don Hilton, Sr.	Gaines Township
Cy Moore	Council Treasurer

**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

**1. Call to Order**

The meeting was called to order at 12:15 p.m. by Chair Jim Buck.

**2. Approval of Minutes**

**MOTION – Approval of GVMC Executive Committee Minutes of June 2011. MOVE – Root. SUPPORT – Fox. MOTION CARRIED.**

### 3. Agenda Amendment – Delete Item #4

### 4. Financial Report

#### a. Third Quarter Financial Report

Don Stypula reviewed the third quarter financial report. Everything is in order and GVMC is on track to be on budget at the end of the fiscal year.

**MOTION – To Move the Third Quarter Financial Report to the GVMC Board.  
MOVE – Root. SUPPORT – Fox. MOTION CARRIED**

#### b. FY 2010 Financial Statement

Don Stypula explained the final FY 2010 Financial Statement & Audit reflect the MDOT \$364,924 expense on page 24. The Finance committee reviewed the documents and recommended they be moved on to the Executive committee.

Mike DeVries stated the Finance committee recommended acceptance and question how the \$364,924 should be reflected in next year's budget. Should it be paid off all at once or over time? GVMC may want to get it off the books. REGIS' budget doesn't reflect their MDOT audit as they claim zero liability. Ultimately, GVMC is responsible for REGIS' obligations.

Don Stypula stated GVMC's audit obligation for phase II is expected to be about \$134,000. An August 1 meeting has been scheduled with MDOT to discuss.

Abed Itani reported about \$120,000 has been reserved for this expense.

Michael Young asked if GVMC would be charged interest if the obligation was paid off over time.

Abed Itani responded that GVMC has received no instruction yet on options, but they probably would charge interest.

**MOTION – To Move the GVMC FY 2010 Audit and Financial Statement to the GVMC Board. MOVE – Heartwell. SUPPORT – Root. MOTION CARRIED.**

#### c. Draft Budget GVMC FY 2011-2012

Don Stypula reported the draft FY 2011-2012 budget reflects a balanced budget for the full fiscal year and includes the transportation budget previously approved. He has tried to align the budget with the GVMC strategic plan.

Andy and Don reviewed the work plan for GVMC Planning & Strategic Initiatives. Andy was asked to refashion it and send it out with a narrative.

Al Vanderberg questioned if funds should be in the budget for “planning” and strategic initiatives as planning came in last in the GVMC survey. We need to be able to track and be held accountable for aspects of the strategic plan and the dollars which are allocated. It could just be reported differently on the financial statement accounting. List as one department but with two cost centers.

Don Stypula stated he would put that together and forward it to all.

Rob VerHeulen questioned the way the report reflected benefits.

Don Stypula responded he would go to a narrative style and take out the benefits information.

Daryl Delabbio questioned why the report shows 59% of funding for planning. It should be more heavily weighted towards strategic initiatives as that are the priority.

Abed Itani reported most of the funding for actual planning activities comes from transportation.

**MOTION – To Forward the Draft FY 2011-2012 Budget to the GVMC Board for First Review with Changes Suggested. MOVE – Vanderberg. SUPPORT – Delabbio. MOTION CARRIED.**

## **5. Strategic Initiatives Report and Recommendations of the GVMC Task Force on Governance**

Don Stypula reviewed Attorney Jim Brown’s responses to questions on amendments to the GVMC Articles of Incorporation and / or Bylaws necessary to enact the proposed recommendations.

Board Meetings – Recommendation for regular business meetings every other month with educational or work sessions on the off months.

Jim Brown replied that this could be accomplished with an amendment to the bylaws or through a pilot program for a year before changes are made to the bylaws.

Daryl Delabbio stated he liked the second option as this would only be a trial at this point.

Rick Root questioned the ability to carry out business items on the off months if necessary.

Don Stypula reported GVMC could still carryout business items on the off months if need be.

Rick Root asked if there was anticipated fallout of participation.

George Heartwell stated the work sessions will have to be very stimulating and substantive.

Officers' Terms – Maximum of four one-year terms in the same position.

Jim Brown replied that since current language stipulates “Each officer shall serve for the fiscal year for which the officer was elected and thereafter until a successor is elected,” it would require an amendment to the Articles of Incorporation to enact. Otherwise, he suggested it could be considered a policy within the Human Resources committee or a provision could be written into the Bylaws.

Daryl Delabbio said he would like to see it added to the Articles of Incorporation, but we should wait until there are more items to add, not do a special amendment just for this. The Human Resources committee should be directed to take this guideline into consideration when they propose their slate of candidates for officers.

At-Large Members – Review terms of at-large members on an annual basis.

Jim Brown replied that the Human Resources committee could have the opportunity to change out the at-large representatives dependent on the needs of the Council. This could be accomplished by an amendment to the Bylaws.

Daryl Delabbio said it is important we put a list of current at-large members together, list their terms, and have staggered terms. The Human Resources committee should put through a slate of at-large members every year when they propose the officers.

MPO Agenda Items – Major transportation-MPO related business items be considered by the transportation committees and presented for final approval to the GVMC Board of Directors including annual Unified Planning Work Program and budget amendments thereto; adoption of GVMC Long-Range Transportation Plan; and new four-year Transportation Improvement Program. Routine items to be delegated to the Transportation committees.

Jim Brown recommends this could either be written into the Bylaws under Section V, or by adoption of policy through a resolution of the Council.

Rick Root questioned how MPO item voting would be segregated at the Board meeting.

Abed Itani stated it should be noted on the agenda, reiterated by the Board Chair at the time of the vote, and noted on the minutes.

Al Vanderberg suggested a listing of MPO members be sent out yearly also.

## **6. Other – One Kent Discussion**

Jim Buck stated several members have expressed interest in having ongoing discussion regarding One Kent.

Rick Root reported he suggested to the former study group that the discussion be held through the Metro Council. Rick distributed a paper supporting this suggestion.

George Heartwell stated there is unanimity of thought that Metro Council has the best mission to take on this subject. It has to be a wide and inclusive process. The One Kent group is still determined to present legislation based on the idea.

Daryl Delabbio reported Sandi Frost-Parrish wants to take a look at the legislation and see how it impacts Kent County internally. Several questions have not been answered by the One Kent group. We believe it should be a from the bottom up convening. People don't know the differences in how the City and County function. Next week a subcommittee of six will be created at the County to study the implications.

## **7. Executive Session**

Staff was excused for an executive session.

## **8. Adjournment – 2:00 p.m.**