



GRAND VALLEY METROPOLITAN COUNCIL

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GVMC EXECUTIVE COMMITTEE

Noon, February 28, 2013

GVMC Offices

- 1) Approval of January 2013 Minutes – Minutes Attached**
- 2) Financial Report – Attached**
- 3) Report on March 11th GVMC Board Meeting & Luncheon**
- 4) Report on March 14th Communications Seminar**
- 5) Report on April 8th Street Summit**
 - (a) Discussion of Conflicts for March Executive Committee and April Board Meetings**
- 6) Discussion on GVMC / REGIS – Memorandum of Understanding Attached**

**Grand Valley Metro Council
Executive Committee Meeting**

January 17, 2013
12:00 noon
Grand Valley Metro Council
678 Front Ave. NW, Suite 200
Grand Rapids, MI

Minutes

Present

Jim Buck	City of Grandville
Daryl Delabbio	Kent County
Mike DeVries	Grand Rapids Township
Brian Donovan	City of East Grand Rapids
Don Hilton, Sr.	Gaines Township
Cindy Janes	Cascade Township
Michael Young	City of Rockford

Absent

George Heartwell	City of Grand Rapids
Cy Moore	Council Treasurer
Alan Vanderberg	Ottawa County

Other

Chris Brown	Grand Valley Metro Council
John Weiss	Grand Valley Metro Council

1. Call to Order

Chair Jim Buck called the meeting to order at 12:15 p.m.

2. Approval of Minutes

MOTION – To Approve the December Executive Committee Minutes. MOVE – Delabbio. SUPPORT – Donovan. MOTION CARRIED.

3. Quarterly Luncheon

The March 11 Quarterly Luncheon was discussed. U.S. Congressman Bill Huizenga will be the featured speaker. The event will be preceded by the March GVMC Board meeting in the Board room of the Prince Center.

4. Check Signing Policy

The committee discussed the current GVMC check signing policy as well as various options to amend the policy.

5. GVMC Financial Audit

The FY 2011/2012 GVMC Financial Audit was reviewed. The audit will be presented to the GVMC full Board on February 7 by Peter Haefner.

6. REGIS

The Executive Committee requested a joint meeting of the GVMC and REGIS Executive Committees to discuss the relationship.

7. Adjourn 1:35 p.m.

GRAND VALLEY METROPOLITAN COUNCIL
STATEMENT OF NET ASSETS
January 31, 2013

ASSETS

	General Fund	REGIS	LGROW	REGIS CAPITAL	TOTALS
Assets					
Checking	\$ 582,051.43	\$ 288,536.45	\$ 179,041.49	\$ 16,568.46	\$ 1,066,197.83
Savings and Investments	415,336.57	638,209.67	-	253,237.82	1,306,784.06
Accounts receivable	490,661.77	67,764.50	21,984.00	-	580,410.27
Security Deposit	<u>3,930.61</u>	<u>3,470.99</u>	<u>-</u>	<u>-</u>	<u>7,401.60</u>
 TOTAL Assets	 <u>\$ 1,491,980.38</u>	 <u>\$ 997,981.61</u>	 <u>\$ 201,025.49</u>	 <u>\$ 269,806.28</u>	 <u>\$ 2,960,793.76</u>

LIABILITIES AND FUND BALANCES

Liabilities					
Accounts payable	\$ 262,263.45	\$ (923.80)	\$ -	\$ -	\$ 261,339.65
Due to State of MI (overpayment)	55,647.18	-	-	-	55,647.18
Payroll liabilities	34,646.48	17,434.86	-	-	52,081.34
Employee benefits payable	<u>(1,412.49)</u>	<u>1,079.28</u>	<u>-</u>	<u>-</u>	<u>(333.21)</u>
 TOTAL Liabilities	 <u>351,144.62</u>	 <u>17,590.34</u>	 <u>-</u>	 <u>-</u>	 <u>368,734.96</u>
 Fund balances					
Unrestricted	1,140,835.76	-	-	-	1,140,835.76
Restricted for specific fund	<u>-</u>	<u>980,391.27</u>	<u>201,025.49</u>	<u>269,806.28</u>	<u>1,451,223.04</u>
 TOTAL Fund Balances	 <u>1,140,835.76</u>	 <u>980,391.27</u>	 <u>201,025.49</u>	 <u>269,806.28</u>	 <u>2,592,058.80</u>
 TOTAL LIABILITIES AND FUND BALANCES	 <u>\$ 1,491,980.38</u>	 <u>\$ 997,981.61</u>	 <u>\$ 201,025.49</u>	 <u>\$ 269,806.28</u>	 <u>\$ 2,960,793.76</u>

GRAND VALLEY METROPOLITAN COUNCIL
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
For the four months ending January 31, 2013

	General Fund	REGIS	LGROW	REGIS Capital	Total
Revenues					
Federal Grants - transportation	\$ 267,274.68	\$ -	\$ -	\$ -	267,274.68
Federal Grants - other	-	-	-	-	-
State and Local Grants	-	-	-	-	-
Membership and project fees	448,493.34	328,142.00	202,442.76	-	979,078.10
Membership recovery fees	-	-	-	-	-
Donations	-	-	-	-	-
Charges for services	8,500.25	38,950.60	-	-	47,450.85
Miscellaneous	9,769.35	-	-	-	9,769.35
Interest income	2,236.07	1,379.57	344.98	399.83	4,360.45
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Total Revenues	736,273.69	368,472.17	202,787.74	399.83	1,307,933.43
Expenditures					
General					
Salaries	233,077.20	125,850.40	-	-	358,927.60
Fringes	74,012.45	37,687.75	-	-	111,700.20
Contract services	27,156.52	104,803.88	37,066.36	-	169,026.76
Professional fees	26,406.21	4,440.37	-	-	30,846.58
Legal Services	-	-	-	-	-
Audit & Accounting Services	22,278.03	3,180.10	-	-	25,458.13
Advertising	379.24	-	-	-	379.24
Insurance	1,910.86	652.68	-	-	2,563.54
Meeting Expenditures	5,398.29	323.34	-	-	5,721.63
Dues and Subscriptions	410.50	806.00	-	-	1,216.50
Equipment rental	1,673.81	431.61	-	-	2,105.42
Office supplies	1,600.36	2,202.77	-	-	3,803.13
Mileage	1,394.61	196.30	-	-	1,590.91
Postage	166.32	43.99	-	-	210.31
Printing	243.98	230.72	-	-	474.70
Electricity	1,142.90	740.27	-	-	1,883.17
Telephone	3,407.34	2,077.31	-	-	5,484.65
Professional development	-	2,772.68	-	-	2,772.68
Rent	20,815.23	13,452.77	-	-	34,268.00
Equipment	-	89.83	-	-	89.83
Repairs and maintenance	233.06	26.19	-	-	259.25
Vehicle Expense	2,808.08	-	-	-	2,808.08
Miscellaneous	936.82	1,828.86	-	-	2,765.68
Capital Outlay	-	-	-	-	-
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TOTAL Expenditures	\$ 425,451.81	\$ 301,837.82	\$ 37,066.36	\$ -	764,355.99
Revenues over (under) expenditures	310,821.88	66,634.35	165,721.38	399.83	543,577.44
Other financing sources (uses)					
Transfers In	-	-	-	28,500.00	28,500.00
Transfers Out	-	(28,500.00)	-	-	(28,500.00)
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Total other financing sources (uses)	-	(28,500.00)	-	28,500.00	-
Net changes in fund balances	310,821.88	38,134.35	165,721.38	28,899.83	543,577.44
Fund balances, beginning of year	830,013.88	942,256.92	35,304.11	240,906.45	2,048,481.36
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Fund balances, end of year	\$ 1,140,835.76	\$ 980,391.27	\$ 201,025.49	\$ 269,806.28	\$ 2,592,058.80

GRAND VALLEY METROPOLITAN COUNCIL
Comparison to budget
For the four months ending January 31, 2013

	YTD General Fund	Annual Budget General Fund	Difference Over/(Under)	YTD Regis	Annual Budget Regis	Difference Over/(Under)
Revenues						
Federal Grants - transportation	\$ 267,274.68	\$ 1,351,985.00	\$ (1,084,710.32)	\$ -	\$ -	\$ -
Federal Grants - other	-	-	-	-	-	-
State and Local Grants	-	-	-	-	-	-
Membership and project fees	448,493.34	451,655.00	(3,161.66)	328,142.00	656,285.00	(328,143.00)
Membership recovery fees	-	-	-	-	-	-
Donations	-	5,500.00	(5,500.00)	-	-	-
Charges for services	8,500.25	12,400.00	(3,899.75)	38,950.60	87,400.00	(48,449.40)
Miscellaneous	9,769.35	12,100.00	(2,330.65)	-	-	-
Interest income	2,236.07	1,850.00	386.07	1,379.57	5,997.00	(4,617.43)
Total Revenues	736,273.69	1,835,490.00	(1,099,216.31)	368,472.17	749,682.00	(381,209.83)
Expenditures						
General						
Salaries	233,077.20	852,260.32	(619,183.12)	125,850.40	362,130.00	(236,279.60)
Fringes	74,012.45	333,328.45	(259,316.00)	37,687.75	147,889.00	(110,201.25)
Contract services	27,156.52	341,762.00	(314,605.48)	104,803.88	172,590.00	(67,786.12)
Professional fees	26,406.21	3,500.00	22,906.21	4,440.37	17,500.00	(13,059.63)
Legal Services	-	9,000.00	(9,000.00)	-	5,000.00	(5,000.00)
Audit & Accounting Services	22,278.03	34,000.00	(11,721.97)	3,180.10	3,500.00	(319.90)
Advertising	379.24	6,950.00	(6,570.76)	-	1,688.00	(1,688.00)
Insurance	1,910.86	9,100.00	(7,189.14)	652.68	5,500.00	(4,847.32)
Meeting Expenditures	5,398.29	16,500.00	(11,101.71)	323.34	4,000.00	(3,676.66)
Dues and Subscriptions	410.50	4,250.00	(3,839.50)	806.00	2,000.00	(1,194.00)
Equipment rental	1,673.81	6,000.00	(4,326.19)	431.61	2,500.00	(2,068.39)
Office supplies	1,600.36	13,500.00	(11,899.64)	2,202.77	8,768.00	(6,565.23)
Mileage	1,394.61	27,330.00	(25,935.39)	196.30	5,665.00	(5,468.70)
Postage	166.32	-	166.32	43.99	500.00	(456.01)
Printing	243.98	1,900.00	(1,656.02)	230.72	1,545.00	(1,314.28)
Electricity	1,142.90	4,150.00	(3,007.10)	740.27	3,200.00	(2,459.73)
Telephone	3,407.34	12,800.00	(9,392.66)	2,077.31	10,098.00	(8,020.69)
Professional development	-	8,000.00	(8,000.00)	2,772.68	5,000.00	(2,227.32)
Rent	20,815.23	61,200.00	(40,384.77)	13,452.77	42,000.00	(28,547.23)
Equipment	-	-	-	89.83	-	89.83
Repairs and maintenance	233.06	4,350.00	(4,116.94)	26.19	3,478.00	(3,451.81)
Fuel and Oil	2,808.08	48,800.00	(45,991.92)	-	-	-
Miscellaneous	936.82	7,500.00	(6,563.18)	1,828.86	8,000.00	(6,171.14)
Capital Outlay	-	25,000.00	(25,000.00)	28,500.00	33,003.00	(4,503.00)
TOTAL Expenditures	\$ 425,451.81	\$ 1,831,180.77	\$ (1,405,728.96)	\$ 330,337.82	\$ 845,554.00	\$ (515,216.18)
Revenues over (under) expenditures	310,821.88	4,309.23	306,512.65	38,134.35	(95,872.00)	134,006.35

GRAND VALLEY METROPOLITAN COUNCIL

Comparison to budget

For the four months ending January 31, 2013

	YTD LGROW	Annual Budget LGROW	Difference Over/(Under)		YTD Regis Cap	Annual Budget Regis Cap	Difference Over/(Under)
Revenues							
Federal Grants - transportation	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Federal Grants - other	-	-	-		-	-	-
State and Local Grants	-	-	-		-	-	-
Membership and project fees	202,442.76	7,755.00	194,687.76		-	-	-
Membership recovery fees	-	-	-		-	-	-
Donations	-	25,000.00	(25,000.00)		-	-	-
Charges for services	-	165,261.00	(165,261.00)		-	-	-
Miscellaneous	-	-	-		28,500.00	28,500.00	-
Interest income	344.98	-	344.98		399.83	1,000.00	(600.17)
	<u>202,787.74</u>	<u>198,016.00</u>	<u>4,771.74</u>		<u>28,899.83</u>	<u>29,500.00</u>	<u>(600.17)</u>
Total Revenues	202,787.74	198,016.00	4,771.74		28,899.83	29,500.00	(600.17)
Expenditures							
General							
Salaries	-	11,967.00	(11,967.00)		-	-	-
Fringes	-	1,992.51	(1,992.51)		-	-	-
Contract services	37,066.36	25,160.00	11,906.36		-	-	-
Professional fees	-	165,261.00	(165,261.00)		-	8,000.00	(8,000.00)
Legal Services	-	-	-		-	-	-
Audit & Accounting Services	-	-	-		-	-	-
Advertising	-	-	-		-	-	-
Insurance	-	-	-		-	-	-
Meeting Expenditures	-	600.00	(600.00)		-	-	-
Dues and Subscriptions	-	-	-		-	-	-
Equipment rental	-	-	-		-	-	-
Office supplies	-	-	-		-	-	-
Mileage	-	-	-		-	-	-
Postage	-	-	-		-	-	-
Printing	-	1,000.00	(1,000.00)		-	-	-
Electricity	-	-	-		-	-	-
Telephone	-	-	-		-	-	-
Professional development	-	-	-		-	-	-
Rent	-	-	-		-	-	-
Equipment	-	-	-		-	-	-
Repairs and maintenance	-	-	-		-	-	-
Fuel and Oil	-	-	-		-	-	-
Miscellaneous	-	1,000.00	(1,000.00)		-	2,000.00	(2,000.00)
Capital Outlay	-	-	-		-	32,000.00	(32,000.00)
TOTAL Expenditures	\$ <u>37,066.36</u>	\$ <u>206,980.51</u>	\$ <u>(169,914.15)</u>		\$ <u>-</u>	\$ <u>42,000.00</u>	\$ <u>(42,000.00)</u>
Revenues over (under) expenditures	165,721.38	(8,964.51)	174,685.89		28,899.83	(12,500.00)	41,399.83

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE REGIONAL GEOGRAPHIC INFORMATION SYSTEM (REGIS)
AND
THE GRAND VALLEY METRO COUNCIL (GVMC)**

PURPOSE

The purpose of this document is to clarify and document REGIS' authorities and administrative procedures to strengthen its relationship with the Grand Valley Metro Council.

BASIS FOR AN AUTONOMOUS STATUS FOR REGIS

REGIS is a service provider agency currently working with a growth-oriented entrepreneurial approach. Operational efficiencies and financial sustainability of the REGIS are ensured through a high level of service delivery and customer service. Members of the consortium depend on REGIS services and systems for their day-to-day operations and long-term planning.

REGIS' financial structure largely depends on contributions of its members in the form of annual dues. The REGIS' strategy to ensure its financial sustainability is by providing an extended service portfolio with the highest possible level of customer service. This requires making many timely and tough decisions and recommendations, including budgeting, staffing and procurement on a regular basis with a high level of accountability. To the maximum extent feasible the REGIS Board desires to be self-governing in these areas to maintain and further the growth and success of the consortium.

**AUTHORITIES AND OPERATING AND ADMINISTRATIVE PROCEDURES OF
REGIS TO BE CLARIFIED:**

Below are the items relating to REGIS' authority and relationship with the GVMC. Except a few, most other items are in current business procedures and are not necessarily new. However, they are included below for sake of clarification and mutual agreement. It is understood that the authority of the REGIS Board, the authority of the GVMC Board in relation to REGIS and their respective operational relationships are basically established in the respective bylaws and other foundation documents. REGIS and GVMC have operated for several years, and will continue to operate, under the terms of these provisions, but it is desirable to state, in addition, some of the particular procedures and activities that have arisen in practice and which are largely implementations or refinements of relevant bylaws and other provisions.

Relationship of REGIS with GVMC

1. The REGIS Board approves an annual capital and operating budget, including the amount, source and type of anticipated revenues and expenditures. REGIS submits its proposed budget annually to the GVMC Board, inasmuch as the budget is subject to the approval of GVMC under Section 7.3 of the GVMC bylaws and Section 7.3 of the REGIS bylaws.

2. The REGIS Board nominates proposed members of the REGIS Board; the GVMC Board appoints REGIS Board members from among the persons nominated by the REGIS Board. In practice, the REGIS and GVMC Boards have agreed as to the persons to be appointed as REGIS Board members, and this close cooperation as to REGIS Board members is expected to continue.¹

3. While the REGIS executive director and other REGIS staff members are employees of GVMC under Section 6.2 of the REGIS bylaws, the REGIS Board appoints the REGIS executive director, who directs and oversees the operations of REGIS. When the position of REGIS executive director is or will become vacant, a REGIS-appointed committee will undertake the recruitment of a new REGIS executive director; the executive director of GVMC shall serve in an advisory capacity on the recruitment committee.

(a) The REGIS Board undertakes an annual performance review of the REGIS executive director.

(b) The REGIS executive director participates in meetings of REGIS standing committees, special committees and advisory committees, and carries out other functions as directed by the REGIS Board, consistent with REGIS and GVMC bylaws.

(c) The REGIS executive director serves as the executive management of REGIS and is the principal staff person to the REGIS Board.

(d) The REGIS executive director reports directly to the REGIS Board. However, it is important that the REGIS executive director and the GVMC executive director establish and maintain an efficient and collaborative working relationship, and accordingly both executive directors have been meeting on a regular basis and will continue to do so.

(e) The REGIS Board establishes and adjusts the salary and benefits of the REGIS executive director, without required prior approval by the GVMC Board, though subject to the GVMC Board's usual authority regarding actions of any GVMC agency, as stated in Section 7.3 of the GVMC bylaws. In establishing and adjusting the salary and benefits of the REGIS executive director, the REGIS Board does not necessarily conform to GVMC personnel compensation levels or methodology of determining compensation.

¹ Section 1.3 of the REGIS bylaws states that REGIS Board members "shall be appointed by Metro Council from among the persons nominated by the REGIS Members."

(f) While REGIS staff members are employees of GVMC, the REGIS executive director recommends to the GVMC executive director the hiring and termination of all REGIS staff members. The REGIS executive director supervises, evaluates and disciplines all REGIS staff members.

4. GVMC and REGIS intend that the cost of administrative services and benefits provided by GVMC to REGIS and REGIS to GVMC, including personnel, office rent, administrative costs and professional services, be fairly allocated between GVMC and REGIS. Accordingly, GVMC and REGIS will engage and pay for an independent accounting firm or other independent professional to study and analyze the cost of such services and benefits that GVMC and REGIS provide to each other, and prepare and submit proposed cost allocations of such services and benefits, as between GVMC and REGIS, including the methodologies relied upon in preparing such allocations. It is expected that such analysis and report by an independent third party would be undertaken at least every five years, or more frequently if both parties agree. Any changes in such cost allocations or the methodology thereof would be implemented only if both GVMC and REGIS agree.

5. In view of the fact that REGIS staff persons are GVMC employees, the GVMC personnel policies, as established from time to time, shall apply to REGIS staff members; provided, however, that some departures from such policies may be necessary in the case of REGIS staff persons, in view of the need for the REGIS system to be maintained and monitored at all times, irrespective of holidays or other times off that may prevail among GVMC staff persons. Accordingly, it is expected that GVMC and REGIS will agree in writing as to such personnel policy departures, relating to such matters as additional holidays, emergency shutdowns and other forms of additional time off for employees.

6. REGIS establishes and adjusts the dues, fees and charges applicable to its member governmental units and the services it renders, including, among others, an initiation fee for new REGIS members as stated in Section 7.7 of the REGIS bylaws. While GVMC and REGIS acknowledge that funds received by REGIS are the property of GVMC under Section 7.3 of the GVMC bylaws, separate financial controls and accounts for REGIS funds and transactions are specified under Section 6.3 of the REGIS bylaws. In practice, REGIS has made decisions with respect to its revenues and expenditures independently of GVMC, except as to reporting and similar requirements specified in the respective bylaws. It is expected that these financially related procedures will continue, and that GVMC and REGIS may from time to time agree as to other financial procedures that may prove to be effective in practice.

7. Among REGIS'S missions is the providing of timely, reliable and effective geographic information to its members, and accordingly both REGIS and GVMC intend that as REGIS'S operating policies and schedules are determined and revised, the highest priority must be given to effective service in the best interests of REGIS members.

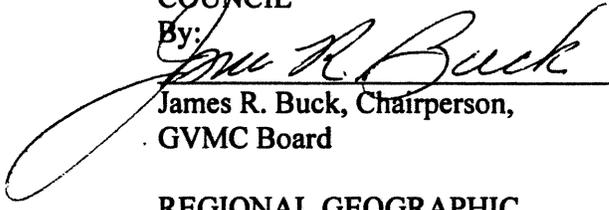
8. The REGIS Board has designated the REGIS executive director as the Board's representative with respect to the handling and implementing of the matters

stated in this Memorandum and, as always, the executive director will report to and be in close consultation with the REGIS Board.

The GVMC Board and the REGIS Board, have adopted this Memorandum of Understanding as of the 22nd day of July, 2009, and accordingly their respective chairpersons have signed the Memorandum as of such date.

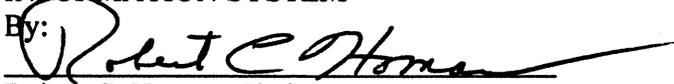
GRAND VALLEY METROPOLITAN
COUNCIL

By:


James R. Buck, Chairperson,
GVMC Board

REGIONAL GEOGRAPHIC
INFORMATION SYSTEM

By:


Robert C. Homan, Chairperson,
REGIS Board