

**Muskegon River Watershed Assembly  
Finance/Human Resources Committee Meeting  
October 29, 2009  
Conference Call**

Finance Committee Chair Kurt Ray convened the meeting at 5:33 p.m. Those present were:

Kurt Ray, Finance/HR Committee Chair  
Mark Pitzer, Treasurer  
Greg Mund, MRWA Vice-Chair

Gary Noble, Executive Director  
Terry Stilson, Program Coordinator

**Agenda**

Noble stated that New Business 5.b. 2009 Employee Performance Appraisals should be singular and just include his.

**Approval of Minutes**

**Pitzer motioned to accept the January 12, 2009 Finance/HR Committee meeting minutes as submitted with Mund supporting the motion. Motion passed.**

**Old Business**

**Changes in Financial Reports** – Pitzer reported reviewing financial reports and everything is open and forthcoming and he is very pleased with them.

**New Business**

**2009 Review of Section 125 Statement (distributed earlier)** – Stilson reviewed the Section 125 - 2009 elections, payroll deductions and payments through October 23.

**A full year report will be submitted to the Board with the 2009 reports.**

**2009 Executive Director Performance Appraisal** – Noble reported no changes to his appraisal form. **He will distribute the appraisal form to the Board and Board members will submit the completed appraisal to the Chair by the December Board meeting.**

**2010 Draft Budget**

Stilson reviewed the draft budget based on the following:

- Operational Income –
  - no amount in the Wege Foundation budget line because we will not know if they will be giving any operational support until 2010
    - Noble stated that he will be meeting with the Wege Foundation early in January 2010 to discuss this point and will be submitting a grant proposal to FAF in February for additional support for Newaygo County.
    - Mund suggested going to the FAF with already-developed projects to fund and maybe to the Wege Foundation also. A Finance/HR Committee meeting should be scheduled in January to discuss the Wege Foundation results.
    - Ray stated that, when the draft budget is submitted to the Board, it needs a lead-in addressing this issue – maybe a little passage on the bottom of the budget about the possibility of Wege Foundation and FAF funds and a little history about those funds.
  - **Noble will draft the wordage.**
- Stilson continued: Operational Expenses –

- Base Program Support, Office and some budget lines of Personnel are increased by a substantial amount because for the last 4 years, 15% of these amounts have been billed to the FAF operation funding.
- Employee salary amounts were estimated at the usual 3% raise.
- Clerical budget line shows 25% of actual amount MRWA pays but it is the amount the MRWA actually expends since FSU reimburses the MRWA 75% of the clerical salary.
- Project expenses for 2010 show the remainder of the amounts committed by the Board for MRWA operational projects (in the box on the Financial Standing report).
- The Operational carryover amount is the operational carryover minus the amount of the accrued benefits.
- Restricted Discretionary Funds – expenses
  - The assumption was that the balance of these funds would be spent in 2010
- Restricted Projects
  - MLWP – MRWA acts as their fiduciary and their funds are entirely at their disposal. The assumption was that they could use the remainder of their funds in 2010
  - Noble added that the MRWA will be the fiduciary for the MILP and there should be a line in here for them. He did not know what amount(s) to insert.
- Stilson continued – Comments to the Budget
  - Note that the 3 potential operational income projects inserted in last year's budget was not funded.
  - The Next Steps (Research Partnership) lines are inflated by approximately \$38,000 each year, because most of these monies will be spent on a third employee.

**Mund motioned to submit the draft budget, including Committee changes, to the Board for their review at the November Board meeting. Pitzer supported the motion. Motion passed.**

### **2010 Work Agreements**

**Changes/modifications** – Noble reported that he has no changes on his work agreement and that Stilson wanted clarification on comp time. He reported that the work agreements state that comp time is supposed to be accrued for “meetings and activities exceeding normal work hours”. He added that he has felt justified to accrue comp time to finish reports, creating presentations and any other items that have deadlines.

- Stilson reported that she has abided by the work agreement language and if she has had to work outside of normal work hours for reports or creating presentations, has not recorded them as comp time.
- **Ray asked that employees submit a brief narrative and amount of comp hours accrued for work outside of meetings and activities for the last 4 or 5 months. Stilson can guess how many hours she has worked without pay. This matter will be discussed at the next Finance/HR Committee meeting.**

**Project Manager position** – Noble reminded the members that there is a third employee position written in the Next Steps Research Partnership grant proposal he will be discussing next week with the GLFT. He still needs to contact FSU to see if they will provide office space, phone, and computer for this third position.

**Clerical position** – Stilson stated that she is hopeful that the new clerical employee (FSU student) will be able to assist her with water fairs, rain gardens, cleanups and other projects.

**Student Intern position** – Noble said he has been approached by two FSU students that would like to student intern for the MRWA. The MRWA was recommended to one from the U.S. Forest Service. An intern would not have any monetary reimbursement.

- **Ray noted that Noble would need to look into the liability implications that this position may present.**

**2010 Wage Rates – Stilson will send the pay history report to the Board.**

**Pitzer motioned to have the employee work agreements sent to the Board with updated dates and wage amount left blank. Mund supported the motion. Motion passed.**

**Fundraising/Capital Campaign Needs**

**Endowment Fund** – Noble asked if the Committee felt it prudent to withdraw interest from the endowment fund

- Mund recommended leaving it in the fund.

**Other**

Stilson noted, looking ahead, the MRWA will have 27 pay days (instead of the normal 26) in 2010 and gave ways other organizations have handled this.

**Staff will discuss this and come up with a feasible plan.**

**Next meeting - The next Finance/HR Committee meeting was tentatively set for Monday, December 7 at 5:30 p.m. at Brooks Township Hall.**

The meeting adjourned at 7:17 p.m.

Respectfully submitted,  
Terry Stilson  
Program Coordinator