

Muskegon River Watershed Assembly Board Minutes – December 15, 2014

Holiday Inn – Sporting News Grill – Big Rapids

These minutes are not official until approved at the next regular meeting.

Present: Chair Greg Mund, Vice-Chair Cindy Fitzwilliams-Heck, Treasurer Ken Johnson, Secretary Doug Trembath, Jean LaLonde, Wayne Groesbeck, Ron Kadelsik, Nancy Burmeister, Don Henning, Kurt Ray, Executive Director Terry Stilson and Project Manager Dixie Ward.

Chair Mund convened the meeting at 5:42 p.m.

Treasurer’s Report –

Stilson gave an update on the treasurer’s report, explained each funding category and asked if there were questions. Discussion.

Consent Agenda –

Fitzwilliams-Heck motioned to approve the consent agenda (November meeting minutes and financial reports) as amended with Burmeister supporting the motion. Motion passed.

Executive Director’s Report –

- Fitzwilliams-Heck commented she likes the new format and suggested to use letters (A, B, C) at each heading to make it easier to reference.
 - Mund asked to state the source of the pending proposals.
 - Trembath asked if acronyms could be spelled out.
 - Stilson will draft an acronym document.
- Discussion.

Old Business

Award for Bridgeton Township Cleanup Champion –

- Mund asked about the cleanup for Bridgeton and what we should give Jerry Carlson for his efforts.
 - Johnson suggested the MRWA give recognition and appreciation.
 - Stilson stated her concern about the possibility of leaving a person/group out and not recognizing them.
 - Ray suggested we list who has done cleanups and state – ‘these are the people/groups we know about if others have been involved we appreciate them too’.
 - Henning suggested taking a picture of us giving out certificates and recognizing them in our newsletters and on Facebook.
 - Burmeister stated her concern about leaving people out.
 - Our next newsletter will give acknowledgement to “Cleanup Champions” and ask for additional names of people who have conducted cleanups.
- Discussion.

Johnson motioned to recognize “Cleanup Champions” with a certificate with LaLonde supporting the motion. Motion passed.

New Business

Executive Committee –

- Fitzwilliams-Heck stated the committee met prior to this meeting. MRWA received 12 resumes with 1 or 2 that were qualified. She reported that they decided to extend the posting to January 16th and look at resumes until the position is filled. She encouraged everyone to advertise by word of mouth, and

explained they have a lead on someone Doug knows and recommends. She suggested to put the posting back on the website and asked to put it on Facebook.

- Mund asked that it be submitted to Mich-rap.

Governance Committee –

- Henning stated he had a conference call with Trembath and Stilson about recruiting talent for the MRWA and compiling a good list of candidates.
- Mund suggested putting in “Board/Committee” before prospects on the top of the page with potential candidates.

Education Committee –

- LaLonde reported things are the same as last time they are waiting to have their next meeting (12/17/14).

Procurement Policy –

- Mund stated we need to give clarity to pricing procedures.
 - Stilson stated if we open for bids we need to have specifications and they are not always available.
 - Mund asked if instream habitat work would be the only circumstance that specification would be needed.
 - LaLonde commented bids are based on ability of the vendor for that situation.
- Discussion.

Kadelsik motioned to follow the pricing procedures as outlined in the MRWA Procurement Policy using (1. Open market inquiry) for purchases/services less than \$5,000, (2. Request for Competitive Quotes) for purchases/services between \$5,000 and \$25,000 with a one page explanation of scope of work and (3. Formal Proposal Procedure) for purchases/services greater than \$25,000 with Burmeister supporting the motion. Motion passed.

Chair Mund ordered a recess at 6:17 for dinner.

Muskegon River books –

Trembath motioned to provide a copy of the book to those who do great things for the MRWA with Henning supporting the motion. Motion passed.

LaLonde motioned to drop the price of the book from \$18 to \$10 with Groesbeck supporting the motion. Motion passed.

Newsletters –

- Stilson inquired about Ray’s suggestion to use email instead of mailing newsletters and asked if others had ideas about this.
 - Mund suggested sending an insert that says ‘to notify the office if you want it sent by mail otherwise you will receive it by email’.
 - Ray suggested setting up a separated response for people to send their email addresses.
 - LaLonde commented they should be able to unsubscribe if they want to.
 - Mund suggested sending the June newsletter using email and in January and April newsletters reporting our plans.
- Discussion.

MRWA Goals –

- Mund referred to a past email that Johnson had sent about what our goals are for MRWA in 2015 and what goals we have personally for involvement in the MRWA.
- Kadelsik stated his relatives sent the MRWA a donation of \$5,000.

Next Board Meeting –

- Mund stated the 19th of January is a federal holiday and asked if there was a preference to hold the meeting on January 20th or 21st.
- There was a consensus to hold the conference call on Tuesday, January 20th at 5:30.

Fitzwilliams-Heck motioned to adjourn the meeting at 7:10 with Kadelsik supporting the motion.

Respectfully submitted,

**Dixie Ward
Project Manager**