



Michigan Wetland Board for Local Transportation Agencies

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www.miwb.org

AGENDA

Michigan Wetland Board Special Meeting

February 8, 2023

Attendees: Steve Puuri, Angela Kline, Rob Laitinen, Holly Vickers, Mike O'Malley (Zoom), Tim Wolff (Zoom), Brad Knight RCOC (Zoom)

Called to order at 4:07 pm

1. Discussion items

- a. MiWB Office space update – Upon receiving a legal review and CRA Board approval it has been determined the best way to move forward is to amend the existing 2022/23 CRA contract for administrative services between the MiWB Manager and the CRA with an addendum to include one-time furnishings charge and to increase the monthly dollar amount to allow for an office rent charges the final amount will be provided by CRA.
- b. In the event the manager position is vacant, the MiWB will need to consider appointing a board member other than the Treasurer to temporarily act as the Manager to continue processing project reimbursements and to comply with the terms of the CRA administrative contract.
- c. The CRA contract addendum should include a termination notice clause of at least 90-day notice if CRA desires to change the terms of the MiWB office space for any reason.
- d. It was also recommended to revise that contract language to refer to the “Manager” once it has been established who is in this role to simplify future modification of the CRA contract.

2. Action items

- a. Authorize the Manager to sign an addendum to the 2022/23 CRA administrative services contract between the MiWB Manager and CRA for a one-time cost for furnishings \$7,047.27 and adjusting the monthly administrative fee to include the office space rent, technology, and office cleaning services.

Motion by Kline, supported by Laitinen, Passed unanimously.

3. Members comments –

Knight question-when is space going to be done? Puuri stated the office is painted, the contract is pushing to meet the planned furnishings delivery on March 23, 2023.

CHAIR: Steve Puuri

VICE CHAIR: Rob Laitinen

TREASURER: Brad Knight

DIRECTORS: Angela Kline | Tim Wolff | Jim Watling | Mike O'Malley

Vickers provided a project update on a new mitigation bank partnership with MDOT; a verbal agreement has been reached with the owner to purchase 40 acres of property in the Manistee River Watershed, Manistee County, sponsored by Kalkaska County Road Commission. A MiWB application should be available for action at the April meeting.

4. Public comments – n/a

5. Adjourned 4:31 pm

Motion by Laitinen, supported by Kline to adjourn the meeting, Passed unanimously.