OTTAWA CONSERVATION DISTRICT

Your Land, Your Water, Your Michigan

Minutes

Regular Meeting, USDA Service Center, Grand Haven MI
6pm, Tuesday February 14th, 2023

Attendance

Megan Boos, Executive Director
Benjamin Jordan, Watershed Technician
Morgan Anderson, Produce Safety Technician
Matt Hehl, Chair
Tim Van Dyke, Vice Chair
Douglas Grotenrath, Treasurer
Rivka Hodgkinson, Director
Callie Melton, Director
Sharcy Ray – District Conservationist

CALL TO ORDER: 6:01

Invocation – Callie Melton

REVIEW AND APPROVAL OF MINUTES & Agenda

- **Regular Meeting:** November, 8 2022
- **Agenda for February 14, 2023**
- **Motion to approve the Agenda and Minutes:** Rivka **Support**: Doug **Vote:** Passes

PUBLIC COMMENT

No public comment

STAFF AND PARTNERING AGENCY REPORTS

Megan Boos- Executive Director- Report
Natalie Bekins- CISMA Coordinator – Report
Will Latham- Invasive Species Specialist - Report
Caryn Dawson- MAEAP Technician – Report
Morgan Anderson- Produce Safety Technician - Report
Forest Pest Technicians-Report
Ben Jordan, Conservation Technician- Report
Sarah Bowman, Watershed Technician-Report
Alex Svoboda, RCPP Project Manager-Report
Kyle Hildebrandt, Soil Conservation Technician-Report
Ben Savoie, Forester-Report
Sharcy Ray- District Conservationist
MDARD-Report

Monthly Program Highlight: Produce Safety

Morgan provides a summary of her program

- Michigan is the only state with a “Produce Safety Tech,” typically based out of Conservation Districts, to be a liaison between farms/regulators.
- MSU extension and Produce safety techs provide education, technical assistance, risk assessments, and pre-inspection guidance. Certificate program to show a producer’s compliance with safety recommendations.

- Record keeping, traceability, wildlife management, water/hygiene, irrigation, soil amendments, and a total on farm view of how produce is grown, stored, or prepared for distribution. Cost share available.

- Financial:
    - **o** January bank reconciliations and bill payment**:** *See financial packet for our profit & loss, balance sheet, and account reconciliations.* (Vote)
        - Megan reviews all incoming/outgoing funds including reimbursements and advances to discuss "close the door" funds. Profit and loss review.
        - **Motion to accept financials:** Callie **Support:** Rivka **Vote:** Passes
    - **o** Updated Appropriations budget (Vote)
        - Appropriations budget was attached in board packet and discussed in financial committee. New funding sources include extra $20,000 from County for operational funding (3 yr. contract), SOGL grant, NACD funding (extra funding from Allegan CD RCPP project).
        - Callie Melton asks if we foresee losing additional $20,000 from County. Megan explains that OCD staff and Board Members will be meeting with and presenting to the county, and that funding will likely remain.
        - **Motion to add amendment to budget - $2500 to marketing:** Callie **Support:** Rivka **Vote:** Passes
            - **Short discussion:** Most marketing/outreach comes from grants. Callie mentions that she would like to see a higher marketing/outreach budget for event planning and various outreach. Rivka supports this notion and brings up Facebook ads, and other items.

        - **Motion to approve appropriations budget with amendment ($2500 in marketing budget):** Doug **Support:** Rivka **Vote:** Passes
- **Human Resource:**
    - **Motion to create part time communication specialist**: Doug **Support:** Rivka
        - **Discussion:** HR committee made a recommendation to create this position because Lexie is shifting roles/responsibilities and moving to different programs. Tim asks why we're looking to increase marketing/outreach for "growth" if we're already at capacity. Rivka reiterates that this position would be covering tasks/projects that Lexie was covering previously.
        - **Vote to create part time communication specialist:** Passes
    - Marketing committee (Vote)
        - Callie has brought up creating a marketing committee in the past. HR committee has reviewed the pros and cons about creating this committee and has recommended that this isn't currently necessary, but that we should revisit this issue in January 2024. No outstanding marketing needs that would require a new committee.
    - **Motion to not create marketing committee**: Rivka **Support**: Doug
        - Discussion: Callie discusses counterpoints to this recommendation and mentions that a marketing committee could help guide a communications person and create a strategic plan specifically for marketing/outreach. She has concerns that a part time person will not

necessarily have the time to focus on this aspect without guidance from a marketing specific committee.

- **Vote to not create marketing committee, but review in January 2024**: Passes

- Program Manager Work Agreement (Vote)
  - **Motion to approve work agreement**: Rivka **Support:** Doug **Vote:** passes

- Training
  - Additional training was discussed for Megan for administrative/management, and CDEM membership was discussed.
  - **Motion for Megan to become CDEM member for additional training**: Rivka **Second**: Callie **Vote**: Passes

- **Tree Sale**
  - Megan mentions that tree sale is open, and offers board members information, tree sale catalog, invitations for tree sale wrapping, and encourages them to assist.
- **Annual meeting** (Vote)
  - HR committee recommends that the Annual meeting is held June 13th as an 85th anniversary for the OCD.
  - **Motion to host Annual Meeting on June 13th, 2023, and combine it with an 85th anniversary for the OCD:** Rivka **Support**: Callie
    - Discussion – Tim mentions that it might be difficult for farmers to come in June.
    - **Vote:** Passes
- **Board meeting time and frequency** (Vote)
  - Short discussion on necessary mandatory meetings (4 per year). Due to hardships, time constraints, and lack of content needed to discuss every month, several board members feel like we don't need to meet monthly.
  - **Motion to skip March & April meeting and begin meeting every other month starting in May at 6:00pm:** Rivka **Support:** Callie **Vote:** Passes
- **Grants:**
  - **Pending:**
    - MISGP (Michigan Invasive Species Grant Program) Project and Core funding for Coordinators wages and Strike team, $120,000, Renew
    - MISGP (Michigan Invasive Species Grant Program) Addressing Hemlock woolly Adelgid in West Michigan, $200,000, Renew
    - Nonpoint Source Pollution Control Grant- Section 319-Central Ottawa County Watershed Restoration Project, $600,000, Renew
    - GLRI (Great Lakes Restoration Initiative): Continuing Hemlock Wooly Adelgid Management in Michigan, $200,000, Renew
    - NFWF: 5 Star grant for Rain Drop Rescue, $50,000, NEW
  - **Preparing:** Consumers Energy Planet Awards grant
    - Ben mentions that this grant applicat**G**ion would supplement Crockery/Sand 319 funding for technical assistance and BMPs
  - **Executing:** SOGL (Sustain our Great Lakes) Invasive Species Management in the Pere Marquette, Muskegon, and Lower Grand Watersheds (MI). Project funding for the CISMA's strike team, NEW

Board updates: (2 minutes positive)
Hehl, VanDyke, Grotenrath, Melton, Hodgkinson

Mathew – Conservation on Tap has been very successful and he would like to see these events continue.
Doug – Met a lot and discussed a lot of topics in finance committee and HR committee.
Callie – Callie will be attending the LGROW P.E. committee. Thesis paper on navigable water rules changes in Michigan and may want to discuss with various employee's board members, etc.
Rivka – Friend (head of PTO at Black River School) connected with Lexie about possible volunteer opportunity. Planning on attending MACD state council in March & met with Dan/Jerry from MACD.
Tim – No comment.

CORRESPONDENCE:
Letter from NACD looking for support. In the past we've contributed $100.

- **Motion to continue $100 membership**: Doug **Support**: Callie **Vote**: Pass

PA 116: N/A
ADJOURN –
Motion: Rivka Support: Doug: Vote: Pass

next meeting: March 14th , 2023