OTTAWA CONSERVATION DISTRICT

Your Land, Your Water, Your Michigan

Minutes
Regular Meeting, USDA Service Center, Grand Haven MI
7pm, Tuesday July 6th, 2021

Attendance:
Megan Boos, Executive Director
Lexie Kasper, Administrative Specialist
David Pyle, Chairman
Tim Van Dyke, Vice Chairman
Douglas Grotenrath, Treasurer
Callie Melton, Director
Joe Vander Yacht, WMCISMA Coordinator
Heather Varboncoeur, NRCS District Conservationist
Olivia Martinek, NRCS Intern
Lester Langeland, Director

CALL TO ORDER Time: 7:02 PM

- **Invocation –** David Pyle

REVIEW AND APPROVAL OF MINUTES

- **Regular Board Meeting:** June 1st 2021
- **Motion to approve minutes:** Callie Melton **Second/Support:** Tim Van Dyke **Vote:** Passes

PUBLIC COMMENT

- Introduction to Olivia, Heather's NRCS Summer Intern

STAFF AND PARTNERING AGENCY REPORTS

Megan Boos, Executive Director- Report attached
Lexie Kasper, Administrative Specialist – Report attached
Joe Vander Yacht, CISMA Coordinator-Report given

Introduction to Joe as he started about 6 weeks ago. Joe gives a CISMA Update: Hired new strike team, looking to find people to round out those teams. Joe has been working on meeting grantors and becoming familiar with CISMA structure and partners. Joe reviewed work completed so far in 2021. Discussion ensues about the working goal of frog-bit management and how we are trying to contain it. Joe goes over projected work for the rest of 2021. The board inquires whether the teams try to treat an area, and then surrounding neighbors don't treat and then this wastes our resources? Joe explains that they asses that risk by visiting the site and making sure the surrounding properties won't cause those issues, or they talk to those homeowners and see if they can treat there as well.

Forest Pest Technicians-Report attached
Heather Varboncoeur, NRCS District Conservationist –Report given

Heather gives brief program updates: Olivia will be here until the end of August. Heather got 6 out of 8 EQIP applications obligated and that will be a little over half a million going into the county. A lot of other counties did not get that many funded. Has some farmers already interested in RCPP.

Ben Jordan, Conservation Technician- Report attached
Frank Schroyer, Watershed Technician- Report attached
Ben Savoie, Forester-Report attached

OLD BUSINESS

- Cultivating Resilience Field Day
    - Heather discusses the agenda for the day and each speakers focus, and demo plots that are in the works. It will be a big event, and so far sponsors have committed around $5000.
- Upcoming District Events
    - Lexie gives overview on the big events for the rest of 2021 with calendar handout. These events include the Scrap Tire Collection, Cultivating Resilience, and the Fall Native Plant Sale.

NEW BUSINESS

- **Financial:**
    - **Financial Statements: June bank reconciliations and bill payment:** *See financial packet for our profit & loss, balance sheet, and account reconciliations.* (Vote)
        - Megan reviews financial packet distributed to board. It is time to submit grant reporting to receive reimbursements. Megan also reviews the number of reimbursements we are waiting to receive. The board wants to know if there are any grants that are not financially beneficial? Megan explains that the scrap tire grant is the only one that does not work well financially, and we will not be reapplying for it. For the other grants, they have at least 10% indirect to pay for admin, wages, and miles.
        - **Motion to approve the financial statements:** Callie Melton
          Second/Support: Tim Van Dyke **Vote:** Passes
    - **District Budget (Vote)**
        - This agenda item has been moved to the next board meeting on August 3rd, 2021
- **Human Resources:**
    - Work agreement for Caryn Dawson, the new MAEAP technician given to the board to review (Vote)
        - **Motion to approve the work agreement**: Callie Melton
          Second/Support: Doug Grotenrath **Vote:** Passes
    - Position Descriptions
        - Megan reviews the decision to split the previous CISMA coordinator position into 2 roles, where Joe will be the Invasive Species Coordinator and then a Forest Pest Coordinator that will be heading up the HWA work. Interviews for Forest Pest Coordinator will be tomorrow. 3 draft RCPP position descriptions are

included in board packet for the board to review. Those employees will be hired for October.

- **Ottawa County Request**: *(discuss plans and feedback)*
    - Megan was planning an updated budget ask for the county, but Al is now leaving. Megan has a goal of getting a 2-year contract signed by the county before Al leaves, so we have time to form a new relationship with the new director before we would need to revisit county funding. Discussion ensues on potential plans and scenarios for continuing this funding. The board also discusses the importance of contacting commissioners and letting them know of the important work the District does.
- **MDARD Operations** *(Review legal & policy elements)*
    - MDARD sent their first partner report this month and will continue to do so. Megan will continue to include this in the board packet moving forward. MDARD also now requires an operations review, Dave and Callie volunteered to be a part of this review. Review will be 9 AM September 29th, and Megan will meet with Dave and Callie again beforehand.

CORRESPONDENCE: N/A

P.A.116: Dean Paul Stevens, Parcel #: 70-01-03-100-001

- The board reviews and approves the information in the application.

ADJOURN – **Time:** 8:31 PM

Motion to adjourn: Lester Langeland **Second/Support:** Callie Melton **Vote:** Passes

Next Meeting: 7:00 PM, August 3rd, 2021

Sign: _____ Date: _____