OTTAWA CONSERVATION DISTRICT

Your Land, Your Water, Your Michigan

Minutes

Regular Meeting, USDA Service Center, Grand Haven MI

7pm, Tuesday September 7th, 2021

ATTENDANCE:

Megan Boos, Executive Director
Lexie Kasper, Administrative Specialist
David Pyle, Chairman
Tim Van Dyke, Vice Chairman
Douglas Grotenrath, Treasurer
Lester Langeland, Director
Callie Melton, Director
Ben Jordan, Watershed Technician
Shannon Donley, Public attendee
Jack Knorek, MDARD Coordinator
Caryn Dawson, MAEAP Technician

CALL TO ORDER Time: 7:03 PM

- **Invocation-** Dave Pyle

REVIEW AND APPROVAL OF MINUTES

- **Regular board minutes:** Tuesday, August 3rd, 2021
- **Motion to approve minutes:** Lester Langeland **Second/Support:** Tim Van Dyke **Vote:** Passes

PUBLIC COMMENT

- Shannon Donley, public attendee and member of multiple local water organizations, is attending to hear what the district does.

STAFF AND PARTNERING AGENCY REPORTS

Megan Boos, **Executive Director-** Report attached
Lexie Kasper, Administrative Specialist – Report attached
Keely Dunham-Adkins- WM CISMA Coordinator- Report attached
Natalie Bekins- Invasive Species Project Coordinator - Report attached
Caryn Dawson- MAEAP Technician - Report given

Caryn gives an introduction on her background and education. She is from Iowa and is passionate about the MAEAP program because she cares about agriculture and environmental issues. She discusses her training and her start with the MAEAP program.

Forest Pest Technicians-Report - Report attached
Heather Varboncoeur, NRCS District Conservationist –Report attached
Ben Jordan, Conservation Technician- Report given

The board asks Ben to explain the monitoring part of the QAPP for the 319 grants. Ben explains that it is the methodology for how we survey for e. coli in the area and helps direct our restoration efforts. Tim Van Dyke is concerned that this information is being collected and given to EGLE. Ben explains that we are not being regulatory police for EGLE. This data is not used in regulatory efforts. They have been collecting data from these 10 sites for

over 10 years, and it will continue whether the district is the one collecting it or not. It is a main factor in us securing the funding for the restoration efforts because EGLE has to know that the taxpayer money is being spent responsibly. The board asks Ben if he is done working in Sand Creek? Ben is working in the Sand Creek on this new grant we just received but not with the old project with the drain office. The board expresses confusion about what we are currently doing in Sand Creek. Ben clarifies the district is not doing any engineered projects in the Sand Creek watershed. Ben reviews what electrofishing is and the data it provides for the Pigeon River Watershed Management Plan.
Frank Schroyer, Watershed Technician- Report attached
Ben Savoie, Forester- Report attached
MDARD- Report attached

OLD BUSINESS

- **Board Concerns:**
    - Public Relations- *discussion*
        - This discussion is in regards to Callie Melton's comments at the Grand Haven City Council meeting. The board and Jack Knorek engage in a discussion on representing opinions as personal opinions versus beliefs of the Ottawa Conservation District. It needs to be clear that while Callie may be a board member, she is not at these events representing the board or the district. Callie is in agreement with this and asks that an introductory statement be drafted by the district.
        - **Motion to table the issue:** Lester Langeland **Second/Support:** Dave Pyle **Vote:** Passes
    - Corrective actions- *discussion*

  Doug Grotenrath has a prepared list of issues with Callie's actions towards Megan's work. The board discusses the need to put further policy around Megan's job to clarify their expectations for her and how they should handle HR issues moving forward. Megan asks that moving forward, any issues the board has are added as an agenda item and discussed in the open board meetings each month.

- **Policy and procedure handbook** - *review*
    - Public Relations policy- *vote*
    - This agenda item has been tabled.

- **Cultivating Resilience**
    - The event went well, the distinct will begin planning for the 2022 event this November.
- **Native Plant Sale**
    - The day of sale is October 9th, orders close on Sept. 22nd. It is going well**.**

NEW BUSINESS

- **Financial:**
    - **Financial Statements: August bank reconciliations and bill payment:** *See financial packet for our profit & loss, balance sheet, and account reconciliations.* (Vote)
    - Megan Boos reviews the financial packet for this month. Callie Melton wants to know what we will be doing with the funds we build up. The liquid funds are relatively new for the district and we are letting them build up before we discuss how to invest them. They

discuss the funding we've gotten from the county and the great ROI the county has on the money they have invested in our services.
        - **Motion to pay the bills:** Lester Langeland **Second/Support:** Tim Van Dyke **Vote:** Passes
    - **FY 22 Projections**
        - As Megan Boos was looking at whether or not the district could take on this RCPP, Megan made a projections chart to show whether holding these grants was losing money for this district or not. She explains the projection chart.
    - **District Budget**
        - Megan reviews her district budget projections for what we spent this year and what we anticipate next year. The board will vote on the appropriations budget on October 5th, and the FY 22 projections are based on this budget.
- **Ottawa County Operational funds**: *Approve and sign*
    - With the county administrator leaving, Megan's goal with this funding was to get an agreement for longer than 1 year so we had time to create a relationship with the new administrator before asking for more funding. The county agreed to $100,000 for the next 2 years.
    - **Motion to approve and sign:** Doug Grotenrath **Second/Support:** Tim Van Dyke **Vote:** Passes
- **Farmland Water Quality and Quantity initiative (RCPP):** *Discussion and Vote*
    - The agreement was included in the board packet. The district is preparing to sign the agreement. The board reviews the financials and personnel involved with the RCPP.
    - **Motion to approve and sign:** Doug Grotenrath **Second/Support:** Callie Melton **Vote:** Passes
- **Annual Meeting:** *Decide highlight topic and date*
    - This topic will be postponed to the next meeting
- **MACD Fall conference:** *Discuss invitation to present and registration*
    - This topic will be postponed to the next meeting
- **Human Resources:**
    - Annual reviews: *Schedule*: Committee will be given self and manager reviews prior to the meeting. Board members and Megan that are conducting the reviews will meet at 8:00 am to discuss.
        - Lexie: September 30th @ 9:00 am
        - Ben: September 30th @ 10:00 am
        - Megan: October 5th
        - Board member to assist with the reviews on the 30th: Dave Pyle
        - Megan's review will be on the 5th as an agenda item at the Oct. 5th meeting.
    - Conducting first interviews for the following positions: Conducting the first round of interviews with Heather Varboncoer and Benjamin Jordan. Second Interviews with Dave Pyle on all positions
        - Soil Conservation Technician
        - RCPP Project Manager
        - Watershed Technician
        - Anticipating that the soil tech and watershed tech will be hired by the beginning of October. Hoping to have the RCPP coordinator position filled by November.

- **Grant Update**
    - **Execution:**
        - NACD Technical Assistance MOU- *Review*
        - Crockery and Sand Creek Restoration Project Contract- *Review*
        - Megan reviews the updates on both grants.
    - **Preparing:**
        - Bass River Deer Creek Restoration Project Phase 4: *Due November 4th*
        - MISGP CORE 22 *(Funding for coordinators wages): Due October 31st*
        - MISGP C *(Strike team) 22*
        - Megan reviews the updates on preparing these three grants.
    - **Pending:**
        - N/A

CORRESPONDENCE: We received correspondence today about MACD dues. It will be an item on the next agenda to decide our membership level.

PA 116: H. Walcott Family Farms LLC, Parcel #: 70-09-19-300-018, 70-09-20-100-013, 70-09-32-200-005, 70-09-32-200-006, 70-08-24-400-014, 70-08-24-400-015, 70-08-24-400-018, 70-08-24-400-019, 70-08-24-400-020

Lester Langlenad discusses his personal feelings on PA 116s. The board has no questions.

ADJOURN – **Time:** 9:42

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

Next Meeting: October 5th, 2021

Sign: _____ Date: _____