OTTAWA CONSERVATION DISTRICT

Your Land, Your Water, Your Michigan

Minutes

Regular Meeting, USDA Service Center, Grand Haven MI

7pm, Tuesday November 2nd , 2021

Attendance:

Megan Boos, Executive Director
Lexie Kasper, Administrative Specialist
Ben Jordan, Watershed Technician
Heather Varboncoeur, District Conservationist
David Pyle, Chairman
Tim Van Dyke, Vice Chairman
Douglas Grotenrath, Treasurer
Lester Langeland, Director
Callie Melton, Director

CALL TO ORDER Time: 7:01 PM

- **Invocation:** Lester Langeland

REVIEW AND APPROVAL OF MINUTES

- **Regular Board Meeting:** Tuesday, October 5th, 2021
- **Motion to approve minutes:** Callie Melton **Second/Support:** Tim Van Dyke **Vote:** Passes

- **Regular Board Meeting:** Tuesday, September 7th, 2021
- The board reviews 2 versions of minutes for September, one with the legal minimum and one with more discussion. The board discusses what revisions they want and discuss the PR introductory statements.
- **Motion to discuss the minutes options 1 & 2:** Callie Melton **Second/Support:** Tim Van Dyke
- **Motion for the addition of the corrective actions section:** Dave Pyle **Second:** Tim Van Dyke **Vote:** Passes
- **Motion to approve minutes option 2 with discussed revisions:** Callie Melton **Second/Support:** Doug Grotenrath **Vote:** Passes

PUBLIC COMMENT

- No public comment

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 attached

The board asks for an update on Caryn's training and how she is settling into her roll? She has been extensively training with Mike and Dan Busby with positive feedback. While training for a position as complex as this takes time, it is going well.

Forest Pest Technicians-Report attached

Heather Varboncoeur, NRCS District Conservationist –Report attached

Ben Jordan, Conservation Technician- Report

The board inquires about if there is regulatory nature to Ben's work if a farmer decides not to do a conservation practice. The answer is no, we are never a regulatory agency and we do not work with the regulatory side of EGLE and all producer information is kept confidential. The board discusses what type of agricultural practices the district can fund.

Ben Savoie, Forester-Report attached

MDARD-Report attached

OLD BUSINESS

NEW BUSINESS

- **Board Governance:**
  - Conservation Needs Assessment: *Draft Assessment review*
    - Lexie Kasper gave an update on the document created so far and what the next tasks are.
  - Strategic planning facilitator: *Update*
    - Lexie Kasper gives an update on the upcoming call Thursday and what will be taking place. The board reviews what the time commitment will be from January to March.
  - Policy review:
    - Position Description for District Board members*: Review draft and make recommendations.*
      - The board reviews options A & B for the job descriptions and chooses revision recommendations.
      - Revisions to change "recommended" instead of "mandatory" in attendance wording, including reading the board packet and attending minutes in the time requirement, explain time requirement may also break into event planning and program promotion, strike the 8 meeting minimum in the wording, include requirements to be on the ballot.
      - **Motion to adopt option A with revisions:** Callie Melton **Second/Support:** Tim Van Dyke **Vote:** Passes
    - Officer Roles for board members*: Review draft and make recommendations*
      - The board reviews options A & B for the officer roles. Board revisions: none.
      - **Motion to adopt option A:** Doug Grotenrath **Second:** Dave Pyle **Vote:** Passes
  - Elections: *Review important dates and next steps*
    - Megan reviews upcoming election news and important dates. Petitions will be available by the next board meeting. It is decided the petitions will be available on the website.
  - Request for letter to legislators: *Lester Langeland*

        - Lester presents a letter on his preferences that wetland protection is voluntary when meeting eligibility requirements for NRCS funding and this proposal be sent to our legislators. The board discusses what is currently voluntary versus incentivizing in USDA programs. The board discusses solutions and potential organizations to present these changes to. Recommendations are made to pick very specific practices and metrics and propose the changes to them. The board supports Lester and would like to see more firm changes proposed in future meetings.
        - **Motion to discuss the legislative letter:** Tim Van Dyke **Support:** Callie Melton
    - Voting on major issues: *Lester Langeland*
        - A proposal is made to pass a resolution for voting twice on major issues. Vote one month, and then vote again the next month. The board discusses who would determine which items are worth this policy.
        - **Motion that issues that the chair feels are important enough for a 2nd vote are voted on twice:** Lester Langeland **Support:** Callie Melton
        - The board further discusses which topics and policies warrant discussion in the 1st meeting and voting in the 2nd meeting. Confirmed topics: salary changes coming from district funds, district policy, advocacy. There is concern about what types of closed-door conversations would be allowed to happen between meetings.
        - **Vote:** 2 Aye, 2 No. Dave Pyle votes with the tiebreaker: Aye. Vote passes.
    - Personnel issues: *David Pyle*
        - Dave discusses issues he has had with agenda procedure and personnel scheduling. The board discusses what issues there are with board director roles versus executive director roles.
    - Revisit Public Relations Discussion: *David Pyle, discuss introductory statement for PR*
        - The board discussed and approved recommended statements.
- **Financial:**
    - **Financial:**
        - October bank reconciliations and bill payment**:** *See financial packet for our profit & loss, balance sheet, and account reconciliations. (Vote)*
            - **Motion to pay the bills:** Callie Melton **Second/Support:** Tim Van Dyke **Vote:** Passes
        - End of year staff bonuses: *Review and vote*
            - The board will review and revisit next month after looking at the proposed amounts.
- **Grants**
    - Preparing:
        - Bass River Deer Creek Restoration Project Phase 4: *Due November 4th*
            - This is a renewal and will continue the funding.
    - Pending:
        - MISGP CORE 22 *(Funding for coordinators wages)*
        - MISGP C *(Strike team) 22*
    - Executing
        - MACD State Funding: Review and discuss next steps

        - Will be discussed with the county to determine how they'd like to see the grant funds and how it will affect the county funding. This will be pursued further when Megan receives a copy of the grant.
- **Human Resources:**
    - Work agreements:
        - Kyle Hildebrandt, Soil Conservation Technician
        - Alex Svoboda, RCPP Project Manager

CORRESPONDENCE: N/A
P.A. 116: N/A

- Chairman Pyle allows for additional general comments from Tim Van Dyke and Benjamin Jordan.
- **Tim Van Dyke:** Megan, I'm sorry you had to deal with this. I read the bible and it says to love one another and I don't think we're doing that very well. Let's try to move this forward together.
- **Ben Jordan:** As an employee of the district, we support Megan 100%. Some of the frustrations about not feeling supported, the employees feel it too. The contention in these meetings, that's not happening in our office. We are a highly recognized and accomplished district.

ADJOURN –Time: 9:35 PM

- **Motion to adjourn:** Lester Langeland **Second/Support:** Tim Van Dyke **Vote:** Passes

Next Meeting: December 7th, 2021

Sign: _____ Date: _____