OTTAWA CONSERVATION DISTRICT

Your Land, Your Water, Your Michigan

Minutes
Regular Meeting, USDA Service Center, Grand Haven MI
7pm, Tuesday July 12th, 2022

Attendance:
Natalie Bekins, Invasive Species Project Coordinator
Keely Dunham-Adkins, WMCISMA Coordinator
Lexie Kasper, Administrative Specialist
Doug Grotenrath, Treasurer
Megan Boos, Executive Director
Jack Knorek, MDARD Coordinator
Sarah Bowman, Watershed Technician
Roger Bergman, Ottawa County Commissioner
Callie Melton, Director
Rivka Hodgkinson, Director
Tim Van Dyke, Vice-Chairman
Matt Hehl, Chairman

CALL TO ORDER 7:01 PM

- Invocation - Tim Van Dyke

REVIEW AND APPROVAL OF MINUTES

- **Motion to approve:** Rivka Hodgkinson **Second:** Matt Hehl **Vote:** Passes

PUBLIC COMMENT

- No public comment

STAFF AND PARTNERING AGENCY REPORTS

Megan Boos, Executive Director- Report given
-Region 7 meeting on August 26th from 9-1 in Barry
-NRCS has hired a new DC in our office, will most likely start in August
Lexie Kasper, Administrative Specialist – Report
Keely Dunham-Adkins- WM CISMA Coordinator- Report
Natalie Bekins- Invasive Species Project Coordinator - Report
Caryn Dawson- MAEAP Technician - Report
Forest Pest Technicians-Report - Report
Ben Jordan, Conservation Technician- Report
Sarah Bowman, Watershed Technician-Report given
-Sarah handed out material on Cultivating Resilience field day and gave event overview
Alex Svoboda, RCPP Project Manager-Report
Kyle Hildebrandt, Soil Conservation Technician-Report
Ben Savoie, Forester-Report
MDARD-Report

Board updates: Any update of, comment, or needs to be voiced or written from the board
-Tim shared article from Farm Bureau, would like board to read and come back thinking of how to address.

-Board discusses what changes could be made to our budget or the county's farmland preservation budget depending on the next election.
-Callie recently did a groundwater presentation at Hope for the academy of senior programs. Opportunity for staff to take over and continue.
-Rivka was contacted by Citizens Climate Lobby, and would like speakers to come to talk to their group on climate/conservation.

Program Update: CISMA

- Overview of the HWA program and the Strike Team, the work they do, and the funding that backs the programs. The board and coordinators discuss what limitations keep us from focusing more on the for-hire waitlist, what information is provided to landowners if they want to do it themselves, how a landowner knows they have HWA, and how to be more proactive than reactive when addressing invasive species in general.
- The seasonal strike team focuses on aquatic and terrestrial invasive species. The main aquatic species are phragmites and European frogbit. There is discussion on Japanese knotweed prioritization for residences covered by grant funding versus those that pay.
- Currently waiting to hear back on the SOGL grant, writing America the Beautiful grant proposal.
- The board can help by spreading the word about our for-hire programs, dispersing outreach programs, and handing out business cards.

NEW BUSINESS

- **Human Resources:**
- Work agreements
    - Work agreements for annual reviews for Kyle Gallagher and Haley Sweet and yearly raise
    - Rivka asks how pay raises are calculated for all grants across all programs. Grants are written with wages for current industry rates, with measured increases factored in.
    - **Motion to approve:** Callie Melton **Second:** Doug Grotenrath **Vote:** Passes
- Produce Safety timeline
    - Still working to finalize the job description. Has gone down to 2 counties, Ottawa and Kent. Once the district receives the position description back, we will finalize and post for about 3 weeks. There is discussion on how MDARD grants are now sent and signed. Interviews will start in the first or second week of August. Goal is to have someone in the role in September.
- **MAEAP:** Committee needs for goal setting and cost-share
    - MAEAP and Produce Safety will need committee members, has typically consisted of 1 board member in the past in conjunction with ket stakeholders. There is discussion on what needs that committee members will fill. Tim will be filling this role.
- **RCPP:** Application Updates
    - There is discussion of obstacles that exist within the NRCS system and how that reflects on our staff. Applications have been signed. The advisory council meeting will be on July 20th and each board member has received an invite. Contracts totaled over $700,000.
- **Financial:** Megan Boos

- June bank reconciliations and bill payment**:** *See financial packet for our profit & loss, balance sheet, and account reconciliations. (Vote)*
    - Megan reviews the financial packet.
    - **Motion to pay the bills:** Callie Melton **Second:** Rivka Hodgkinson **Vote:** Passes
- Native Plant Sale & Annual Celebration reconciliation
    - With extra staff time to account for vendor mistakes, we did not make as much as planned. Going to work on a different plan for fall with staff changes.
- Appropriation Budget preparation and needs
    - Megan reviews what the appropriations budget is while referencing the operations manual, and the situations in which the budget needs to be changed and re-reviewed by the board and voted on again.
    - Megan will meet with finance committee before next board meeting and bring the proposed appropriations budget to the board in August. Will finalize and vote in September.

- **Grants** Megan Boos
    - **Pending:**
        - Sustain our Great Lakes Grant (SOGL) for invasive species management
    - **Preparing:**
        - America the Beautiful Grant
    - **Executing:**
        - MDARD MAEAP outreach funding grant for Cultivating Resilience

CORRESPONDENCE: N/A
PA 116: Discussion on if the amount on the PA 116 affects the tax rate. Need to change theaddressed person on the letter to Theresa Frank.

ADJOURN – 8:40
Motion to adjourn: Tim Van Dyke **Second:** Rivka Hodgkinson **Vote:** Passes

Next meeting: August 9th, 2022

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Board Chairman
Signature