OTTAWA CONSERVATION DISTRICT

Your Land, Your Water, Your Michigan

Minutes
Regular Meeting, USDA Service Center, Grand Haven MI
7 pm, Tuesday, August 9th, 2022

Attendance:
Megan Boos, Executive Director
Lexie Kasper, Administrative Specialist
Sarah Bowman, Watershed Technician
Pamela Evans, Strategic Planning Coordinator
Matt Hehl, Chair
Tim Van Dyke, Vice Chair
Doug Grotenrath, Treasurer
Rivka Hodgkinson, Director
Callie Melton, Director
Jack Knorek, MDARD Coordinator

CALL TO ORDER - 7:01 PM

- Invocation - Rivka Hodgkinson

REVIEW AND APPROVAL OF MINUTES

- **Motion to approve:** Callie Melton **Second:** Rivka Hodgkinson **Vote:** Passes

PUBLIC COMMENT

- No public comment

STAFF AND PARTNERING AGENCY REPORTS

Megan Boos, Executive Director- Report
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
Alex Svoboda, RCPP Project Manager-Report
Kyle Hildebrandt, Soil Conservation Technician-Report
Ben Savoie, Forester-Report
MDARD-Report

Addition to Minutes:

- Adding Letterhead Agenda item to the August 9th agenda
- **Motion to add:** Doug Grotenrath **Second:** Rivka Hodgkinson **Vote:** Passes

Board updates:
Melton- Giving a presentation on groundwater shortage. Discussion on whether or not staff should be involved in these presentations. Discussion on what the board's role is in being advisory and promoting

the district's program versus presenting. Callie says she will leave if the discussion continues on this issue. Discussion continues but ultimately she stays in the meeting.
Motion to add this topic to next month's agenda: Rivka Hodgkinson **Second:** None No vote.

VanDyke- Wanted to know if the board followed up on the article shared last month. Talks about researching land leasing for solar panels. Wants the district to draft a resolution to forward to elected officials.
Motion to add this to a future agenda and discuss: Tim Van Dyke **Second:** Rivka Hodgkinson **Vote:** Passes

Hodgkinson- Citizens Climate Lobby connected to Megan for future presentation.
Hehl- Moving forward, he would like any issues between board members to be addressed during this update time.

Monthly Program Highlight: Strategic Plan Final Review with Pam Evans

- Pam gives an overview of the timeline up to this point. Reviews the 2 assumptions the plan is based on. #1: This plan does not cut any programs, only adds to address future community needs. #2: The introduction is written for an outside audience unfamiliar with the district.
    - The plan is changeable or extendable based on the changing nature of natural resources. The plan reviews the desired impact, long-term vision, mission, and focus areas.
    - Focus area #2 had agriculture added as an initiative. Reviewed the strategies, goals, timelines, and measures for each focus area.
    - Discussion on how we review the work plans concerning the needs assessment, annual plan of work, and strategic plan.
    - Reviewed the key pieces of successful plan execution. Suggestion to change agenda to reflect strategic plan so that progress and monitoring are reflected within the plan.
    - Reviews the board's role in the strategic plan. Reviewed the committees necessary for the plan and the roles of the committee members. Discuss a potential marketing committee and board trainings.

OLD BUSINESS

- **Strategic Plan** (vote)
    - **Motion to approve with the edit to focus area #2:** Doug Grotenrath **Second:** Callie Melton **Vote:** Passes
- **Cultivating Resilience**
    - Sarah gives an overview of the day and our registrant number at the moment.
- **Region 7 meeting**
    - Takes place on August 26th in Barry County. Megan reviews the agenda for the event.

NEW BUSINESS

- **Staff Appreciation Day**
    - Reviews the agenda for the day. Taking place this Thursday the 11th.
- **Legislative Day/tour**
    - With upcoming changes in commissioners specifically, there is a large opportunity to educate new representatives on who we are and what we do.
    - Discussion on how these commissioners will respond to being presented with new information right away. Discussion that it may take a couple of months in office for them to learn the ropes. Based on our funding contract, our agreement there is not changing at the moment. Ottawa CD is currently heavily watched as a poster child for the state funding we received.

- Keep this topic on agenda to revisit as needed.

- **Fall native plant sale**
  - September 24th at Hemlock Crossing Nature Center. The event will include a workshop at 9:30 am, followed by a day-of sale at 10:30 am.
- **Two votes on district issues policy**
  - Discussion to review the history of this policy. Board discusses how this policy seems redundant and inefficient. Discussion on future behaviors that will resolve the initial problems that led to this policy.
  - **Motion to eliminate the two-vote policy:** Rivka Hodgkinson **Second:** Doug Grotenrath **Vote:** Passes
- **Human Resources:**
  - Work agreements
  - Keely Dunham-Adkins, Natalie Bekins, William Latham
    - **Motion to approve all work agreements:** Rivka Hodgkinson **Second:** Doug Grotenrath **Vote:** Passes
    - Tim VanDyke has questions about Keely's position and if she's transitioning to part-time. Answer: Keely will stay on for foreseeable future to train Will and assist with grant writing. It will be in a part-time capacity.
  - Draft review process
    - Being moved solely to the HR committee to handle and will not be general meeting business.
- **Financial:** Megan Boos
  - July bank reconciliations and bill payment**:** *See the financial packet for our profit & loss, balance sheet, and account reconciliations. (Vote)*
    - **Motion to accept the reconciliations and pay the bills:** Rivka Hodgkinson **Second:** Tim Van Dyke **Vote:** Passes
    - Megan reviews the financial packet. Question on a payroll variation. Answer: Variation due to stipends and the strike team leaving. Question on truck payment. Answer: the written number is a mistake in line. Question on USFS Phrag line item. Answer: A CISMA project partnered with Muskegon CD.
  - Letterhead Name Change
    - **Motion for letterhead change and formally recognizing legal name as the Ottawa Soil and Water Conservation District:** Doug Grotenrath **Second:** Rivka Hodgkinson **Vote:** Passes
    - Registered as Ottawa Soil and Water Conservation District with the state, need to change letterhead to reflect that. Can be known as the Ottawa Conservation District for general operations, but the letterhead must be official.
    - Must add Ottawa Soil and Water Conservation District to our letterhead and minutes and the board formally recognizes that.
  - Appropriation Budget *draft* presentation
    - Megan reviews the draft appropriations budget. Will get feedback and make any changes and then the board will vote on the budget in the September meeting. Changes throughout the year will be added and the board will be re-presented with the budget and vote on the updated version.
    - Discussion on moving certain pieces from grant funding to fringe charges in grants.

- **Grants** Megan Boos
  - **Pending:**
    - Sustain our Great Lakes Grant (SOGL): Invasive species management

        - America the Beautiful (ATB): HWA management
    - **Preparing:**
        - Nonpoint Source Pollution Control Grants - Federal Clean Water Act Section 319-Watershed Management
        - Grand Haven and Allendale Community Foundation: Rain Drop Rescue
    - **Executing: N/A**

CORRESPONDENCE: See attached email
PA 116: N/A
ADJOURN – 9:18 pm
Motion to adjourn: Rivka Hodgkinson **Second:** Tim Van Dyke **Vote:** Passes

Next meeting: September 13th, 2022

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Board Chairman
Signature