OTTAWA CONSERVATION DISTRICT

Your Land, Your Water, Your Michigan

Minutes
Regular Meeting, USDA Service Center, Grand Haven MI
6pm, Tuesday July 11th, 2023

Attendance

Megan Boos, Executive Director
Benjamin Jordan, Watershed Programs Coordinator
Sarah Bowman – Watershed Technician
Matt Hehl, Chair
Tim Van Dyke, Vice Chair
Douglas Grotenrath, Treasurer
Rivka Hodgkinson, Director
Callie Melton, Director

CALL TO ORDER: 6:01
Invocation: Tim VanDyke

REVIEW AND APPROVAL OF MINUTES

- **Motion to approve minutes:** Rivka Hodgkinson **Support:** Doug Grotenrath **Vote:** Passes

AGENDA EDITS

- **Motion to approve agenda as is:** Rivka Hodgkinson **Support:** Tim VanDyke **Vote:** Passes

PUBLIC COMMENT

STAFF AND PARTNERING AGENCY REPORTS

Megan Boos- Executive Director- Report
Natalie Bekins- CISMA Coordinator – Report
Will Latham- Invasive Species Specialist - Report
Caryn Dawson- MAEAP Technician – Report
Morgan Anderson- Produce Safety Technician - Report
Forest Pest Technicians-Report
Ben Jordan, Conservation Technician- Report
Sarah Bowman, Watershed Technician-Report
Alex Svoboda, RCPP Project Manager-Report
Tracey Weatherwax, Soil Conservation Technician-Report
Ben Savoie, Forester-Report
Keely Adkins-Dunham, CISMA Project Advisor- Report
Lexie Kasper, Educational Program Coordinator
Sharcy Ray- District Conservationist
Ecological Technicians (Strike Team)- Report
MDARD-Report

Executive Director Report: Megan Boos

- Megan has been focused on a variety of tasks including trainings & financials. Next month will be annual reviews, annual plan of work, etc.

Monthly Program Highlight:
Watershed Program- Benjamin Jordan and Sarah Bowman - Update on plan to county

- Sarah & Ben give details on the funding proposal being presented to Ottawa County, which will include monitoring for various water quality metrics, as well as BMPs. This is being presented as a 5-year plan that focuses on non-point source pollution and TMDLs throughout Ottawa County. This funding comes from a lawsuit with Monsanto and is not a state/federal grant or tax money. The purpose of this money, as stated in the lawsuit, is that it SHOULD be used for water quality monitoring and restoration.
- Rivka asks if other Counties have received funding and what they have done with it. Watershed staff answer that several have elected to use their settlement money for other purposes but that with a combined team including ODC, OCD, and Ottawa County Water Resources, we were able to get ahead of the issue and put together a plan to utilize the funding.
- Tim asks if the monitoring data collected could eventually impact farmers and lead to regulatory action. And will this data help solve the problems? Ben answers that this data will be used to create "target areas" for more efficient use of funds/outreach and education efforts and that EGLE does not use it for regulatory purposes.

Municipal Employees Retirement Services (MERS): Tara Tyler

- MERS presents information about their coverage including benefit packages for municipal employees (County's, townships, cities, conservation districts, etc). They explain that MERS is board run and employs many investment professionals. Details are given about defined contribution and 457 plans, as well as pre-tax and Roth options. They also gave details about different types of investment categories, associated fees, and other plans such as group health insurance and HSAs. This presentation is just information to be decided upon at a later date

- **Financial: (**Finance Committee and Megan Boos)
  - June bank reconciliations and bill payment**:** *See financial packet for our profit & loss, balance sheet, and account reconciliations.* (Vote)
    - Megan details all reconciliations
    - **Motion to accept reconciliation and bill payment:** Rivka Hodgkinson **Support:** Callie Melton **Vote:** Passes
  - Cash flow forecast (Information)
    - Megan details how each quarter can be different in terms of cash flow based on timing of grants and reimbursements, hiring, purchase of supplies/chemical, etc. The previous quarter was difficult with a lot of expenses in a short period of time and late reimbursements – Met with finance committee to figure out options to secure the district for similar quarters in the future
    - Finance committee came up with several solutions
      - Opening a separate savings account with a dedicated amount ($5,000) for future needs
      - Line of credit for emergency usage – payroll
      - Redistribution of some tasks/responsibilities
  - Water Monitoring Funding (Vote)

        - **Motion to bring the Water Monitoring and BMP Funding Request to the county Finance Committee:** Callie Melton **Support:** Doug Grotenrath **Vote:** Passes
    - **o** Native Plant Sale: Profit and Loss (Information)
    - **o** FY 24 budget update (Information)
- **Human Resource: -** (H/R Committee and Megan Boos)
    - o Communication Specialist: (information)
        - OCD is putting on hold until budget needs are addressed. Two people were offered the job but didn't accept it
        - Callie mentions revisiting a Communications Committee. Megan mentions that all communications tasks are being done by other staff
    - o Annual Reviews: (Schedule and information)
        - Annual reviews will be brought to the board on the third week of august.
    - o Communication improvement: (information and review)
        - Megan asks if the board is ok with the board report changes and if they like the new format. Callie mentions that she would like employees to be clearer about how the board can be helpful to them.
- **Policy Updates**
    - **o Policy Suggestions from Pam Evens (vote)**
        - Document Destruction Procedure
            - **Motion to table until FOIA questions are answered** : Rivka Hodgkinson **Support**: Doug Grotenrath **Vote:** Passes
        - **Communication Crisis Management Procedure**
            - **Motion to pass this procedure as written:** Callie Melton **Support:** Doug Grotenrath **Vote:** Passes
        - Disclosure of News or Information Procedure
            - **Motion to pass this procedure as written:** Rivka Hodgkinson **Support:** Callie Melton **Vote:** Passes
        - Sexual and other lawful harassment Procedure
            - **Motion to table**: Callie Melton **Support:** Tim VanDyke **Vote:** Passes
            - **Motion to replace Pam's procedure with policy included in the Employees policy handbook**: Rivka Hodgkinson **Support:** Callie Melton **Vote:** Passes
            - **Motion to rescind tabling of the Sexual and other lawful harassment procedure:** Callie Melton **Support:** Rivka Hodgkinson **Vote:** Pass
- **Outreach/Events** (Megan Boos)
    - o Cultivating Resilience: (Information and schedule)
        - August 19th – OCD staff has released outreach materials to start promoting
- **Grants:** (Megan Boos)
    - **o Pending:**
        - Nonpoint Source Pollution Control Grant – Section 319-Central Ottawa County Watershed Restoration Project, $600,000, NEW
            - Replaces "Phase 4" of the BRDC project and adds the Pigeon River and Rush Creek Watersheds. $600,000 in technical assistance & cost share dollars for ag and septic BMPs.

- EGLE Watershed Council Support Grant – Little Black Lake Watershed Management Plan, $40,000, NEW
    - $40,000 for monitoring and the writing/development of a restoration and protection based WMP for the Little Black Lake in Northern Ottawa County.
- Lakes Commission – Great Lakes Sediment and Nutrient Reduction Program (GLSNRP), $300,000, Renew (Phase 2) NEW
    - $300,000 for agricultural BMPs and technical assistance in the Macatawa Watershed (Phase 1 held by the MACC/ODC)
- Midwest Glacial Lakes Partnership – Lakes Conservation Grant, $100,000, NEW
    - Technical assistance, education/outreach, design and implementation of shoreline protection/restoration & natural shorelines for habitat improvement in Ottawa County Lakes.
- NFWF 5 Star & Urban Grant: Applied for just under $48,000, NEW
    - support development of the Raindrop Rescue program. Funds will be used to support Lexie's position (wages) and will be used to install native gardens and improved outdoor classrooms in approximately 3 schools and will be used to cost-share green stormwater infrastructure at the Refuge Church.

- **Preparing:**
    - NACD Technical Assistance Grant 2023
        - Supports the wages for our Soil Conservation Technician, training wages for the RCPP team, and wages for our MAEAP technician to assist NRCS with the Conservation Reserve Program.
- **Not received:** N/A
- **Executing:** N/A

Board updates: (2 minutes)

Hehl, VanDyke, Grotenrath, Melton, Hodgkinson

- Doug: Has been working with finances – worked on cash flow issue and how we can put parameters on certain expenses
- Tim: No specific updates
- Rivka – Made good connections from MACD including Park township – connected several people with Lexie for raindrop rescue. Has also been working on HR committee tasks
- Callie – Enjoyed the MACD conference and felt like she got a lot out of it including great networking
- Matt – Working on finances/cash flow issue

CORRESPONDENCE: N/A
PA 116: N/A
ADJOURN – next meeting: September 12th, 2023

- **Motion to adjourn**: Rivka Hodgkinson **Support:** Callie Melton **Vote:** Passes

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Mathew Hehl