OTTAWA CONSERVATION DISTRICT

Your Land, Your Water, Your Michigan

OTTAWA CONSERVATION DISTRICT

Agenda

Regular Meeting, USDA Service Center, Grand Haven MI
6 pm, Tuesday, April 9th, 2024

Attendance:

Matt Helh - Chairman
Doug Grotenrath - Treasurer
Becky Huttenga - Vice Chair
Rivka Hodgkinson - Director
Tim VanDyke - Director
Natalie Bekins - Executive DIrector
Sarah Bowman - Watershed & Conservation Specialist
Benjamin Jordan - Watershed Coordinator
Caryn Dawson - MAEAP Technician
Murielle Garbarino - CISMA Coordinator
Morgan Anderson - Produce Safety Technician

Matthew Helh

May 14 - 24

CALL TO ORDER: 6:00
Invocation: Tim VanDyke

ROLE CALL
All present

REVIEW AND APPROVAL OF MINUTES
Motion to approve minutes: Rivka Hodgkinson **Support:** Doug Grotenrath **Vote:** All vote yes, vote passes.

AGENDA EDITS APPROVAL AND AGENDA APPROVAL
Motion to approve edited agenda: Rivka **Support:** Becky **Vote:** All y,vote yes, vote passes.

PUBLIC COMMENT

STAFF AND PARTNERING AGENCY UPDATES

Murielle Garbarino- 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, Watershed Programs Coordinator- Report
Sarah Bowman, Watershed & Conservation Specialist-Report
Alex Svoboda, RCPP Project Manager-Report
Tracey Weatherwax, Soil Conservation Technician-Report
Ben Savoie, Forester-Report
MDARD-Report

Employees provide brief updates & successes for their programs.

Executive Director Report - Natalie Bekins

Natalie gives an update about her month including prep for the annual meeting, training of the new CISMA Coordinator, and work/training with the new bookkeeper. The OCD was finally able to work through the process to open a savings account.

Monthly Program Highlight: The Grant Management Puzzle: Putting Together the Pieces

Sarah Bowman & Ben Jordan give a short presentation on the process of writing and managing grants. This includes information on the application process, how budgets work, indirect, amendments to budgets/line items, etc.

- **Human Resource: -** (H/R Committee)
  - N/A
- **Financial: (**Finance Committee and Interim team)
  - Matt provides an update for the account and mentions that we've put $2,001 in savings and will look at additional deposits quarterly. Tim asks where this funding is coming from and Matt answers that it will be from "general funds."
  - **March bank reconciliations and bill payment:** ***See financial packet for our profit & loss, balance sheet, bill list, and account reconciliations.*** **(Vote)**
    - Natalie gives an explanation of the bank statements, as well as the cash flow document and mentions the recurring bills list for the month. Rivka asks why the Health/equity bill is listed twice on this list. Natalie mentions that there was a mistake in billing - aux benefits will be included in future payments. Tim mentions that the board packet includes physical copies of checks given out and asks if this is necessary. Matt mentions that copies of physical checks will not be included in future packets.
    - **Motion to pay the bills:** Doug **Support:** Rivka **Vote:** All vote yes, vote passes
  - Close the door funds
  - Cash Flow Forecast
  - **Updated Appropriations Budget - (Vote)**
    - Natalie goes over the updated appropriation budget including new grants/items.
    - **Motion to approve updated appropriation budget:** RIvka **Support:** Becky Vote: All vote yes. Passes
- **Operations:**
  - **Annual Meeting Budget and Attendance (Update)**
    - Natalie gives an update. Budget was $500 for election and $1000 for annual meeting. We ended up getting around $1000 in sponsorship and only ended up spending about $200 total (roughly $1300 under budget). 65 total attendees.
  - Elections - (Recognize receipt of Oath of Office)
  - **Motion to update our policy to merge the treasury/secretary position, as previously voted on in April 2022:** Doug **Support:** Tim VanDyke
    - Discussion: Rivka thinks that there would be value to separate treasurer & secretary. Having a board member responsible for the minutes would alleviate pressure on staff and would evenly spread out the responsibility amongst board

members. Discussion is had about how other districts do it, with some combining the positions, and some separating them. This seems to be optional. Becky mentions that we may not have to make an actual policy change and we could simply make this decision on keeping these positions merged on an annual basis when deciding roles.

- **Vote:** RIvka - no. Tim - yes. Becky - no. Doug - Yes. Matt - yes. Vote passes

- **Election of Officers - (Nominations and Votes)**
  - Chair
    - **Nomination for Matt:** Doug
    - **Motion to nominate Becky:** Rivka
    - **Vote:** TIm votes Matt. Becky - Becky. Rivka - Becky. Doug - Matt. Matt - Matt.
    - Matt assumes Chairman Role.
  - Vice Chair
    - **Nomination for Becky:** Rivka
    - **Nomination for TIm:** Doug
    - **Vote:** Becky - Becky. Tim-Tim. Rivka - Becky. Doug - Tim. Matt - Becky.
    - Becky assumes Vice Chair.
  - Secretary/treasurer
    - **Nomination for Doug:** Rivka
    - Vote. TIm -Yes. Becky - Yes. Rivka - yes. Doug - yes.
    - Doug assumes secretary/treasurer role.

- Board Committees
  - Human Resources Committee
    - Sit on Hiring Committees
    - Assist with Policy writing
    - Rivka is happy to continue serving on the committee. Matt appoints Becky & Rivka
  - Finance Committee
    - Once a month Finance Committee Meeting
    - In the past it's been chairman & treasurer.
    - Matt appoints himself, and Doug to sit on the finance committee
  - Advisory Committee - New Committee Creation
    - MAEAP Cost-share committee and Goal Setting
    - PST Goal Setting
    - Discussion is had about whether or not this has to be a committee. The board agrees that creating a committee for this might complicate the matter. Tim will continue sitting on the PST & MAEAP goal setting teams
- **MACD Summer Conference - (Discussion)**
  - Rivka provides a short update for the summer conference. The agenda will be heavily director focussed. Sponsorship & partnerships are being put in place to

make costs more affordable so more directors/employees can attend. Until these things are in place MACD can't open registration.

- **Task Management Program - (Discussion)**
  - Rlvka mentions that Barry held a training on a task management program called Monday. This program allows you to create projects & associated tasks, assign tasks, prioritization, etc. It also helps create reports showing progress toward programs, deliverables, tracking for sponsors, etc.
- **Tree and Plant Sale - (Update)**
  - Tree sale is next week. Orders are being extended until the 15th. 6k left to sell. Matt asks why he thinks we haven't sold as many, and asks for a comparison with previous years. Natalie mentions that we did plenty of outreach, but that prices are higher (especially white pine).
  - Plant sale preorders are closed. 56 flats pre ordered. 120 bundles of beachgrass were sold too.
  - OCD is selling native seedmixes through Pheasants forever - 10 acres worth of seed sold.

- **Policy Updates**
  - **Grant Policy - (Discussion)**
    - We don't currently have a policy in place to decide how we go after grants, which grants we apply for/not, etc. In the past there have been some issues about new grants & Natalie is hoping we can have some structure in the future. The HR committee will discuss and create a draft of the grant policy to bring to the board for a full vote.
- **Grant & Contracts Overview:**
  - **Preparing:**
    - Water Quality Monitoring - County Contract for just under 1 million to conduct 5 years of water quality monitoring on impaired watersheds in Ottawa County.
  - **Pending:**
    - **WMCISMA Funding**
      - Great Lakes Restoration Initiative - Hemlock woolly adelgid treatments. Request for $200,000
      - Landscape Scale Restoration - Hemlock woolly adelgid treatment in Oceana, Muskegon, Ottawa, and Allegan. Fund implementation of HWA management workshops in counties from Allegan to Grand Traverse Counties. Facilitate the installation of browse exclosures to encourage natural regeneration. The request is for $400,000.
    - **Watershed program**
      - Watershed Council Grant - One year grant requesting funds to support a monitoring project for the Little Black Lake Watershed which will support the development of a watershed management plan in future years. Request for $34,957 to support existing watershed staff and supplies.
      - Midwest Glacial Lakes Lake Conservation Grant - Two-year grant requesting funds to support a shoreline naturalization technical assistance and cost-share program with accompanying water quality

monitoring for Spring Lake and Crockery Lake. Request for $99,673.48 to support watershed staff, monitoring supplies, and landowner cost share.
- MiCorps Startup Volunteer Stream Monitoring Program Grant - One-year grant to develop a volunteer stream monitoring program. Will include training for watershed program staff, a pilot volunteer monitoring event, and coordinating with partners. Grant request of $4,701.50.

- **Executing:**
  - **WMCISMA Funding**
    - Michigan Invasive Species Grant Program - Funding would provide Core funding for the CISMA Coordinator. This also includes three projects that would allow for Watch list species treatments, priority Right of Way treatments, Excavation Company Treatments, and Black Swallow Wort Treatments. The award is for $96,000.
    - MDNR HWA Treatment - EPA Grant subaward to assist DNR with HWA Treatments at Nordhouse Dunes. The award is for $17,448.
- **Not received:**
  - N/A

Board updates: (2 minutes)
Hehl, VanDyke, Grotenrath, Huttinga, Hodgkinson

Tim - N/A

Rivka - Offers congrats to Becky for Region 7 Vice Chair. Rivka wants to highlight Morgan for helping to coordinate a conference. Good job on the MAEAP survey - 611 responses.

Doug - Worked a lot with Natalie & Matt with finances. Very excited to finally get a savings account started

Matt - N/A

Becky - Glad to be back with the OCD, serving on the State MACD council, and supporting districts. Glad to be serving as Vice Chair

CORRESPONDENCE: N/A
PA 116: N/A
ADJOURN – next meeting: May 14th, 2024

Motion to adjourn: Tim **Support:** Doug **Vote:** All vote yes, vote passes