OTTAWA CONSERVATION DISTRICT

Your Land, Your Water, Your Michigan

OTTAWA CONSERVATION DISTRICT

~~Agenda~~ Minutes

Regular Meeting, USDA Service Center, Grand Haven MI
6 pm on Tuesday, Feb. 11th, 2024

CALL TO ORDER: 6:00

ROLL CALL
Tim VanDyke - Present
Doug Grotenrath - Present
Rivka Hodgkinson - Absent
Matt Hehl - Absent
Becky - Present & acting Chairperson

Matthew Hehl
3-11-25

REVIEW AND APPROVAL OF MINUTES
Motion to approve: Doug Grotenrath **Support:** Tim VanDyke **Vote:** Passes
APPROVAL OF AGENDA
Motion to approve: Doug Grotenrath **Support:** Tim VanDyke **Vote:** Passes

PUBLIC COMMENT

STAFF 2 MIN HIGHLIGHTS
Staff give 2 min highlights about their programs.
Andrew Booher introduces himself as the new MAEAP tech and will be starting on Feb 24th.

MDARD - Jack submitted a report for the board's viewing.

QUESTIONS ON BOARD REPORTS
Murielle Garbarinos- CISMA Coordinator – Report
Will Latham- Invasive Species Specialist - Report
Morgan Anderson- Produce Safety Technician - Report
Forest Pest Technicians - Report
Ben Jordan, Watershed Programs Coordinator - Report
Sarah Bowman, Watershed & Conservation Specialist - Report
Meghan Bannink, RCPP Project Manager - Report
Tracey Weatherwax, Soil Conservation Technician - Report
Ben Savoie, Forester - Report
MDARD - Report

PARTNER UPDATES

Interim Team Report- Sarah Bowman

Andrew was hired as the MAEAP tech. Plant & tree sale is live and we have fliers/copies of the tree sale catalog available. Sale is open for pre orders till March 28th. Cultivating Resilience was last week - roughly around 160 people in attendance. OCD is actively working on the transition plan and hiring process fo the ED.

Monthly Program Highlight: NRCS Update - Ibrahima Kane

Ibrahima Kane introduces himself as the new DC for Ottawa County and has been here for about 2 months. There are 7 applications right now for EQUIP. The deadline is this Friday and ACT NOW funding deadline is coming up soon but selections are being made weekly.

- **Human Resource: -** (H/R Committee)
  - HR Committee Meeting (REPORT)
    - No policy to look at this month. Hiring process for ED.
  - Federal Funding Freeze (DISCUSSION)
    - Ibrahima has received some talking points but not much information about what's happening at the federal level. Staff have reached out to their grantors and most have responded that they are moving forward normally until told otherwise. Discussion about the topic - it's mentioned that, in a worst case scenario, several employees are prepared to be laid off if funds are frozen.
  - Hiring Executive Director (UPDATE)
    - 7 applications have been received so far and will be ranked by the end of the week. The google drive folder will be shared with board members to view. We may try to set up interviews sooner than later. The OCD board asks if we can interview before posting closes and Jack says he thinks our policy is silent on the matter.
  - Policy
    - MERS Policy (DISCUSSION)
      - Tara is present virtually to discuss the possible MERS plans available. Becky mentions that we had a potential plan in place from past discussions. Discussion about 457 plans including options for emergency withdrawls or loans for employees, and the difference between direct employer contributions vs employee contributions.
  - Transition Plan Budget (VOTE)
    - **Motion to approve:** Tim VanDyke **Support:** Doug Grotenrath **Vote:** Passes
  - Work Agreements (VOTE)
    - NACD/GW - Tracey Weatherwax
    - CTAP Coordinator - Andrew Booher
    - Bookkeeper Work Agreement - Annaleese Rasanen
    - Watershed & Conservation Specialist - Sarah Bowman
    - Watershed Programs Coordinator - Benjamin Jordan
    - **Motion to approve all work agreements as written:** Doug Grotenrath **Support:** Tim VanDyke **Vote:** Passes

- **Financial:** (Finance Committee)
  - Finance Committee Meeting (REPORT)
    - Worked on work agreements and the transition plan.
  - January bank reconciliations and bill payment: *See the financial packet for our profit & loss, balance sheet, bill list, and checking account reconciliation.* (VOTE)
    - **Motion to pay the bills:** Tim VanDyke **Support:** Doug Grotenrath **Vote:** Passes
  - Cash Flow Forecast
    - Board packet contains the cash flow forecast.
  - First Quarter Spending (DISCUSSION)
    - Sarah shows the first quarter spending and explains the spending/revenue vs what was originally appropriated.
  - Update Appropriations Budget (VOTE)
    - **Motion to approve:** Tim VanDyke **Support:** Doug Grotenrath **Vote:** Passes

- **Operations:**
  - 5-Year Long-Range Plan: Focus Area 3 (DISCUSSION)
    - Touching base on Focus area 3. Sarah gives a brief update on where we're at on focus area 3 items. Repeat needs assessment (Due by Dec 26) - we should start thinking about this in the fall and that Ottawa Strategic impact is willing to help with that.
  - Annual Meeting (UPDATE)
    - Annual meeting is on March 11th at the District 5 schoolhouse and will be catered through Lake Effect Kitchen. We decided on a $10 for registration and are hoping for about 75 people. There will be an hour long networking time, and tabling and a presentation about Ottawa County Monitoring. Producer was Craig Koeman. Partner was Joe Bush.

- **Grants:**
  - **Preparing:**
    - N/A
  - **Pending:**
    - CISMA Funding
      - Great Lakes Restoration Initiative (CWMA)- This grant will continue the surveillance and treatment of European Frog Bit in the West Michigan area as well as increase outreach and education to youth about the spread of this species. Requesting $82,965. (Notice expected in March/April)
      - Michigan Invasive Species Grant Program - Each CISMA is eligible for $70,000 in annual funding to provide education and technical assistance to landowners. There is up to $40,000 in competitive funding available for the survey and treatment of high-priority invasive species. (Notice expected in the Spring)
    - Watershed program

- 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.
- OTHER

- **Executing:**
  - NACD -Technical Assistance
    - Supports the wages for our Soil Conservation Technician to assist NRCS with CSP, EQUIP, and CODA. Receiving $46,970.24.

- **Not received:**
  - N/A

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

Tim - Nothing specific to add but complemented Cultivating Resilience.
Doug - Finance committee meeting & complimented Cultivating Resilience
Becky - Glad to have Andrew on board. Looking forward to resumes and thanks to the staff for stepping up.

CORRESPONDENCE: N/A
PA 116:
- N/A

N/ADJOURN – next meeting: March 11th, 2025, 6 PM

Motion to adjourn: Doug Grotenrath **Support:** Tim VanDyke Vote: Passes