OTTAWA CONSERVATION DISTRICT

Your Land, Your Water, Your Michigan

OTTAWA CONSERVATION DISTRICT

Agenda
Annual Meeting
District 5 Schoolhouse, 9354 Port Sheldon St, Zeeland, MI 49464
4 pm on Tuesday, March, 11th, 2025

CALL TO ORDER: 4:05pm
ROLL CALL

Doug Grotenrath - Present
Rivka Hodgkinson - Present
Becky Huttenga - Present
Tim VanDyke - Absent (see below)
MInutes reflect that Tim VanDkye arrived at 4:11

REVIEW AND APPROVAL OF MINUTES
Motion to approve minutes and agenda as one: Becky Huttenga **Support:** Rivka Hodgkinson
Vote: **Passes**

PUBLIC COMMENT

STAFF 2 MIN HIGHLIGHTS: N/A

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
MDARD report is included.

Interim Team - Sarah Bowman
Sarah gives a brief update on hiring and other ED tasks for the month.

Monthly Program Highlight: None

- **Human Resource:** - (H/R Committee)
  - HR Committee Meeting (REPORT)
    - Worked on procurement policy.

- ED Hiring (Update)
  - ED hiring in the process including interviewing 4 candidates. All 4 candidates were qualified but one was clearly more experienced than the others. Discussion is had regarding a second interview with all board members. Matt asks if we could just make the offer rather than having a second interview? The board tentatively agrees to move forward with an offer.
  - **Motion to extend an offer, contingent on references, to Jamie Rye at $70,000:** Becky Huttenga **Support:** Rivka Hodgkinson **Vote:** Passes

- Work Agreements
  - N/A
- Policy
  - **Procurement Policy (VOTE)**
    - Sarah mentions that this procurement policy is essentially "cookie cutter" and follows generally accepted practices regarding quotes for procurement over $5000 single items. Doug mentions he would like more time to review the policy, but its mentioned that the policy must be in place for CISMA grants and can always be edited/reviewed prior to the next meeting.
  - **Motion to approve procurement policy as written:** Rivka Hodgkinson **Support:** Becky Huttenga **Vote:** Passes

- **Financial: (**Finance Committee)
  - Finance Committee Meeting (REPORT)
    - Sarah mentions that the financial report is in the board packet for review.

  - February bank reconciliations and bill payment: *See the financial packet for our profit & loss, balance sheet, bill list, and checking account reconciliation.* (VOTE)
    - **Motion to approve financial report and pay the bills:** Tim VanDyke **Support:** Doug Grotenrath **Vote:** Passes
  - Cash Flow Forecast
- **Operations:**
  - Tree Sale and Plant Sale - Preorders open till March 28th (Update)
    - Sarah will be giving an in studio interview at Wood Tv8 at 4pm tomorrow for general district info & Tree & Plant sale

- **Grants:**

  - **Preparing:**
    - <u>N/A</u>

  - **Pending:**
    - <u>CISMA Funding</u>
      - 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)

- 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.

- **Executing:**
  - NACD -Technical Assistance
    - Supports the wages for our Soil Conservation Technician to assist NRCS with CSP, EQUIP, and CODA. **Receiving $72,945.66**.
  - CISMA - 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 - **Receiving $96,200.** - $70,000 for core annual funding and the rest is for competitive survey and treatment objectives. $4,600 more than last year!
- **Not received:**
  - N/A

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

Becky mentions an issue regarding a licensing fee for a photo used on previous native plant sales. OCD was contacted and asked to pay a fee for retroactive licensing, but Ottawa County Corporation Council is looking into it and does not think it's a legitimate request. They will look into it and inform the board of next steps.

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

N/ADJOURN – next meeting: April 8th, 2025, 6 PM

Motion to adjourn: Tim VanDyke **Support:** Becky Huttenga **Vote:** Passes