



Van Buren Conservation District

Minutes of June 22, 2022

Minutes Prepared by: Emilly Hickmott, Deputy Administrator & Jacob Diljak, Outreach Coordinator

VanTassel called the regular June 22, 2022 business meeting to order at 10:00 AM.

Roll Call of Board Directors:

- Chairperson, Bill VanTassel
- Vice-chairperson, Jan Petersen
- Treasurer, Carl Druskovich
- Secretary, Paulette Rybarski
- Member, Ron Klein

Others Present:

- Kim Sinclair, Administrator
- Emilly Hickmott, Deputy Administrator
- Jacob Diljak, Outreach Coordinator

Approval of Agenda: Hickmott noted that "Other Correspondence" ought to read "Farm Bureau of Van Buren County | June 2, 2022". Motion was made by Petersen, 2nd by Rybarski to accept the June 22, 2022 regular board meeting agenda as amended.

Minutes: Hickmott noted that Hickmott's title under "Others Present" ought to read "Deputy Administrator" not "Recycling Coordinator" and that "Produce Safety Report: written" should be reflected under "Correspondence/Other Information". Motion was made by Klein, 2nd by Rybarski to accept the May 25, 2022 regular board meeting minutes as corrected. Motion carried.

Public Comment: None.

Treasurer's Report:

- Financial statements for May 2022 were presented. Motion was made by Rybarski, 2nd by Klein to approve the May 2022 financial statements as presented. Motion carried.
- The bills of June 2022 were presented. Motion was made by Klein, 2nd by Rybarski to approve the payment of the bills of June 2022 as presented. Motion carried.
- Payroll & Paid Time Off Accumulation Report for May 2022 was presented. Motion was made by Klein, 2nd by Petersen to approve payment of payroll as presented. Motion carried.

Old Business:

- **USDA Leasing Opportunity:** Sinclair shared that former County Administrator Frank Hardester resigned. Hickmott shared the County has posted the position of County Administrator on their website and the interim County Administrator is Finance Director Ryan Post. Discussion was had.
- **Red Arrow Property Driveway and Storage:** Druskovich reported that a contractor came to assess driveway plans for the VBCD Red Arrow Property and that a quote is expected within the month. Discussion was had.
- **2022 Annual Meeting:** Sinclair shared the Annual Meeting is happening at Wolf Lake State Fish Hatchery. Hickmott shared the awardees have accepted their awards and that invitations have been mailed out.



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New Business:

- **Conservation Technician Job Posting:** Hickmott shared the Conservation Technician job posting and requested approval to post it before funding is received October 1, 2022. Motion was made by Druskovich, 2nd by Klein to approve the job posting and to post it before October 1, 2022. Motion carried.
- **Policy Review:** Sinclair and Hickmott shared that they are updating policies per Michigan Department of Agriculture & Rural Development (MDARD) and asked the Board to review the policy updates. The Board will review again at the next board meeting.
 - **Budget Appropriations Act Policy**
 - **Credit Card Policy**
 - **Freedom of Information Act (FOIA) Policy**
 - **Investments Policy**
- **Job Description Updates:** Hickmott shared that she and Sinclair are working on updating and codifying position descriptions that will need board approval. The Board will review again at the next board meeting.
 - **Administrator**
 - **Deputy Administrator**
 - **Administrative Associate**
 - **Outreach Coordinator**
 - **Recycling & Materials Management Coordinator**

PA 116 / Right to Farm/ Farmland Preservation: None.

Board Director Reports:

- **Chairperson:** VanTassel expressed appreciation for the Staff and Board's efforts. **Vice Chairperson:** Petersen shared that Tyler Augst with Michigan State University Extension is a good resource for planning and land use. The Van Buren District Library Lawrence Branch is hosting a program: Warrior Lawyers Defenders of Sacred Justice. **Treasurer:** Druskovich expressed appreciation for Sinclair's efforts with the payroll and reporting despite software issues. **Secretary:** Rybarski expressed excitement about the Red Arrow property progress. **Member :** Klein observed that a local farmer relied on local pollinators for their crops last year, and it went well so they are doing it again this year. Druskovich commented that -icide distributors are now reminding growers to spray at specific times to protect the bees.

Correspondence/Other Information:

- **Administrator's Report:** Sinclair shared that she attended the Michigan Association of Conservation Districts (MACD) Summer Conference in early June, summer education at Wolf Lake has started, and she provided a written report. An electrician has provided a quote



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(approximately \$2,400) for electrical work for a drainage water management project that must be done. The Army Corp of Engineers and EGLE are doing a Beach Walk on August 16 in South Haven. **Deputy Administrator's Report:** Hickmott discussed the success of the Paw Paw Recycle Roundup despite COVID cases in the office. Hickmott reminded the Board that the Wolf Lake State Fish Hatchery tour at the Annual Meeting is at 4:30 PM and that the MAEAP Fruit Field Day is on August 10, and she provided a written report. **Ag Conservation/Water Quality Projects Report:** written. **CISMA Report:** written. **Education & Water Quality Report:** written. **MAEAP Report:** written. **NACD/NRCS TA Report:** written. **Outreach Report:** written. **Produce Safety Report:** written. **Resource Recovery Report:** written.

Cooperating Agency Reports:

- **FSA Report:** None. **Land Preservation Board Report:** None. **MDARD Report:** Written. **MSUE Report:** None. **NRCS:** None. **Van Buren Conservation District (VBCD) Foundation:** None.

Other Correspondence: Farm Bureau of Van Buren County | June 2, 2022

Next Board Meeting: July 27, 2022 | 10:00 AM | VBCD Office | 1035 E. Michigan Ave., Paw Paw, MI 49079

Adjournment: Motion was made by Druskovich, 2nd by Klein to adjourn the meeting at 11:30 AM. Motion carried.

APPROVED:

Signature

Date