



# Van Buren Conservation District

Minutes of September 28, 2022

Minutes Prepared by: Emilly Hickmott, Deputy Administrator and Carlie, Southland, Conservation Associate

VanTassel called the regular September 28, 2022 business meeting to order at 10:10 AM. The Board and Francisco did introductions.

## Roll Call of Board Directors:

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

## Others Present:

- Kim Sinclair, Administrator
- Emilly Hickmott, Deputy Administrator
- Carlie Southland, Conservation Associate
- Gabriel Francisco, Conservation Technician

**Approval of Agenda:** Druskovich asked to discuss evaluations before talking about pay increases for the Administrator and Deputy Administrator. The “Employee Pay Increase & Bonus Proposals” was moved to before the “Closed Session” requested by Sinclair and Hickmott for their respective individual evaluations. Board agreed to go with administrative proposals for the rest of the employee pay increase and bonus recommendations. Druskovich requested that a Board Evaluation Workshop be added to New Business. Motion was made by Petersen, 2<sup>nd</sup> by VanTassel to accept the September 28, 2022 regular board meeting agenda as amended. Motion carried.

**Minutes:** Motion was made by Klein, 2<sup>nd</sup> by Rybarski to accept the August 24, 2022 regular board meeting minutes as presented. Motion carried.

**Public Comment:** None.

## Treasurer’s Report:

- Financial statements for August 2022 were presented. Motion was made by Petersen, 2<sup>nd</sup> by VanTassel to approve the August 2022 financial statements as presented. Motion carried.
- The bills of September 2022 were presented. Motion was made by Rybarski, 2<sup>nd</sup> by Klein to approve the payment of the bills of September 2022 as presented. Motion carried.
- Payroll & Paid Time Off Accumulation Report for August 2022 was presented. Sinclair discussed paid time off accrual decisions being made at the end of the calendar year instead of the end of the fiscal year. Sinclair reminded the Board that discussion was previously had about the potential of allowing staff to sell up to a week of vacation time back to the VBCD. Druskovich requested quarterly year-to-date reports to see the financial value of each employee. Motion was made by Klein, 2<sup>nd</sup> by VanTassel to approve payment of payroll and paid time off accumulation report for August 2022 as presented. Motion carried.
- **FY 23 Budget Review:** Sinclair presented the FY 23 Van Buren Conservation District Appropriations Budget. Discussion was had.



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- o **Adoption of General Appropriations Act Budget:** Motion was made by Klein, 2<sup>nd</sup> by Rybarski to adopt the Van Buren Conservation District FY 23 General Appropriations Act Budget as presented. Roll Call: Klein - yes, Petersen - yes, Rybarski - yes, Druskovich - yes, VanTassel - yes. Motion carried.
  - Motion was made by Klein, 2<sup>nd</sup> by Rybarski to make Druskovich Treasurer for FY 23. Motion carried.

## Old Business:

- **USDA Leasing Opportunity:** Sinclair shared that local USDA representatives visited the Hartford facility for a tour and have requested renovations. Discussion was had.
- **Red Arrow Property Driveway and Storage:** Druskovich discussed zoning issues. Hickmott shared that the county solid waste plan does not allow household hazardous waste facilities and would need to be updated to build a facility. The VBCD is responsible for facilitating plan amendments. Druskovich discussed building a storage building and pursuing a local architect who planned the new Paw Paw Fire Department. Discussion was had.
- **Policy Review**
  - o **Board of Director Policy-** Hickmott discussed amendments needed to not contradict the Budget & Appropriations Act Policy. Motion was made by Klein, 2<sup>nd</sup> by Druskovich to accept the Board of Director policy as amended. Motion carried.
  - o **Conservation District Structure Policy-** Motion was made by Klein, 2<sup>nd</sup> by Rybarski to accept the Conservation District Structure Policy as presented. Motion carried.
  - o **Nepotism Policy-** Motion was made by Klein, 2<sup>nd</sup> by Rybarski to accept the Nepotism Policy as presented. Motion carried.
- **FY 23 Calendar of Events Review-** Motion was made by Druskovich, 2<sup>nd</sup> by Peterson to accept the FY 23 Calendar of Events. Motion carried.
- **FY 23 Business Plan of Work Review -** Motion by Druskovich, 2<sup>nd</sup> by VanTassel to accept the FY 23 Business Plan of Work. Motion carried.
- **Seasonal Conservation Associate Transition**
  - o **Review of Adjusted Job Description-** Motion was made by Druskovich, 2<sup>nd</sup> by Peterson to accept the adjusted job description for Seasonal Conservation Associate as presented. Motion was carried.

## New Business:

- **Training Request for Watershed Coordinator, Erin Fuller:** Motion was made by Petersen, 2<sup>nd</sup> by Klein to approve the training request for Watershed Coordinator, Erin Fuller. Motion carried.
- **Policy Review:** Hickmott shared that she is updating policies and asked the Board to review the policy updates. Hickmott explained how she drafts the policy. The Board will review again at the next board meeting.



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- o **Conflict of Interest Policy**– Klein suggested removing the word “significant” and changing “could” to “may”.
- o **Employee Classification Policy**– No comments or suggestions were made.
- o **Flexible Work and Remote Work Policy**– Hickmott suggested changing “3 to 15” to “Over 3 to 15” to make it less confusing.
- o **Overtime/Compensatory Time Policy**– No additions were suggested.
- o **Office Work Hours Policy**– No additions were suggested.
- **November and December Board Meeting Schedule**– Hickmott proposed moving the November and December meetings to November 16 and December 21. The board proposed moving the meetings to November 9 at 10:00 am and December 14 at 10:00 am. Board reports would be due by regular board meeting dates. Motion was made by Druskovich, 2nd by Rybarski to accept the rescheduled November and December board meeting dates of November 9 and December 14. Motion carried.
- **Mini-grant Application: Village of Decatur**: Druskovich shared that the application does benefit him because his municipality utilizes the site for a shared community clean up day. The requested amount covers 25-33% of the cost. Discussion was had. Motion was made by Klein, 2nd by Rybarski to grant the mini-grant award to the Village of Decatur in the amount of \$5,000. Druskovich abstains. Motion carried.
- **FY 23 Annual VBCD Board Calendar**– Motion was made by Peterson, 2nd by Klein to accept the FY 23 Annual VBCD Board Calendar. Motion carried.
- **Board Evaluation Workshop**: Druskovich shared that the Board received anonymous feedback from Staff via an electronic survey. The Board decided to have a workshop to discuss on November 9 after the board meeting.

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

## Board Director Reports:

- **Chairperson:** None. **Vice Chairperson:** Petersen expressed appreciation for the staff and Board, particularly the Flex Work Policy because it establishes respect and trust. **Treasurer:** Druskovich thanked the staff and Board for their hard work. Druskovich notified the Board that he will join the committee/board/work group that MSUE and the State may or may not form about water withdrawal reporting if asked. **Secretary:** Rybarski expressed thanks for the get well card. **Member :** Klein shared that folks have found the Lake Living Tips handout has been helpful.

## Van Buren Conservation District Staff Reports:

- **Deputy Administrator’s Report:** written. **Administrator’s Report:** written. **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:



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- **FSA Report:** None. **Land Preservation Board Report:** None. **MDARD Report:** Written. **MSUE Report:** None. **NRCS:** Sinclair shared that Steve Bare, Soil Conservationist, has retired. Discussion was had. **Van Buren Conservation District (VBCD) Foundation:** Druskovich requested this be put on the November board agenda as an action item.

## Other Correspondence:

- Department of Environment, Great Lakes, & Energy Water Resources Division | Notice of Permit Application: HPJ-01MH-EVJNJ
- Washtenaw County Conservation District Compensation Study Results- Sinclair shared the results.

**Employee Pay Increase & Bonus Proposals:** Druskovich and Sinclair presented the proposed employee pay increase and bonus proposals along with notes on merit. Sinclair asked to omit Hickmott and Sinclair. Sinclair expressed appreciation of Druskovich's direction on moving the merit increase to percentage. Discussion was had. Motion was made by Klein, 2nd by Petersen to approve the employee pay increase & bonus proposals with Sinclair and Hickmott omitted.

Sinclair requests a closed session for her annual review. Hickmott requests a closed session for her annual review.

## Closed Session:

- Administrator Annual Review:
  - Motion was made by Druskovich, per Sinclair's request, 2nd by Klein for closed session at 12:20 PM. Roll Call: Rybarski - yes, Petersen - yes, Klein - yes, Druskovich - yes, VanTassel - yes. Motion carried.
  - At 12:50 PM, the Board came out of closed session. At 12:51 PM, motion was made by Klein, 2nd by Petersen to go into open session. Roll Call: Petersen - yes, Klein - yes, Druskovich - yes, Rybarski - yes, VanTassel - yes. Motion carried.
  - Motion was made by Klein, 2nd by Petersen to increase Administrator wages to \$30.49 per hour effective October 1, 2022. Roll Call: Klein - yes, Druskovich - yes, Rybarski - yes, Petersen - yes, VanTassel - yes. Motion carried.
  - Motion was made by Klein, 2nd by Petersen to award Administrator annual bonus of \$7,000. Roll Call: Druskovich - yes, Rybarski - yes, Petersen - yes, Klein - yes, VanTassel - yes. Motion carried.
- Deputy Administrator Annual Review:
  - Motion was made by Petersen, per Hickmott's request, 2nd by Klein for closed session at 12:52 PM. Roll Call: Petersen - yes, Rybarski - yes, Druskovich - yes, Klein - yes, VanTassel - yes. Motion carried.
  - At 1:14 PM, the Board came out of closed session. At 1:15 PM, motion was made by Druskovich, 2nd by Klein to go into open session. Roll Call: Rybarski - yes, Druskovich - yes, Klein - yes, Petersen - yes, VanTassel - yes. Motion carried.



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Minutes Prepared by: Emily Hickmott, Deputy Administrator and Carlie, Southland, Conservation Associate

- Motion was made by Klein, 2nd by Rybarski to increase Deputy Administrator wages to \$28.31 per hour effective October 1, 2022 and to award the Deputy Administrator an annual bonus of \$4,000. Roll Call: Klein - yes, Druskovich - yes, Rybarski - yes, Petersen - yes, VanTassel - yes. Motion carried.

**Next Board Meeting:** October 26, 2022 | 10:00 AM | VBCD Office | 1035 E. Michigan Ave., Paw Paw, MI 49079

**Adjournment:** Motion was made by Druskovich, 2<sup>nd</sup> by Petersen to adjourn the meeting at 1:16 PM. Motion carried.

**APPROVED:**

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Signature

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Date