



# Van Buren Conservation District

Minutes of August 23, 2023 Regular Board Meeting

Minutes Prepared by: Lia Will, Administrative Associate

Petersen called the regular August 23, 2023 business meeting to order at 10:03 AM.

## Roll Call of Board Directors:

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

## Others Present

- Emilly Hickmott, Deputy Administrator
- Kim Sinclair, Administrator
- Lia Will, Administrative Associate
- John Yellich – Michigan Geological Society
- Karen Yellich – Michigan Geological Society
- Tom Stanek – Director of Kalamazoo Operations – Owens, Ames, and Kimball Company

**Approval of Agenda:** Motion by Rybarski, 2<sup>nd</sup> by Klein to approve the August 23, 2023 regular board meeting agenda as presented. Motion carried.

**Minutes:** Motion by Druskovich, 2<sup>nd</sup> by Rybarski to accept the July 26, 2023 regular board meeting minutes as presented. Motion carried.

**Public Comment:** None.

## Presentations

- **Michigan Geological Survey, John Yellich:** The organization was formed to ensure natural resources are protected and used wisely throughout Michigan. Information and the history of the organization was shared.
- **Owen Ames Kimball (OAK), Tom Stanek:** Tom Stanek informed the board of the commercial building services offered by OAK and would like to be involved with the new campus project.

## Treasurer's Report:

- Financial statements for July 2023 were presented. The GLRI and NACD grant will be delayed two months. Motion by Rybarski, 2<sup>nd</sup> by Klein to approve the July 2023 financial statements as presented. Motion carried.
- The bills of August 2023 were presented and discussed. Motion by Druskovich, 2<sup>nd</sup> by Klein to approve the payment of bills of August 2023 as presented. Motion carried.
- Payroll and Paid Time Off Accumulation Report for July 2023 was presented. Motion by Rybarski, 2<sup>nd</sup> by Klein to approve payment of payroll for July 2023 as presented. Motion carried.

## Old Business:

- **VBCD Foundation:** None.



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- **Management Team Update:** The Executive Director transition press release will be in the newspaper September 18, 2023.
- **Diversity, Equity, & Inclusion:** DEI training may be required for grant applications. The West Michigan Sustainable Business Forum has training available. Discussion will continue.
- **Draft FY 24 Budget:** The Treasurer and Administrator will meet on September 20, 2023 to review the budget before the September board meeting.
  - **Employee Reviews and Wage Proposals:** The employee pay history and cost of living adjustment (COLA) increase/bonus calculation worksheet was presented. Motion by Rybarski, 2<sup>nd</sup> by Klein to approve the employee COLA pay increase/bonus as presented. Motion carried.
- **Rental Equipment:** The 2021 -2023 equipment rental revenue was presented by Mead. The consensus of the board was to sell the Truax and look into purchasing a smaller piece of equipment.

## **New Business:**

- **Recognition of Notarized Oaths of Office:** The District held a Director Election at their Annual Meeting on Wednesday, July 26, 2023. Carl Druskovich, Treasurer, was voted onto the board for another term ending December 31, 2027. Motion by Klein, 2<sup>nd</sup> by Rybarski to recognize the Oath of Office for Carl Druskovich. Motion carried. Jan Petersen, Vice Chairperson, was voted onto the board for another term ending December 31, 2027. Motion by Klein, 2<sup>nd</sup> by Rybarski to recognize the Oath of Office for Jan Petersen, 2<sup>nd</sup> by Rybarski. Motion carried.
- **November 2023 and December 2023 VBCD Board Meeting Dates:** The board meeting dates will need to be changed for November and December 2023. Motion by Druskovich, 2<sup>nd</sup> by Rybarski to change the November 2023 board meeting to November 8, 2023 and the December 2023 board meeting date to December 13, 2023. Motion carried.
- **Annual Performance Review: Administrator:** Completed by Deputy Administrator and approved.
- **Annual Performance Review: Deputy Administrator:** Completed by Administrator and approved.

## **Committee Updates:**

- **Fund Development (Petersen, Rybarski, Sinclair):** The committee will meet in November.
- **Property Development (Druskovich, VanTassel):** Druskovich met with the architect again. Plans continue to be developed.

## **Farmland and Open Space Preservation [Part 361 (Public Act 451 of 1994)] Application for Review:**

- Christopher & Julie Schaap | Parcel Number: 80-10-024-011-00: The completed Part 361 of PA 116 application for a conservation easement on a four acre parcel was presented. Discussion was had. The consensus of the board was that they do not have enough information about this application to provide an opinion at this time and are instead going to refer it back to Hamilton Township for further evaluation.

## **Board Director Reports:**

- **Chairperson:** None.



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- **Vice Chairperson:** Field day turned out wonderful and the weather was beautiful.
- **Treasurer:** Has been evaluating the budget and reviewing the staff reviews as personnel liaison.
- **Secretary:** Reflected that the Board has come a long way.
- **Member:** Has been researching wetlands.

## **Van Buren Conservation District Staff Reports:**

- **Deputy Administrator's Report:** Staff and board photos are scheduled for September 6, 2023. Discussion began on scheduling a strategy meeting with staff and board members January 31, 2024.
- **Administrator's Report:** None.
- **Ag Conservation/Water Quality Projects Report:** written.
- **CISMA Report:** written.
- **MAEAP Report:** written.
- **NACD/NRCS TA Report:** written.
- **NRCS CT 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:** email forwarded.
- **NRCS:** None.
- **Van Buren Conservation District (VBCD) Foundation:** None.

**Other Correspondence:** None.

**Next Board Meeting:** September 27, 2023 | 10:00 AM | VBCD Office | 1035 E Michigan Ave., Paw Paw, MI 49079

**Adjournment:** Motion by Klein, 2<sup>nd</sup> by Druskovich to adjourn the meeting at 1:05 PM. Motion carried.

**APPROVED:**

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Signature

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Date