



Van Buren Conservation District

24 January 2024

10:00 AM

Van Buren Conservation District – 1035 E Michigan Ave., Paw Paw, MI 49079

Agenda

Call to Order – Regular Business Meeting

Roll Call of Board Directors:

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

Approval of Agenda

Approval of Minutes

- 13 December 2023 Rescheduled Board Meeting Minutes

Public Comment

Treasurer's Report

- December 2023 Financial Statements
- Payment of Bills for January 2024
- Payroll & Paid Time Off Accumulation Report for December 2023
- Quarterly Review:
 - FY 24 Budget
 - Investments

Old Business:

- **VBCD Foundation**
- **FY 23 Audit**

New Business:

- **Annual Designations:**
 - Depositories for District funds
 - Designation of Person(s) authorized to sign checks, contracts, and agreements
 - Designation of a day, place, and time for regular meetings which shall be held at least once every month
 - Election of Directors to assume specific responsibilities of the Chairperson, Vice-chairperson, Treasurer, & Secretary
 - Designation of legal counsel, district auditor, newspaper for legal notices, and election supervisor
 - Annual Meeting Date Establishment
 - Designation of Administrator to pay bills due before board meetings
- **Quarterly Review:**
 - **FY 24 Business Plan**
- **Grant Applications Submitted:**



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- **United States Department of Agriculture (USDA) Forest Service | Bipartisan Infrastructure Law High-priority Regional Invasive Species Project | \$281,250 proposed budget | \$0 proposed match | expected decision date: unknown**
- **Policy Review:**
 - **Benefits, Holiday, Leave, & Vacation Policy 2024.01**
 - **Flexible Work and Remote Work Policy 2024.01**
 - **Overtime/Compensatory Time Policy 2024.01**

Committee Updates:

- **Fund Development (Petersen, Rybarski, Sinclair)**
 - Next Meeting: To be determined
- **Property Development (Druskovich, VanTassel)**
 - Site Plan and Concept Plan Discussion
 - Next Meeting: To be determined

Farmland and Open Space Preservation [Part 361 (1994 Public Act 451)] Applications for Review: None.

Board of Director Reports

- Chairperson – verbal
- Vice Chairperson – verbal
- Treasurer – verbal
- Secretary – verbal
- Member – verbal

Van Buren Conservation District Staff Reports:

- Executive Director's Report – verbal
- Administrator's Report – verbal
- Ag Conservation/Water Quality Projects Report – written
- CISMA Team 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
- NRCS – none
- VBCD Foundation Board – none

Other Correspondence:

Next Board Meeting: TBD

Adjournment