



KALAMAZOO CONSERVATION DISTRICT

August 8th, 2025

Board Meeting Minutes

KCD Office – 5950 Portage Rd. Suit B, Portage, MI 49002

1 – CALL TO ORDER

Chairperson called meeting to order at 8:04AM

2 – ROLL CALL: Members present: Ed Cagney, Andrew Fern, David Benac

Also present: James Benjamin, Chandra Kinney, John Giesler

3 – CONSIDER APPROVAL OF AUGUST 8th, 2025, KCD BOARD MEETING AGENDA:

Approval of Agenda movement carried by David, seconded by Andrew; Voice Vote: Y3 N Motion: Carried

4 – CONSERDER APPROVAL OF JULY 11th, 2025, KCD BOARD MEETING MINUTES:

Approval of Meeting Minutes for July 11th, 2025, movement carried by Ed, seconded by David; Voice Vote: Y3 N

Motion: Carried

5 – PUBLIC COMMENTS: John Giesler – Thank CAK for a wonderful presentation at County Commissioners Meeting. Looking for 3 positions to fill in County Road Commissioners. Office for Emergency Management hosts courses to qualify individuals as sky warned trained. Jane Gosh will be talking with the public about the youth sports center popping up soon.

6 - TREASURER REPORT:

Review and approve all July 2025 Financials:

- Balance Sheet
- Bills & Deposits Summary
- Profit & Loss Summary
- Payroll Summary

Movement carried out by Ed, seconded by David; Voice Vote: Y3 N Motion: Carried

7 - TECHNICAL REPORTS:

- KCD DM Report– Chandra Kinney, District Manager
- MDARD Partner Report – Jack Knorek, Regional Coordinator
- CTAP Report – James Benjamin, MAEAP Technician (2)
- Conservation Stewardship - Mike Marinez, NACD Technician
- Produce Safety – Patrick Gordon, Produce Safety Technician
- CTAI Report – Allison Marshall, CTAI Technician (BCD/KCD/NRCS)

8 - OLD BUSINESS:

- FY25-26 DRAFT Budget Review – Comparing FY24-25 Budget, most things are close to maxing out, excluding our Administrative Wage Budget that was allotted for the DM position. David and Tricia will review the budget and determine DM wage for upcoming budget and what to do with remaining funds from this year's wages. Other notes, Michael's 1 day a week wage from Oct.-Jan. is listed under Operations to float his position while we await the determination of the Conservation Partners Program. Only the Enbridge Grant has been added as received and other grants will be appropriated into the budget upon granting. Samanth, our

Bookkeeper has been budgeted in for 9-10hours or work a month. FICA/Medicare/Taxes need to be better broken down. CAK will schedule a time to go over budget in more detail with Samantha.

- FY25-26 DRAFT Annual Work Plan – Review POW created from previous years POW. Section 1, looks complete. Section 2, David suggested making some changes to the breakdown separating the Goals from the Action steps so we can more clearly identify what we are working towards and what actions to take to get there. Section 3, looks complete.
- Upcoming Events – Region 8 Meeting on August 12th, NRCS Programs and Cropping System Enhancement Workshop on August 15th, Local Work Group (LWG) on August 22nd, and Wildlife Habitat Management and Hunting Collaborative Event on September 5th.

9 - NEW BUSINESS:

- FY25 Operation Elements Review – This is a yearly review required by our MDARD Operations Grant to be completed by the District Manager and at least one board member. Andrew expressed interest in learning the further back end of some of our processes and would like to play a role in completing the Operations Element Review. CAK will reach out and schedule a time to complete this with Andrew before the next board meeting.
- Annual Meeting – Discussed venue AZO Venue Lounge and Grill in February. Free to attend, have a voting booth, key note speaker, personal scavenger hunt and have this be a networking event designed to engage the public with our staff.

10 - PUBLIC ACTS & NOTICES:

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11 - DIRECTOR COMMENTS:

12 - ADJORNMENT

Movement carried by Ed, seconded by Andrew; Voice Vote: Y3 N Motion: Carried

➤ ***NEXT MEETING – 8AM on September 19th, 2025 at the KCD office.***

X: _____ **Date of Approved Minutes:** _____