



# KALAMAZOO CONSERVATION DISTRICT

September 18<sup>th</sup>, 2026  
Board Meeting Minutes

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

*Working with our community to protect, conserve, and restore the natural resources of Kalamazoo County!*

**1 – CALL TO ORDER:** Ed called the meeting to order at 8:07AM

**2 – ROLL CALL:** Directors present: Ed Cagney, Lynn Coville, Andrew Fern

Directors absent: Tricia Keala, Sandy Bliesener

Also present: Jeffrey Hillman, Katie Schnider, Chandra Kinney

**3 – CONSIDER APPROVAL OF September 18<sup>th</sup>, 2026, BOARD MEETING AGENDA:**

Approval of Agenda movement carried by Andrew Fern, seconded by Lynn Coville; Voice Vote: Y3 N0 Motion: Carried

**4 – CONSIDER APPROVAL OF August 21<sup>st</sup>, 2026, KCD BOARD MEETING MINUTES:**

Approval of Meeting Minutes for July 17<sup>th</sup>, 2026, movement carried by Lynn Coville, seconded by Andrew Fern; Voice Vote: Y3 N0 Motion: Carried

**5 – PUBLIC COMMENTS:**

**6 – BUDGET HEARING FY27:**

Review FY27 Budget & Annual Work Plan; sign Appropriations Act

Approval of the FY27 Work Plan and Budget movement carried by Andrew Fern, seconded by Lynn Coville; Voice Vote: Y3 N0 Motion: Carried

Appropriations Act Signed.

**7 - TECHNICAL REPORTS:**

- KCD DM Report– Chandra Kinney, District Manager
- MACD Report – Rivka Hodgkinson, Executive Director MACD
- MDARD Partner Report – Jack Knorek, MDARD Regional Coordinator
- NRCS Report – Di'Shun Melbert, District Conservationist
- CTAP Report – James Benjamin, MAEAP Technician
- USDA-NRCS Soil Con Report – Celina Robinson; Soil Conservationist
- BCK-CISMA – Sara Hutteman, Invasive Species Coordinator
- Produce Safety – Patrick Gordon, Produce Safety Technician
- Forestry Assistance Program Report – Isabelle Uganski; Regional Forester
- Regen. Ag. Incubator Farmer Program Start Up – Grant Reinhart; Intern

**8 - OLD BUSINESS:**

- Board Development – Board Development checklist passed out
- Website Development – Grant working on updating website and making it ADA compliant
- Funding Updates – County unable to fulfill our request, thus encouraged us to apply for community organizations grant. CC denied, Carrie Johnston with Transparent Bookkeeping advised us to look into other banks and CC holders

that would provide us with better benefits. Ed request District Manager look into CD laws with banks, example: do we need to be with an FDIC insured bank?

### **9 - NEW BUSINESS:**

- Employee Annual Review – Lynn and Tricia will proceed as the HR committee and conduct Chandra Kinney's Annual Performance Review.
- CDEM Benefits Packages - Approval of joining our employees with CDEM to offer better benefits, carried by Andrew Fern, seconded by Lynn Coville; Voice Vote: Y3 N0 Motion: Carried
- Review Tree Sale Order – District Manager will be in contact with the Small Business Development Center to inquire about their free marketing services to ensure we optimize our tree sale revenue.

### **10 - TREASURER REPORT:**

Review and approve all August 2026 financial reports:

- Balance Sheet (QBD+QBO)
- Profit & Loss Summary (QBD+QBO)
- Deposits Summary
- Bills Summary
- Payroll Summary
- Reconciliation & Bank Statement

Movement to approve August's Treasurer Report carried out by Lynn Coville, seconded by Andrew Fern. Voice Vote: Y3 N0 Motion: Carried

### **11 - PUBLIC ACTS & NOTICES:**

- PN: 39-Portage Road over Austin Lake Outlet – No comments.

### **12 - DIRECTOR COMMENTS:**

- Ed: Open up next couple weekends to hunt leaders for fulfilling crop damage permits.

### **13 - ADJOURNMENT**

Movement carried by Andrew Fern, seconded by Lynn Coville.; Voice Vote: Y3 N0 Motion: Carried

➤ **NEXT MEETING – 8 AM on October 16<sup>th</sup>, 2026, at the KCD office!!!**

**X: \_\_\_\_\_ Date of Approved Minutes: \_\_\_\_\_**

### **FY2026 Upcoming Events:**

- September 23<sup>rd</sup> – Local Work Group
- September 26<sup>th</sup> – Regenerative Agriculture Celebration and Stakeholder Tour

### **FY2027 Q1 Upcoming Events:**

- October 12<sup>th</sup> – Volunteer Day w/ Discover Kalamazoo @ Gourdneck State Game Area

### **FY2026 Events Completed:**

- November 10<sup>th</sup> – KVCC Classroom Presentation
- December 7<sup>th</sup> – Farm Tour Pilot Hunt
- December 8<sup>th</sup> – 10<sup>th</sup> – MACD Conference
- December 16<sup>th</sup> – Connecting Communities with the Kalamazoo Conservation District
- January 29<sup>th</sup> – Region 8 Collaborative Meeting

- January 30<sup>th</sup> – Hunt Leader Meet Up
- March 5<sup>th</sup> – Annual Meeting & Election Day
- March 11<sup>th</sup> – Legislative Action Day
- April 3<sup>rd</sup> – Operational Elements Review (Part 1)
- April 12<sup>th</sup> – Mushroom 101
- April 14<sup>th</sup> & 15<sup>th</sup> – Volunteer Event – Tree Packing Day
- April 17<sup>th</sup> & 18<sup>th</sup> – Tree Sale Fundraiser
- April 24<sup>th</sup> & 25<sup>th</sup> – KNC Garlic Mustard Pull and Discounted Tree Day
- May 16<sup>th</sup> – World Migratory Bird Day Celebration
- June 9<sup>th</sup> – Scrap Tire Recycling Event w/ City of Kalamazoo
- June 20<sup>th</sup> – Third Annual River Clean Up
- July 18<sup>th</sup> – Scrap Tire Recycling Event w/ the City of Kalamazoo
- July 28<sup>th</sup> – CNA Launch at Green Drinks Presentation
- July 31<sup>st</sup> – Operational Elements Review (Part 2)
- August 1<sup>st</sup> – Scrap Tire Recycling Event w/ Pavilion Township
- August 10<sup>th</sup> – Region 8 Meeting (Hosted by KCD)
- August 13<sup>th</sup> – Scrap Tire Recycling Event w/ Comstock Township
- August 18<sup>th</sup> – KCD Presentation to the County Commissioners
- August 26<sup>th</sup> from 4pm-6pm – ‘Between the Rows’ Tour, Strip Tillage Event
- September 9<sup>th</sup> – Incubator Farmer Steering Committee
- September 12<sup>th</sup> – Farm Tour Youth & Early Antlerless Deer Hunt

## **Board Calendar Reminders**

### **1st Fiscal Quarter**

#### **October**

- Review Financial & Grant Reports (Board)
- Review Updates to the CNA if needed (ED)
- Set Next Annual Meeting for Last Friday in February (Board)

#### **November**

- Recommend Partner Award Winners for Annual Meeting (Board)
- Review BCD Policy Manual if needed (Board)

#### **December**

- Draft Annual Report (ED)

### **3rd Fiscal Quarter**

#### **April**

- Review Financial & Grant Reports
- Acknowledge Receipt of Oath(s) (Board)
- Elect Officers (Chair)
- Appoint Committees (Chair)
- Orientation & Board Book (ED & Chair)

#### **May**

- Recommend Annual Business Plan (CNC)
- Review Budget & Recommend Amendment to Appropriations Bill If Needed

#### **June**

- Draft Next Fiscal Budget (ED)
- Review FY27 Tree Sale Order (Board)

### **2nd Fiscal Quarter**

#### **January**

- Review Financial & Grant Reports (Board)
- Review Annual Report (Secretary)
- Review & Update Strategic Plan (ED & Chair)

#### **February**

- Review Compilation / Audit

#### **March**

- Annual Meeting & Board Elections (Board)
- Review Fundraiser Details (Board)

### **4th Fiscal Quarter**

#### **July**

- Review Financial & Grant Reports
- ED Annual Performance Review (Chair)
- Plan Local Work Group (Board)

#### **August**

- Recommend Recruitment Plan for Opening Board Positions (Board)
- Draft Appropriations Bill (ED)

#### **September**

- Approve New Fiscal Meeting Schedule (Board)
- Approve Annual Work Plan (Board)
- Approve Appropriations Bill (Board)
- Begin Staff Annual Review (ED & Board)