



KALAMAZOO CONSERVATION DISTRICT

November 14th, 2025
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 at 8:07AM by Chair, E. Cagney

2 – ROLL CALL: Directors present: Edward Cagney, David Benac, Tricia Keala, Andrew Fern

Directors absent: Lynn Coville

Also present: Chandra Kinney, Sandy Bliesener, Samantha Wood, and Elliese M.

3 – CONSIDER APPROVAL OF November 14th, 2025, BOARD MEETING AGENDA:

Approval of Agenda movement carried by D. Benac, seconded by T. Keala; Voice Vote: Y4 N0 Motion: Carried

4 – CONSIDER APPROVAL OF October 10th, 2025, KCD BOARD MEETING MINUTES:

Approval of Meeting Minutes for October 10th, 2025, movement carried by A. Fern, seconded by D. Benac; Voice Vote: Y4 N0 Motion: Carried

5 – PUBLIC COMMENTS:

6 - TREASURER REPORT:

Review and approve all October 2025 Financials:

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

Movement carried out by A. Fern, seconded by D. Benac; Voice Vote: Y4 N0 Motion: Carried

7 - TECHNICAL REPORTS:

- KCD DM Report– Chandra Kinney, District Manager
- MDARD Partner Report – Jack Knorek, MDARD Regional Coordinator
- CTAP Report – James Benjamin, MAEAP Technician
- Conservation Stewardship - Mike Martinez, Conservation Steward Technician
- BCK-CISMA – Sara Hutteman, Invasive Species Coordinator
- Produce Safety – Patrick Gordon, Produce Safety Technician
- CTAI Report – Allison Marshall, CTAI Technician (BCD/KCD/NRCS)

8 - OLD BUSINESS:

- Plat book Photo Contest Winner! – We launched a photo contest for our Plat Book Cover, and Daniel Burton has won the photo contest. He submitted a bundle of aerial photos that we will be featuring in our Annual Report this year as well. A Photo Licensing Agreement has been made and signed for the use of D. Burtons photo for sales [Burton's photo for sales of our 2026 Plat book.](#)

- Grant Applications – Review position and hiring process – Will be looking to release District Forester post as soon as awards are announced. Board review position job post.
- Board Positions – Review of treasurer and secretary positions – no changes to board positions at this time.

9 - NEW BUSINESS:

- Review Sick Leave Policy – small discrepancy to overcome to ensure accuracy.
- Annual Report – First Review of design
- MISIN Invasive Species Reported – Jumping worms! Invasive species from Asia.
- Earth Day Event? – With our current resources, how can we contribute to more Earth Day events this year and get our name out there? T. Keala suggested partnering with the City of Portage for a Tree Planting Event to help increase the canopy cover in Portage post-tornado damage. D. Benac suggested partnering with the Vine Neighborhood Association and the Edison Neighborhood Association to do a partnered clean-up the streets event – we have safety vests and gloves available to contribute.
- Re-elections – This February – Both A. Fern and T. Keala are interested in continuing their time with KCD. They have been informed that a public notice will be made 60 days before our Annual Meeting and Election, which will be held at the beginning of February – Date TBA – waiting on venue confirmation.

10 - PUBLIC ACTS & NOTICES:

- N/A

11 - DIRECTOR COMMENTS:

- Sandy brought up the Third Annual Kalamazoo River Clean-up Events coming up this May – we are already starting the planning to make it bigger and better, to involve partners from all along the Kalamazoo River Watershed – making it a full watershed clean-up event!!

12 - ADJOURNMENT

Movement carried by A. Fern, seconded by T. Keala; Voice Vote: Y4 N0 Motion: Carried

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

X: _____ Date of Approved Minutes: _____