



# KALAMAZOO CONSERVATION DISTRICT

February 6th, 2025

Board Meeting Minutes

GSHOM 601 W. Maple St. Kalamazoo, MI 49008

6 PM Meeting called to order.

Members present: Ed Cagney (Chair), David Benac (Vice Chair), Tricia Keala (Director)

Also Present: Chandra Kinney, Kaley Sheahan, Sara Huetteman, Michael Martinez and James Benjamin

ADDITIONS TO DRAFT AGENDA:

INTRODUCTIONS:

CITIZENS COMMENTS:

MINUTES: Approve Meeting Minutes for January 10th, 2025

Movement carried by Ed C., seconded by Tricia K.; Voice Vote: Yes - 3 No - 0 Motion: Carried

TREASURER'S REPORT:

Approve all January 2025 Financials:

Movement carried by Tricia K., seconded by David B.; Voice Vote: Yes – 3 No – 0 Motion: Carried

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

TECHNICAL REPORTS:

- Farm Conservation Verification – James Benjamin, MAEAP Technician
- KCD District – Chandra Kinney, District Manager
- Conservation Stewardship - Mike Martinez, NACD Technician
- MDARD Partner Report – Jack Knorek, Regional Coordinator
- CISMA – Sarah Huetteman, Invasive Species Coordinator
- Produce Safety Report – Patrick Gordan, Produce Safety Technician

OLD BUSINESS:

- MACD response to remote request – MACD has no issue or policy preventing remote work to be done out of state. Thus, there is no issue with the DM working remotely from out of state while on medical.
- Ability to bring on Associate Board Members - We are unable to bring on additional voting members to the board, although we are able to bring on associate directors to add their expertise, they would be unable to vote. Board then requested if it was possible to call in an alternate if they would be absent for a month?
- Sign MAEAP Cert. of Eligibility for Healthcare – We have already authorized James to utilize the Health Benefits provided, although since submitting our Q1 information they have returned to me stating that Ed, our Chair is required to sign this agreement and return to them before they will release the Q1 reimbursement payment.

## NEW BUSINESS:

- Application for Collaborative Grant – DM has submitted a Collaborative Grant Application working with Amber Butterfield at MACD. This grant would bring in an additional \$20k for our district's outreach over the next two years, this brings in \$10k per year to expand our outreach programming to serve low income areas.
- Building Partnerships – CAK has been working with the Kalamazoo Community Foundation, Audubon Society, Kalamazoo River Watershed Council and Kalamazoo Parks to expand our brand and build our partnerships! We have a lot of exciting events that we will be participating in as well including World Migratory Bird Day Festival at Upjohn Park with Audubon and Kzoo Parks, May 17th Kalamazoo River clean-up and August 23<sup>rd</sup>, participating in school programming with the KRWC along the river.
- DM Wage Increase Request – DM, CAK is unclear on how pay raises are obtained, thus would like some clarification. Already CAK have brought in an additional \$28k into the district this year and have been working to expand KCD overall. CAK has now reached her 90 days and noticed that she has been the lowest paid DM that has operated in the past year, thus is inquiring about how wage increases work and if she would qualify. EC stated that when Elizabeth (ER) started, they gave a 6 month pay raise and then it was yearly from that point on, he stated he never recalled giving a three month pay raise. CAK expressed that while reviewing budget she noticed that it seems with our budget it is either given out in wages or as a bonus at the end of the year, or else we are returning money from our grants and from her perspective ER provided a wage increase quickly with other staff like James. EC expressed the operations dynamic and that the board may have to follow a stricter protocol with the DM. DB then voiced he would like to review the budget and truly consider what our budget is before proceeding further.
- Resilient Bookkeeping Application Submitted – Samantha Wood is a Bookkeeper who specializes in assisting Conservation Districts with their bookkeeping needs. Currently she works with Barry CD, Clinton CD, Eaton CD, Ingham CD, Ionia CD and more. She assists with tax preparation, payroll, financial reporting, grant management. TK pointed out that most Bookkeepers do not do tax prep, what all does her tax prep include, is this simply monthly taxes or annual tax prep? Board is also interested in hearing other reviews from references and would like to know if she would then attend Board Meetings.

## COMMITTEE REPORTS:

## PUBLIC ACTS & NOTICES:

## CORRESPONDENCE:

## DIRECTOR COMMENTS:

## ADJORNMENT

Movement carried by Ed C., seconded by David B.; Voice Vote: Yes – 3 No – 0 Motion: Carried

NEXT MEETING – 8:00 am, March 14<sup>th</sup>, 2025 at the KCD office.

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