



KALAMAZOO CONSERVATION DISTRICT

March 14th, 2025

Board Meeting Agenda

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

8AM Meeting called to order.

Members present: Ed Cagney, Tricia Keala, David Benac & Andrew Fern

Also present: Chandra Kinney, Di'Shun Melbert, James Benjamin & Michael Marinez

ADDITIONS TO DRAFT AGENDA: None

Approval of Agenda movement carried by Ed, seconded by David; Voice Vote: Yes 3 N 0 Motion: carried

INTRODUCTIONS: N/A

CITIZENS COMMENTS: N/A

MINUTES: Approve Meeting Minutes for February 6th, 2025

Movement carried by David, seconded by Tricia; Voice Vote: Yes 3 No 0 Motion: carried

TREASURER REPORT:

Approve all February 2025 Financials:

Movement carried by Tricia, seconded by Ed; Voice Vote: Yes 3 No 0 Motion: carried

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

TECHNICAL REPORTS:

- Farm Conservation Verification – James Benjamin, MAEAP Technician
- KCD District – Chandra Kinney, District Manager
- Conservation Stewardship - Mike Marinez, NACD Technician
- CISMA – Sarah Huetteman, Invasive Species Coordinator
- MDARD Partner Report – Jack Knorek, Regional Coordinator
- Produce Safety – Patrick Gordon, Produce Safety Technician
- Internship Program – Kaley Sheahan, KCD Conservation Intern

OLD BUSINESS:

- Annual Meeting/Election – Profit \$211, DM requesting feedback from Annual Meeting Outcome to adjust and adapt next years meeting. RC informed there was a discrepancy in our election and it could not be validated for the full term. Tricia proposed a motion to appoint Andrew Fern as a temporary voting Board Member for 1 year, motion seconded by David; Voice Vote: Yes 3 No 0 Motion: carried
- Audit Updates – All Audit material has been submitted and we are awaiting a final review.
- Resilient Bookkeeping – Review what Samantha's contract would look like.
- Tree Sale Updates – Looking for volunteers and finalizing packing location. Asking Board Members to pass out flyers for tree sale information

NEW BUSINESS:

- Budget Amendment – We have applied for and received a CTAP level 3 grant increase, and MDARD has released an additional \$2,000 for Travel and Training Expenses. DM was preparing to present this adjustment, although it seems there is an issue with the budget breakdown and we are waiting on MDARD RC to follow up before we are able to present a full amendment.
- Completed James' Annual Performance Evaluation – MAEAP technician has his 1 year mark at KCD. With this we have gone over an Annual Performance Evaluation and set program goals and completed a review with RC Jack Knorek.
- Pursuing Grants – Applying for foundation grants to support operations.
- KCD Policy Review and Revision – DM plans on using some time this month to dive into our policies and comparing them to other CD's policies.
- Scrap Tire MOU – Need to sign and return this MOU

PUBLIC ACTS & NOTICES:

- PA-116 2025-1 – No comments
- PA-116 2025-2 – No comments
- PN-EGLE JPA – Committee does not feel that this aligns with conservation goals.

CORRESPONDENCE:

DIRECTOR COMMENTS:

ADJORNMENT

Movement carried by Ed, seconded by Andrew; Voice Vote: Yes 4 No 0 Motion: carried

NEXT MEETING – 8:00 am, April 11th, 2025 at the KCD office.

X: _____ Date of Approved Minutes: _____