



KALAMAZOO  
CONSERVATION  
DISTRICT  
**MONTHLY**  
**MEETING OF THE**  
**BOARD**

*Welcome & Thank You  
For Supporting The  
Growth Of Your Local  
Conservation District!*

November 14<sup>th</sup>, 2025



# Call To Order!

2. Roll Call! (State Name and Association(s))
3. Consider Approval of November 14<sup>th</sup>, 2025 KCD Meeting Agenda
4. Consider Approval of October 10<sup>th</sup>, 2025 KCD Board Meeting Minutes
5. Public Comments:



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# Treasurer Reports

Review and Approve all October 2025 Financials;

- Signed banking review summary
- Balance Sheet
  - QBD compared to QBO
- Bills & Deposits Summary
- Profit & Loss Summary
  - QBD compared to QBO
- Payroll Summary

Any Questions?



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# Technical Reports:

- Kalamazoo CD DM Report - Chandra Kinney; District Manager
- MDARD Partner Report - Jack Knorek; MDARD Regional Coordinator
- CTAP Report - James Benjamin; MAEAP & Regenerative Agriculture Technician
- NACD-TA Conservation Steward Report - Michael Marinez; Conservation Stewardship Technician
- BCK-CISMA - Sara Hutteman; Invasive Species Coordinator
- Produce Safety - Patrick Gordon; Produce Safety Technician
- CTAI Report - Allison Marshall. CTAI Technician (BCD/KCD/NRCS)



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# **Kalamazoo CD DM Report - Chandra Kinney; District Manager \*Highlights\***

- The Friends of the St. Joe River Watershed Council & St. Joseph River Basin Commission have awarded me with a scholarship to complete a 5 month long program starting in January through Purdue University, Indiana Watershed Planning Program to become a Certified Watershed Planner
- Completed all grant reporting for Wildlife Habitat Grant and NACD-TA Grant
- Completed working on the next NACD-TA Grant
- Our county is now included in the Forestry Assistance Program - Barry CD hosts grant - which provides our community with a knowledgeable forester, Ben Sovie. Ben is expanding his territory with focus on acreage that may be developed under the Qualified Forest Program.



# MDARD Partner Report - Jack Knorek; MDARD Regional Coordinator

## **\*Highlights\***

- Grants have been sent out the door for Board Chair's to sign!
- MACD Fall Conference held Dec. 8th-10<sup>th</sup> in Bellaire! Sign-up NOW!
- EGLE announced the Watershed Council Support grant funding to support general organizational administration needs as well as conservation and educational activities. Applications are due December 10th.
- NACD announced the Technical Assistance grants to support technical positions in high-need areas, strengthening conservation delivery. Applications have been extended until December 11th.



# Conservation Technical Assurance Program

## Report - James Benjamin; MAEAP & Regenerative Agriculture Technician

### \*Highlights\*

- Completed Annual Planning documents for Nov. 5<sup>th</sup> Annual Planning Meeting
- Reverified 2 farms; 5 systems



#### CTAP Monthly Goals vs. Actual

Fiscal Year: 2026

Conservation District: Kalamazoo Conservation District

Technician Name: James W. Benjamin

Service Area: Kalamazoo County

	Oct	Q1 Nov	Dec	Jan	Q2 Feb	Mar	Apr	Q3 May	Jun	Jul	Q4 Aug	Sep	Sum	Goal
Completed Risk Assessments (New & Repeat By System)	8												8	TBD
Implemented Risk Reductions	22												22	TBD
New Verifications (by System)	0												0	TBD
Reverifications (by System)	5												5	TBD
Soil Health Assessments	0												0	18
Soil Health Tests	0												0	TBD
Soil Health Management Plans	0												0	4
Farm or Site Visits	14												14	TBD
Field Days	0												0	1

- Scheduled 4 farms to retire in the system
- Attended the October 1<sup>st</sup> Cover Crop Field Day at KBS.
- Farm visits: 14

# **NACD-TA Conservation Stewardship -**

## **Michael Martinez; Conservation Stewardship Technician**

### **\*Highlights\***



- Contact/communication with 13 interested HMC Hunt Leaders and pilot hunt participants. Explaining how HMC hunts work, their rules, what is expected of Hunt Leaders, and how the Dec 7<sup>th</sup> pilot hunt will work, as well as working with them to get them registered with HMC.
- Replied to 4 emails requesting an update on NRCS conservation plans and program applications
- Emailed completed technical conservation plan, plan maps, and implementation job sheets to 1 NRCS client
- Joined in on the HMC quarterly Board meeting



# BCK-Cooperative Invasive Species Management Area - Sarah Huetteman; Invasive Species Coordinator

## \*Highlights\*

- Current Annual Total Acres of Treatment per species:
  - Bittersweet = 0.084
  - Black Locust = 0.08
  - Cinnamon Vine = 0.015
  - Black Swallow Wort = 0.26
  - Knotweed = 5.54
  - Phragmites = 0.07
  - Woody Mix = 4.83
- Grant Total = 10.879



# Produce Safety - Patrick Gordon; Produce Safety Technician

## **\*Highlights\***



- Met with our district - allowing us to better understand how we can utilize his services and get a more expanded view of what his services are.
- Develop 2 agricultural water assessments for farms
- Prepared 2 farms for inspection
- Has been working with 2 farms regularly this quarter - in Kalamazoo County



# **Conservation Technical Assurance Initiative - Allison Marshall; CTAI Technician (BCD/KCD/NRCS)**

## **\*Highlights\***

- NRCS Kalamazoo:
  - None
- Studied Pesticide Applicator Core Manual chapters 4-10.
- Studied Pesticide Applicator Forest Management chapters 4-10.
- Took 20 MISIN Invasive Species Identification Courses.
- Watched Native Grasses for your Garden video.
- Added grasses into my Native Grass Guide for Educational Development Plan.





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# Old Business:

- Plat Book Photo Contest **WINNER**: Daniel Burton

(Taken at the headwaters of the East Branch of the Paw Paw River while the tamarack trees were in full fall golden colors. The East Branch gets its start below the glacial moraines on Kalamazoo County's western edge.)





# Old Business:

## Now Hiring!

### District Forester

The Kalamazoo Conservation District is seeking a dedicated District Forester to serve Kalamazoo County landowners. This exciting role will empower private forest owners with expert guidance on sustainable management practices, while advancing regenerative agriculture and ecosystem resilience in the Great Lakes Basin.

The position requires a minimum of a Bachelor's or Master's degree in forestry from a Society of American Foresters (SAF) accredited college or university. This is a grant-funded position through the National Fish and Wildlife Foundation (NFWF), renewed every three years based on funding availability. The competitive salary (\$45,000-\$50,000) will be commensurate with the candidate's experience and education. Benefits include a \$5,000 annual health stipend paid out through monthly reimbursement, an annual clothing and field equipment allowance, paid sick and vacation time, and paid holidays.

This position is designed to complement, not compete with, the private sector. It focuses on providing non-commercial technical assistance, education, and referrals to help landowners make informed decisions and access public programs. Note: This is not a Forestry Assistance Program (FAP) Forester role; the successful candidate will guide interested community members toward the Qualified Forest Program by referring them to our local FAP foresters.

Interested candidates, please send a professional resume, references, and cover letter to Kalamazoo Conservation District, 5950 Portage Rd. Suite B, Portage, MI 49002, or email to [kalamazooconservation@gmail.com](mailto:kalamazooconservation@gmail.com). Phone: (269) 775-3368. Website: [www.kalamazooconservation.org](http://www.kalamazooconservation.org).

Applications will be accepted until the position is filled.

The Kalamazoo Conservation District's District Forester will build on our strong partnerships with NRCS and local organizations to deliver high-impact technical assistance. This role directly supports NFWF Great Lakes Basin priorities by promoting practices that improve soil health, reduce nutrient and sediment runoff, enhance wildlife habitat, and accelerate Farm Bill program adoption (e.g., EQIP and CSP). You'll engage landowners through personalized planning, peer networks, and outreach on regenerative strategies like pollinator habitat, prescribed fire, and deer management—ultimately fostering resilient ecosystems across Kalamazoo County's private lands.

- Grant Applications are in - we are preparing to have a new hire job posting coming soon! To prepare for the awards, please review the following District Forester job postings.



# Old Business:

- Board Positions!
  - Treasurer
    - Review Treasurer Checklist Documents & Sign - Extra signer when Ed and David are unavailable
  - Secretary
    - Review official publications before they are launched! (i.e. Annual Report, anything with our logo on it.) - Extra signer when Ed and David are unavailable.



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# New Business:

- Time to review our employee sick leave policy

## SICK LEAVE

All employees are eligible for sick leave based on employment classification.

Sick leave is accrued from the first day of employment. Employees accrue at the rate of four (4) hours for every eighty (80) hours worked. Employees needing to take time off during their probationary period are eligible for sick leave as it is accrued. However, sick leave may not be used until it is accrued. Part-time employees accrue sick leave on a pro-rated basis.

Sick leave continues to accrue during sick leave, vacation, leave of absence with pay for an employee who works at least thirty-two (32) hours per week, and leaves of absence without pay granted for disability compensation under Worker's Compensation. Note: Sick leave accruals will be available to the employee only after returning to work.

There is no separate category for "maternity or paternity leave". Absence for maternity/paternity reasons may be charged to sick leave, annual leave or to non-pay status in whatever combination is appropriate up to twelve (12) weeks. Because individuals and their work vary widely, the length of absence for maternity reasons must be determined by the employee, his/her supervisor, and his/her physician.

Accumulated sick leave may be used each calendar year for illness in an employee's immediate family. Immediate family includes parents, spouses, children, siblings, wherever they may live and related persons living in the employee's immediate household.

Appointments with your doctor or dentist, which cannot be scheduled during off duty hours, will be considered sick leave used.

The Administrator will maintain records of sick leave for each employee. When you are absent because of sickness or accident, please call in to the office so the Executive Director/Administrator will know the reason for your absence, even if it is just a one-hour visit to the doctor or dentist. If the Executive Director/Administrator is not available at the office, please contact him/her at home or through other means. It is essential that you speak to someone and not just leave a message.

Employees shall be allowed to carry over all accrued sick leave, year after year, without loss. Upon termination of employment, unused sick leave will be forfeited.



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# New Business:

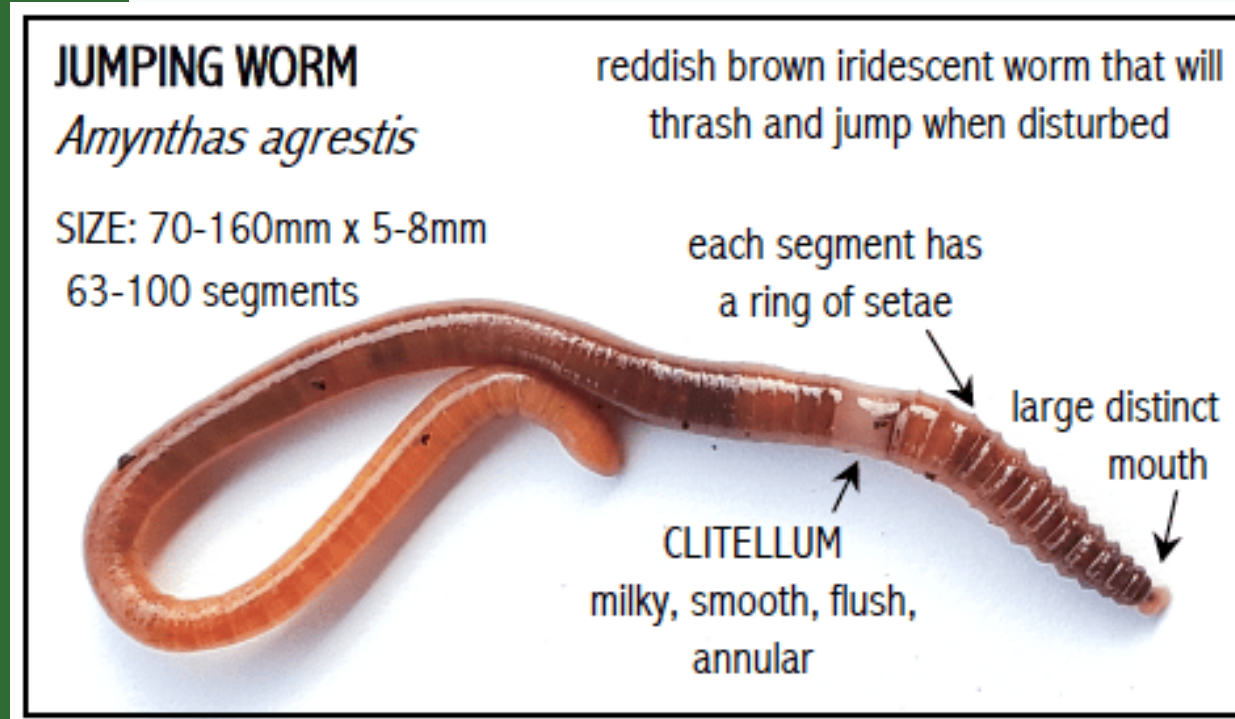
- Annual Report - Outline!  
Quick Review - looking to launch  
our Annual Report on January  
1st, 2026



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# New Business:

- MISIN Invasive Species Reported!



Found south of Howard Lake



# New Business:

- Review POW - What Events are we interested in hosting for our community this year?
- Annual Meeting and Elections are this February  
- interested in reelection?



# Public Acts & Notices:

1. None Today!

- Any Comments or Concerns?

## DIRECTORS TIME!

- How do you see us aligning to better growth strategies?
- What connections do you have?
- What's going on in your world - environmental related?



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MEETING ADJOURNED

**NEXT MEETING - 8AM on  
December 19th, 2025  
at the KCD office**