



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

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

September 19th, 2025



Call To Order!

2. Roll Call! (State Name and Association(s))

3. Consider Approval of September 19th, 2025
KCD Meeting Agenda

4. Consider Approval of August 8th, 2025 KCD
Board Meeting Minutes

5. Public Comments:



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Treasurer Reports

Review and Approve all August 2025 Financials:

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

- Completed our final Scrap Tire Recycling Event of the year w/ the help of Kalsec volunteers!
- Hosted first Local Work Group
- Worked with A. Fern to complete our Operational Elements of Conservation Districts - sent out for review
- Worked on finalizing our Annual Plan of Work and our FY26 Budget
- Partnered with KRWC to host an activity at the Annual paddling event.

MDARD Partner Report - Jack Knorek; MDARD Regional Coordinator

Highlights

- Updates: MACD Conducting in-person Director trainings w/ scholarships available!
- Reminders: Notice of Budget Hearing - That's Today!
- Educational Opportunities: MSUE Fiscally Ready Communities topics continue.
- Fun Facts: Review of Open Meeting Act items - we must also state directors that are absent.
- Funding Opportunities: Wildflower Association of Michigan proposals due Dec. 1st



Conservation Technical Assurance Program Report - James Benjamin; MAEAP & Regenerative Agriculture Technician *Highlights*



- Grant objectives have been met!
- Verifications Completed in August: 1 Farm with 2 Systems
- Farms in Active Process to Verification: 5 Farms with 13 Systems
- Training/Education Completed: MSUE Summer Irrigation Workshop and Fundamentals of Cover Crops
- Review: CTAP Goals vs. Actual (SUM vs Goal)

NACD-TA Conservation Stewardship - Michael Marinez; Conservation Stewardship Technician *Highlights*



- Hosted “NRCS Programs and Cropping Systems Enhancement” Event at KBD LTAR
- 8 New Client Contacts
- 4 NRCS Conservation Plan assistance
- Continued working on HuntMICollaborative information and KCD collaboration launch
- Education: Looking into educational opportunities for FY26 Q1 - considering cropping courses at MSU.

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

Highlights



- NEW SPECIES DETECTED: Purple Jewelweed in City of Kalamazoo Parks
- Area of Focus: Cinnamon Vine treatments and surveys in Kalamazoo County
- Treatments: 1 acer of knotweed treated in August
- Steering Committee scheduled to meet soon!
- Current Grant Total of Invasive Plant Treatment in Kalamazoo County = 10.478 acers
- Red Swamp Crayfish intern expected to hire in new year!



Produce Safety - Patrick Gordon; Produce Safety Technician *Highlights*



- Produce Safety Grant Review Meeting on August 8th
- Finished ‘Blueberry’ spotlight and “Kill Step” article for Newsletter
- Farm visit in Kalamazoo on August 16th
- Annual Review performed on August 26th
- Work with Farmish/Corwell Niles to develop a food safety program for potential farm partners



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

Highlights

- NRCS Kalamazoo:
 - Wrote guidance document for EQIP certification
 - Site visit for a Habitat Evaluation
 - Site visit diagnosis diseased oak
 - Presented at NRCS Programs and Cropping System Enhancement Event
 - Completed obligation material for 1 client

Old Business:

FY26 Budget Review

	Total Operations	Total CTAP	GRAND TOTAL
Oct '25 - Sep 26			
Ordinary Income/Expense			
Income			
530 · Items for Purchase			
647 · Trees	24,000.00		24,000.00
650 · Material for Sale	240.00		240.00
Total 530 · Items for Purchase	24,240.00		24,240.00
539 · State Grants			
CTAP		83,500.00	83,500.00
Operations	40,000.00		40,000.00
Total 539 · State Grants	40,000.00	83,500.00	123,500.00
600 · Charges for Services			
700 · Indirect Income Grant Expense	13,000.00		13,000.00
Total 600 · Charges for Services	13,000.00		13,000.00
671 · Other Revenues Control			
674 · Donations to District	260.00		260.00
677 · Local Small Grants Income	17,000.00		17,000.00
678 · Annual Meeting Income	200.00		200.00
Total 671 · Other Revenues Control	17,460.00		17,460.00
Total Income	94,700.00	83,500.00	178,200.00
Cost of Goods Sold			
789 · Cost of Goods Sold			
789 · Cost of Goods Sold - Other	1,700.00		1,700.00
Total 789 · Cost of Goods Sold	1,700.00		1,700.00
Total COGS	1,700.00		1,700.00
Gross Profit	93,000.00	83,500.00	176,500.00

Expense			
701 · Personnel Services			
704 · Administrative Wages	52,000.00		52,000.00
705 · Technician Salary	2,706.00	54,493.80	57,199.80
708 · Directors Wages & Salaries	1,520.00		1,520.00
716 · Workers Compensation	30.40	15.20	45.60
718 · Unemployment Insurance	455.00	500.00	955.00
719 · Health Insurance		5,000.00	5,000.00
720 · Employers FICA/Medicare			
720 · Employers FICA/Medicare	4,351.92	3,991.00	8,342.92
Total 720 · Employers FICA/Medicare	4,351.92	3,991.00	8,342.92
Total 701 · Personnel Services	61,063.32	64,000.00	125,063.32
726 · Supplies Control			
751 · Office Supplies	240.00		240.00
797 · Reforestation Expenses	11,300.00		11,300.00
Total 726 · Supplies Control	11,540.00	0.00	11,540.00
800 · Other Services & Charges			
803 · Contractual Services-Other	11,000.00		11,000.00
820 · Bank Service Charges	700.00		700.00
880 · Community Outreach	3,000.00		3,000.00
881 · Cost Share		3,000.00	3,000.00
965 · Bonding & Insurance-General	2,639.78		2,639.78
Total 800 · Other Services & Charges	17,339.78	3,000.00	20,339.78
810 · Travel & Training Expenses	1,200.00	3,500.00	4,700.00
957 · Dues & Fees	2,000.00		2,000.00
960 · Meeting Expenses			
961 · Annual Meeting	400.00		400.00
960 · Meeting Expenses - Other	200.00		200.00
Total 960 · Meeting Expenses	600.00		600.00
967 · District Overhead for Grant		13,000.00	13,000.00
Total Expense	93,743.10	83,500.00	177,243.10
Net Ordinary Income	-743.10	0.00	-743.10
Net Income	-743.10	0.00	-743.10

- Finalize DM Salary
- Review Annual Income
- Review Annual Expenses
- Budget Amendment!

Old Business:

Review and Finalize Annual Business Plan

- Update Mission
- Questions?
- Approve Annual Business Plan

Our Mission Statement is an IMPORTANT element of Grant Writing!

Current Mission Statement : “Protecting soil and water for generations; not only today’s generation but future generations”

Suggested NEW Mission : “Working with our community to protect, conserve and restore the natural resources of Kalamazoo County



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Review Operations Elements - MDARD

- Questions?

New Business:

- It's time to make the transfer to QuickBooks Online!
 - Samantha Woods; Resilient Bookkeeping will be working with Carrie Johnson; Transparent Bookkeeping to monitor and complete this transfer.
 - Sign FY26 Contract with Resilient Bookkeeping
 - Sign QBO Transfer Contract with Transparent Bookkeeping

New Business:

- Calling ALL Potential Associate Directors! We are interested in your expertise in our districts growth.
 - What the Kalamazoo Conservation District needs from YOU: Attend 4 meetings over a course of a fiscal year and lead an internal committee.
 - **Committee Development:** Funding Committee, Outreach Committee, Program Development Committee
- Interested in joining our team?



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Public Acts & Notices:

PN Under Water Resources Protection and Part 301,
Inland Lakes and Streams of the Natural Resources and
Environmental Protection Act 1994 PA451

- Consideration for Parkview Hills Community Association, 3707 Greenleaf Circle, Kalamazoo, MI 49008
 - Removal of an existing wooden pier and covered gazebo from Willow Lake and replace with an equivalent structure in place and in kind.
- Any Comments or Concerns?

- Director Comments?
 - ????
- ADJOURNMENT!



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NEXT MEETING -
8AM on
October 10th, 2025
at the KCD office
for our Quarterly Review
& our NEW fiscal year!