



KALAMAZOO CONSERVATION DISTRICT

October 10th, 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 @ 8:05AM

2 – ROLL CALL: Directors present: Andrew Fern, David Benac, Lynn Coville & Edward Cagney

Directors absent: Tricia Keala

Also present: Chandra Kinney, James Benjamin, Samantha Wood & John Giesler

3 – CONSIDER APPROVAL OF OCTOBER 10th, 2025 BOARD MEETING AGENDA:

Approval of Agenda movement carried by David, seconded by Lynn; Voice Vote: Y4 N0 Motion: Carried

4 – CONSIDER APPROVAL OF SEPTEMBER 19th, 2025, KCD BOARD MEETING MINUTES:

Approval of Meeting Minutes for September 19th, 2025, movement carried by Drew, seconded by Lynn; Voice Vote: Y4 N0 Motion: Carried

5 – PUBLIC COMMENTS: John Giesler: 1. Community is distressed over the counties purchase of the McDonalds downtown, in order to convert into the new county building. 2. Currently they are testing new voting equipment – so far no issues. 3. Fair feasibility study done in the community and a lot of information came back – can be found through county. 4. Great Lakes Drone Company will be hosting a demonstration 10/13/25 at 8:30am. 5. Upcoming Veterans Fair in Legion Park. 6. County opening resource center for caregivers – launching 10/15/25

6 - TREASURER REPORT:

Review and approve all August 2025 Financials:

- Balance Sheet
- Bills & Deposits Summary
- Profit & Loss Summary
- Payroll Summary
- P&L By Class
- P&L Budget v Actual

Movement carried out by David, seconded by Andrew; 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, NACD 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:

- New Associate Director – Sandy Bliesner is interested in joining our team as an Associate Director of our Outreach Committee, although she is unable to attend Board Meetings on the second Friday of each month. Movement to move all future board meetings to the third Friday of each month carried by Andrew, seconded by Lynn; Voice Vote: Y4 N0 Motion: Carried
- 2026 Tree Sale – Tree Sale Fundraiser has launched!!!! And we have done so with plenty of advance to 1 ensure we sell a maximum amount of tree and 2 so that we can order more trees if some species are selling out fast!!!
- QBO Transfer – Transparent Bookkeeping services by Carrie Johnson is doing a wonderful job working to complete our QBD>QBO Transition. Thus far I have had one training session with Carrie and she has shown me how to input expenses, print checks and enter deposits into the system.

9 - NEW BUSINESS:

- Federal and State Governments effects – Our office is currently closed to the public until the federal government authorizes their FY26 budget.
- Updates on CTAP Grant – The Freshwater Fund has been reauthorized and CTAP grant dispersals have been altered to include \$85,500. Although Rivka has announced that she advises all district to hold off on signing any grants until she has spoken with MDARD.

10 - PUBLIC ACTS & NOTICES:

- PN; EGLE, Water Resources Division – Kalamazoo Event Center – No comments
- Notice: KalamazooCDC-APA SESC Program Approval

11 - DIRECTOR COMMENTS:

- **Andrew Fern:** Attended Director training in Jackson County, finding this to be very clarifying in defining his role as a director and how he can work to improve the district!

12 - ADJORNMENT

Movement carried by Lynn, seconded by Andrew; Voice Vote: Y4 N0 Motion: Carried

➤ ***NEXT MEETING – 8AM on November 21st, 2025, at the KCD office!!!***

X: _____ Date of Approved Minutes: _____