KALAMAZOO CONSERVATION DISTRICT

October 16th, 2026
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: Ed called meeting to order at 8:01AM**1 – CALL TO ORDER:**

2 – ROLL CALL: Directors present: Edward Cagney, Sandy Bliesener, Lynn Coville, Tricia Keala (arrived at 8:15AM/ left at 9:15AM)
Directors absent: Andrew Fern
Also present: Chandra Kinney, John Gisler, Jeffrey Hillman,

3 – CONSIDER APPROVAL OF October 16th, 2026, BOARD MEETING AGENDA:
Approval of Agenda movement carried by Sandy Bliesener, seconded by Lynn Coville; Voice Vote: Y3 N0 Motion: Carried

4 – CONSIDER APPROVAL OF September 18th, 2026, KCD BOARD MEETING MINUTES:
Approval of Meeting Minutes for September 18th, 2026, movement carried by Lynn Coville, seconded by Edward Cagney; Voice Vote: Y3 N0 Motion: Carried

5 – PUBLIC COMMENTS:

6 - TECHNICAL REPORTS:
• KCD DM Report– Chandra Kinney, District Manager
• MACD Report – Rivka Hodgkinson, Executive Director MACD
• MDARD Partner Report – Jack Knorek, MDARD Regional Coordinator
• NRCS Report – Di'Shun Melbert, District Conservationist
• CTAP Report – James Benjamin, MAEAP Technician
• USDA-NRCS Soil Con Report – Celina Robinson; Soil Conservationist
• BCK-CISMA – Sara Hutteman, Invasive Species Coordinator
• Produce Safety – Patrick Gordon, Produce Safety Technician
• Forestry Assistance Program Report – Isabelle Uganski; Regional Forester
• Regen. Ag. Incubator Farmer Program Start Up – Grant Reinhart; Intern

7 - OLD BUSINESS:
• Employee's Annual Performance Review – James' annual performance review has been completed and a new work agreement has been signed.
• Review Annual Plan of Work – Note: Directors are instructed to invite 1 individual to our next board meeting

8 - NEW BUSINESS:
• Annual Meeting Planning – January 28th , 2027 at 6PM in the AZO Lounge – All Directors and Staff are to work on building up silent auction items.

• Review and Approve MACD Annual Dues – Approval of the MACD dues, including an advanced membership and contribution to the new legislative staff member MACD is to hire, movement carried by Tricia Keala, seconded by Lynn Coville; Voice Vote: Y4 N0, Motion: Carried
• Review and Approve MDARD Grant Agreements – Approval of the CTAP grant as displayed, and KCD's Operations grant (with no changes to the grant), movement carried by Sandy Bliesener, seconded by Tricia Keala; Voice Vote: Y4 N0, Motion: Carried
• Review Incubator Farmer Program Outline – No comments at this time.

9- EXECUTIVE SESSION:
• District Manager Annual Performance Review

10- TREASURER REPORT:
Review and approve all September 2027 & End of Fiscal Year financial reports:
• Balance Sheet (QBD+QBO)
• Profit & Loss Summary (QBD+QBO)
• Profit & Loss YTD
• Deposits Summary
• Bills Summary
• Payroll Summary
• Reconciliation & Bank Statement
• Budget vs Actual FY26
Movement to approve Septembers Treasurer Report carried out by Sandy Bliesener, seconded by Lynn Coville. Voice Vote: Y3 N0 Motion: Carried

10 - PUBLIC ACTS & NOTICES:
• PN: 39-7250 S 40th Street-Climax – No comments
• PN: 39-Wolverine, Portage River VI-FD SPAN ML 1-Scotts – This looks like a needed project to control erosion
• PN: 39-River Caddis Portage Development at 7830 Shaver Road Portage – Potential for endangered species in this area
• **PN:** Department of Environment, Great Lakes, and Energy (EGLE) Site-Specific Review Determination Letter – No comments

11 - DIRECTOR COMMENTS:
• Ed: Harvest time – irrigated acres turned out good, non-irrigated acres, not so much.
• Sandy: Rotary looking to expand the Watershed Clean-up creating a "Watershed Week" Festival.

12 - ADJOURNMENT
Movement carried by Lynn Coville, seconded by Sandy Bliesener.; Voice Vote: Y3 N0 Motion: Carried

➢ NEXT MEETING – 8 AM on November 20th, 2026, at the KCD office!!!

X: _____ Date of Approved Minutes: _____

FY2027 <u>Upcoming</u> Events:
- October 20th-22nd - MACD Annual Conference
- ??
- ?? - KVCC Classroom Presentation

- ?? – KCD 81st Annual Meeting!

FY2027 <u>Completed</u> Events:

- October 12th – Volunteer Day w/ Discover Kalamazoo @ Gourdneck State Game Area

FY2026 Events <u>Completed</u>:

- November 10th – KVCC Classroom Presentation
- December 7th – Farm Tour Pilot Hunt
- December 8th – 10th – MACD Conference
- December 16th – Connecting Communities with the Kalamazoo Conservation District
- January 29th – Region 8 Collaborative Meeting
- January 30th – Hunt Leader Meet Up
- March 5th – Annual Meeting & Election Day
- March 11th – Legislative Action Day
- April 3rd – Operational Elements Review (Part 1)
- April 12th – Mushroom 101
- April 14th & 15th – Volunteer Event – Tree Packing Day
- April 17th & 18th – Tree Sale Fundraiser
- April 24th & 25th – KNC Garlic Mustard Pull and Discounted Tree Day
- May 16th – World Migratory Bird Day Celebration
- June 9th – Scrap Tire Recycling Event w/ City of Kalamazoo
- June 20th – Third Annual River Clean Up
- July 18th – Scrap Tire Recycling Event w/ the City of Kalamazoo
- July 28th – CNA Launch at Green Drinks Presentation
- July 31st – Operational Elements Review (Part 2)
- August 1st – Scrap Tire Recycling Event w/ Pavilion Township
- August 10th – Region 8 Meeting (Hosted by KCD)
- August 13th - Scrap Tire Recycling Event w/ Comstock Township
- August 18th – KCD Presentation to the County Commissioners
- August 26th from 4pm-6pm – 'Between the Rows' Tour, Strip Tillage Event
- September 9th – Incubator Farmer Steering Committee
- September 12th – Farm Tour Youth & Early Antlerless Deer Hunt
- September 23rd – Local Work Group
- September 26th – Regenerative Agriculture Celebration and Stakeholder Tour

Board Calendar Reminders

<u>1st Fiscal Quarter</u>

October

- Review Financial & Grant Reports (Board)
- Review Updates to the CNA if needed (ED)
- Set Next Annual Meeting for February/March (Board)

November

- Recommend Partner Award Winners for Annual Meeting (Board)
- Review BCD Policy Manual if needed (Board)

December

- Draft Annual Report (ED)

<u>2nd Fiscal Quarter</u>

January

- Review Financial & Grant Reports (Board)
- Review Annual Report (Secretary)
- Review & Update Strategic Plan (ED & Chair)

February

- Review Compilation / Audit

March

- Annual Meeting & Board Elections (Board)
- Review Fundraiser Details (Board)

<u>3rd Fiscal Quarter</u>

April

- Review Financial & Grant Reports
- Acknowledge Receipt of Oath(s) (Board)

<u>4th Fiscal Quarter</u>

July

- Review Financial & Grant Reports
- ED Annual Performance Review (Chair)

- Elect Officers (Chair)
- Appoint Committees (Chair)
- Orientation & Board Book (ED & Chair)

May

- Recommend Annual Business Plan (CNC)
- Review Budget & Recommend Amendment to Appropriations Bill If Needed

June

- Draft Next Fiscal Budget (ED)
- Review FY27 Tree Sale Order (Board)
- Plan Local Work Group (Board)

August

- Recommend Recruitment Plan for Opening Board Positions (Board)
- Draft Appropriations Bill (ED)

September

- Approve New Fiscal Meeting Schedule (Board)
- Approve Annual Work Plan (Board)
- Approve Appropriations Bill (Board)
- Begin Staff Annual Review (ED & Board)