

## Minutes of the Regular Meeting of the Alger Conservation District Board

Tuesday, March 8th, 2022 at 6:00 pm

MSU Research and Extension Center, Chatham, MI

The regular meeting of ACD was held on the above date. The meeting was called to order at 6:03 by Chairman Highlen. Board members present at roll call: John Highlen, Liz Wiener, Rowan Bunce, Mike Saberniak. Diane Kay-Hougaboom joined shortly after. Staff present: Teri Grout, Matt Watkeys, Christy Foye, Kelly Sippl. Staff absent: Misa Cady, Sara Kelso, Landen Tetil.

Guests: Rachael Guth, MDARD Partner

Public comment: None

Correspondence: Watkeys passed around correspondence.

Motion to accept agenda by Wiener; Saberniak seconded; MCUC.

Motion to approve minutes of the February 8, 2022 regular meeting by Bunce; Wiener seconded, MCUC.

Motion to approve minutes of the February 22, 2022 special meeting by Bunce; Wiener seconded, MCUC.

STAFF REPORTS: Written reports reviewed by board.

- a. NRCS DC: Written report received.
- b. NRCS SC: Written report received.
- c. FAP FORESTER: Written report received.
- d. ED: Written report received.
- e. DM: Written report received.
- f. CONSERVATION PROGRAM COORDINATOR: No report received.
- g. MDARD: Written report received.
- h. PRODUCE SAFETY: Written report received.
- i. MAEAP: No report received.

### Old Business:

- a. DISTRICT STRATEGY – COMMUNICATIONS COMMITTEE – Bunce reported that social media is being shared well and suggested boosting FB posts as an inexpensive way to reach more of an audience. He added that there is a new local news company, The Munising Beacon, that would be another good space for sharing FB posts. The board discussed the possibility of The Munising Beacon newspaper for meeting ACD's legal communications requirements. Guth mentioned that the only 2 legal requirements are 1.) notice of Annual Meeting 45 days prior to meeting and 2.) notice of Budget Hearing 6 days prior to meeting. Watkeys will reach out to Brice Burge. PERSONNEL COMMITTEE – Wiener and Kay-Hougaboom will be involved with hiring seasonal employees. Watkeys is looking to hire 2-3 field technicians and has received some applications so far. Application deadline is March 18<sup>th</sup>. L2L CISMA coordinator will share some of her leftover applicants.
- b. ANNUAL BANQUET – MOOSE LODGE PROPOSAL - Watkeys gave board members a solicitation letter to use for silent auction donors. Dinner menu with the Moose Lodge is confirmed. He also confirmed Heather Shaw's presentation. Watkeys reported 5 people (not including staff) are currently signed up to attend. Foye has been posting fliers around Munising and soliciting for silent auction items. Watkeys passed out the Annual Report to board members to look over.

### New Business:

- a. MiCORPS STREAM MONITORING FOR SUMMER 2022 – Watkeys submitted a proposal for \$2000 for new supplies including kick nets, jars, sorting trays and waders. Wiener has some equipment in her garage and Highlen volunteered to go through the equipment in the courthouse basement. Discussion on who will be taking over the program now that Rob Wiener is gone.

- b. PERSONNEL COMMITTEE RECOMMENDATIONS FROM SPECIAL MEETING (2/22/22) – Wiener reported personnel committee findings regarding vacation liabilities for leaving personnel and associated accrued employee leave bank account. Discussion followed. Board and staff have spent many days over the last 2 weeks cleaning out files and looking for and organizing meeting minutes. Guth has also spent days helping to organize files. At least 6 – 10 sets of minutes from the last 5 years are still missing. Watkeys and Bunce asked Grout to be sure there are no district files at her home. Guth will be in next week to continue sorting through files. Meeting minutes have been sorted and organized in a binder. Highlen will re-sign and note to backfill any missing minutes from 2019 forward. Highlen noted the board needs to be sure to do employee annual reviews. Board will review and adjust the 2022 budget at the April board meeting.
- c. ENGAGEMENT LETTER FROM MANER-COSTERISAN CPA – Watkeys presented letter to the board. Rates range from \$180-\$360/hour. More information in coming weeks.
- d. BOARD CALENDAR REVIEW – Discussed and reviewed by board. Suggestions include employee reviews at the end of the fiscal year and update business plan in April.

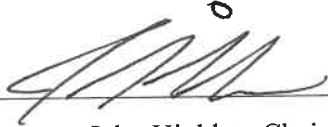
ACCEPT TREASURERS REPORT/PAY BILLS: Motion to table accepting Treasurer’s Report until April board meeting by Hougaboom; seconded by Wiener; MCUC. Motion to pay bills by Wiener; seconded by Bunce; MCUC.

PUBLIC COMMENT: None

Motion made by Bunce; seconded by Hougaboom to adjourn at 7:41pm; MCUC.

*Submitted by Matt Watkeys, District Manager*

*These Minutes are subject to approval until signed below.*

APPROVED:  Date: 4/12/22  
 John Highlen, Chairman OR Rowan Bunce, Secretary