



St, Joseph County Conservation District
693 E. Main Street
Centreville, MI 49032
(269)467-6336 x5

January 19, 2022 Board Minutes

6:00pm Official start by Howard Avildsen, Chair

Directors Present

Howard Avildsen, Chair

Chad Clark, Treasurer

John Nelson, member

Directors Absent

Dan Blasius, vice chair

Carol Higgins, member

Introductions/Visitors

Daniel Czajkowski, County Commissioner and Todd Hironimus, community member

Additions/Deletions to Agenda: Clark motioned to accept the agenda as presented, Nelson second. Motion passed

Approval of December Minutes: Nelson motioned to approve December minutes, Clark second. Motion passed

Treasurer Report: Clark motioned to accept the Treasurer report to be placed on file, Nelson second. Motion passed

Correspondence Reports:

- **NRCS: written**
- **MEAEP: written**
- **CTAI: written**
- **Administrator: written**
- **CISMA: spoken. Shaun Grace:** explained how he has been writing grants, investigating drones, water monitoring equipment and his excitement for doing winter work at the district.
- **Board:** Avildsen will be going to the open meeting/luncheon with Kim Lasata in Sturgis this month

Unfinished Business:

- **Conflict of Interest**
- **Annual Meeting: May 11, 2022 at the Covered Bridge Farm Park @6pm.** Grace explained the 3 guest speakers and the 2 aquatic companies that will have a booth like table set up for the community to stop and visit. end for

- **Stipend for Board:** Tabled once again for further discussion, Clark mentioned that he will not accept the money, as well as Avildsen. Nelson wondered why they are discussing now that he is stepping down the from board.

New Business:

- **Budget amendments:** Grace amended the operational costs to include the \$40,000.00 state operational grant funds. These will be spread out into 5 quarterly payments of \$8,000.00. They do have a requirement to be met before payments received. Grace explained that she received the first two payments to date. She has the next requirement 75% completed for the April disbursement. Clark motioned to accept the amended budget, Nelson second and motion passed.
- **Annual Plan of Work:** The plan of work now includes some information about the ways the District plans to spend the new operational grant money form the state. Clark motioned to accept the new items for the plan of work, Nelson second. Motion passed.
- **FOIA:** S Grace and Carolyn explained about a teleconference they attended about the new FOIA laws. A great deal of discussion about Archiving Facebook information and the dangers of possible problems if not done. Clark motioned to do a one time backup and export for our files to be stored on two different storage devices for future, then stop Facebook. Nelson second, motion passed.
- **Verizon phone plan: Tabled until a meeting when all board members present.** S. Grace also explained that with the new clause in the FOAI laws, any personal phone used for business may be part of the FOIA request. It was discussed and then tabled for Grace to investigate phone plans for the District for one phone to be used for out of office type calls from employees. Clark Motioned to table vote until information about phone plans are presented to the full board for discussion. Nelson second, motion passed.
- **Michigan Lakes and Stream Enrollment:** Grace discussed the information she learned about the MLSA lake monitoring program. She suggested to use some of the Operational funding to provide free monitoring to 3 lakes in the county and do training for volunteers to continue the following years or pay for the service. The 3 lakes to be enrolled will include Portage, Palmer and Templine Lakes. Grace will arrange with each Lake Association the procedure to the summer monitoring. Clark motioned to enroll the lakes for this year at the cost of \$200.00, Nelson second. Motion passed.

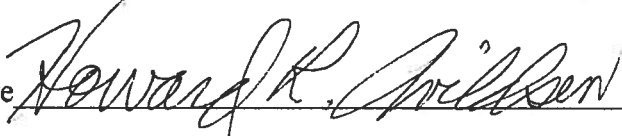
PA116: Constantine, Kulp farm

Great discussion for Clark about how PA116 works to Todd.

Adjournment: Nelson motioned to adjourn at 8:14pm Clark second, motion passed

Next meeting February 16, 2022 at the Conservation District offices @6pm

Board Signature

 _____

Date Feb 16 2022



St. Joseph County Conservation District
693 E. Main Street
Centreville, MI 49032
(269)467-6336 x5

February 16, 2022 Board Minutes

6:03 pm Official start by Howard Avildsen, Chair

Directors Present

Howard Avildsen, Chair

Chad Clark, Treasurer

Carol Higgins, member

Directors Absent

Dan Blasius, vice chair

John Nelson, member

Introductions/Visitors

Todd Hironimus, community member Shaun Grace, CISMA Coordinator, and Ashley Ives CTAI

Additions/Deletions to Agenda: Higgins motioned to accept the agenda as presented, Clark second. Motion passed

Approval of January Minutes: Clark motioned to approve minutes, January Higgins second. Motion passed

Treasurer Report: Clark motioned to accept the Treasurer report to be placed on file, Higgins second. Motion passed

Correspondence Reports:

- **NRCS:** none
- **MEAEP:** written
- **CTAI:** written
- **Administrator:** written
- **CISMA:** spoken. **Shaun Grace:** explained how he has been writing grants, investigating drones, water monitoring equipment and telephone services.
- **Board:**

Unfinished Business:

- **Conflict of Interest**
- **Stipend for Board:** Tabled once again for further discussion, Clark mentioned that he will not accept the money, as well as Avildsen. Tabled until March, April or June when all board members attend
- **Back up FaceBook:** S. Grace has resolved this issue.

Check

- **Verizon phone plan:** Tabled until a meeting when all board members present. S. Grace also explained that with the new clause in the FOIA laws, any personal phone used for business may be part of the FOIA request. It was discussed and then tabled for Grace to investigate phone plans for the District for one phone to be used for out of office type calls from employees. Clark Motioned to table vote until information about phone plans are presented to the full board for discussion. Higgins second, motion passed.
- **Michigan Lakes and Stream Enrollment:** Grace discussed the information she learned about the MLSA lake monitoring program. She suggested to use some of the Operational funding to provide free monitoring to 3 lakes in the county and do training for volunteers to continue the following years or pay for the service. The 3 lakes to be enrolled will include Portage, Palmer and Templene Lakes. Grace will arrange with each Lake Association the procedure to the summer monitoring. Clark motioned to enroll the lakes for this year at the cost of \$200.00, Higgins second. Motion passed.
- **Annual Meeting Awards:** will be discussed in March when C. Grace returns.

PA116: James and Amy Strubel

Adjournment: Higgins motioned to adjourn at 8:45 pm Clark second, motion passed

Next meeting March 16, 2022 at the Conservation District offices @6pm

Board Signature Howard Brilken Date 3/16/2022

To be Tabled



St, Joseph County Conservation District
693 E. Main Street
Centreville, MI 49032
(269)467-6336 x5

March 16, 2022 Board Minutes

6:05 pm Official start by Howard Avildsen, Chair

Directors Present

Howard Avildsen, Chair
Chad Clark, Treasurer
Carol Higgins, member
Dan Blasius, vice chair
John Nelson, member

Introductions/Visitors

Todd Hironimus, Shaun Grace, CISMA Coordinator, and Ashley Ives, CTAI

Additions/Deletions to Agenda: Higgins motioned to accept the agenda with one addition. Nelson second. Motion passed

Approval of February Minutes: Higgins motioned to table the February minutes until Grace re-types with corrections, Clark second. Motion passed

Treasurer Report: Higgins motioned to accept the February Treasurer report to be placed on file, Clark second. Motion passed

Correspondence Reports:

- **NRCS: none** Grace told the board that Josh Crandall, after 14 years with this region is moving to Jonesville.
- **MEAEP: written**
- **CTAI: written**
- **Administrator: written**
- **CISMA: spoken.** Planning for spring calendar and knotweed treatment.
- **Board:** Dan Blasius discussed the need for pollinator grants. He has an article from NRCS he will forward to Grace for investigation. SWMLC and their habitat corridor was discussed by Higgins. Giving Grace a point of interest to work with Peter Terlow and his group to plant some pollinator strips.

Unfinished Business:

- **Conflict of Interest**
- **Stipend for Board:** Higgins motioned to have the District offer money for registration, mileage, and lodging to Board members to attend state conferences. Blasius second. Also discussed that any event outside of the board meeting could

be included such as other state trainings. Discussion was had about not adding the Stipend for board members at this time. However, they requested Grace to draft a budget item and policy to be added to the district manual, to include filling out a form for the items discussed. A discussion about the stipend will be continued at the next board meeting.

- **Backup Facebook:** This added item by Ashely Ives. The board discussed about starting a new site, monitoring this site by Ashley or Shaun. Ashley stepped up and will monitor the site and turn off the public comment section to our site. The board will discuss this next month after Grace and Ives investigate what other Districts and MACD recommends about Facebook archiving.
- **Lake Enrollment:** S. Grace has prepared the boat and will find a home for safety to park the boat during off hours of usage. C. Grace will coordinate with Portage lake board about what parameters we will be responsible for and what Rick will take on for the Lake. We will collect basic data for Templene and Palmer and a greater detailed data for Portage.
- **Annual Meeting May 11, 2022** A great discussion about who to select for our awards. Many ideas were discussed about how to get others involved, invited and awarded our certificates of recognition. This will help get a jump on awards for the 2023 annual meeting. We will have a part of the meeting to acknowledge lakes in our county that participate in the CLMP or other monitoring programs. Also invite the other lake Assoc. to get involved though our office or with the state directly.

New Business

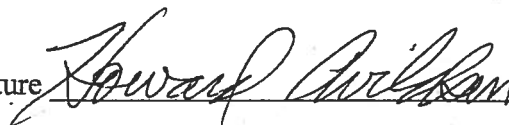
- **Grant submissions:** Carolyn submitted 3 grant this past month. We will hear from the entities in April or early May if we received them. We applied for a small grant to do lake monitoring for 3 lakes, we applied for the River Clean up grant to support a one-day cleaning of the Portage Lake to Parkville Dam. And Finally, we are still waiting to hear if we received the EGLE grant for building capacity and monitoring for the St. Joseph River watershed.
- **October 1st Fall Fun day.** We will continue this date even though Ashley gets married that evening. Grace will kick off the celebration and then head to wedding venue for Ashley. S. Grace and crew will have to take and run the event.
- **March 30, 2022 Berrien Springs Open House.** Grace will represent the District and the Friends of the St. Joseph River at the open house event put on by Berrien Springs. Also S. Grace will have a booth with CISMA information available at the same time. Come and hang out to see this new way to hold an open house.

PA116: none

Adjournment: Clark motioned to adjourn at 8:37 pm Nelson second, motion passed

Next meeting April 20, 2022 at the Conservation District offices @6pm

Board Chair Signature



Date

7/29/2022



St. Joseph County Conservation District
693 E. Main Street
Centreville, MI 49032
(269)467-6336 x5

Board of Directors Regular Meeting Minutes for April 20, 2022

6:04 pm official start by Howard Avildsen

Directors Present:

Howard Avildsen, Chair

Dan Blasius, Vice Chair

Carol Higgins

Chad Clark, Treasurer

John Nelson

Introductions/Visitors: Josh Crandall, Ashley Ives, Shaun Grace, Dan Czajkowski, Todd Hironimus

Additions or Deletions to agenda:

Two changes added to agenda Higgins motioned to accept the agenda with additions. Blasius second, motion passed

Approval of February and March Minutes: Higgins motioned to accept February board minutes. Clark supported. Motion passed. Higgins motioned to accept the March minutes, Blasius second. Motion passed

Treasurer Report: Clark made a motion to place March financials on file. Higgins supported Motion passed.

Correspondence Reports:

- **NRCS:** Josh Crandall was present and explained this was his last meeting as he will begin at Jonesville office on Monday April 25, 2022. Very nice discussion about his time at the office and working with everyone.
- **MEAEP:** written. Mike is working with a variety of farmers.
- **CTAI:** submitted by Ashley Ives. Ashley added a few comments about payments, Josh leaving and administrative duties.
- **Admin report:** Grace explained about 2 grants submitted, however found out 1 was not awarded and the new CISMA was. CISMA new grant Grace explained new grant wages will increase from 21.00 to 22.5 with IS005 Tech wages will increase from 16 to \$18.00. Each new employee will have an increase.
- **CISMA:** Shaun talked about the knotweed and gearing up for the spay season. He will once again be working with the road commission the cost per hour will be the same \$23 and \$30 for Spray licensed applicators. The drain commission is interested in having the CISMA investigate a variety of drains this year with our new drone however, they will pay \$20.0. CISMA steering committee meeting was held with very good attendance. AND both administrators from Branch and Hillsdale attended also. It will be great to be working with all three counties.

- **Director Board:** Higgins asked to have the Stewardship week posted and Ashley will be doing that.

Unfinished Business

- **Conflict of interest**
- **Annual Meeting:** May 11, 2022. The covered Bridge Farm Park is set to hold the annual meeting. Grace excited to have 3 different people coming to speak.
- **Verizon Phone Plan:** Grace still debating about it and has not completed the purchase at this time.
- **Back up Facebook:** After more discussion, we plan to keep our Facebook page and Ives will be responsible to continue to monitor the page. After some discussion Grace will reach out to Teresa Doering to discuss Archive Social.
- **Stipend for board.** No new discussion. However, the MACD conference is coming up and the expenses for board attending will be covered.

New Business:

- **MACD Conference:** Grace will be attending the June 5-7 conference. As will Higgins and Hironimus. Grace will sign up the board members and book their stay at the hotel.
- **Tree Sale:** The sales are going well and tree pick up is May 6 & 7th at the county fairgrounds.
- **Announcements:** It was a night of well wishing to our out going staff and board member. Everyone thanked each other for service, and many well wishes were given to Crandall, Nelson and Czajkowski. Josh Crandall will be leaving April 25, John Nelson will leave at the end of his term May 11th and Dan Czajkowski will not be running for re-election to the county board, however he will continue to come to meetings until then.

PA116: Justin and Jason Struble

Adjournment: Nelson motioned to adjourn at 8:01pm, Clark second. Motion passed

Annual Meeting and election will be held on Wednesday May 11th at 6pm at the covered bridge farm park.

Next Meeting: May 18th at the Conservation District Offices at 6:00pm.

Board Signature:  _____



St. Joseph County Conservation District
693 E. Main Street
Centreville, MI 49032
(269)467-6336 Ext. 5

May 18, 2022 Board Minutes

6:05pm Official start by Howard Avildsen, Chair

Directors Present

Howard Avildsen, Chair
Dan Blasius, Vice Chair
Chad Clark, Treasurer
Todd Hironimus, Member
Carol Higgins, Member

Introductions/Visitors

Todd Hironimus- newly elected board member

Additions/Deletions to Agenda: Ives correction on PA-116 'Klein' not 'Kline'. Higgins motioned to accept the agenda as presented, Clark second. Motion passed

Approval of May Minutes: Clark motioned to approve April minutes, Blasius second. Motion passed

Treasurer Report: Clark motioned to accept the April treasurer report to be placed on file, Blasius second. Motion passed

Correspondence Reports:

- **Administrator:** None
- **MAEAP:** None
- **CISMA: Spoken** Shaun Grace: Explained he has been running around for Tree Sale. He has the Road Commission truck set up for spraying, possible chemical storage build for chemicals at the Road Commission, and has made a home visit regarding 'Spongy Moth' aka 'Gypsy Moth'.
- **FBS: Written**
- **CTAI: None**
- **MDARD: Written**
- **Board:** Higgins sent the Conservation Days article to Watershed Voice, and it was posted online in their newsletter.

Old Business:

- Conflict of Interest
- Grants: Grace did not apply for any this past month. However, there will be some coming up in the summer to be applied for.

New Business:

- Tree Sales: The tree sale was a success. Many people signed up for a fall sale. We will conduct one during the fair.
- Annual Meeting: Blasius mentioned how beneficial the speakers were. Higgins wished the speakers would have focused more on other water applications rather than chemical treatments
Clark motioned to table the election of officers until June meeting. Blasius second, motion passed.
- Next meeting board pictures with Carolyn. Ives to add new information to District website.

PA-116: Klein farms. Grace provided the letters.

7:20 Adjournment: Higgins motioned to adjourn at 7:20pm, Clark second. Motion passed

Next meeting June 15, 2022 at the Conservation District office @6pm

Howard Arlken

Board Chair

Date

June 15, 2022

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added*



ST. JOSEPH COUNTY
CONSERVATION
DISTRICT

St. Joseph County Conservation District
693 E. Main Street
Centreville, MI 49032
(269)467-6336 Ext. 5

June 15, 2022, Board Minutes

6:03 pm Official start by Howard Avildsen, Chair

Directors Present

Howard Avildsen, Chair
Todd Hironimus, Member
Carol Higgins, Member

Directors Absent

Dan Blasius, Vice Chair
Chad Clark, Treasurer

Introductions/Visitors

Justin Norgan

Additions/Deletions to Agenda: Higgins motioned to accept the agenda as presented with deletion of board picture, Hironimus second. Motion passed

Approval of May Minutes: Higgins motioned to approve May minutes, Hironimus second. Motion passed

Treasurer Report: Higgins motioned to accept the May treasurer report to be placed on file, Hironimus second. Motion passed

Correspondence Reports:

- **Administrator:** written
- **MAEAP:** written
- **CISMA: Spoken** Shaun Grace: Explained his work with the Road Commission, with the drone to be used for the ditch inventory and other projects we have this summer.
- **FBS:** Written
- **CTAI:** None
- **MDARD:** Written
- **Board:** Hironimus was excited to have attended the MACD conference, he shared his experience with meeting Joe Kilpinsky, and other people at the conference. He learned a lot and is looking forward to learning more and attending other meetings.

Old Business:

- Conflict of Interest
- Grants: Grace did not apply for any this past month. However, there will be some coming up in the summer to be applied for.
- Searching for a 319 Grant and or other GLRI Grants.
- Tree Sales: The tree sale was a success. The financial report is included in this board packet. We will conduct a fall sale in September and distribute during the fair.
- **Election of Officers:** Grace and Avildsen spoke to the vice chair and treasurer, they both agreed to continue in their current positions, if no one else wanted them. Higgins motioned to keep Howard Avildsen ad Chair, Daniel Blasius as Vice chair, and Chad Clark as treasurer. All in favor and Hironimus second. Motion passed

New Business:

- Grants: Grace did not apply for any this past month. However, there will be some coming up in the summer to be applied for.
Shaun Grace to use up some hours for Cisma. Higgins made a motion to pay S. Grace 1.5 hours for time over 80 hrs per pay. Hironimus second. Motion passed

PA-116: Henckel farms. Grace provided the letters.

8:02 Adjournment: Higgins motioned to adjourn at 7:20pm, Hironimus second. Motion passed

Next meeting July 20, 2022, at the Conservation District office @6pm

Howard Avildsen July 20, 2022



ST. JOSEPH COUNTY
CONSERVATION
DISTRICT

St. Joseph County Conservation District
693 E. Main Street
Centreville, MI 49032
(269)467-6336 Ext. 5

July 20, 2022, Board Minutes

6:03 pm Official start by Howard Avildsen, Chair

Directors Present

Howard Avildsen, Chair
Todd Hironimus, Member
Carol Higgins, Member
Dan Blasius, Vice Chair
Chad Clark, Treasurer

Introductions/Visitors

Mike Censke, Dan Czajkowski and Shaun Grace

Additions/Deletions to Agenda: Higgins motioned to accept the agenda as presented
Clark second. Motion passed

Approval of June Minutes: Higgins motioned to approve June minutes, Hironimus
second. Motion passed

Treasurer Report: Clark motioned to accept the June treasurer report to be placed on
file, Hironimus second. Motion passed

Correspondence Reports:

- **Administrator: written**
- **MAEAP: written and spoken.** Mike Censke, spoke about the MAEAP program. He also discussed in detail about how to become a MAEAP certified farm. He also explained his farm field day that will be on Wednesday August 3, 2022 at R&D Equipment. This will be irrigation information heavy.
- **CISMA: Spoken** Shaun Grace: Explained his work with Lake associations, public speaking engagements and his plan with the drone for the remainder of the summer.
- **FBS: Written**
- **CTAI: None**
- **MDARD: Written**
- **Board:** Clark shared a story about a gentleman using a grapple hook and magnet to clean debris from the rivers. Also, He has modified an pump to use propane gas

instead of regular fuel, saving a great deal of money for his farm this summer to run pivot,

Old Business:

- Conflict of Interest
- Photo of board and county commissioner

New Business:

- Budget: First round of budget talks with the board. Discussion of stipend, which Grace now learned to call it reimbursements for phone or a bonus.
- Mileage increase. Grace explained that the new rate in .625
- Clark will transfer \$14,000.00 from the savings account to the checking account before the next board meeting.
- Board Meeting change of date: Higgins motioned to change the board meeting from Wednesday November 16 to Tuesday Nov 22 in order for the audit preparations Grace will be doing.
- Discussion with the board about Grace's upcoming surgery on December 5, 2022. She will be using all her sick time and possibly some unpaid days to recover.
- Audit: It will begin mid-November and hopefully be completed before Grace's surgery. Ives will be involved in the entire audit incase Gabridge and Company needs copies or other items sent via email to them.

PA-116: None

8:22 Adjournment: Higgins motioned to adjourn at 8:22pm, Clark second. Motion passed

Next meeting August 17, 2022, at the Conservation District office @6pm

Board Chair Signature

Howard Avilkan

Date

8/17/2022



St. Joseph County Conservation District
693 E. Main Street
Centreville, MI 49032
(269)467-6336 x5

Board of Directors Regular Meeting Minutes for August 17, 2022

6:04 pm official start by Howard Avildsen

Directors Present:

Howard Avildsen, Chair
Dan Blasius, Vice Chair
Carol Higgins
Chad Clark, Treasurer
Todd Hironimus

Introductions/Visitors: Nelson Evers, a community member that is very interested in getting involved with the Conservation District in the future. Jack Knorek, MDARD representative.

Additions or Deletions to agenda:

Motion to accept board agenda made by Higgins, second by Hironimus. Motion passed

Approval of July Minutes: Clark motioned to accept July board minutes. Blasius supported. Motion passed.

Treasurer Report: Blasius motioned to table the financials due to two questions Grace could not answer. She will request help from Kim Sinclair and report back during the September meeting. Clark second. Financials tabled until September.

Correspondence Reports:

- **NRCS:** none
- **MEAEP:** written
- **CTAI:** submitted by Ashley Ives.
- **Admin report:** written and explained by Grace. Summer is always a busy fun time and this year no exception. Report attached.
- **CISMA:** None
- **Director Board:** Higgins explained she was voted into the state council representatives for the regions as Vice Chair and will attend a meeting in September. Avildsen spoke about the MAEAP field day that addressed irrigation. A great deal of information was learned by Hironimus, Grace and Avildsen. The attendance was low and Clark mentioned it may be due to all the pivots running across the county and summer is a very busy time for many farmers.

Unfinished Business

- **Conflict of interest**
- **Budget discussions continued and will be approved in September**
- **Audit scheduled for November.**

New Business:

- **2022-2023 Budget:** Grace explained the budget to Nelson and Todd for clarification. This is the first time they have seen the budget process. The final budget will be adopted on September 21, 2022. However, the Appropriation act was signed by Avildsen for presentation to the County for Appropriations for fiscal year 2023. Clark motioned to accept the Appropriation Act for 2023. Blasius second. Howard Avildsen requested a roll call vote and all members of the board answered yes to the approval. There was discussion about what to call some line items. There was discussion about fundraisers and Fair sign ups to man the booth during fair week. Blasius requested Grace to have a survey for the public to win a free septic cleaning and to promote the district. A kayak will be given away at the October festival.
- **October 1st:** The theme will be Enhancing the Waterways of St. Joseph. Discussion about food, games, flyers, posters, and beverages. We need volunteers as Grace and Higgins will not be attending.

PA116: None

Adjournment: Clark motioned to adjourn at 8:00 pm, Blasius second. Motion passed

Next Meeting: September 21, at the Conservation District Offices at 6:00pm.

Board Signature:

Howard Avildsen

Date

Sept. 21 2022



St. Joseph County Conservation District
693 E. Main Street
Centreville, MI 49032
(269)467-6336 Ext. 5

September 21, 2022 Board Minutes

6:02 pm Official start by Howard Avildsen, Chair

Directors Present

Howard Avildsen, Chair
Todd Hironimus, Member
Carol Higgins, Member
Dan Blasius, Vice Chair
Chad Clark, Treasurer

Introductions/Visitors

Nelson Evers

Additions/Deletions to Agenda: Higgins motioned to accept the agenda as presented
Clark second. Motion passed

Budget Hearing Opened at 6:05pm. Discussion by the Board of Directors. By roll call
the budget was approved for the 2022-2023 fiscal year. Avildsen closed the budget
hearing at 6:07pm.

Approval of August Minutes: Clark motioned to approve June minutes, Higgins
second. Motion passed

Treasurer Report: Clark motioned to accept the July treasurer report that was tabled last
month. Grace explained the profit and loss questions with the help from Kim Sinclair.
Higgins second. Motion passed
Clark motioned to place the August financials on file, Blasius second. Motion passed

Correspondence Reports:

- **Administrator: written** Grace summarized her report about the variety of grants
to be applied for and the ones that are now closed and reports need to be written.
- **MAEAP: written** Grace announced that Mike Censke has resigned, effective
immediately. He gave the Branch District a short explanation with an emailed
termination date.
- **CISMA: None**
- **FBS: Written**

- **CTAI: Written** Ashley Ives asked the board to extend her vacation/leave to end of February instead of January. Higgins motioned to allow Ives to roll over her vacation so she may use it for her honeymoon when it is warm by end of February. Blasius second, motion passed.
- **MDARD: Written and attached.**
- **Board:** Higgins attended meetings in Lansing as well as in Washington DC. She spoke about her experiences and to ask for support from our directors to continue to support MACD at the gold or platinum levels. Each of those levels allow the Districts to write pass through grants to a variety of entities that require a 501(3)C certificate in order to apply. She also mentioned meeting the several department heads for FSA, NRCS, MDARD and MACD. She did meet a few representatives in Washington as well.

Old Business:

- Conflict of Interest
- Audit in November. Grace is gathering the needed materials.
- Tree Sale at the fair: The sale was not as successful as the spring with many trees being given away.

New Business

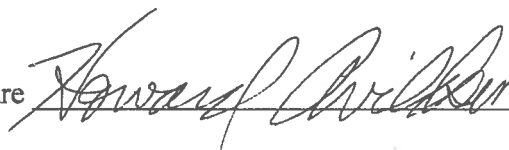
- **Grants old and new:** Grace explained the delay of grant reports for 2019, 2020 CISMA grants.
- Award: Branch Conservation District invited us to their annual meeting on September 29th at 4pm at their district.

PA-116: Tyler Matthew

7:26pm Adjournment: Higgins motioned to adjourn at 8:22pm, Clark second. Motion passed

Next meeting October 19, 2022, at the Conservation District office @6pm

Board Chair Signature



Date

10/19/2022



St, Joseph County Conservation District
693 E. Main Street
October 19, 2022
Centreville, MI 49032
(269)467-6336 x5

October 19, 2022 Board Minutes

6:00 Call to order by Howard Avildsen

Directors Present:

Howard Avildsen, Board chair
Dan Blasius, Vice chair
Carol Higgins
Todd Hironimus
Chad Clark, Treasurer

Introductions/Visitors: Nelson Evers, Associate board member

Additions or Deletions to agenda: Higgins motioned to approve the agenda as presented with one addition for CTAI grant approval. Clark second, motion passed.

Public Comment: None

Approval of September board meeting and Budget hearing Minutes.: Higgins motioned to accept September Blasius second. Motion passed.

Treasurer Report: Higgins motioned to approve to place on file the September financials, Clark second, motion passed.

Correspondence Reports:

Administrator: spoken/written

MAEAP: none. Interviews at the end of October and into November

NRCS: none. The acting Kalamazoo DC was reassigned to Kalamazoo only, Acting DC is Marcus Reynolds from Branch County.

CISMA: written

MDARD: written. Grant information added

CTAI: written

Board: Higgins explained about the state meeting with the MACD council. Adding from last month numbers that included low and high average employee counts for NRCS. Gary Lee hopes to increase the NRCS to 200 employees soon. However, the starting pay is \$19.00 an hour. Also spoke about the Region 8 meeting in Branch County at River bend park. It was good to hear about each of the 6 Districts represented. The guest speaker was a forager and very interesting.

Old Business:

- **Conflict of interest:**
- **Audit update:** Audit will start November 10th with several phone calls, emails and passing off binders and QuickBooks to Gabridge and Co, Grace then met in person to finalize the paperwork portion of the audit on November 25th. Final report and invoice will be sent to the District in late January or early February.

New Business:

- **MACD Conference:** After board discussion, Higgins motioned to support the approval of Shaun Grace to attend the conference in Carolyn's absence.
- **Watershed Management Academy:** Shaun and Justin applied for the Purdue Watershed management class. If they are accepted to the program the board approved to pay mileage and meals.
- **CTAI Grant:** Avildsen and Grace signed the CTAI contract for FY23. Grace explained some of the grant language to the board and suggested to move \$80.00 from the admin line to the CTAI wages line. Clark motioned with this movement a \$1.00 raise for Ashley Waltke for the upcoming year, effective immediately. Blasius second motion passed. Grace will adjust the wages.
- **Budget Amendments:** Grace explained that she has not had time to complete the needed adjustments, however a final budget amendment will be presented at the next board meeting.

PA116: none

Adjournment: Clark motioned to adjourn at 7:16 pm Higgins second. Motion passed

Next Meeting: November 21, 2022 at 6pm at the St. Joseph County Conservation District Offices.

Board Chair Signature: _____

Date _____

Notice:

Meeting for December 21st, 2022 has been canceled.

Next board meeting will be held on January 18th, 2023.