



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

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Board of Directors Minutes for December 20, 2023

6:00 official start by Howard Avildsen, board Chair

**Directors Present:**

Howard Avildsen, Chair  
Todd Hironimus, Vice Chair  
Carol Higgins, Member  
Absent  
Dan Blasius, Member  
Chad Clark, Treasurer  
Nelson Evers, Assoc member

**Others/ Staff Present**

Shaun Grace, CISMA Coordinator  
Jack Knorek, MDARD

**Additions or Deletions to agenda:** 2 added items: Motion made by Higgins to accept the agenda  
Hironimus support Motion carried.

**Public Forum**

None

**Approval of November Board Minutes:**

Motion was made by C Higgins to approve the November Minutes with spelling changes, Hironimus second. Motion passed.

**Treasurer Report**

Grace presented the November financials to be placed on file with a motion made by Hironimus and second by Higgins. Motion passed.

**Correspondence Reports:**

**MEAEP: None.** However, the discussion of the new technician was had. Grace will be interviewing late Dec and final Jan 8, 2024

**NRCS: None**

**Admin report:** Grace read her report with a few extra comments about the grants applied for during the month.

**CISMA: S. Grace** discussed his class completion of the Purdue Watershed Management Academy. He also explained what the CISMA work plan will entail for next year if approved.

**Old Business:**

- Conflict of Interest
- Insurance Costs change from monthly cost converted to pay period cost. C. Grace and Kim Sinclair met and fixed that through QuickBooks.
- Annual Meeting: April 10, 2024

**New Business:**

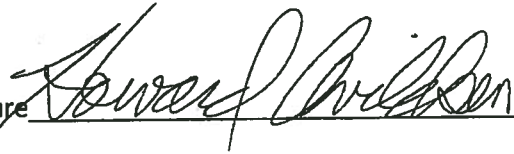
- **Board Meeting Time Change** Higgins motioned to change the meeting time from 6pm to 3pm on the third Wednesday of the month. The board is hoping that employees will be able to attend more frequently. Hironimus second and motion passed.
- **Appropriations Act:** At the county board meeting on November 19, 2023, the appropriations for our office of \$75,000.00 was passed. The deposit will be made in January 2024. \$70,000 will be used for General Operations and \$5,000 will be used for the purchase of a vehicle for the office.
- **Year End Longevity bonus:** The board discussed the idea of providing the employees with a bonus. Grace has 10 years, S. Grace 6 years. A. Waltke 4 years and possibly Justin Norgan and Kaitlin Renehan 2 years. Higgins motioned to table this discussion until Chad Clark, treasurer is present. Hironimus seconded the motion. Motion Passed.

**PA116:** Phil Kuhlman Grace approved and sent on to the appropriate entities.

**Adjournment:** motion was made by Hironimus and second by Higgins at 7:25pm Motion passes

**Next Meeting:** January 17, 2024, at the Conservation District office with new times posted as 3pm

Board Signature



Date:

