



St. Joseph County Conservation District
693 E. Main Street
June 21., 2023
Centreville, MI 49032
(269)467-6336 x5

July 17, 2024
Board Minutes

6:00 pm Call to order by Howard Avildsen

Directors Present:

Howard Avildsen, Board chair
Dan Blasius
Chad Clark, Treasurer
Carol Higgins
Nelson Evers, associate board member

Board members absent

Todd Hironimus, vice chair

Staff Present:

Shaun Grace
Kaitlin Renehan
Ashley Waltke
Mike Censke
Eric Pretzlav

Introductions/Visitors: Jack Knorek

Additions or Deletions to agenda: Grace added one of the 4 board Elements to be reviewed.

Public Comment: None

Approval of May and June board meeting. Higgins motioned to accept the May and June cancelled board minutes Blasius second. Motion passed.

Treasurer Report:

Clark motioned to place on file the May and June financials with a request that Grace and Kim Sinclair met to complete the May financials adjustments for the tree sale and the native plant sale. Avildsen second. Motion Passed.

Correspondence Reports:

Administrator: spoken/written

MAEAP: written. Miller discussed her cost share list with the board. Questions were asked and answered, then Higgins made a motion to accept the list to provide to potential MAEAP participants. Blasius second. Motion passed

NRCS: none.

CISMA: spoken. Grace explained his month of 5 site visits, treatments with Road Commission and a shout out to the best staff we have ever had.

MDARD: written. Knorek pointed out the information about the passing of the MACD support of \$40,000.00 for District operations.

CTAI: written. Waltke explained a great deal of her trainings these past 2 months and the knowledge she has gained from them.

Board: NONE

Old Business:

- **Conflict of interest:**
- **Staff Bonus:** no discussion, however, keep as reminder
- **Tree Sale Final.** Grace will schedule an appointment with Kim Sinclair to complete the tree sale information.
- **Audit:** scheduled for November

New Business:

- **FY25 Budget** Preliminary discussion of the new FY25 budget was had. Grace explained that the MDARD offices would like to have a more uniform budget across the districts. Grace has elected to move forward with the new form. The new form has more information and groupings of Revenues and Expenditures. The board will discuss the budget again next month and make a final Appropriation act vote in September to adopt the FY25 Budget.
- **Michigan Class:** Clark explained what his thoughts were about the investment. Grace will reach out and invite Jeff Anderson from MiClass to attend our next board meeting and further explain the program to them.
- **Staff Handbook Changes:** Grace provided each board member with the highlighted changes and discussion was had. Decisions about these changes will be made at the August board meeting. Knorek suggested a few corrections and Grace will ask Renehan to make and be ready for the Aug. meeting.
- **Admin succession plan:** Grace started the discussion with the board about putting her succession plan into budget and place for Jan 2025 with retirement at the end of 2025.
- **Fall Tree Sale:** Grace and Renehan will complete the order for the fall.
- **Annual Meeting Board Requirements:** Grace provided the board with 1 of the 4 board elements to be discussed at the meeting for MACD Operational Grant requirements. The board will take home the information and at the August meeting discuss other elements.

PA116: 7 for Phil and Gail Kuhlman

Adjournment: Clark motioned to adjourn at 5:15 pm Higgins second. Motion passed.

Next Meeting: August 21, 2024, at 3pm at the St. Joseph County Conservation District Offices.

Board Chair Signature: _____

Date _____