



Antrim Conservation District
4820 Stover Road Bellaire, MI 49615
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www.AntrimCD.com

ANTRIM CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING APPROVED MEETING MINUTES AUGUST 2023

Call meeting to order by Chairman at 4:04pm

Attendance Board/Partners/Staff/Public:

Board Members Present: Kathleen Peterson, Adrienne Wolff, Randy Johnson, and Bryan Smith
Absent: Zach Gosnell
Staff: Melissa Zelenak

Agenda Review and Approval *motion by Johnson, second by Peterson, motion carries 4-0*
Adding: Approval of GTB-ACD MOA, September meeting date change, and Board Retreat time confirmation

Public Comment n/a

Staff, Partner, and Committee Reports

Staff: CAKE written submittal, Forestry written submittal, Soil written submittal, Executive Director written submittal. Partners: MDARD written submittal, MAEAP written submittal, Food Safety written submittal, NRCS written submittal. *Motion to accept staff and partner reports by Johnson, second by Peterson, motion carries 4-0*

Correspondence: MDARD

Approval of July 26, 2023 Board Meeting Minutes *motion by Wolff, second by Johnson, motion carries 4-0*

Approval of July 26, 2023 Annual Meeting Minutes *motion by Wolff, second by Johnson, motion carries 4-0*

Financial Review and Requests: Motion to approve the financials for July 2023 by Peterson, second by Johnson, roll call: Peterson-yes, Johnson-yes, Wolff-yes, and Smith-yes, motion carries 4-0

Grant Updates: TRP/EGLE Recycling Grant, grant process to resume in spring 2024 to accommodate longer time frame to accomplish. Antrim County Public Buildings Start Recycling Project grant remains under review.

New Business

Per Diem for Staff/Board when training/traveling, to coordinate with Federal GSA totals and include in upcoming personnel manual updates: Breakfast \$14, Lunch \$16, Dinner \$29, First & Last Day of Travel \$48, Incidental expenses \$5, and lodging \$132 per night. *Motion to adopt 2023 GSA rates by Johnson, second by Wolff, roll call: Peterson-yes, Johnson-yes, Wolff-yes, and Smith-yes, motion carries 4-0*

Installation of boat washing kiosks for public use: Due to new research data, storage issues, and upcoming departure of CAKE-CISMA coordinator, purchase of a portable boat washing system to be postponed until spring 2024. In order to create awareness and offer assistance to boaters this year, installation of boat washing instructions, informational signage, and tools will be installed in Antrim county pending discussions with local municipalities and lake associations. Signage estimate and installation costs are \$1000 per kiosk. Potential installations include: Intermediate Lake (1), Elk Lake (1), Torch Lake (1), Clam Lake (1), and Sinclair Lake (1). *Motion to approve up to \$5000 for installation of boat washing kiosks, roll call: Peterson-yes, Johnson-yes, Wolff-yes, and Smith-yes, motion carries 4-0*

Accept resignation of Lindsey Bona-Eggeman as CAKE-CISMA coordinator as of November 3, 2023, she will work two days per week until then and finish out grant process in October. Motion by Johnson, second by Wolff, motion carries 4-0.

ACD/GTB MOA for grant in the amount of \$80,000 for a term ending December 2025 for Collaboration to Combat Invasive Species and Restore Native Communities, ACD contribution to the grant is purchase of the portable boat washing system in 2024. *Motion to approve by Johnson, second by Wolff, motion carries 4-0*

Move September board meeting to September 20, 2023, *motion by Peterson, second by Wolff, motion carries 4-0*

Old Business/Updates:

Personnel Manual updates in progress, further consultation with staff, board, and attorney in progress; MiClass transfers in process, complete by month's end; CMP Trails to be installed August 23-25, 2023; ACD Forest History book estimated time of completion April 2024

Upcoming/FYI:

CAKE Fiduciary Considerations, 2024 Budget Preparation & 2023 Amendments, 2022 Audit in progress

Roundtable:

Clarification that the ACD is a 170(1)(c) IRS entity

Motion to adjourn by Johnson, second by Peterson, motion carries 4-0.

Minutes prepared by Zelenak Aug 23, 2023