

ANTRIM CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING ***APPROVED MEETING MINUTES for June 15, 2022 4pm***

Call meeting to order by Chairman at 4:01pm

Attendance Board/Partners/Staff/Public Board: Bryan Smith, Caitlin McSweeney-Steffes, Randy Johnson and Adrienne Wolff; **Partners:** BOC Jason Helwig; **Staff:** Kyle Williams, Victoria Williams, Melissa Zelenak

Agenda Review and Approval *motion by McSweeney-Steffes second by Johnson motion carries 4-0*

Public Comment none

Partner Report: MDARD/MDARD ELEMENTS: Budgeting & Accounting Standards, MAEAP, NRCS, CAKE, AC BOC

Approval of Minutes *motion by Wolff second by McSweeney-Steffes motion carries 4-0*

Financial Review and Requests

Approval to pay May bills motion by McSweeney-Steffes second by Wolff motion carries 4-0

Grant Updates

TBD-to be determined, grant submitted but no response yet
REC-grant awarded, funds incoming
DEP-funds deposited
IP-in progress or under consideration

To submit/submitted:

TBD-Great Lakes Energy People Fund Grant, Ellsworth River Project
TBD-GTB 2% Tribal funds, CAKE/ACD shared vehicle
REC-Dole Community Foundation, composting program start up event award of \$2500
REC-GRNA-ACD Fiduciary MiStream maintenance monitoring program
REC-ACD Cedar River start up monitoring program
MDARD Grant Status/Deadlines
 April 7, July 7, and Oct 5 Quarterly Tracking Report
 July 7 Summary of Conservation Needs Assessment
 Oct 5 Annual Business Plan for 2021
IP-EGLE Recycling/Ewaste/Batteries Grant(s)

Staff and Committee Reports

Staff reports: Forestry (attached), Soil Erosion (attached), and Executive Director (verbal), Office & Program Assistant (verbal)

June 2, 2022 Committee Reports

Finance, Personnel, & Policy: Personnel Manual review, several amendments to be made after group review, goal to finalize and submit for board approval at July meeting

Motion to accept staff/committee reports by Wolff second by McSweeney-Steffes, motion carries 4-0

New Business

Determine criteria and wage in lieu of health insurance amount. *Motion by Johnson, second by Wolff to set wage in lieu of health insurance in the amount of \$400 per month per employee who has confirmed receipt of health through another source. Roll call: Johnson-Yes, Wolff-Yes, McSweeney-Steffes-Yes, Smith-Yes, motion carries 4-0, motion carries 4-0*

Confirm solicitation of audit services for 2021. *Motion by McSweeney-Steffes, second by Johnson, to hire Tobin & Company accounting services to perform audit for fiscal year 2021 in an amount not to exceed \$3500. Roll call: Johnson-Yes, Wolff-Yes, McSweeney-Steffes-Yes, Smith-Yes, motion carries 4-0*

Confirm staff retirement corrections: Zelenak working with companies to make corrections

Approve purchase of tree planter trailer. Forester Meriwether engaged local citizen to build a trailer for the ACD tree planter transportation. *Motion by Johnson, second by Wolff to purchase trailer for \$465 from Andrew Zelenak. Roll call: Johnson-Yes, Wolff-Yes, McSweeney-Steffes-Yes, Smith-Yes, motion carries 4-0*

Electronic waste expenditure reimbursement: Longtime ACD volunteer Seth Gernot collected and delivered ewaste to BARC in Traverse City. *Motion by Johnson, second by McSweeney-Steffes to reimburse expenditures for transportation and disposal in the amount of \$1022.72. Johnson-Yes, Wolff-Yes, McSweeney-Steffes-Yes, Smith-Yes, motion carries 4-0*

Old Business

CAKE-ACD MOU in development by CAKE Coordinator who is meeting with Kalkaska CD and Zelenak to finalize in coming weeks.

CAKE Bank Account Discussion: Zelenak in discussion with accountant services and other CDs to research best practices

Torch Lake RV Park update: The case against Torch Elk Skegemog Alliance v Brewer and ACD has received Stipulation and Order from Judge Power so the Brewers can work to stabilize the property and the ACD can close the permit. ACD attorney Bensinger states that the file will remain open with the legal office until the permit is closed. The ACD will monitor this site per usual until the site is stabilized and the permit is closed.

ACD Mini-grant consideration: Zelenak presented discussion to the board about providing mini-grants to municipalities and potentially non-profit groups to help with projects such as rain garden installation, recycling, or other smaller projects. More research to follow.

Roundtable

Johnson reports material costs to paint conference/classroom floor is \$250

Closed Session

Motion by Johnson, second by Wolff to go into closed session at 5:01pm to review closed meeting minutes of May 2022, motion carries 4-0. Motion by Johnson, second by Wolff to approve minutes, motion carries 4-0. Motion by Smith to resume open meeting at 5:10pm, second by Wolff, motion carries 4-0.

Meeting adjourned 5:10pm

Upcoming Events

July 5 ACD committee meetings

1pm Finance, Personnel, & Policy-maintain monthly meetings

2pm Education & Outreach-consider quarterly meetings

3pm Building & Property-consider quarterly meetings

June 22, Jordan River Clean Up Day, Boardman River Clean Sweep group

June 30 Staff Tour Clarkston Composting Facility, date for staff and board to tour Emmet County Recycling Center to be set

July 9, 2022 Biochar Class at ACD

DATE TBD ACD FALL Native Plant Sale at ACD