



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

ANTRIM CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING

Meeting Minutes January 24, 2024 4pm

Call meeting to order by Chairman at 4:01

Board Members Present: Bryan Smith, Adrienne Wolff, Randy Johnson

Absent: Kathleen Peterson reported her absence due to a meeting conflict; Zach Gosnell, no contact

Staff: Melissa Zelenak, Executive Director

Partners: James Pawlowicz, MDARD, Lauren Shaffner, MEAEP

Public: none

Agenda Review and Approval: *motion by Johnson second by Wolff, motion carries 3-0*

Public Comment: none

Staff, Partner, and Committee Reports:

Staff written reports submitted: Soil Erosion, Forestry, Program Coordinator, Executive Director. MDARD written report submitted, MAEAP new technician Lauren Shaffner reports she started in October, has visited three Antrim farms in January and will assist the ACD with the Farmers Resource Fair in March, Food Safety written report submitted, NRCS no report submitted

Motion by Wolff second by Johnson, to accept monthly reports, motions carries 3-0

Approval of December 20, 2023 Board Meeting Minutes and Public Hearing Minutes, *motion by Wolff, second by Smith, motion carries 3-0*

Financial Review and Requests: *Motion to approve the financials for December 2023 by Wolff, second by Johnson, roll call: Wolff-Yes, Johnson-Yes, and Smith-Yes, motion carries 3-0*

Grant Updates: 2024 MDARD Ops Grant and EGLE/TRP in progress, see Program Coordinator for CAKE Grant Status

New Business:

Board of Directors stipends, *motion to table to collect further info by Johnson, second by Wolff, motion carries 3-0*

Staff cell phone monthly stipend approval. In order to not purchase additional company cell phones, motion to approve staff use of their personal phone with the Verizon phone app that works with ACD landline phones and provides individual cell phone numbers. Motion to pay a \$20 per month to employees approved by the executive director for personal cell phone use with the Verizon app. *Roll call: Wolff-Yes, Johnson-Yes, and Smith-Yes, motion carries 3-0*

Official Termination of Soil Erosion Exhibit A in the 2022 Agreement for Services with Antrim County. The ACD Executive Director met with the County Administrator on January 12, 2024 to discuss the Agreement for Services contract between the ACD and Antrim County. It was expressed that the ACD desires to terminate Exhibit A and discontinue providing Soil Erosion and Sedimentation Control Services on or before December 31, 2024. The County Administrator asked for a follow up letter regarding the discussion which was sent on January 15, 2024. The ACD expressed positive and earnest desire to help transition the SESC program to the County in as smooth, efficient, and most beneficial way possible for one of the soil erosion officers and Antrim County. The ACD shall implement a strong public awareness campaign to help ensure a successful transition that helps contractors and landowners be informed of the program relocation long in advance of the physical move. *Motion by Johnson, second by Wolff, to approve termination, motion carries 3-0.*

Renegotiate Recycling Exhibit D, Recycling Program Management in the 2022 Agreement for Services with Antrim County. At the January 12, 2024 meeting with the ACD and Antrim County Administrator the recycling program was discussed, the Executive Director stated that funding provided by the County is not reflective of realistic costs incurred to run site maintenance program and in light of that and the additional expenses required to get a new recycling truck the ACD is not desirous to maintain the contract. The Executive Director and County Administrator/Deputy Administrator will meet again to discuss possibilities to keep the contract or terminate it in six months or before December 31, 2024.

2024 Board Meeting and Committee schedule approval and reschedule ACD Board Planning Retreat for **March 6, 2024, 1-4pm at the ACD office**, *motion by Johnson, second by Wolff, motion carries 3-0*

Acknowledgment: ACD Board Treasurer, Adrienne Wolff, has been appointed as the MACD Region 3 Vice Chairwoman

Old Business/Updates:

Confirm approval of 2024 Antrim Conservation District Budget, General Appropriations Act for Fiscal Year 2024, with estimated revenues of \$746,200 and estimated expenditures of \$745,100. *Motion to approve by Smith, second by Wolff, roll call: Wolff-Yes, Johnson-Yes, and Smith-Yes, motion carries 3-0*

Updates to Personnel Manual: Section 7, Addition/clarification on full time salaried, non-salaried, and irregular employees; M: Travel, add “employees to receive reimbursement at current Federal Per Diem Rate for Traverse City region” and realphabetizing section 9 and clarification of retirement and other benefits motion by *Wolff, second by Johnson, motion carries 3-0*

Forestry book status: Book being proofed by staff and sending back to publishing company

Roundtable:

Upcoming: Zelenak and Williams to The Stewardship Network Conference, Lansing January 29 & 30
Zelenak. Zelenak received scholarship to conference, gone for travel February 20-28th.

Motion to adjourn by Johnson at 5:10p, second by, Wolff, motion carries 3-0

Minutes prepared by Zelenak January 24, 2024