



Antrim Conservation District
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ANTRIM CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING APPROVED MEETING MINUTES for August 28, 2024 3pm

Call meeting to order by Treasurer Randy Johnson at 3pm

Attendance ACD Board Bryan Smith and Adrienne Wolff excused
X Kathleen Peterson _X_ Randy Johnson _X_ Deb Pruitt

Partners/Public Monica Caster, NRCS, Wade Foster, and Katie Gray

ACD Staff _X_ Melissa Zelenak

Agenda Review and Approval: Add AFLAC withdrawal from paycheck, *motion by Peterson, second by Pruitt, motion carries 3-0.*

Public Comment: n/a

Staff, Partner, and Committee Reports: Staff written reports submitted: Soil Erosion, Forestry, CAKE Program, and Executive Director. Partner written reports submitted: MDARD, Food Safety and MAEAP. NRCS: Monica Caster, reported on Civil Rights Responsibilities for partners and presented the board with informational checklists; reports that end of the year site visits and reviews are underway. *Motion by Peterson, second by Johnson, to accept monthly reports, motion carries 3-0.*

Approval of July Board Meeting Minutes: *motion by Peterson, second by Pruitt, motion carries 3-0.*

Approval of July Annual Meeting Minutes: *motion by Peterson, second by Pruitt, motion carries 3-0.*

Financial Review and Requests: *motion to approve the financials for July 2024 by Pruitt, second by Johnson, roll call: Peterson-Yes, Johnson-Yes, and Pruitt-Yes, motion carries 3-0.*

Grant Updates: CAKE grants reorganization of reporting system in progress

New Business: Offer full time Office & Program Assistant position to Robyn Gransow in the pay range \$21.00 per hour with \$1.00 increase within 6-12 months based on performance evaluations. *Motion to post Office and Program Assistant position to fill vacancy, motion by Johnson, second by Peterson, roll call: Peterson-Yes, Johnson-Yes, and Pruitt-Yes, motion carries 3-0.*

Offer CAKE CISMA Invasive Species Program Coordinator position to Katie Gray and Wade Foster working as Co-Coordinators at the starting wage of \$24.00 each starting 8/25/24 through December 31, 2024 for 720 hours at \$2,160 each for the year, with a total budget adjustment of \$4,320. *Approval to hire Gray and Foster as CAKE CISMA Invasive Species Program Co-Coordinators positions at the*

hourly wage of \$24 each, motion by Pruitt, second by Peterson, roll call: Peterson-Yes, Johnson-Yes, and Pruitt-Yes, motion carries 3-0.

Post Education and Outreach Specialist as a full or part time position with a pay range of \$18.00 to \$22.00 per hour. *Motion to table by Peterson, second by Johnson to table posting this position*

AFLAC supplemental insurance approval. AFLAC approached the executive director to gauge interest in employee participation in their supplemental insurance program. The ACD will not fund this program and will only allow for payroll deductions for employees who choose to buy insurance with their own funds. *Motion to approve employee deductions for AFLAC insurance for employees who opt in by Johnson, second by Peterson, motion carries 3-0.*

Old Business/Updates: Update staff and board photos for work publications, media use, etc., will schedule this when Chairman Smith returns to board duties

Roundtable: Discussion about the proposed ORV ordinance in Chestonia Township ensued. The Board Chair in phone conversation with the Executive Director expressed non support of the ordinance and requested with the Board discuss it at the next board meeting. The executive director attended a public hearing about the ordinance on August 22, 2024 and shared that several environmental agencies expressed opposition to the ordinance as written. The State of Michigan Natural Resources Department submitted a strong recommendation to not pass the ordinance, as did the Tip of the Mitt Watershed Council, Friends of the Jordan River and others. Because the Jordan River Valley is a federally recognized area of importance in Antrim County since the 1970s, the Executive Director asked if the Board wanted to submit an opposition letter to the township as well. *Motion by Johnson, second by Peterson to submit a letter of opposition to the ORV Ordinance in Chestonia Township, motion carries 3-0.*

Upcoming/FYI:

- 7/29 Zelenak to meet with County Admin regarding soil erosion transfer to the county: This meeting went well, the county will be posting the job opening for the building department based soil erosion officer soon
- Personnel manual and policy manual combination, equipment disposal policy,
- 2025 Draft Budget in September
- November Health Insurance Renewal
- 2025 February new law to pay sick leave to part time employees

Motion to adjourn at 3:52pm by Johnson, second by Peterson, motion carries 3-0.

Minutes prepared by Zelenak August 30, 2024