



# CLINTON CONSERVATION DISTRICT

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2343 N. US-27, St. Johns, MI. 48879

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## MINUTES

### BOARD OF DIRECTORS MEETING

Tuesday, September 17<sup>th</sup>, 2024, 9:00am, Clinton Conservation District Board Room

2343 North US-27 St. Johns MI 48879

#### **Directors Present:**

Gary Boersen, Treasurer  
Brittany Johnson  
Andrea Polverento, Chair  
John Schulz, Vice Chair  
Jennifer Kiel

#### **Staff Present:**

Kurt Wolf  
Cheyanne Bartholomew  
Joe Woodruff  
Katie Hafner  
Rebekah Faivor

**THE MEETING WAS CALLED TO ORDER** by A. Polverento at 9:00 AM.

**APPROVAL OF AGENDA** – *J. Kiel made a motion to approve the agenda as amended. J. Schulz supported the motion. Motion carried.*

#### **PUBLIC HEARING ON FISCAL YEAR 2025 BUDGET**

*9:01am hearing open. J. Kiel asked for discussion on lower Federal funds compared to previous years. Kurt Wolf explained the difference due to lack of Federal Grant Opportunities compared to previous years. Closed at 9:05am.*

**APPROVAL OF MINUTES** – *J. Kiel made a motion to approve the August 2024 meeting minutes as amended to correct the spelling of PA116 landowner name. B. Johnson supported the motion. Motion carried.*

#### **FINANCIAL REPORTS**

1. Balance Sheet, Profit and Loss Statement for August, August Transactions; Check Detail and Credit Card Detail (paid) – **ACTION ITEM**
2. Balance Sheet, Profit and Loss Statements; September YTD, September Transactions; Check Detail and Credit Card Detail (paid) – **ACTION ITEM** – *G. Boersen made a motion to approve Financial Reports 1. and 2. as presented. J. Schulz supported the motion. Motion carried. G. Boersen will check with Kurt Wolf and Samantha Wood on Account Receivable error.*

**OTHER AGENCY** – None

**STAFF REPORTS** – NRCS and staff provided written and verbal reports.

#### **MACD UPDATE**

*MACD is looking to move to a single conference year. Dan Moilanen's contract with MACD was not renewed. MACD is hiring for a new outreach grant coordinator.*

**NEW BUSINESS**

1. USDA Civil Rights Policy Statement – *Joe Woodruff covered the civil rights policy and privacy of information the board must adhere to. Documents were circulated amongst the Board members.*
2. FY 2025 Appropriations Act - **ACTION ITEM** – *G. Boersen made a motion to adopt FY2025 Appropriations as presented. J. Schulz supported the motion. Motion carried. Rollcall vote five aye zero nay, all board members present.*
3. MOA: MDARD Operations, CTAI, CTAI PA, and MAEAP – *Move to old business*
4. FY25 Board Meeting Schedule – *Approved post online and on the door.*
5. Accept Eric Bak Letter of Resignation – *G. Boersen mad a motion to accept and place on file, B. Johnson supported the motion. Motion carried. Discussion was had to add electronic data policy to our employee handbook.*
6. MAEAP Job Announcement – *Post job announcement on Friday September 20<sup>th</sup>, 2024. Add an indication of a level increase from MAEAP 1-3. Post on indeed or ZipRecruiter. Kurt Wolf will investigate posting on Handshake. A. Polverento will post job announcement on LinkedIn.*

**OLD BUSINESS** - None

**CORRESPONDENCE** - None

**PUBLIC COMMENT** – None

**NEXT MEETING** – **Tuesday, October 15<sup>th</sup>, 2024**, 9:00am, Clinton Conservation District Board Room 2343 North US-27 St. Johns, MI 48879

**ADJOURNMENT**– *Motion for adjournment was made by A. Polverento and supported by G. Boersen. Meeting adjourned at 10:20 AM.*

Respectfully Submitted: \_\_\_\_\_  
Kurt Wolf, Executive Director

Approved Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_