

MINUTES

KALKASKA CONSERVATION DISTRICT BOARD OF DIRECTOR'S REGULAR BUSINESS MEETING March 1, 2022

406 S Cedar St., Suite A, Kalkaska MI, 49646

The meeting was called to order by Chair Moses at 5:00 p.m.
This was the twice postponed February meeting. A quorum was present.

Attending Directors and Staff:

Sam Fahl, Director
Carol Hart, Secretary/Treasurer
Dennis Iott, Director
Dawn Moses, Chair
Seth Lanning, Huron Pines AmeriCorps member
Renee Penny, Conservation Specialist
Mark Randolph, District Manager

Also in attendance: Danielle Fahl

Not in attendance:

John Roberts, Vice Chair
Robert Baldwin, commissioner liaison
Larry Czelusta, FAP Forester
Monica Caster, District Conservationist – USDA/NRCS
Jodi Dehate, MAEAP Technician
Jim Pawlowicz, MDARD

Public Comment: none.

Compliments: Mr. Randolph and Ms. Moses to Ms. Hart for her dedication and work between meetings to research best management practices; Ms. Penny to Ms. Hart and Alan for acquisition of corner cabinet for seed library; Ms. Moses to Ms. Penny and Mr. Roberts for their initiative to create the seed library. Ms. Moses to the KCD staff for a robust start to the seedling sale.

Disclosure of Conflict of Interest: none involving board activity; staff considering utilizing Social-Sound for marketing plan and advertising with the Kalkaska Review – both employ siblings of board members.

Approval of Minutes: Board approved the January 25, 2022 minutes as presented.

Treasurer's Report and Payment of Bills: Motion by Iott, supported by Fahl to accept the Treasurers Report for January, 2022 and to authorize payment of bills for February, 2022, in the amount of \$19,601.12. Motion passed. Ms. Hart informed the board that the District QuickBooks file was corrected by our bookkeeper and CPA rather than starting a new file as was originally planned.

Staff Reports:

Mr. Pawlowicz – written report filed

Mr. Czelusta submitted a written report of accomplishments through December.

Ms. Dehate submitted a written report of accomplishments through December.

Ms. Penny provided a written report

Commissioner Update: none.

Friends of Conservation Update: Board met in February and elected officers; will meet again 3/2/22.

Grants Report: no new grants submitted; no word on tire recycling grant.

MACD Update: Ms. Hart will participate in the quarterly meeting coming up in March; Governor's 2023 budget has \$3 million appropriation for districts.

Business:

Credit Card policy update: The following resolution was motioned by Fahl, supported by Iott:

Be it RESOLVED, the Kalkaska Conservation District Board adopts the following credit card policy, to replace the existing policy:

The District may hold a business Credit Card through its current bank. Three cards shall be utilized under the control and responsibility of one of the Board Members, the District Manager, and authorized staff. The cards may only be used for District business transactions that have been approved within the budget. A credit limit of \$2,000 is established, not to exceed 5% of the District's budget. All purchases made by use of the card will be shown on the monthly financial statements in the same manner as checks. Every individual issued a card must immediately surrender the card upon termination of employment / Board term. Misuse of the card shall be subject to disciplinary actions as deemed appropriate by the Board; up to and including repayment of charges and fees.

Ayes: Fahl, Hart, Iott, Moses.

Nays: none

Absent: Roberts

Chair Moses declared the resolution adopted.

Share Account Resolution: The following resolution was motioned by Fahl, supported by Hart:
Whereas the Kalkaska Conservation District is managing the Kalkaska Farmers Market; and
Whereas, it is anticipated there will be numerous electronic bank transfers for market activity; and
Whereas, a separate bank account will make accounting for those transactions easier,
Therefore, be it RESOLVED, the Kalkaska Conservation District Board authorizes the creation of a
new SHARE ACCOUNT at Forest Area Federal Credit Union; and that the following board
members and staff are authorized signers on District accounts:

Dawn Moses, Chair
Carol Hart, Treasurer
Mark Randolph, District Manager
Rennee Penny, Market Manager

Ayes: Fahl, Hart, Iott, Moses

Nays: none

Absent: Roberts

Chair Moses declared the resolution adopted this 1st day of March, 2022

Natural River Applications: none.

Correspondence: none

Meeting adjourned at 6:22 p.m.

Minutes Respectfully Submitted,

Mark Randolph, Recorder