

**Branch County Conservation District  
Board Meeting Minutes from February 19, 2019**

**Board Members present:** John Mitchell, Insa Raymond and Bing Johnson

**Staff present:** Kathy Worst, Lindsay Morrison

The meeting was called to order by chair John Mitchell at 7:00 p.m.

**Secretary's Report:** The District Board meeting minutes for the regular January 8, 2019 meeting were reviewed. Bing Johnson moved to accept the minutes; Insa Raymond seconded the motion; the motion carried.

**Treasurer's Report and Payment Voucher List** for the last month were reviewed and discussed. There is currently a bank balance of \$64,244.22, which includes \$48,303.20 in the checking account, \$15,103.14 in the savings account and \$857.88 in the checking merchant account. Bills in the amount of \$13,421.45 have been pre-paid and \$2,388.48 still needs to be paid out. Insa Raymond moved to approve the treasurer's reports and payment of all bills including the pre-paid bills; Bing Johnson seconded; the motion carried, and the treasurer's report was put to file for audit.

**New Business:**

**CTAI:** the posting for the CTAI position will close this Friday, February 22, 2019. Some promising applications have come in already.

**NRCS Boot Camp:** Lindsay will be attending a 3 week NRCS training in Lincoln, Nebraska this summer.

**PayPal or other new credit card company:** the payment system needs to be linked to our online store. The credit card company we using currently is charging a monthly fee plus an additional high percentage (up to 17%). Kathy asked if we could look into using PayPal or Square. The Board decided to go with PayPal.

**Copy Machine Contract:** the Board decided to discontinue the copy machine contract and to use the copy machine until it dies.

**Quick Books:** Kathy informed the Board that the District will need the new edition of the Quick Books program, by May. The '2019 Quick Books Pro' runs at about \$300, but Kathy thinks she might be able to get it for \$199.

**Request for Envirothon Support:** this request came out per email to all Districts and Directors. Insa Raymond moved to support the Envirothon with \$100, Bing Johnson seconded the motion, motion carried.

**Old Business:**

**The Annual Meeting and Election progress** is continuing. The caterer for the event will be Tasteful Creations. Speakers are lined up. Staff and Directors will work on getting silent auction and door prize items. We discussed what businesses we could ask for donations for the silent auction.

**The Lakeland School Outdoor Day** is set for May 20<sup>th</sup>, with a rain date of the 21<sup>st</sup>. At this point we believe our education team for the day includes: Marcus Reynolds, Lyndsay Morrison, Kathy Worst, Mike Censke, Jarod Harmon, John Mitchell, and Diana Lutz. The school is currently deciding upon any alternate topics, but they do not expect any real changes.

**Our Spring Tree Sale** is progressing. It will be at the county fairgrounds April 19<sup>th</sup> and 20<sup>th</sup>. The newsletter was sent out and placed online. First tree orders have come in already.

**Envirothon:** Regionals will be March 14<sup>th</sup> and the State competition will be May 13-15, 2019. Both events will take place at Fort Custer. John reported planning for both events is making good progress. They should be all set with resource people.

**Smith District Property:** the tax exempt status is fixed and taken care of for Algonsee Township.

**Wildlife Habitat and Invasive Species Field-day:** This event will take place on August 17, 2019. It will be held out at the State Park and will be open to the public. Lunch still needs to be organized and coordinated.

**Invasive Species Training Day:** the audience for this training is professionals. The program possibly will take place at Hillsdale College Arboretum.

**Top Goals for the Year:** the Board decided to use the goals of the Plan of Work.

**Directors Recruiting Associates:** no progress; we need to look into policies for associate directors.

**Five Year Resource Assessment:** per Jack Knorek still on hold.

**Michigan Sales Tax Issue:** Colleen is still working on this. But we may have gotten it back; \$611 camp back.

**Electronic Recycling Day:** no progress, but Samantha from BizAid is willing to help.

### **Directors' and Staff Reports**

**Directors:** Bing Johnson reported that a 20acre solar farm is going into California township; wind is still a hot topic.

**NRCS District Conservationist:** Marcus Reynolds – absent

**CTAI Specialist:** Alyssa Tarnowski – no longer works for the District. The CTAI position has been posted.

**MWSP / MAEAP Technician:** Mike Censke – written report

**Farm Bill Biologist:** Lyndsay Morrison – Present and submitted a written report.

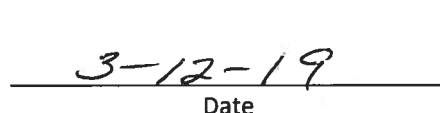
**Conservation District Administration:** Kathy Worst Present – mentioned, we will need to do a policy manual review soon. Kathy inquired on the State level if we need to be 'at will' employers, but got a reply back from Jack that we don't. She also reported she would be attending an upcoming Silvopasture program. She requested some time off for August 9-12 and September 11-13 MFA. She also reported the District received the first FOIA request of the year, and that we will need to order checks soon.

**Public Comments:** none

**Adjourn:** the meeting was adjourned at 8:40 p.m.

Meeting minutes respectfully submitted by Insa Raymond, secretary.

  
Signature

  
Date