



DELTA
CONSERVATION
DISTRICT

Special Board Meeting Minutes

Date: 9/11/2025 4:30 – 6:00pm

Location: Delta Conservation District - Conference Rm. 2003 Minneapolis Ave, Gladstone Mi 49837

Roles: Facilitator: Adrienne St. Vincent

Scribe: Taylor Shay

Call Meeting to Order: 4:30 PM

Pledge of Allegiance

Role Call: Glenn VandeWater, Joe Kaplan, Kathy Mason, Adrienne St. Vincent

Additions & Approval of Agenda: Removal of Aug min approval *Kaplan motioned to approve the agenda, Mason second, motion carried.*

Conflict of Interest Disclosure: None.

Public Comment on Agenda Items (3-minute limit): None

Reports:

- None

Unfinished Business:

- District Audit Update - Mason gave an update on the financial statement needed to be updated for the 2024 audit update. Adjustments have been made and sent to the audit firm. Waiting for a response from the audit firm.
 - Audit firm significant finding - board oversight of district policy and procedure. review schedule would be updated. No policy review schedule currently. New committee discussed as policy and governance committee. Item to be included in the next meeting.
- Scott Streichert 2025 Land Lease - reviewed the previous year's agreement. Discussion on lease. *Mason motioned to offer 2026 land lease to Scott Streichert St. Vincent seconded, motion passed.*

New Business:

- Bay College Workforce Training: District Manager Shay requested approval for enrollment in the Bay College Workforce Training class "Accounting with Quickbooks Online Suite". *Mason motioned to approve payment for the class VandeWater seconds. Motion carried.*
- OMA Committee Structure: Kaplan gave input on supreme court update on sub committee policy. Decisions cannot be made at committee level for the board. Current committee structure must ensure that decisions are not made at the committee level and are made with the board. Expressed the want for policy to be developed. Discussion on clarification of district committee structure. St. Vincent gave input on MDARD view for guidance on this supreme court update. Discussed the need to develop a committee policy. - **tabled**

- Heather DeLuc Employment Termination: Heathers last day was August 24 2025 St. Vincent motioned to officially end DeLuc employment with Delta Conservation District effective August 24th 2025. Kaplan seconds, Motion passes.
- FOIA Assistant Coordinator Update: Discussion on updating the FOIA Policy to state new District Manager Taylor Shay as the Assistant FOIA Coordinator. Mason motioned to approve the policy update, Kaplan second, Motion passes.

General Public Comment (3-minute limit):

- None

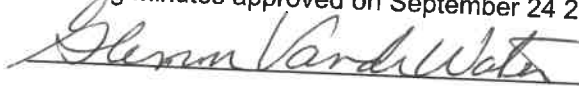
Board Member Comments:

- St. Vincent wishes District Manager Shay good luck on completing the workforce course.

Adjourn: Kaplan motioned at 5:14 p.m. to adjourn the meeting, mason second, motion carried.

Respectfully submitted by Adrienne St. Vincent. Youtube link to video:
<https://www.youtube.com/@DeltaConservationDistrict>

Meeting Minutes approved on September 24 2025. {Any amendments in red}



Glenn Vandewater, Secretary