



## DELTA CONSERVATION DISTRICT

6822 US HIGHWAY 2, 41, and M35 - GLADSTONE, MI 49837  
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### BOARD MEETING MINUTES

August 29, 2023

The meeting was called to order at 2:00 P.M. on August 29, 2023, at the Delta County Service Center, Escanaba, MI 49829, by Delta Conservation District Chairman Joe Kaplan.

**Directors Present:** Russ Ross, Mike Segorski, Glenn VandeWater, Nate Brockman, and Joe Kaplan.

**Staff Present:** Rory Mattson.

**Public Comment on Agenda Items:** None.

**Approval of Agenda:** Brockman asked to have public comment put on the agenda under new business; Mattson asked to have Open Contracts & Agreements and Turbidity Curtains put under new business; Brockman motioned to approve the agenda; Segorski seconded; motion carried.

**Approval of Minutes:** VandeWater indicated he did not have sufficient time to review unapproved meeting minutes from previous meetings. VandeWater motioned to table previous minutes from and including June 20<sup>th</sup>; Brockman seconded; motion carried.

**Approval of Treasurer Reports:** Mattson clarified to Brockman that Board members may receive per diem per current DCD policy. Mattson clarified to VandeWater the \$7000 expense to Barry & Associates was for Coleen Reynolds to train Tina Vanderlinden in District specific QuickBooks. Mattson clarified for Brockman and Kaplan that "janitorial supplies" were park expenditures for the park and how reimbursement worked with the County. Segorski motioned to approve the July Treasures report; VandeWater seconded; motion carried.

#### Standing Committee Reports:

**Personnel:** Kaplan explained he and VandeWater met with Mattson on 8/28/2023 and directed him to terminate Tina Vanderlinden position immediately as District Manager while she was still under the 93-day probationary period. Discussed was had with Mattson about posting the District Manager position and developing a temporary administrative assistant to help through the busy park season (October 15<sup>th</sup>) or possibly through the end of the year.

**Property & Equipment:** Brockman reported on park & District equipment.

**Records:** Kaplan reported on retention of District records.

**Finance:** None.

**Parks & Forests:** None.

**MDARD Report:** None.

**NRCS Report:** None.

**Staff Report:** None.

**Commissioner/Liaison Report:** None.

### **Unfinished Business:**

- A. Cornell Forest Easement:** Kaplan informed the board on the Cornell Forest easement modification agreement between Mattson and the County signed on August 15, 2023 and recorded on August 21, 2023. Kaplan read an 8/17/2023 email reply from Jon Mayes (DNR-Natural Resources Trust Fund) to County Administrator Ashleigh Young raising concerns about a breach of the project agreement from diminished use of the Cornell Forest by the public.
- B. Property Lease:** Brockman & Segorski discussed the District land-use agreement and asked if the board wanted to hire an attorney to draft the liability section of the agreement. No motion was made.
- C. Insurance Liability Coverage:** Mattson to fill out the application where he can and then send to Kaplan to do the rest. Mattson will also send to each board member.
- D. SESC:** Mattson update the board on the situation in Stonington. It is the jurisdiction of the Corps & DEQ, not the Districts.
- E. Operation Review Elements:** Kaplan would like to review this in a workshop and suggested that the board set one up.
- F. FOIA Policy:** Will be using the current policy for now.

### **New Business:**

- A. District Manager Position Posting:** VandeWater will draft a position description with input from Rachael Guth (MDARD), Kaplan, and Mattson.
- B. Temporary Administrative Assistant Position:** Mattson asked for direction from the Board if the Personnel Committee (Kaplan & VandeWater) had the authority to direct Mattson to terminate Vanderlinden on 8/28/2023. The consensus of the Board was that the action by the Personnel Committee to direct manager Mattson to terminate Vanderlinden was appropriate and no further action by the board was required. Mattson indicated that he did not terminate the employee on 8/28/2023 but now understood he had the responsibility to follow directions and discharge Vanderlinden immediately.

Next, Mattson requested a temporary administrative assistant position to help ease Mattson's workload and provided a work agreement for Tina Vanderlinden as she would not require any training to assist Mattson. The Personnel Committee will work with Mattson to review the responsibilities of the position and check applicable labor laws regarding rehiring Vanderlinden for a temporary position. All agreed about the importance of developing the job position as quickly as possible.

- C. Financial Signature Cards:** Segorski motioned to add the Treasurer and Chair to the signature cards, VandeWater seconded; motion carried.
- D. Public Hearing Date:** Segorski motioned to set the public hearing and board meeting for Sept 27, Brockman seconded; motion carried.
- E. Finance Committee:** Will meet to work on the FY-2024 budget.
- F. Conflict of Interest Statement:** Segorski motioned to add "Conflict of Interest" to the agenda as a line item, VandeWater seconded; motion carried.
- G. Public Comment Agenda Items:** Discussion to move public comment on agenda items back to 3 minutes. Brockman motioned to return the time allowed for public comment back to 3 minutes, Segorski seconded; motioned carried except for Kaplan.

- H. Open Contracts & Agreements:** Mattson update the board that at present there is five (5) grants with MDARD and one (1) agreement with the county.
- I. Turbidity Curtains:** Brockman motioned to ask the board to authorize the property & equipment committee to sell the Districts turbidity curtains, Segorski seconded; motion carried.
- J. Approve of Bills & Expenditures** – Motioned by Ross, seconded by Kaplan to approve the bills and expenditures; motion carried.

**General Public Comment** – Three individuals commented during public comment.

**CD Directors Comments** – VandeWater, Kaplan & Brockman spoke.

**Adjourned** - *Adjourned at 3:52 P.M.*

*Respectfully submitted by Rory Mattson, Additional edits by Joe Kaplan:*

*These Minutes Approved 27 September 2023*

  
Glenn VandeWater Secretary