



DELTA CONSERVATION DISTRICT

GLADSTONE SERVICE CENTER.

2003 MINNEAPOLIS AVE. GLADSTONE, MI 49837

BOARD MEETING MINUTES

A meeting of the Delta Conservation District Board was called to order at 5:30 p.m. on February 14, 2024, at the Delta County Service Center by Chair Joe Kaplan.

AGENDA

1. **Pledge of Allegiance – Welcome to Heather LeDuc, new District Manager.**

2. **Roll call:** Brockman, Segorski, VandeWater, and Kaplan all PRESENT. Ross ABSENT.

3. **Staff Present:** Heather LeDuc, District Manager.

4. **Approval of Agenda:** Brockman motion, Segorski second to approve agenda as presented. Motion carried.

5. **Conflict of Interest Disclosures:** none

6. **Public Comment on Agenda Items:** none

7. **Approval of Minutes:** VandeWater offered a correction in the minutes of the January 19, 2024 regular meeting under item (i) **Jointly-owned dump trailer with County and Rory Mattson:** changing “registering” trailers to “insuring” trailers. Brockman motioned, second by Segorski to approve amended **January 10, 2024 meeting minutes.** Motioned carried.

Segorski motioned, second by Brockman to approve amended **January 19, 2024 Special meeting minutes.** Motioned carried.

8. **Treasures Report:** Segorski banking at Nicolet Bank is set up, Accountant is transition QuickBooks, paid taxes, sent out W-2. Closing books with County is incomplete. Provided P&L report, transaction report, and statement of cash flow. There are 35,233.37 worth of bills to pay.

Vandewater motioned, second by Brockman to approve the December Treasurer's Report. Motion carried.

9. Standing Committee Reports

a) Personnel Report: VandeWater reported on possible changes at the state level that may impact MAEAP (agriculture) portions, moving them from District's to MDARD. Kaplan welcomed new District Manager Heather LeDuc who held the position from 2020-2022.

b) Property and Equipment: Segorski recommended selling silt curtains as they are taking up a lot of storage space. LeDuc will follow up with Brockman.

c) Records: no report

d) Finance: no report

10. MDARD Report: LeDuc provided Rachael Guth's report.

11. NRCS Report: Mike Van Wyk – Manager of local USDA Field Office and District Conservationist; provided an overview and handouts on program offerings and results of FY23 summary of the partnership effort conservation, forestry, and agricultural programs.

12. Staff Reports: Manager LeDuc; getting familiar with the position; onboarding with Rachael Guth, staff orientation, tree sale, and working with board members and Chris Williams to get the tree sale up and running online (currently 24 orders totaling \$7000). There's a kiosk set up in the office for orders. Mailing sent out on tree sale. Updating logo with MACD. Participating in a round-table discussion once a month with other District managers. Will be meeting with Roger LaBine, Rice Chief at Lac View Desert, to look into possibilities of manoomin (wild rice) restoration in our service area. LeDuc will be attending Marquette CD annual meeting on 2/29/2024 at Barrel and Beam at 6pm. LeDuc will be working on updating personnel policy and completing work agreements. VandeWater mentioned Gladstone Marsh and including LeDuc in that discussion.

13. Commission/Liaison Report: None, not present

14. Unfinished Business

a) Attorney General Assistance: Kaplan reports he has sent information on Mattson's contract to AG for review.

b) Accounting firm – Kaplan indicated accountant (Schneider, Larche Haapala & Co.) is still converting District's QuickBooks. Should be completed next week.

c) Purchase color copier: LeDuc presented a quote to purchase a new color copier through a State program available through the State of Michigan (MiDeal) that provides substantial savings. Membership is \$180/year but does not have to be renewed. Cooper is authorized dealer for this program and can provide a copier for \$2500 with a monthly service with a

monthly maintenance of \$25. *Segorski motioned, Brockman second, to purchase a color copier for the District office. Motion carried.*

d) County financial obligation to District: Awaiting conversion of QuickBooks by accounting firm so finances can be reviewed before payment to the District is finalized. However, a check has been received from County based on information reviewed in mid December. Kaplan spoke on issues related to an unpaid invoice to NK Electric and Steve Wery's incentive pay for work in the parks. *Brockman motioned, Segorski second, not to cash the County's check until issues are resolved. Motion carried.*

e) Park manager incentive pay: Kaplan presented findings on Wery's claim that he was promised incentive pay by Mattson and the previous District Board. Kaplan found a work agreement from May 2023 that supports Mr. Wery's claim for incentive pay of approximately \$8000. *Brockman motioned, Segorski support to approach the County to validate Mr. Wery's incentive pay claim. Motion carried.*

f) Jointly-owned dump trailer with County and Rory Mattson: Kaplan provided updates on the co-owned dump trailer including a bill of sale from 9/22/2022 that the District sold Mattson the dump trailer for \$2000. On 9/5/2022 Mr. Mattson wrote the Delta CD a check for \$2000 with memo "to buy partnership trailer" the check was cashed on 9/22/2022. In addition, when trailer was bought Mattson's portion (\$2000) for the trailer was taken from District funds with a notation in QuickBooks "Rory's portion of payment for new trailer - part of bonus from FY15". Kaplan will continue to work on resolving this issue and will contact Ashleigh Young and SOS for next steps.

g) Email requirements for Board members; tabled due to no action.

15. New Business

a) Payment of bills. Kaplan reminded that bills need to be presented to Board members four days before a meeting. Two bills were paid by Segorski and Kaplan because they were overdue; Fisher Insurance for Workman Comp Insurance and Spectrum. Question regarding nursery payments for tree sale was discussed. *Brockman motioned, VandeWater second to pay bills. Motion carried.*

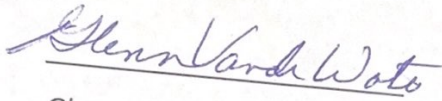
16. General Public Comment: none.

17. Board member comments: Board members welcomed and thanked new District Manager LeDuc for her work. VandeWater complimented the ease of online tree ordering. Kaplan wished everyone a Happy Valentines Day.

18. Adjourned: *Segorski motioned, Brockman second to adjourn at 6:40pm.*

These draft minutes submitted by Chair Kaplan. Complete meeting recording available on the District's YouTube channel (<https://youtu.be/w5DuoXFY25w?feature=shared>) or through the District's website at [Board Meetings \(deltacd.org\) \(https://www.deltacd.org/board-meetings.html\)](https://www.deltacd.org/board-meetings.html).

Meeting Minutes approved on March 13, 2024

A handwritten signature in blue ink that reads "Glenn VandeWater". The signature is written in a cursive style with a horizontal line underneath the name.

Glenn VandeWater, Secretary