



MINUTES

Montcalm Conservation District Board Meeting
USDA Service Center, 77 S. State St., Stanton, MI 48888
Special Board Meeting
February 21, 2024, 3:00 p.m.

- I. **Call to Order:** Meeting called to order by Welder at 3:00 p.m.
 - I. **Directors Present:** Welder, Mark, Noll, Sabin, Wyckoff
 - II. **Absent:** Hayes
 - III. **Staff Present:** Silveus, Snow
 - IV. **Other:** Assoc. Director J. Johansen, Assoc. Director S. Aagaard
- II. **Pledge of Allegiance**
- III. **Public Comment:** N/A
- IV. **Recognition of Guest(s):** N/A
- V. **Approval of Agenda:** Motion by Sabin to approve agenda as presented, seconded by Wyckoff. Ayes: All. Motion carried.
- VI. **Old Business:** Wyckoff suggested dispensing old business for the purpose of this meeting. Welder stated that we would suspend discussion of old business.
- VII. **New Business:**
 - a. **District Manager Transition:** Snow stated we received a few resumes on Indeed. The end date is March 1.
 - i. **Timetable:** Welder said the timetable is laid out in the letter of retirement.
 - ii. **Accounting Functions:** Snow stated she spoke to Baker Management and they are the only firm willing to take on our accounting. The next step would just be to confirm with them. Wyckoff said we should try Baker, even for an interim period. Aagaard noted she could work with Jesse in Kent to find interested parties on Indeed. She also suggested Barry Associates could run payroll. Snow offered to assist with payroll and paying bills for a few weeks. Snow noted that Baker gave an estimate of \$1,000 per month for services. Motion by Wyckoff to pursue Baker for accounting pending final rates, seconded by Mark. Ayes: All. Motion carried. Snow also stated that forester interviews are coming up and the board could be present if needed.
 - iii. **Sidney State Bank:** Snow stated current 6-month CD rate is 4.75%. Motion by Mark to authorize purchase of FY24 \$20,000 CD as budgeted and an additional CD purchase up to \$30,000, second by Wyckoff. Ayes: All. Motion carried. Welder will be added to the bank account at the end of March, replacing Snow. Snow stated Baker will need signature stamps. Snow suggested adjusting the debit card limit to \$1,000 and petty cash amount to \$100. Approved minutes stating all details must be taken to Sidney State Bank for changes to be made. Snow also noted that Baker will need online login privileges to view SSB accounts.



MINUTES

Montcalm Conservation District Board Meeting
USDA Service Center, 77 S. State St., Stanton, MI 48888
Special Board Meeting
February 21, 2024, 3:00 p.m.

- iv. **Points of Contact:** Welder asked that Snow provide him with a list of all numbers and other points of contact for people she speaks/interacts with on a regular basis.
- v. **Other:** Wyckoff suggested creation of a 5-person hiring committee consisting of 2 board members, the NRCS DC, Jack Knorek, and a community member. Welder stated he would reach out to Chris Johnson to inquire about interest. Wyckoff and Mark will serve as the two board members. First hiring committee meeting set for March 6 at 3 pm. Wyckoff mentioned pursuing an interim director and suggested Chris Johnson or making Alyssa and Faith co-interim directors. Sabin motion to designate Alyssa and Faith co-interim directors beginning March 1, seconded by Wyckoff. Motion withdrawn by Sabin. Silveus suggested creating a general district email. Snow will look into getting email set up. Noll stated Snow will need to provide all passwords. Snow stated she would have those ready and that IT would be coming in to ensure all IT is updated. Welder stated Snow must delegate all tasks by March 1. Snow noted that her laptop and the forester laptop need replaced and that those have been budgeted for. Snow presented a framed drawing of the model forest drawn and framed by Sabin.

VIII. **Public Comment:** N/A

IX. **Adjournment:** Motion by Wyckoff to adjourn meeting, seconded by Sabin. Ayes: All. Motion carried. Chairman Welder declared meeting adjourned at 4:00 p.m.

MINUTES APPROVED:

MCD _____

Date _____

3-12-24