

**Cordry-Sweetwater Conservancy District**  
**Board of Directors Meeting**  
November 16<sup>th</sup>, 2021

1. **Board Members Present:** Herb Benshoof, Pat Sherman, Matt Petersen, and Ted Adolay
2. **Board Members Absent:** Josh Edwards and Chad Crimmins
3. **Also, Present:**
  - a. **Staff:** Brittany Bay, Jimmy Green, and Nick Johann
  - b. **CSCD Attorney:** Roger Young
  - c. Estimated 20 Freeholders in attendance and watching via Vimeo.
4. **Call to order at 7:03 PM**
5. **Agenda Modifications:**
  - a. 7.e. Resolution 2021-14 Lowering the Ad Valorem Levy
  - b. 7.f. Conservancy Manager Update
6. **Approval of Minutes:**

**MOTION: Mr. Petersen motioned to approve the September 19<sup>th</sup>, 2021, Board Minutes, as submitted, seconded by Mr. Sherman. Motion passed unanimously.**

7. **Freeholder Concerns:**
  - a. Melissa Woodward expressed her concern with not having a CSCD Officer here for 24/7 coverage. She talked about a tragic accident that happened to her where two dogs came to her home and attacked her. She was upset dispatch transferred her to animal control and that there was not a CSCD officer there.

8. **Management Reports:**

a. **Financial Report:**

1. Mrs. Bay summarized the fund report. The current balance is \$2,265,040.81

**MOTION: Mr. Petersen motioned to approve the financial report subject to audit, seconded by Mr. Sherman. Motion passed unanimously.**

2. Mrs. Bay summarized the appropriation report and monthly claims list. The monthly claims total is \$216,699.27. The unexpended remaining balance for 2021 is \$374,591.77 or 19.17% remaining.

**MOTION: Mr. Sherman motioned to approve the monthly claims subject to audit; seconded by Mr. Petersen. Motion passed unanimously.**

3. Mrs. Bay summarized Resolution 2021-12: Transfer of Appropriations within a Fund.

**MOTION: Mr. Petersen motioned to approve Resolution 2021-12 Transfer of Appropriations, seconded by Mr. Sherman. Motion passed unanimously.**

**b. Chief Deputy:**

1. Chief Deputy Green summarized his report.

**c. Building Compliance Officer:**

1. Mr. Johann mentioned that road weight restrictions go into effect December 15, 2021.

**9. Commission Reports:**

**a. Building:**

1. Mr. Sherman reviewed the building applications.

**MOTION: Mr. Sherman motioned to approve building application 21-114 and 21-115 for approval from the CSCD Board contingent upon lot owners obtaining all permits required by Brown County and meeting all conditions by the Building Commission, seconded by Mr. Petersen. Motion passed unanimously.**

2. Mr. Sherman reviewed the dredging application.

**MOTION: Mr. Sherman motioned to approve dredging application D21-011, seconded by Mr. Petersen. Motion passed unanimously.**

3. Mr. Sherman reviewed the purchasing of Conservancy property.

**MOTION: Mr. Sherman motioned to allow the freeholder at 7417 Hummingbird to start the process to get the proper paperwork to purchase Conservancy Property, between the road and the freeholders property, to build a garage and move forward with the sale, seconded by Mr. Petersen. Motion passed unanimously.**

**b. Ecology:**

1. The Ecology minutes were reviewed.

**c. Security:**

1. Security meeting canceled.

**d. Roads:**

1. Road's meeting canceled.

**e. Water:**

1. Mr. Adolay summarized the water minutes.

**f. Financial Advisory Committee:**

1. Mr. Sherman reviewed what the Financial Advisory Committee had done at the October meeting. The FAC November meeting will be held on the Thursday November 18<sup>th</sup>, which is after tonight's Board meeting.

**10. New Business:**

**a. Resolution 2021-13: Annual Meeting Location for 2022 & Election**

**MOTION: Mr. Sherman motioned to hold the 2022 Annual Meeting at 1pm on Saturday January 8<sup>th</sup> at the CSCD Office, with an election taking place prior to the meeting from 10am-12pm, seconded by Mr. Adolay. Motion passed unanimously.**

**b. Approval of Commission Meetings & Times**

**MOTION: Mr. Sherman motioned to approve the Commission meeting times/dates for 2022, seconded by Mr. Adolay. Motion passed unanimously.**

**c. Approval of CSCD Observed Holidays for 2022**

**MOTION: Mr. Sherman motioned to approve the CSCD Observed Holiday list for 2022 as submitted, seconded by Mr. Adolay. Motion passed unanimously.**

**d. Prescribed Burn on dams**

1. Tabled

**e. Resolution 2021-14: Lowering the Ad Valorem Tax Levy**

**MOTION: Mr. Sherman motioned to approve Resolution 2021-14: Lowering the Ad Valorem Tax Levy, seconded by Mr. Petersen. Motion passed unanimously.**

**f. Conservancy Manager Update**

1. Mr. Benshoof thanked the staff and noted that after evaluating all options the Board of Directors decided to promote from within effective 11/18/21 Brittany Bay will be the Director of Administration and Finance, Nick Johann will be the Director of Operations, and Josh Bryant will be the Maintenance Supervisor.

2. **MOTION: Mr. Sherman motioned to approve Brittany Bay as the Director of Administration and Finance, Nick Johann as the Director of Operations, and Josh Bryant as the Maintenance Supervisor effective November 18<sup>th</sup>, 2021, seconded by Mr. Adolay.**

**11. Board Members Concerns**

- a. Mr. Benshoof noted that as part of the annual review the Board would be reviewing the employee handbook.
- b. Mr. Sherman noted this was a highly informative meeting with a lot of information and opened the floor to freeholder concerns or questions.
  - i. Dave Jarret asked if we were getting rid of the Conservancy Manager role for good at this time.
    - a. Mr. Sherman answered that Nick Johann would oversee everything outside of the operations and Brittany would be in charge all financial responsibilities as well as the administration of the district or everything inside. Dave Jarrett noted that he thought this was a good idea.

**12. Adjourn (8:04 PM)**

**MOTION: Mr. Petersen moved to adjourn, seconded by Mr. Adolay. Motion passed unanimously.**

Respectfully submitted,



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Matt Petersen, Acting Board Secretary  
Date Submitted: