



# Dickinson Conservation District

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## Dickinson Conservation District BOARD OF DIRECTORS MEETING

Thursday May 19, 2022 | 4:30 pm (CT)

### MINUTES

Date Approved: \_\_\_\_\_ Signed By: \_\_\_\_\_

- 1) WELCOME/CALL TO ORDER: Chairman B. Rice called the meeting to order at 4:32 pm. Board members in attendance were Bill Rice, Sue Pope, Kurt Lehmann, and Mark Hansch. Also, in attendance was Rachael Guth, and Amber Butterfield.
- 2) APPROVAL OF AGENDA: K. Lehmann moved to accept the agenda as presented with the amendment of 5.1 New Business a. Internet, b. Time Disruptions, c. Meeting Schedule, d. New Officers. Under Partner Reports was the addition 4. UP RC&D. M. Hansch supported. Motion carried.
- 3) PUBLIC COMMENT: There was no public comment.
- 4) CONSENT AGENDA: The consent agenda, containing the following items, was presented. B. Rice made note of the wrong month being printed on the agenda. A. Butterfield handed out a corrected version of the meeting minutes to the Board. S. Pope moved to accept the consent agenda as presented. K. Lehmann supported. Motion carried.
  - a) Minutes of April '22 Board Meeting
- 5) OLD BUSINESS:
  - a) Insurance Package and Stipend: A. Butterfield informed the Board that she had spoken with Mike Marana regarding the quote on insurance that was provided to the DCD. She stated that M. Marana had quoted what was to be a small business group plan and gave the monthly cost to the DCD. B. Rice explained that the inquiry on insurance was to get an estimate to average costs and not to secure a small business group plan. A. Butterfield handed out the revised personnel policy, Life Event Change document, and Stipend Resolution that she had drafted to include stipend only language. K. Lehmann stated that employees eligible for the stipend should have to show proof of insurance before receiving the stipend. After reviewing the documentation and Board discussion the motion was tabled until the June meeting once all the corrections to the language had been made.

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- b) Annual Meeting and Board Elections: A. Butterfield handed out the petitions to both M. Hansch and K. Lehmann for their upcoming election. After discussion it was determined that the DCD Annual Meeting would be held on August 20, 2022, with a location and time to be determined at the June Board Meeting. R. Guth notified A. Butterfield of deadlines for publication based on the date of the meeting.
- c) Administrative Assistant Position: A. Butterfield informed the Board that Brianna Doda had accepted the position as Administrative Assistant and that she would be starting the following week.

#### 5.1) NEW BUSINESS

- a) Internet: A. Butterfield explained the issues that the office had been undergoing with their wireless internet. She stated that the DCD was looking to change their internet provider. R. Guth informed A. Butterfield of the NMU internet service. A. Butterfield stated that she would investigate the several options that she had come across and secure a new provider. She then went on to inform the Board that they were having issues with the office copier due to the internet. After speaking with Cooper Office, they said that the copier should be hardwired into the internet instead of being connected via wireless. A. Butterfield admitted that she was not knowledgeable with technology and asked the guidance of both K. Lehmann and M. Hansch to assist with this transition.
- b) Time Disruptions: A. Butterfield explained her upcoming need for medical leave and requested several days off. The Board, in agreeance, stated that she could do so.
- c) Meeting Schedule: A. Butterfield alerted the Board that the follow up CSG meeting would be held the same day as their June Board Meeting. She requested that the meeting be changed to a different date. After discussion the Board agreed to move the June Meeting to June 15, 2022 at 5:30 pm. K. Lehmann stated that this would be a good time for A. Butterfield to have the Board review her presentation for the CSG meeting. A. Butterfield then stated that the September Board Meeting would fall on the week when she would be on medical leave. After discussion the Board determined to switch the date to September 8, 2022 at 4:30 pm.
- d) New Officers: B. Rice expressed his desire to step down as DCD Board Chair at the August Board Meeting and to stay on the Board as the Treasurer. He asked K. Lehmann to place thought into stepping up as Board Chair at that time. He then stated that he wishes to resign from the WRISC Board and inquired if any Board Members would step up to replace him for DCD representation. A. Butterfield stated that she would check with L. Peterson to see if an explanation of WRISC had been sent to the Board.

#### 6) REPORTS:

- a) Finance Committee Report:
  - a. Approval of Treasurer's Report: The Board reviewed the financial documents presented. B. Rice inquired about the negative amount on the WRISC P&L regarding MISG IS 16-1005. A. Butterfield informed him that it was because they had not been reimbursed for that grant yet. S. Pope inquired the limit to A. Butterfield's credit card and whether the decision had been made to lower it after its temporary raise in 2020. A. Butterfield stated that by law, her credit card was not allowed to be more than 5% of the annual budget expenditures. R. Guth

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stated that her current limit was well under that. No decision was made to lower the credit card limit at this time. S. Pope moved to accept the Treasurer's Report. K. Lehmann supported. Motion carried.

- b. Approval of Bills: Upon review of the bills M. Hansch moved to accept the Approval of Bills. K. Lehmann supported. Motion carried.

b) Administrative Report:

- a. Grants Update: A. Butterfield updated the Board regarding both DCD and WRISC grants. She stated that a few reimbursements had not been made yet and that next month the new grants would be supplied. K. Lehmann stated that he would like to see more number driven reports in the Partner updates.
- b. Sales/Projects: Spring Tree Sale & Calendar Sales: A. Butterfield gave the tentative numbers regarding the Spring Tree Sale. She then stated that with the two checks about to be sent out that they made about \$6000 less than last year. S. Pope inquired to why that occurred. A. Butterfield stated that with the cancellation of the 2020 sale, purchases were up in 2021 to fulfill land contracts from the previous year as well as the current year. She also stated that the new signage brought in new customers at the leftover sale and that she expected a better turnout in 2023. K. Lehmann spoke that more emphasis needed to be placed on publicizing the Tree Sale, that the price of the trees needed to increase to make more of a profit for the fundraiser, and that the DCD should limit the amount of volunteer help at the sale.

c) Partner Reports:

- a. FAP: None
- b. WRISC: Update included in packet.
- c. MDARD: R. Guth informed the Board that she had worked with A. Butterfield that day to go through the Operational Reviews. She stated that she normally sends the conclusion to the Board Chair but she would send it to the whole Board so that new Board Members could be made aware of how they are run. She stated that the District Manager Retreat would be held August 23, 2022 from 10 am-3 pm and that the Summer Conference registration was now open. She encouraged Board Members to attend the conference. She then stated that the next requirement for the Operational Grant was the summary of the Conservation Needs Assessment. A. Butterfield stated that she would have that ready to present at the June Board Meeting. K. Lehmann spoke that the Conservation Needs Assessment should be streamlined to ask less opened ended questions in the future.
- d. Produce Safety: Update included in packet.
- e. UP RC&D: B. Rice informed new Board Members the purpose of UP RC&D and its value to the DCD. He informed them that at a meeting the day prior that it was voted that UP RC&D while remaining its own entity would be employed under MSUE. After further discussion amongst the Board K. Lehmann stated that DCD should look at MSUEs model for guidance in its structuring.



8) MEETING REPORTS: None

9) RESOURCE ISSUES: None

10) BOARD PRIVILEGE: None

11) ADJOURN: Next meeting June 9, 2022 @ 4:30pm. K. Lehmann moved to adjourn the meeting at 6:08 pm. M. Hansch supported. Motion carried, meeting adjourned.

*Minutes compiled and submitted by A. Butterfield.*

