



Dickinson Conservation District

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Dickinson Conservation District BOARD OF DIRECTORS MEETING

Thursday September 19, 2019 | 5:00 pm (CT)
USDA Service Center | 420 N. Hooper St., Kingsford, MI 49802

MINUTES

Date Approved: _____ Signed By: _____

- 1) **WELCOME/CALL TO ORDER:** Chairman B.Rice called the meeting to order at 5:01pm. Board members in attendance were Bill Rice, Sarah Blanzky, Kristen Gendron, and Sue Pope. Bob Goodreau was absent. Also in attendance were Rachel Guth, Lindsay Peterson, Lawrence Sobson, and Tom Berndt.
- 2) **APPROVAL OF AGENDA:** The agenda for the meeting was presented and no additions were suggested. S.Blanzky moved to approve the agenda as presented. K.Gendron supported. Motion carried.
- 3) **PUBLIC COMMENT - BUDGET HEARING:** There was no public comment.
- 4) **CONSENT AGENDA:** The consent agenda, containing the following items, was presented. S.Pope moved to accept the consent agenda as presented. S.Blanzky supported. Motion carried.
 - a) Minutes of July 19, 2019 Board Meeting - Corrected for signature
 - b) Minutes of July 26, 2019 Special Meeting - Corrected for signature
 - c) Minutes of August 15, 2019 Board Meeting
 - d) Forester Report - August 2019
 - e) MDARD Report August 2019



OLD BUSINESS

- 5) **PRINTER (action):** There was further discussion of printer/copier options. Ultimately the consensus was to pursue the MiDeal option through Cooper office. K.Gendron moved to purchase the proposed printer/copier and accept the maintenance agreement from Cooper Office and to participate in the MiDeal program. S.Pope supported. Motion carried.

NEW BUSINESS

- 6) **Approval of FY20 Budget and Appropriations Act:** An updated version of the FY19 District Budget was presented. K.Gendron moved to accept the FY19 District Budget as presented. S.Blanzy supported. Motion carried.
A copy of the FY20 District Budget was presented. K.Gendron moved to accept the FY20 District Budget as presented. S.Pope supported. Motion carried.
- 7) **MACD Conference - Oct 28-30 @ Shanty Creek:** L.Peterson presented information on the MACD Fall conference coming up at the end of October. L.Sobson will be required to attend, as will the new District Manager, but Board Members are also encouraged to attend.
- 8) **Annual Meeting Date and Board Member Election Timeline (action):** L.Peterson indicated that a date for the District Annual Meeting needs to be set so we can ensure we are adhering to the proper Board of Directors election timelines. After some discussion, the Board came to a consensus for the date and that they would look into different venues for where to host the event. S.Blanzy moved for Saturday, January 25th, 2020 to be the date for the Annual Meeting. K.Gendron supported. Motion carried. L.Peterson reviewed terms for all members. R.Guth added that the directory on the MACD website for the Dickinson CD Board was out of date and incorrect and should be updated.

REPORTS

9) Personnel Committee Report:

- a) **Manager Update:** B.Rice and K.Gendron gave an update on their progress with the hiring process and interviews. The Personnel Committee formally recommended Amber Butterfield be hired for the position of District Manager. S.Blanzy supported the recommendation. Motion carried. S.Blanzy also moved to recommend A.Butterfield be paid \$16.50 and maintain her current vacation benefits. K.Gendron supported. Motion carried.

10) Event Planning Committee:

- a) **Farmer's Market:** There was discussion as to whether or not to continue the District Booth at the Farmer's Market for the remaining weekends of the 2019 season. Due to limited availability of staff and board members, it was decided that after the coming weekend, we would be done with the booth. L.Sobson will contact the organizer.

Promoting Responsible Natural Resource Management



- b) **Compost Workshop:** The compost workshop will take place on September 28th at 10am. Landen Tetil will be leading the workshop, which will be hosted at the District office.
- 11) **Ad Hoc Millage Committee Report:**
- a) **2020 Primary Timeline:** B.Goodreau had been working on obtaining information regarding the timeline for the upcoming primary and next steps for the millage campaign. In his absence, there was no new information presented and limited discussion on the topic.
- 12) **Finance Committee Report:**
- a) **Approval of Treasurer's Report (action):** The finance committee thoroughly reviewed the previous month's financials, including YTD Profit and Loss by Class, Summary Balance Sheet, and Reconciliation. S.Pope moved to put the treasurer's report on file. S.Blanzy supported. Motion carried.
- b) **Approval of Bills (action):** List of bills, with the addition of two bills, were submitted for approval. A report of all payroll, taxes, and other bills paid since the last meeting was also presented. After review, K.Gendron moved to pay the bills as presented with the two additions. S.Pope supported. Motion carried.
- 13) **Administrative Report**
- a) **Grants update:** L.Peterson gave verbal report of grant funding status and reporting progress.
- b) **Sales/Projects: Spring Tree Sale & Calendar Sales**
- L.Peterson indicated that there have not been any deposits made on trees yet. The logic here is that we are behind schedule with tree ordering as is so waiting another week or two would allow deposits to be reflected in the new fiscal year and would ultimately read better for tree sale expenses.
 - Calendars are ready to go and L.Peterson encouraged all board members to take some to distribute to local businesses. L.Peterson asked if the Board wanted to try a different system for distributing calendars, but the consensus was to stick with what we've been doing. L.Peterson also reminded board members to keep track of where they deliver calendars and report back with those locations so we can follow up with these places later on.
- c) **Pesticide Applicator Business:** L.Peterson indicated that most of the contracts for PAB were wrapped up this year, but there is one left to complete in the 2020 season. Bob Martonen has expressed interest in continuing with us to complete that project. L.Peterson also recommended that the board should consider the future of PAB and perhaps discuss options in more depth in the winter months.



- d) **Trucks:** The Chevy is in the shop to get the fuel pump replaced. This will likely be a few hundred dollars to repair. K.Gendron requested that a report of vehicle maintenance expenses, mileage, current value, etc. be prepared and presented to the Board to help guide vehicle decisions for next season.
- e) **Audit:** L.Peterson indicated that the Audit is scheduled for the week of Oct 28. It is earlier than usual but the other date was mid-December. There will be some rushing to wrap up grant reporting at the end of the fiscal year and prepare required documentation for the auditors.
- f) **Payroll approval for 9/23/19 needed:** K.Gendron volunteered to stop in to review and approve timesheets for payroll on 9/23/2019, since B.Rice will be out of town.

14) Partner Reports

- a) **FAP:** L.Sobson gave a report of metrics to date, including site visits.
- b) **NRCS:** T.Berndt gave an update on the current status of programs and enrollments.
- c) **WRISC:** L.Peterson reported that crews have started wrapping up field season and are currently at over 500 sites treated and over 1,000 new invasive locations documented. Recently submitted some proposals to the Michigan Invasive Species Grant Program. The DASH is fully constructed but we are waiting on insurance before we can utilize the equipment.
- d) **MDARD:** R.Guth provided a written report and also discussed the potential for government shutdown if a budget is not approved and what this shutdown would impact. She recommended getting all required documentation of the FAP grant in as soon as possible to avoid processing delays that could be caused by the shutdown. R.Guth stated she was excited to start training the new District Manager and reminded everyone of her availability.

15) Meeting Reports: N/A

RESOURCE ISSUES: N/A

BOARD PRIVILEGE: N/A

ADJOURN: Next meeting October 17th, 2019 @ 5pm. K.Gendron moved to adjourn the meeting at 7:24pm. S.Pope supported. Motion carried, meeting adjourned.

Minutes compiled and submitted by L.Peterson.

