

# +DICKINSON CONSERVATION DISTRICT BOARD MEETING

## Minutes

March 21, 2019

USDA Service Center~ 420 N. Hooper Street, Kingsford, MI

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

1. **Call to order:** Chairman Rice called the meeting to order at 5:00pm. Attending the meeting were Board Directors: Bill Rice, Kristen Gendron, and Sue Pope. Absent from the meeting was Board Director Sarah Blanzky. Also, in attendance were Amanda Nelson, Lawrence Sobson, Racheal Guth (MDARD) and Tom Berndt (NRCS) (arrived 6:30).
2. **Approval of Agenda:** Pope moved and Gendron supported the Agenda with the following corrections 7a. Quickbooks, 12c. Audit, 8a Performance evals. Motion carried.
3. **Public Comment:** N/A
4. **Consent Agenda:** The Consent Agenda included the following items: Minutes of 03/21/19 Mtg; General Operations Report, Food Technician, and MAEAP report for February 2019. Moved by Gendron and Pope supported. Motion moved.

### Old Business

5. *Components of Governance:* Nelson handed out Employee Handbook to be reviewed at the next board meeting.

### New Business:

6. **MACD Resolution:** Chairman Rice presented an MACD resolution about the MACD dues tiered system and the number of votes associated with the tiered system. As it stands right now each Conservation District gets their votes based on how much each District pays in dues. The resolution that was discussed will give everyone an equal number of votes no matter how much they pay in dues. It was noted that this will then affect the amount of dues each district will pay to MACD. See attached.
7. **Staff hours:** Nelson brought to the attention of the Board that staff would like to work 4 -10s on rotations to keep our office hours consistent. The Board asked Nelson to come up with a schedule to show them what this would look like.
  - a. **Quickbooks:** Motion to spend \$200 on an updated copy of QuickBooks. Pope moved Gendron supported. Motion carried.

### REPORTS

8. **Personnel Committee Report:**
  - a. **Performance Evaluations** – DCD personnel committee completed Amanda Nelson's annual review on Thursday March 14, 2019. During this review, Nelson asked about a raise and paid holidays. The Board asked for more information from Nelson about how this will affect the budget. This information will be emailed to the Board as soon as possible.
9. **Event Planning Committee:** Nelson held a meeting on March 4<sup>th</sup> 2019. There was discussion about future events and projects that could be put on. During the Wildflower Sale, Nelson suggested planning an open house to bring more attention to the Conservation District. Nelson also has been in contact with US Printers about potentially helping create an updated LOGO for the District. See attached.
10. **AD Hoc Millage Committee Report:** N/A
11. **Finance Report:**
  - a. **Finance Committee:** Finance Committee has thoroughly reviewed all financials from the previous month.
  - b. **Treasurer's Report:** The YRD Profit and loss by Class, Summary Balance Sheet, and Reconciliation Summary for February were presented. The reconciled checking balance was \$90,988.12 from 2/28/19. The average pay roll for the past month was \$5,195. Motion to put financials on record Pope moved and Gendron supported. Motion carried.
  - c. **Bills** of totaling \$4,995 were submitted for approval at this meeting, as well as a report on all payrolls, taxes, and other bills paid since the last meeting. Expenses in past month included (some paid prior to

meeting): Visa bills for Nelson \$1015.72 and savings deposit \$500. After reviewing the bills and payments. Gendron moved and Pope supported approval of the bills as presented. Motion carried.

- d. **Audit:** Nelson presented the FY18 audit. See Attached. Motion to accept the presented audit. Pope moved and Gendron supported. Motion carried.

**12. Administrative & Grants Update:**

- a. *Grants update:* Nelson gave a verbal grant and handed out grant's spreadsheet. Nelson noted that we have received the HWA contract and are ready to work on it next winter. Nelson will be completing grant reporting at the end of the month.
- b. *Sales:* Spring Tree Sale is underway and we have been received orders consistently. Nelson has received many phone calls for order forms to be mailed to new customers.
- c. *Pesticide Applicator Business:* N/A

**13. Partner Reports:**

- a. *FAP:* Lawrence handed out spreadsheet. See attached. He has been working on developing a Fruit Pruning workshop to be held in April. Sobson has been going through different training segments to learn his position as an FAP forester.
- b. *NRCS:* Berndt gave verbal report. Berndt and ABC have interviewed 5 candidates for the new Forester position. They will be narrowing it down to three soon.
- c. *WRISC:* Nelson gave verbal update for Lindsay Peterson and Staff. They have been prepping for summer and organizing treatments. Peterson is starting to look at future funding.
- d. *MDARD:* Racheal Guth gave verbal and written update. See attached.

**14. Meeting Reports:**

- a. *County Board meeting:* Rice attended the County Board Meeting. Not much to report at this time.
- b. *Directors Training:* Information about the Director's Training was handed out to the board.
- c. *UPRC&D Council:* Rice attending the meeting. There was discussion about the future of UPRC&D. Darcy Rukowski is planning on retiring once this round of grant awards is completed.

**RESOURCE ISSUES/DIRECTOR'S PRIVILEGE:**

Bill Rice- Rice has requested from the other directors to write written reports after attending meetings. This will improve our records about meetings. He has suggested that the rest of the Board consider rotating positions at the next restructuring meeting. This will strengthen the Board.

**Adjournment:** The meeting was adjourned at 7:12 pm. The next regular meeting date of the Dickinson CD Board will be held April 18, 2019 at 5:00pm at the USDA Service Center. Moved by Gendron, supported by Pope to adjourn the Board Meeting. Motion carried.

Respectfully submitted,



Amanda Nelson, District Manager