



# Dickinson Conservation District

Address:  
420 North Hooper St.  
Kingsford, MI 49802

Phone: (906) 774-1550  
Fax: (855) 781-2330  
Web Site: [www.dickinsoncd.org](http://www.dickinsoncd.org)

## Dickinson Conservation District BOARD OF DIRECTORS MEETING

Thursday September 17, 2020 | 5:00 pm (CT)  
VIA: Zoom

### MINUTES

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

- 1) WELCOME/CALL TO ORDER: Chairman B. Rice called the meeting to order at 5:01 pm. Board members in attendance were Bill Rice, Mark Rossato, Kurt Lehmann, and Sarah Blanzky. Also, in attendance were Rachael Guth (MDARD), Amy Walker (DCD), Lindsay Peterson (WRISC) and Amber Butterfield (DCD).
- 2) APPROVAL OF AGENDA: S. Blanzky moved to accept the meeting agenda. K. Lehmann supported. Motion carried.
- 3) PUBLIC COMMENT: None
- 4) CONSENT AGENDA: The consent agenda, containing the following items, was presented. K. Lehmann moved to accept the consent agenda as presented. M. Rossato supported. Motion carried.
  - a) Meeting Minutes of August 20, 2020
- 5) OLD BUSINESS:
  - a) FY20 Audit: A. Butterfield confirmed that the Board was requesting to have an “Off Year Review” conducted by the auditors. She stated that to move forward with having the Review done, that the Board needed to create a motion. B. Rice asked if there was motion to approve an “Off Year Review” of the Dickinson Conservation District for FY20. S. Blanzky motioned. M Rossato supported. Motion carried.



## 6) NEW BUSINESS:

- a) Annual Meeting and Election: A. Butterfield informed the Board that several different decisions were being made by other Michigan District Managers on how they were handling their Annual Meetings amid the COVID-19 pandemic. She stated that there were several options that the District could look at. They could either host an open-house and forgo having any updates or speakers, but still hold their election, or that they could host their Annual Meeting via virtual and utilize an absentee ballot form of a voting. A. Butterfield had suggested that she had spoken with L. Peterson and that they had thought they could pre-record updates and post them to their social media page and their website for a limited amount of time, and that would allow the Dickinson County citizens to view the videos on their own time. She also stated that M. Rossato would be up for election in January of 2021 and was looking to the Board on suggestions on when to hold the meeting and/or election. M. Rossato informed the Board and A. Butterfield that he would be gone for a majority of January and that he was in favor of hosting the Annual Meeting virtually. S. Blanzky spoke that she enjoyed last year's meeting and that she was confident that the updates could be provided just as well via virtual. K. Lehmann stated that since the District's Annual Meeting is a meeting of the landowners that the District should use that as their hook and to utilize Loyal to Local and the social media presence to promote their meeting. M. Rossato inquired about the election and their terms. A. Butterfield explained the requirement deadlines and that M. Rossato's position would be filling a one (1) year position. She alerted M. Rossato that she would send him the required documents the day following the Board Meeting with instructions on how to complete them. After further discussion, the Board agreed that January 23, 2021 would be a suitable day to close out the election via absentee ballot and to pre-record updates and place online.
- b) FY21 Budget: A. Butterfield apologized for overlooking the requirements to hold a legal budget hearing. She informed the Board that she would place a public service announcement in the paper the day following the Board Meeting. She asked the Board what day would work for a Budget Hearing. After further discussion, the Board agreed that September 28, 2020 at 5 pm would be suitable to hold the FY21 Budget Hearing. A. Butterfield thanked the Board for their patience and stated that she would meet all the requirements promptly.

## 7) REPORTS:

### a) Finance Committee Report:

- a. Approval of Treasurer's Report: The Board reviewed the financial documents presented from August. A. Butterfield explained that her credit card bill had been paid but received by the bank and placed to the wrong account. She stated that she had spoken with them regarding this and that the bank assured her they would clear up the late fees and place the payment towards the credit card bill. S. Blanzky moved to place the Treasurer's Report on file. K. Lehmann supported. Motion carried.
- b. Approval of Bills: Upon review of the bills, A. Butterfield informed the Board that the District had recently sent the invoice for the Pesticide Applicator Business and expected a payment on that soon. M. Rossato moved to accept the Approval of Bills. K. Lehmann supported. Motion carried.

### b) Administrative Report:



- a. Grants Update: A. Butterfield gave an update on the current grants. She stated that herself and L. Peterson participated in a re-entrance call for MISGP IS16-1005, and that they were working with the MI DNR to work through some discrepancies to move forward with the grant. She explained that the grant had been extended until July 2021 and that WRISC and the District were going to request an advance to alleviate spending, and that there after they could ask for reimbursement monthly if needed. A. Butterfield wrapped up her update by telling the Board that the grants overall were going smoothly and being spent on track.
- b. Sales/Projects: Fall Tree Sale: A. Butterfield informed the Board that the District had made \$1,904.71 on the 2020 Fall Tree Sale. She stated that the ordering had wrapped up and that the trees were going to be delivered on Wednesday, September 23, 2020. She explained that they were going to host a contactless sale by organizing the orders by last name and labeling the staging area for easy pick up. A. Butterfield wrapped up her update by informing the Board that the sale would begin the following Friday, September 25<sup>th</sup>.

c) Partner Reports:

- a. FAP: A. Walker updated the Board that she had been attending site visits and it had been a very busy month for it. She stated that she had enrolled 390 acres from Menominee and 120 acres in Dickinson, into the QFP Program. S. Blanzly inquired how A. Walker was getting her referrals for QFP. A. Walker clarified that C. Aho had done some outreach which resulted in people contacting herself for enrollment. A. Walker then stated that overall, she had been busy learning more about the requirements and processes of the job and that she thought things were going well.
- b. WRISC: L. Peterson informed the Board that WRISC had been hard at work with a limited crew and that they were slightly behind due to COVID-19 scare amongst the staff. She stated that they were wrapping up Japanese Knotweed treatments and then they were moving onto their Phragmites treatments through UP RC&D. She updated that UP RC&D was set to resume their funding through their MISG grant and that it was complicating things. She said that the MISG grant was being used as match to the SOGL grant, but when the MISG grant had been paused, UP RC&D had to rework their SOGL grant because MISG was used as match, but now more work was needing to be done with the MISG grant being resumed. She then updated the Board that WRISC would have more Garlic Mustard to treat this fall and that not all sites were treated this spring due lack of staffing, but that she expected all to go well. L. Peterson wrapped up her update by saying that after the species treatments were done that WRISC would transition into the off season where they would spend time and focus on outreach for 2021.
- c. MDARD: R. Guth began her update by informing B. Rice that an eSignature would be coming to his email for the new round of FAP funding. She stated that this transition was large in part due to COVID-19 but that it would remain in effect here after because it brought the grant up to times. She also did not know the timeline of the grant but would let the Board know as she heard more. She alerted the Board that the grant was ready to go but that they were waiting on the finalization of the State of Michigan Budget and hoped that it would be ready to send by the 24<sup>th</sup> of September. R. Guth also stated that she was informed that the RFPs for MI DNR grants was expected to be fully funded for FY21. R. Guth also stated that she could begin traveling again for the first time since March, and that she would begin to do so based on



each District's comfort level. She then updated that the following Tuesday she would attend the MAEAP advisory Meeting and encouraged the Directors and Managers to attend as this would be a great opportunity for Districts to meet the MAEAP Technician and learn the program. She wrapped up her update by informing the Board that her team had made good use of their time home and had accomplished many side projects. She said that beginning in Quarter 1 of FY21 there would be a new quarter guide during reviews, that would assist building goals and capacity for the conservation districts.

d. NRCS: None

8) MEETING REPORTS: None

9) RESOURCE ISSUES: None

10) BOARD PRIVILEGE: M. Rossato confirmed the Budget Hearing was scheduled for September 28, 2020 at 5 pm and that the next Board Meeting was set for October 15, 2020 at 5 pm.

11) ADJOURN: Next meeting October 15, 2020 @ 5pm. S. Blanzzy moved to adjourn the meeting at 5:58pm. K. Lehmann supported. Motion carried, meeting adjourned.

*Minutes compiled and submitted by A. Butterfield.*

