



Dickinson Conservation District

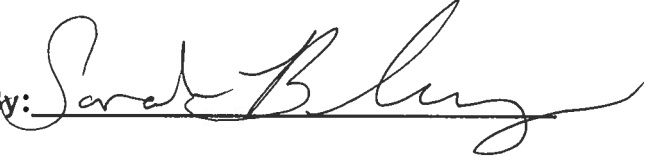
Address:
420 North Hooper St.
Kingsford, MI 49802

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

Dickinson Conservation District BOARD OF DIRECTORS MEETING

Thursday November 21, 2019 | 5:00 pm (CT)
USDA Service Center | 420 N. Hooper St., Kingsford, MI 49802

MINUTES

Date Approved: 12/19/19 Signed By: 

1) WELCOME/CALL TO ORDER: Chairman B. Rice called the meeting to order at 5:02 pm. Board members in attendance were Bill Rice, Sarah Blanz and Sue Pope. Bob Goodreau and Kristen Gendron were absent. Also in attendance were Lindsay Peterson, Lawrence Sobson, Amber Butterfield, Tom Berndt, Rachael Guth, Michael Paling.

2) APPROVAL OF AGENDA: S. Blanz moved to accept the meeting agenda, as amended with the addition of item edit d) for Quickbooks. S. Pope supported. Motion carried.

3) PUBLIC COMMENT: There was no public comment.

4) CONSENT AGENDA: The consent agenda, containing the following items, was presented. S. Blanz moved to accept the consent agenda as presented. S. Pope supported. Motion carried.

a) Minutes of Oct. 17 Board Meeting

5) OLD BUSINESS:

a) Annual Meeting and Board Member Election: A. Butterfield updated the board of the progress on the Annual Meeting. She informed the board that the speakers have been secured. B. Rice has secured Bethany Lutheran Church as venue and will get DCD staff access to look at it prior to the Annual Meeting. A. Butterfield presented the nominating petition for Kurt Lehmann as candidate. A. Butterfield stated that both the 60 and 45 day requirements were set to be completed the day following tonight's meeting. R. Guth presented the board with an Annual Meeting and Election Worksheet that she will be using to help acknowledge that all requirements will have been met by the District, in order to certify the election.

Promoting Responsible Natural Resource Management



- b) Millage: B. Rice led a discussion of the current millage proposals set to be on March's 2020 ballot and informed the Board that the Dickinson County Board will be holding a meeting this month to approve the 2020 ballot language for the March 2020 election. B. Rice also said that in order to form a Friends of the District group that the District had to register as an organization with the County. A treasurer for the group needs to be identified when registering. A. Butterfield asked the board if they thought Pat Peterson would be a good fit for the position. The Board agreed to ask P. Peterson to fill this position and A. Butterfield will follow up with P. Peterson.
- c) A. Butterfield notified the Board of what she had learned from the MACD 2019 Fall Conference regarding overtime vs. compensatory time, and that because the District employees are not salary paid, they were considered non-exempt. She also informed the Board that several other Districts ran a compensatory policy following the MDA required guidelines. The board decided that after a Compensatory Policy is drafted by management and signed by the Board, compensatory time may be re-instated.
- d) A. Butterfield explained that after research, leasing vehicles was not feasible for the District. She spoke of local car dealerships doing a buyback program in which the trade in amount of the vehicle is used towards the purchase of a new vehicle from their dealership. She said it was difficult to look at new vehicles without a budget guideline. A. Butterfield gave the board the amount that was in the Districts Savings Account minus their liabilities. R. Guth mentioned that the Fish & Wildlife Service in Marquette had several trucks that were to be sold in the spring. The Board asked R. Guth to provide management with a contact to look into those options. A. Butterfield will look further into these trucking options before the Board will move forward with new vehicle purchases.

6) NEW BUSINESS:

- a) A. Butterfield notified the Board that the District was sent their annual MACD, NACD, and Pesticide License dues. She also presented the CDEM, formerly known as MACDE, dues for the District employees. After discussion amongst the Board and reviewing the benefits for each tier of payments, it was decided that the District would pay \$1,000 for the MACD dues following the payment plan provided, and to pay the CDEM dues, for all 6 District employees, in full. The Board decided to renew its Pesticide License for the 2020 field season. The Board chose not to pay the NACD dues. S. Blanzly moved; S. Pope supported. Motion carried.
- b) A. Butterfield led an update on the FY19 audit that was completed in October 2019. She went over the final budget numbers as well as discussing the non-compliance issues and auditors recommendations. A. Butterfield stated that one of the repeat non-compliance issues was that there was a lack of separation of duties within the accounting. A. Butterfield said that she has reached out to the auditor for clarification on several of the issues and that she was waiting on the response. The board agreed that the District should again pursue looking for candidates for the accounting.
- c) A. Butterfield discussed past attempts of advertising for the annual tree sale. She spoke of the amount that the District has spent on radio advertising and asked if the cost of that advertising proved to be beneficial in their tree sales. The Board decided to not pursue radio advertising for tree sale for the year 2020. A. Butterfield passed out a flyer for their new outreach events titled "Conservation Conversation". She stated that L. Peterson had presented the idea to her and that



they decided to move forward with the outreach, holding their first event at Contrast Coffee on January 18, 2020 at 9:30 am. A. Butterfield also presented the Board with a sign up for the Loyal 2 Local Program. She stated this would be a great opportunity for the District to get involved with local businesses and get the District's name out in the community. The Board voted to join the Loyal 2 Local Program. S. Pope moved; S. Blanzly supported. Motion carried.

- d) A. Butterfield alerted the Board of a persistent phone call from a man stating that he works for a company within Quickbooks. She informed them of his claims of issues with our accounting software, and that he asked us to sign up for his company's assistance. L. Peterson further explained that the District's accounting computer was outdated and that the District should look into getting a new one. The Board, after much discussion, told A. Butterfield to pass on the assistance company and look into updating the District's computer instead.

7) REPORTS:

a) 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 and Summary Balance Sheet. A. Butterfield highlighted some checks that were made on the check register. She stated that there had been a payroll error and that Ann Hruska and herself had worked to correct the issue. S. Blanzly moved to put the treasurer's report on file. S. Pope supported. Motion carried.
- b. Approval of Bills (action): No bills were presented.

b) Administrative Report:

- a. Grants Update: A. Butterfield spoke in depth about the miscalculation of the grant balances. She let the Board know that there had been some discrepancies with the budget numbers of the grants made by the prior manager. L. Peterson spoke to the Board, stating that there was an excess of funds in her grants due to these errors and that she would have to ask for extensions on several grants. The Board asked L. Peterson and A. Butterfield what was going to be done differently to assure that these mistakes were not made again with new management. A. Butterfield explained the file share system that she and L. Peterson devised to stay current and updated with each other on what the current budget numbers are.
- b. Sales/Projects: Spring Tree Sale & Calendar Sales: A. Butterfield gave an update on the 2020 Calendar sales, and that the District has paid their deposits on their spring 2020 tree orders. She also confirmed the truck pick up and drop offs with Rich Erickson. L. Peterson has been drafting up a tree order catalog for the sale and L. Sobson has been working on re-organizing the tree order form.

c) Partner Reports:



- a. FAP: L. Sobson gave a report on receiving funding with the Iron Mountain Tree Board for an Urban Forestry Project. He shared an article that he had written for The Daily News that has been receiving positive feedback.
- b. NRCS: T. Berndt gave an update that he had been gone to several trainings over that last month. He stated that the NRCS is changing their contracting software and there would be training held in the next couple months on that.
- c. ABC: M. Paling spoke on a habitat management guideline for forest birds that he is currently working on. He updated the Board that he is working to extend his grant.
- d. WRISC: L. Peterson gave an update that her and the WRISC staff attended the HWA workshop in Muskegon, MI at the beginning of the month. She gave a quick update on WRISC summer staff accomplishments and that she would be applying for funding through GLRI for work with woody invasives.
- e. MDARD: R. Guth gave an update that there was an opportunity for herself and the District to attend the Wetland Science Conference in Appleton. She spoke on the Local Resource Assessment and that there was funding for Districts to carry theirs out. The funding deadline for the year 2020 has passed but encourages the District to apply for this in the following year. She also handed out information on more local funding that would be available to DCD and encouraged the District to apply for this funding.

8) MEETING REPORTS: A. Butterfield attended the MACD 2019 Fall Conference and held a meeting with Representative Beau LaFave. B. Rice attended County Board Meeting and will be attending the next one to answer any questions they may have about the millage. L. Sobson attended the MACD 2019 Fall Conference.

9) RESOURCE ISSUES: N/A

10) BOARD PRIVILEGE: N/A

11) ADJOURN: Next meeting December 19, 2019 @ 5pm. S. Blanzly moved to adjourn the meeting at 7:00pm. S. Pope supported. Motion carried, meeting adjourned.

Minutes compiled and submitted by A. Butterfield.

