

# DICKINSON CONSERVATION DISTRICT BOARD MEETING

## Minutes

**December 18, 2018**

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

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

1. **Call to order:** Chairman Peterson called the meeting to order at 4:31pm. Attending the meeting were Board Directors: Pat Peterson, Bill Rice, Kristen Gendron, Sarah Blanzly (arrived 4:45), and Sue Pope (arrived 4:54). Also, in attendance were Amanda Nelson, Lindsay Peterson, Tom Berndt, Racheal Guth, MDARD.
2. **Approval of Agenda:** Gendron moved and Rice supported the Agenda as presented. Motion carried.
3. **Public Comment:** N/A
4. **Consent Agenda:** The Consent Agenda included the following items: Minutes of 11/13/18 Mtg; General Operations Report, Food Technician, and MAEAP report for October 2018. Moved by Rice and Gendron supported. Motion moved.

### Old Business

5. *Components of Governance:* Nelson presented the roles and responsibilities for directors to be reviewed before the upcoming restricting meeting.
6. *DCD Annual Work Plan:* Motion to accept DCD Annual work plan with the correction of removing all WRISC related activities and correcting adult education to include newspaper articles. Gendron moved and Blanzly supported. Motion carried. Motion to have Lindsay Peterson present the WRISC Annual Plan of work to the DCD Board. Blanzly moved and Gendron supported. Motion carried.
7. *Annual Meeting:* Nelson gave an update on progress made for the Annual Meeting. She has had some feedback from vendors. She asked that all Directors be at West Campus for 8 a.m. to help set up for the meeting.

### New Business:

8. *MACD Dues:* After some discussion, motion to pay \$700 to MACD as dues. Gendron moved and Rice supported. Motion carried.

### REPORTS

9. **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 November were presented. The reconciled checking balance was \$88,241.38 from 11/30/18. The average pay roll for the past month was \$4,207.87. Motion to put financials on record Rice moved and Blanzly supported. Motion carried.
  - c. *Bills* of totaling \$13,162.56 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 \$505.05 and savings deposit \$250. After reviewing the bills and payments. Rice moved and Gendron supported approval of the bills as presented. Motion carried.
10. **Personnel Committee Report:** The personnel committee met with the District Manager to review performance over the previous year. Pat Peterson presented the goals and expectations for the Personnel committee. See attached.
11. **Fundraiser Committee:** N/A
12. **AD Hoc Millage Committee Report:** Discussion over how to proceed in the upcoming years for campaigning and on how to get DCD better recognized in the Community. Rice suggested that directors start to attend county and city board meetings. Nelson suggested a google calendar of upcoming events that shows when all the meetings are in the district.
13. **Administrative & Grants Update:**
  - a. *Grants update:* Nelson gave a verbal grant and handed out grants spreadsheet. Nelson noted that we have

not heard anything from the Toro grant but suspects that we did not receive it. WRISC was awarded another grant from WDNR to do Phragmites surveys in Marinette and Florence counties which will end in March. See attached report.

- b. *Sales*: Spring Tree Sale order forms are at the printers and there is a labeling workday on Thursday December 20, 2018. The online market is up and running for people to buy trees. Calendars are still up for sale. There has not been many inhouse purchase of calendars.
- c. *Pesticide Applicator Business*: N/A

14. **Partner Reports:**

- a. *FAP*: The district is still in search for a FAP Forester and not much activity has been happening on that grant. See attached report.
- b. *NRCS*: Berndt gave verbal report. With the pending government shut the District needs to know that they can work in the office but cannot answer phone calls or use government computers. We will know as we reach the deadline. Berndt has been working getting payments in and trying to do site visits before leaving on vacation.
- c. *WRISC*: Peterson, Butterfield and Hafeman have been working hard on entering all data into QGIS and planning for next field season. WRISC did 240 acres of treatments and over 3000 miles of survey work.
- d. *MDARD*: Racheal gave verbal and written report. MDARD grants are required to have their goals submitted before the beginning of the new year. Since DCD does not have a forester we can turn them in once a forester has been hired. See attached.

15. **Meeting Reports:**

- a. *County Board meeting*: N/A
- b. *Great Lakes Timber Professions Association*: Nelson attended meeting. Nelson was nominated for the Board member position that was left vacant when our last forester left.

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

**Adjournment:** The meeting was adjourned at 7:10 pm. The next regular meeting date of the Dickinson CD Board will be held January 15, 2019 at 4:30pm at the USDA Service Center. Moved by Gendron, supported by Blanzky to adjourn the Board Meeting. Motion carried.

Respectfully submitted,



Amanda Nelson, District Manager