



# Dickinson Conservation District

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## Dickinson Conservation District BOARD OF DIRECTORS MEETING

Thursday July 16, 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, and Kurt Lehmann. Sue Pope joined the meeting later. Also, in attendance were Dana Nelson (public), Amy Walker (DCD), and Amber Butterfield (DCD).
- 2) APPROVAL OF AGENDA: With the following additions, K. Lehmann moved to accept the meeting agenda. M. Rossato supported. Motion carried.
  - a) COVID-19 Update under line item 5a.
- 3) PUBLIC COMMENT: Dana Nelson, from Alaska, introduced herself and thanked DCD for holding their meetings via Zoom. She informed everyone that she will be moving to Iron Mountain soon and wanted to know what the DCD did. She stated she looked forward to getting involved when she moved to the area.
- 4) CONSENT AGENDA: The consent agenda, containing the following items, was presented. M. Rossato moved to accept the consent agenda as presented. K. Lehmann supported. Motion carried.
  - a) Meeting Minutes of June 18, 2020
- 5) NEW BUSINESS:
  - a) Future of PAB: A. Butterfield informed the Board that B. Martonen had finished the Mattord property, with A. Hruska, that previous Monday. She said that next week she would go out and review the property and then make the recommendation to NRCS that it is ready for certification. A. Butterfield then spoke that due to COVID-19 there were no other contracts that were ready at this time. It was her recommendation that DCD wrap up PAB this season, instead of taking another contract that would not be able to be completed this year. She stated that DCD has lost money on several contracts in the past couple of years and that she recommended that a template be devised to

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properly assess the cost for future contracts based on several different factors of density, time, herbicide, and mileage. She spoke that she believed that PAB is a great addition to DCD and that it could provide a good source of income if properly done. She informed the Board that over the winter she could get with T. Berndt from NRCS and L. Peterson from WRISC and get better numbers of costs. She also said she spoke with L. Peterson and that WRISC will call B. Martonen if they need assistance with their treatments. The Board consensus was that PAB should wrap up for the season and work on a template to revamp PAB.

- b) COVID-19 Update: A. Butterfield notified the Board that she and her family had come in contact with someone directly exposed to COVID-19 and that upon speaking with Bellin Healthcare, she was told to quarantine until those tests results come back. She stated that she did not believe she had contracted the virus but that she was taking the necessary precautions. She also informed the Board that prior to this knowledge she had been working with the WRISC staff and that they were aware of the situation as was T. Berndt, A. Walker, A. Hruska, and M. Paling. A. Butterfield informed the Board that she would let the Board and all people working in the office know the results as soon as she knew more. B. Rice expressed his concern and hopes for good results to A. Butterfield.

## 7) REPORTS:

### a) Finance Committee Report:

- a. Approval of Treasurer's Report: The Board reviewed the financial documents presented from June. A. Butterfield stated that several of the grants had already received reimbursement, including a large payment from MISGP. She also stated that the bank accounts were back to a healthier status and that she was more comfortable with the upcoming months, as far as money flow is concerned. A. Butterfield informed the Board that their Core Funding grant, through MISGP, was being unpaused and after completing a few things, WRISC would be able to start spending from this grant. She said, however, that their oldest grant through MISGP was still on pause, and that they had not heard if their subaward from Life After Phrag had been opened for spending, but that their subaward for HWA was being unpaused as well. A. Butterfield said she felt relieved that WRISC would have staff funding throughout the winter months and were no longer worried about layoffs. K Lehmann moved to place the Treasurer's Report on file. M. Rossato supported. Motion carried.
- b. Approval of Bills: Upon review of the bills K. Lehmann moved to accept the Approval of Bills. M. Rossato supported. Motion carried.

### b) Administrative Report:

- a. Grants Update: A. Butterfield gave an update on the current grants. She stated that the report given to the Board were the numbers after reporting for Quarter 3, and that she wanted to give the Board clean numbers. She stated that she had already spoken on the MISGP grants and that some of the paperwork to move forward with those grants could include extensions due to the lack of spending for the past quarter. She stated that K. Hafeman, L. Peterson and herself were working on filing an extension for the MEF: Stream Monitoring grant as well. She also stated that she had reached out to the grantors regarding the Shark Tank Sustainability grant, and that due to COVID-19, she did not think the schools would be able to take on this project at this time. She said she had not heard back from them



yet but thinks the funding will be cancelled. She also informed the Board that DCD was waiting for reimbursements on FAP, two (2) GLRI, and the SOGL grants, but did not think it would be much longer until DCD received them. A. Butterfield said that the amount of reimbursements yet to come in was approximately \$14,000. A. Butterfield said that she is feeling confident now with the grants starting to run more smoothly and that DCD and WRISC has persevered through some tough times.

- b. Sales/Projects: Spring Tree Sale & Calendar Sales: A. Butterfield informed the Board that DCD has put their order in for their Fall Tree Sale trees with Evergreen and that they had sent in their order for their spring trees as well. She then stated that she had submitted her order to Bailey's Nursery for their fruit trees for the Spring Tree Sale as well. She spoke that she is working with Evergreen Nursery on the best possible time to host the Fall Tree Sale but that she expected it to be held in late September to early October. She commented that the details of delivery had not been nailed down and that she wanted to weigh the costs of everything before doing so, to limit the expenditures. She informed the Board that she had been working on the online store for the tree sale and that it should be ready to go live the following week.

c) Partner Reports:

- a. FAP: A. Walker informed the Board that she had been busy doing daily operations and had gone on a Tree Farm site visit with Michael. She stated that she had done several other site visits as well and had attended some meetings. She commented that she has been receiving a lot of phone calls with landowners and has been making more to set up visits for NRCS contracts. A. Walker said that she had completed the Quarter 3 review with R. Guth and did some agency training with T. Berndt. She informed the Board that she was working on her SAF training certification and expected that to be completed in FY21. She also stated that she had completed her Employee Development Plan with A. Butterfield and was currently working on getting her pesticide applicator certification. A. Butterfield took a moment to explain the FAP grant to D. Nelson, wrapping up the FAP report.
- b. WRISC: A. Butterfield gave an update for WRISC that they had been diving the past few weeks for the EPA grant but that it was currently on pause due to A. Butterfield's COVID-19 quarantine. She also stated that WRISC staff had about two (2) more weeks left to treat Wild Parsnip and then they would be onto treating Japanese Knotweed. She also informed the Board that L. Peterson had been conducting site visits for the SOGL Phragmites grant and that A. Butterfield believed that she would assist WRISC with those treatments. She told the Board that L. Peterson was currently busy getting the MISGP grants back up and running and that WRISC overall was still had a active field season.
- c. MDARD: The Board reviewed the monthly report provided by R. Guth.
- d. NRCS: A. Butterfield stated that she believed NRCS was busy with getting contracts completed that were put on pause due to COVID-19. A. Walker stated that she knew T. Berndt was swamped trying to get all the contracts in before the deadline provided.

8) MEETING REPORTS: None



9) RESOURCE ISSUES: None

10) BOARD PRIVILEGE: B. Rice indicated that DCD was doing the best they could given the time and that he believed that the next Board Meeting would be held via Zoom as well. A. Butterfield stated that she had not heard on the extension but that she would inform the Board as new information had developed. B. Rice wished A. Butterfield luck with her upcoming COVID-19 status.

11) ADJOURN: Next meeting August 20, 2020 @ 5pm. K. Lehmann moved to adjourn the meeting at 5:45pm. S. Pope supported. Motion carried, meeting adjourned.

*Minutes compiled and submitted by A. Butterfield.*

