

# DICKINSON CONSERVATION DISTRICT BOARD MEETING

## Minutes

April 18, 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, Sarah Blanzly and Sue Pope. Also, in attendance were Amanda Nelson, Lawrence Sobson, Lindsay Peterson, Racheal Guth (MDARD), Landon Tetil, Bob Goodreau, Michael Paling (NRCS) (left at 6:00) and Tom Berndt (NRCS) .
2. **Approval of Agenda:** Pope moved and Blanzly supported the Agenda with the following corrections 7a. Salary Recommendation and 8a Open House event. 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 Blanzly and Pope supported. Motion moved.

### Old Business

5. *Components of Governance:* There was discussion over section 1 through 3 of the Employee Handbook.

### New Business:

6. *Spring Tree Sale:* Nelson reviewed the upcoming Spring Tree Sale. She handed out the volunteer sign up sheet to help bundling and hand out trees for the week of April 29 through May 4, 2019. Nelson recommended that Directions try their best to help on May 3, 2019 to talk to DCD customers.

### REPORTS

7. **Personnel Committee Report:**
  - a. **Salary Recommendations** – DCD Directions reviewed the Personnel Committees recommendation of giving District Manager, Amanda Nelson a raise of a \$1.50 with the inclusion of 4 Federal Holidays. Gendron moved and Blanzly supported. Motion carried.
8. **Event Planning Committee:**
  - a. **Open House:** June 1<sup>st</sup> 2019 will be the District's Open House event. Nelson handed out a list of different activities she will need help with before the event. Nelson will send a follow up email.
  - b. **Farmers Market:** DCD has signed up to have a booth at the Farmers Market this summer. Nelson handed out a signup sheet to for Directors to sit at the booth this summer. The Farmer Market will be held from June 1 – October 19, 2019.
  - c. **Other events:** Nelson is looking for recommendations as to future events that DCD can hold.
9. **AD Hoc Millage Committee Report:** Chairman Rice will be working on a handout for the Spring Tree Sale. This will discuss what DCD does and the importance of future funding.
10. **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 March were presented. The reconciled checking balance was \$87,676.35 from 3/31/19. The average pay roll for the past month was \$5,662.46. Motion to put financials reports on record Gendron moved and Blanzly supported. Motion carried.
  - c. *Bills* of totaling \$10,113.68 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 \$460.73 and savings deposit \$250. After reviewing the bills and payments. Blanzly moved and Pope supported approval of the bills as presented. Motion carried.
  - d. Budget update: Nelson presented a budget update for the Board to review. No changes were made. See

attached.

11. **Administrative & Grants Update:**

- a. *Grants update:* Nelson gave a verbal grant and handed out grant's spreadsheet. Grants appear to be on track for field season. DCD is still waiting for the Boatwash 19-Pa contract from the Forest Service along with the contract for the Life After Phragmites contract. See attached.
- b. *Sales:* Nelson presented the final numbers for the Calendar Fundraiser. There was a net profit of \$2,502.22 for the 2019 "Nature of Dickinson County" Calendars.
- c. *Pesticide Applicator Business:* N/A
- d. *Trucks:* Motion to purchase a truck topper for \$250. Gendron moved and Blanzly supported. Motion carried.

12. **Partner Reports:**

- a. *FAP:* Lawrence handed out the FAP report. Sobson conducted a Fruit Tree Pruning workshop at Ed McBrooms Farm along with attending numerous educational workshops for training. Sobson visited eight different landowners' properties with the potential of entering QFP. See attached.
- b. *NRCS:* Berndt gave verbal report. Berndt worked with the Iron Mountain High School to start the composting sight on the Slagel property. Michael Paling was hired as the ABC forester. He has started work.
- c. *WRISC:* Peterson gave a verbal update. Peterson and staff have continued to prep for summer. All summer technicians have been hired and will be starting sometime in May.
- d. *MDARD:* Racheal Guth gave verbal and written update. See attached.
- e. *Produce Safety:* Landen Tetil gave verbal and written update. Tetils fiscal year goals have were present. See attached.

13. **Meeting Reports:**

- f. *County Board meeting:* Rice attended the County Board Meeting. Nothing to report at this time.
- g. *Directors Training:* Rice gave verbal and written update. See attached sheet.
- h. *GLTPA Board Meeting:* Nelson was unable to attend board meeting.
- i. *Solid Waste Management Authority:* Rice gave verbal and written update. See attached sheet.

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

Gendron – Gendron wanted to thank Bob Goodreau for attending the meeting and hope he had learned a lot about the District. She also wanted to thank Rachael and Landen for attending the Board meeting and look forward to their next visit.

**Adjournment:** The meeting was adjourned at 7:03 pm. The next regular meeting date of the Dickinson CD Board will be held May 16, 2019 at 5:00pm at the USDA Service Center. Moved by Gendron, supported by Blanzly to adjourn the Board Meeting. Motion carried.

Respectfully submitted,



Amanda Nelson, District Manager