

# DICKINSON CONSERVATION DISTRICT BOARD MEETING

## Minutes

November 13, 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 4:35pm. Attending the meeting were Board Directors: Pat Peterson, Bill Rice, Kristen Gendron, Sarah Blanzly, and Sue Pope(arrived 5:23). Also, in attendance were Amanda Nelson, Lindsay Peterson, and Ann Hruska (left 5:30).
2. **Approval of Agenda:** Rice moved and Gendron supported the Agenda with the following amendments: Personnel Committee Report, A) Federal Holidays. Motion carried.
3. **Public Comment:** N/A
4. **Consent Agenda:** The Consent Agenda included the following items: Minutes of 10/18/18 Mtg; General Operations Report, Food Technician, and MAEAP report for October 2018. Moved by Rice and Blanzly supported. Motion moved.

### Old Business

5. *Components of Governance:* Ann Hruska explained the formation and history of WRISC.

### New Business:

6. DCD Annual Work Plan: Nelson presented a draft document of DCD's Annual Work Plan. This plan is to be reviewed and approved next board meeting.
7. Amanda's Credit Card Limit Reduction: Motion to reduce Amanda's credit card limit from \$15,000 to \$5,000. Pope moved and Blanzly supported. Motion carried.

### REPORTS

8. **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 August were presented. The reconciled checking balance was \$70,580.80 from 10/31/18. The average pay roll for the past month was \$3,573.18. Gendron moved and Blanzly supported. Motion carried.
  - c. *Bills* of totaling \$1,246.50 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 \$25.72 and savings deposit \$250. After reviewing the bills and payments. Rice moved and Blanzly supported approval of the bills as presented. Motion carried.
9. **Personnel Committee Report:**
  - a. Federal Holidays: Motion to keep DCD closed on all federal holidays. Gendron moved and Pope supported. Motion carried.
10. **Fundraiser Committee:** Lindsay Peterson gave a verbal updated. Peterson sent an email with information on upcoming events and is looking at setting up a meeting within the next couple of weeks. She is also looking for suggestions for any kinds of fundraisers to have at the upcoming Annual Meeting.
11. **AD Hoc Millage Committee Report:** The DCD board reviewed their campaign for the millage and started to discuss options for the upcoming election in 2020.
12. **Administrative & Grants Update:**
  - a. *Grants update:* Nelson gave a verbal grant and handed out grants spreadsheet. Nelson noted that the District has received their first reimbursement from the WMA grant. Nelson will be seeking approval for an extension for MEF Strike Team II. See attached.
  - b. *Sales:* All calendars have been brought to stores to be sold.

c. *Pesticide Applicator Business*: N/A

13. **Partner Reports:**

- a. *FAP*: The district is still in search for a FAP Forester.
- b. *NRCS*: N/A
- c. *WRISC*: Peterson, Butterfield and Hafeman have been working on end of season wrap up and will be working on grant reporting soon. WRISC submitted DEQ reporting for phragmites treatments.
- d. *MDARD*: N/A

14. **Meeting Reports:**

- a. *County Board meeting*: N/A
- b. *MACD*: See attached.

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

**Adjournment:** The meeting was adjourned at 6:35 pm. The next regular meeting date of the Dickinson CD Board will be held November 13, 2018 at 6:45 pm at the USDA Service Center. Moved by Rice, supported by Gendron to adjourned the Board Meeting. Motion carried.

Respectfully submitted,

A handwritten signature in blue ink that reads "Amanda Nelson". The signature is written in a cursive, flowing style.

Amanda Nelson, District Manager