



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 May 21, 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, Sue Pope, and Kurt Lehmann. Also, in attendance were Lindsay Peterson, Mark Rossato, and Amber Butterfield.

2) APPROVAL OF AGENDA: K. Lehmann moved to accept the meeting agenda. 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. K. Lehmann moved to accept the consent agenda as presented. S. Pope supported. Motion carried.

a) Minutes Minutes of April 16, 2020

5) NEW BUSINESS:

a) FY20 Budget Quarterly Review: A. Butterfield candidly alerted the Board that this is her first time having to adjust a budget and was looking to the Board for the guidance and expertise during this process. She told the Board that due to having to cancel the Spring Tree Sale Fundraiser, that the FY20 budget is unbalanced. She gave note that the income from the Tree Sale was substantially smaller than predicted, the donation fund had received a large sum putting them higher than predicted, the FAP Grant is being spent at a lower rate than predicted due to COVID-19, limiting work hours for forester Amy Walker, but that WRISCs grants were still to be spent as scheduled due to the commitment given in the grant's contracts. A. Butterfield also stated that DCD would have to address the FAP Grant with MDARD on the redistribution of funds towards the end of the fiscal year. She stated that she received an update on the spending to date, that afternoon and would forward the numbers to the Board for their review. K. Lehmann inquired about the adjustments given in

Promoting Responsible Natural Resource Management



December of 2019. L. Peterson stated that, quarterly the DCD reviews the set budget and adjusts accordingly. B. Rice let K. Lehmann know that the DCDs fiscal year runs from October 1- September 30. K. Lehmann asked when we would have the numbers to assist with the budget adjustment, and L. Peterson stated that the staff and Board could adjust at the next Board Meeting.

- b) MISGP Life After Phrag Fringe: A. Butterfield notified the Board that the topic at hand pertained to both the MISGP and SOGL Phragmites grants. She stated that upon writing the grants, Darcy Rutkowski budgeted that the subcontracted staff charge 30% in fringe when DCD only charges 15% of that fringe, and because of this, DCD is underspending the subcontract. She let the Board know that there were two (2) options that the DCD could implement, one being that the DCD could increase the overall wage rate for these particular grants to cover the fringe, or that the DCD could pay a stipend for the hours worked at 15% of the hours to pay out the remainder of the fringe. She stated that the latter would require approval from the Board, and that her recommendation would be to increase the overall wage rate on these grants. The Board agreed with this recommendation. A. Butterfield then stated that due to spending already underway on these grants that a stipend would have to be paid out to L. Peterson to cover the lack in spending, but that MISGP was still on pause and that would not be feasible until the funds were released for spending again. L. Peterson spoke to the Board that D. Rutkowski puts in for an overage of fringe to allow the field staff to be paid a decent wage for the work that they do, and that the stipend that would be paid to her would be a one time thing. She stated that if we did not increase the spending for fringe, that WRISC and DCD would have to turn back money from the grant to UP RC&D and it would create problems for UP RC&D on the spending and budget of the overall grant. B. Rice motioned to allow for a onetime stipend to be given to L. Peterson at 15%/wages of hours worked on the SOGL Phragmites grant. K. Lehmann moved. S. Pope supported. Motion carried.

6) REPORTS:

a) Finance Committee Report:

- a. Approval of Treasurer's Report: The Board reviewed the financial documents presented. S. Pope inquired about the P&L statement from April, and that they did not approve the report. A. Butterfield confirmed that she will send that statement for the June meeting for approval. S. Pope inquired about Tree Sale deposits. A. Butterfield notified her that Evergreen Nursery was holding our deposit to put towards the DCD Fall Tree Sale. Newaygo Nursery was refunding our deposit, DCD did not put a deposit down with Bailey Nursery, and all other Nurseries were not refunding deposits. K. Lehmann moved to place the Treasurer's Report on file. S. Pope supported. Motion carried.
- b. Approval of Bills: Upon review of the bills. B. Rice inquired whether all bills had been paid this month. A. Butterfield confirmed that all bills had been paid and that the DCD was in good standing with all their accounts. S. Pope moved to accept the Approval of Bills. K. Lehmann supported. Motion carried.

b) Administrative Report:

- a. Grants Update: A. Butterfield gave an update on the current grants. She notified the Board, again, that they would have to investigate the spending of the FAP grant and re-budget before the end of the FY. She also stated that all MISGP grants were still on hold. She

Promoting Responsible Natural Resource Management



informed the Board that all other grants were still on track for spending and that no other grantors had paused the spending of their coinciding grants. L. Peterson spoke that WRISC had been asked to submit a full proposal for a MEF grant titled “Wild Rivers ISC: Pathway Prevention and Assessment.” The Board inquired how field season and office work would be taking place during these times, A. Butterfield addressed the re-opening of the office amid the COVID-19 pandemic. She stated that L. Phalen from MACD had sent a Preparedness and Response template that all conservation districts were to institute upon re-opening of their offices. She stated that because DCD was collocated with NRCS that they also had to follow the guidelines provided by them. MACD had updated that they requested all conservation district employees continue to work from home as feasibly possible at this time.

- b. Sales/Projects: Spring Tree Sale & Calendar Sales: A. Butterfield informed the Board that the DCD Annual Wildflower Sale was going very well and has gotten an all time high in pre-orders. The flowers were to be delivered the following Wednesday, two days before the sale, and that her and A. Hruska were to get it all set up. A. Butterfield also let the Board know that they were in the beginning stages of organizing the Fall Tree Sale, with the hopes that it would be a larger sale to assist with the deficit of profit from the Spring Tree Sale cancellation.

c) Partner Reports:

- a. FAP: None
- b. WRISC: L. Peterson gave an update that the WRISC staff were phasing into fieldwork season. She stated that they were originally focusing on Michigan counties due to COVID-19 guidelines, but now that Wisconsin had opened up WRISC would be able to focus on all its counties and play catch up. She confirmed that WRISC was taking their work week by week as the executive orders are constantly changing. WRISC has been focusing on Garlic Mustard right now, which has been working well because the WRISC staff are able to take separate vehicles, but the upcoming invasive species seasons will prove to be a little bit trickier. A. Butterfield stated that her and L. Peterson had been working on preventative and safe guidelines to ensure that the staff would have proper PPE to conduct their work. L. Peterson said her next big task was to work on the Phragmites mailings to gear up for that season as well.
- c. MDARD: The Board reviewed the report submitted by R. Guth. B. Rice spoke to those in attendance that the most anyone can do at this time is to carry on. S. Pope asked if A. Walker had seen the grants referenced in the MDARD reports. A. Butterfield had said she did not know if A. Walker had seen them, and that she would make sure she forwarded the MDARD report on to A. Walker and follow up with her regarding the grant opportunities.

- d. NRCS: None

7) MEETING REPORTS: None

8) RESOURCE ISSUES: None

9) BOARD PRIVILEGE: B. Rice spoke that he hopes all in attendance maintains keeping their head above water and that the DCD would persevere through these difficult times and come out stronger. M. Rossato

Promoting Responsible Natural Resource Management



spoke that he works at the local hospital and seeing what is going on there, that he thinks that the DCD staff is making the right decision to continue to work from home.

10) ADJOURN: Next meeting June 18, 2020 @ 5pm. S. Pope moved to adjourn the meeting at 5:49pm. K. Lehmann supported. Motion carried, meeting adjourned.

Minutes compiled and submitted by A. Butterfield.

