



Dickinson Conservation District

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Dickinson Conservation District BOARD OF DIRECTORS MEETING

February 20, 2020 | 5:00 pm (CT)
USDA Service Center | 420 N. Hooper Street, Kingsford, MI

Date Approved: _____ Signed By: _____

- 1) CALL TO ORDER: Amber Butterfield called the reorganizational meeting of the DCD Board of Directors to order at 5:03pm. Members in attendance: Bill Rice, Sue Pope, Sarah Blanzky, and Kurt Lehmann. Also, in attendance were Amber Butterfield, Lindsay Peterson, and Tom Berndt, Katherine Mentel, and Lawrence Sobson.
- 2) ANNUAL BOARD RE-ORGANIZATION: A. Butterfield called for nominations for Board Chair. by S. Pope nominated B. Rice continue as Board Chair. S. Blanzky supported. Motion carried. B. Rice took over running the meeting and called for nominations for Vice Chair. S. Pope nominated S. Blanzky to be Board Vice Chair. S. Blanzky supported. Motion carried. B. Rice called for nominations for Board Secretary. S. Pope nominated K. Lehmann to be Secretary. S. Blanzky supported. Motion carried. B. Rice called for nominations for Treasurer. S. Blanzky nominated S. Pope to be Board Treasurer. K. Lehmann supported. Motion carried. B. Rice welcomes K. Lehmann to the DCD Board of Directors.
- 3) APPROVAL OF AGENDA: S. Blanzky moved to accept the meeting agenda as presented, with the amendment of Credit Card Limit under New Business. S. Pope supported. Motion carried
- 4) PUBLIC COMMENT: N/A
- 5) CONSENT AGENDA: The consent agenda, containing the following items, was presented. S. Pope inquired if we had the FY19 financials available at the Annual Meeting. A. Butterfield said that she did not present them, as R. Guth had said it was not required. She then stated that it was published in the Advertiser as well as posted online in the Annual Report. K. Lehmann moved to accept the consent agenda as presented. S. Pope supported. Motion carried.
 - a) Minutes of Jan. 20 Board Meeting
 - b) Annual Meeting Minutes of Jan. 2, 2020
 - c) Balance Sheet of Jan. 16 Board Meeting
 - d) Profit & Loss Statement of Jan. 16 Board Meeting
- 6) OLD BUSINESS:
 - a) Millage/Friends of the District: B. Rice notified the board that he spoke with the

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Republicans the previous week and that he was set to speak with the Golden K's and the Democrats in the upcoming weeks. He stated that Bridge Magazine is highlighting Dickinson County in it's upcoming edition. S. Pope notified the Board that she spoke at Sagola Sportsmans Club as well as Fumee Lake Partners.

- b) A. Butterfield led a discussion by a notifying the Board that she had sent the required documentation and application to the First National Bank and Trust to secure a loan. She added that she sent MACD Law that states the Conservation Districts can apply and secure loans through banks. A. Butterfield was seeking affirmation that once the loan application was accepted that the District could move forward with purchasing a truck. She confirmed that in the Meeting Minutes from 2019, the Board approved \$12,000 without a loan for a vehicle, and up to \$20,000 with a loan. K. Lehmann inquired as to why the District hadn't investigated leasing vehicles. A. Butterfield stated that due to the mileage that the District and WRISC puts onto the vehicles they didn't qualify for leasing. K. Lehmann stated that this option, for future vehicles, should be investigated further, as he believes that the District would more than qualify.
- c) A. Butterfield notified the Board that three (3) interviews had been conducted for the new FAP Forester. She stated that all the candidates were qualified and that she and T. Berndt had spoke to their references. A. Butterfield confirmed that after much discussion with the interviewing committee, she felt that they should offer the position to Amy Walker. A. Walker, she thought, would be a perfect fit for the position. A lengthy discussion was held on what benefits could be offered to A. Walker and where in the grant the funds would come from. Upon consensus amongst the Board and A. Butterfield, she asked that the Board approve the hiring of A. Walker. S. Pope moved to hire A. Walker as the District FAP Forester. S. Blanzzy supported. Motion carried.

7) NEW BUSINESS:

- a) Dickinson Area Chamber of Commerce: A. Butterfield presented the Board with a packet given to the District. She explained the benefits of becoming a member and asked that the Board put thought into signing on with the Dickinson Area Chamber of Commerce, and that they will decide later.
- b) Credit Card Limit: A. Butterfield notified the Board that WRISC received an extension on the MISGP Grant. She stated that they had to spend a substantial amount of money in the next three (3) months and thought that an increase on the credit card limit would be necessary. The Board discussed on a limit they thought would be comfortable with, and K. Lehmann stated that the District employees need not to worry about their limit when trying to run the day to day operations. He thought that the Board should increase A. Butterfield's credit card limit to \$10,000 to allow her to make the purchases the grants require. S. Blanzzy moved to increase A. Butterfields to \$10,000. K. Lehmann supported. Motion carried.

8) REPORTS:

- a) Finance Committee Report:
 - a. Approval of Treasurer's Report (action): A. Butterfield presented the finances.

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She explained that the Profit and Loss Statement has been separated to show the District and WRISC separately. The finance committee thoroughly reviewed the previous month's financials, including YTD Profit and Loss by Class and Summary Balance Sheet. S. Pope inquired about the line stating "Other", under Credit Card, on the Balance Sheet. A. Butterfield said she would discuss this with A. Hruska and email the Board as to its meaning. The Board noticed some discrepancies on the P&Ls. WRISCs HWA grant was represented on the DCDs P&L. Also found was the Stream Monitoring Grant be attributed to MDNR and not MEF. S. Pope inquired whether the District expense on the WRISC P&L was being represented on the District P&L. A. Butterfield confirmed that she would take all inquires to A. Hruska and respond to the Board, once she received the answers. S. Blanzly moved to accept the treasurer's report on file. K. Lehmann supported. Motion carried.

- b. Approval of Bills (action): A list of bills were submitted for approval. A report of payroll, taxes, and other bills paid since the last meeting was also presented. After review, K. Lehmann moved to pay the bills as presented. S. Pope supported. Motion carried.

b) Administrative Report:

- a. Grants Update: A. Butterfield discussed that WRISC received their extensions on the NNIS, MISGP, and Boatwash FY18 Grants. They expect to close them out on time without any further issues. WRISC was recently awarded the MEF Lose the Loosestrife grant from WE Energies and A. Butterfield is working on the subaward contracts. WRISC was also awarded a new MISGP Core Funding Grant.
- b. Sales/Projects: A. Butterfield updated the current standing of Tree Sale income compared to where they were at this time in 2019. The Board seemed concerned, but T. Berndt assured them that they were on track. A. Butterfield also reminded the Board that she would be turning back trees, this year, that hadn't been sold and that there would be no leftover sale this year. This will ensure that the District will make money at this fundraiser.

c) Partner Reports:

- a. FAP: L. Sobson told the Board that on February 14th he attended the Norway Schools to speak on Forestry. He also let them know that he went on a tour of Verso, provided by S. Blanzly, made small referrals to QFP, and that he was hired on by Wayne County Conservation.
- b. NRCS: T. Berndt updated the Board on the current total applications and the sign-up deadline, which is March 20th. He spoke briefly that the NRCS is changing their policies and the questions on applications, which will require data and site visits from foresters.
- c. WRISC: L. Peterson spoke that she has been writing grants for the past couple of weeks. She informed the Board that she applied for two (2) new GLRI grants that resemble the NNIS/PCG grants. These funds will help run the commercial that WRISC is currently having done. She stated that they also applied for two



(2) SOGL grants, which will provide more in-house funding up to 2025 as well as allow them to start implementing restoration practices.

- a. MDARD: R. Guth was not in attendance at this meeting. L. Peterson read briefly from her monthly report. L. Peterson highlighted that there was an upcoming director's workshop in Escanaba. The Board asked that A. Butterfield send the details. L. Peterson also notified the Board that Jim Finley had passed away.

9) MEETING REPORTS: B. Rice spoke at different meetings on the Millage and the Natural Resource Assessment. He encouraged the Board to keep talking about the Millage and try and reach the more remote areas of the County. K. Lehmann notified the Board that he would be speaking with City Managers and City Planners and that he is working to tie them to the Conservation Districts. S. Pope let the Board know that Pat Peterson would be speaking with the Senior Citizens in Norway. B. Rice also informed the Board that he has been working diligently with the UP RC&D Board to find a replacement for Darcy, and that decision should be coming quickly.

10) BOARD PRIVILEGE: K. Lehmann encourages the employees of the District to find the vision of the District. He would like to see the District become more than applying for grants but to work at engaging more with the public to make a difference in Dickinson County. S. Pope let L. Sobson know that he will be missed and thanked him for all his work at the District. S. Blanzky suggested that A. Butterfield send a thank you to all who had spoken or was a vendor at the Annual Meeting. S. Blanzky also thanked L. Sobson for his work and A. Butterfield for her hard work to fill the position. K. Lehmann also stated that he thought the Annual Meeting was done well.

11) ADJOURN: Next meeting is on March 19, 2020 @ 5:00 pm. S. Blanzky moved to adjourn the meeting at 6:59pm. K. Lehmann supported. Motion carried, meeting adjourned.

Minutes compiled and submitted by A. Butterfield.

