



# Dickinson Conservation District

Address:  
420 North Hooper St.  
Kingsford, MI 49802

Phone: (906) 774-1550  
Fax: (855) 781-2330  
Web Site: [www.dickinsoncd.org](http://www.dickinsoncd.org)

## Dickinson Conservation District BOARD OF DIRECTORS MEETING

Thursday June 18, 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 5:02 pm. Board members in attendance were Bill Rice, Sue Pope, Sarah Blanzly, and Kurt Lehmann. Also, in attendance were Lindsay Peterson (WRISC), Mark Rossato, Ann Hruska (DCD), Rachael Guth (MDARD), Amy Walker (DCD), and Amber Butterfield (DCD).
- 2) APPROVAL OF AGENDA: With the following additions, S. Blanzly moved to accept the meeting agenda. K. Lehmann supported. Motion carried.
  - a) Appointing Mark Rossato to Board of Directors as item number 3.5
  - b) Loyal to Local membership renewal as item number 5b
- 3) PUBLIC COMMENT: There was no public comment.
- 3.5) Board Appointee: B. Rice reported to the Board that M. Rossato would like to fill the position as a Board Member for the remainder of the year 2020, at which time he would run to fill the remaining term of the vacant seat in January 2021. In year 2022 the position would be up for a four-year term and M. Rossato could make the determination whether to continue with his support as a Board Member. He thanked M. Rossato for considering taking this position. K. Lehmann moved to appoint M. Rossato to fill the vacant Board Member position for the remainder of the year 2020. S. Pope supported. Motion carried. B. Rice welcomed M. Rossato to the Board of Directors.
- 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 May 21, 2020
- 5) OLD BUSINESS:

*Promoting Responsible Natural Resource Management*



- a) FY20 Budget Update: A. Butterfield presented the Board with a spreadsheet with current FY20 spending and predicted spending for the last quarter. She made note to several line items regarding the budget that were less/more than predicted and gave her recommendations with each of them. K. Lehmann inquired that the bottom line had a negative \$46,599.99 and asked what the repercussions of this would be. A. Hruska spoke that DCD would have to dip into their carry over from FY19 to cover from the lack of income versus spending during the current year. She gave an update on the current balances in the accounts for the DCD. K. Lehmann asked if any employees would have to be laid off due to the current situation. A. Butterfield notified him that herself and A. Hruska were the only employees from DCD drawing from DCD funds and that the rest of the employees were pulling strictly from grant funding. She also gave an update that the DCD would be requesting approximately \$30,000 in reimbursements from the grant funding this quarter, and that COVID-19 is largely the cause of the budget being unbalanced. K. Lehmann asked how the Board could assist the staff in inventing creative ways to lessen the deficit? A. Butterfield stated that she would dedicate time looking into fundraising opportunities and speaking with the office staff on this topic as well. S. Blanzly inquired whether the DCD needed to have an audit this FY and what the contract was with the auditors. R. Guth stated that by conservation law, MDARD only requires an audit every other year. A. Butterfield stated that they had gotten an audit done in FY19. S. Pope stated that the DCD should have an audit done this year, but asked A. Butterfield to discuss having a smaller audit done for FY20, with the auditors. A. Butterfield said she would contact the auditors regarding this and their contract and request a smaller audit to be done for the DCD. S. Blanzly moved to approve the FY20 Budget update to place on record. K. Lehmann approved. Motion carried.
- b) Loyal to Local: A. Butterfield notified the Board that the renewal for membership with Loyal to Local had been received. She asked if the Board would like the DCD to renew this. K. Lehmann spoke that he highly regards the Loyal to Local program and the businesses associated with the program. It was K. Lehmann's personal recommendation that the DCD take advantage of being a part of Loyal to Local. M. Rossato spoke that the Loyal to Local program did an amazing job supporting the hospital a few years back and assisted with its revitalization. K. Lehmann moved to renew the DCD membership of Loyal to Local. S. Blanzly supported. Motion carried.

## 6) NEW BUSINESS:

- a) Photo Contest: A. Butterfield addressed the Board that she, L. Peterson, and A. Hruska had spoken at length regarding the photo contest and calendars. She stated that she knew the calendar was a highly enjoyed fundraiser by many but had thoughts of discontinuing it. She spoke that with the current state of the economy she did not know if they would sell a significant number of calendars or be able to have enough business/organizations that would want to participate as sponsors. With the issues at hand and the lack of photo's submitted, with the deadline approaching, A. Butterfield suggested that the direction of the Photo Contest be used as a PR piece. A. Butterfield stated that she spoke with the Director of the Dickinson County Library and inquired about the possibility of partnering with the new direction of the Photo Contest and noting that the deadline for photo submissions would be December 1<sup>st</sup>, that there would be a 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and People's Choice winners, winners would be awarded at the DCD Annual Meeting in January 2021, and their photo's displayed at the three (3) libraries throughout the county. The library liked the direction and would present it to their board in July. A. Butterfield asked what the thoughts of the Board were regarding the topic. B. Rice expressed that this was significant change but that he trusted the staff's intuition with changing the direction of the Photo Contest. A. Butterfield stated that the DCD would utilize their membership



with Loyal to Local to promote the contest, as well as post it to our website and social media accounts. After further discussion, the consensus of the Board was to move forward with the new direction of Photo Contest.

- b) Office Re-entry: A. Butterfield informed the Board that she had spoken with R. Guth who stated that MDARD had recommended that all work that could be done remotely, be done so. R. Guth also informed A. Butterfield at that time, it was up to each individual conservation district on their decision to reenter the office. A. Butterfield then said she received an email that stated that MDARD and NRCS were working together to implement a plan and PPE for office re-entry. She said she then was forwarded an email the day prior to the board meeting from the NRCS stating they had ordered masks for the NRCS and its employees but did not know if that included the DCD staff. She asked the board if they thought it best to follow the direction of the NRCS or to implement their own Prepared and Readiness Plan? R. Guth said that other districts had implemented their own plan but that these plans had stated that when the NRCS put forth their plan, the district would then follow the NRCS. She also commented that since the DCD was its own entity with rent within the building they could operate as they see fit. L. Peterson spoke up that the email said because the NRCS was the primary tenant that the DCD would have to follow their plan. A. Butterfield stated that she had spoken with T. Berndt and at the time the NRCS was only allowing three (3) workers within the building and that she would speak with him regarding that status and move forward as the COVID-19 restrictions progress and notify the Board at that time. The Board approved of working with the NRCS on the best guidelines for office reentry.
  
- c) Tree Planting Grant: A. Butterfield gave an update to the Board regarding the status of the Tree Planting Grant. She said that after the May Board Meeting that she contacted the City of Iron Mountain and inquired about completing the Grant within City Park. She said that she had thought the planting of several fruit trees would allow a central location for fruit tree pruning workshops in the future. She stated that the City of Iron Mountain was on board with the idea and a meeting with the Iron Mountain Tree Board was set in place. A. Butterfield and A. Walker met with the Tree Board the Wednesday prior to the grant submission deadline and site visit with A. Walker and the trail committee was held on the Friday before the deadline. A. Walker spoke with A. Butterfield after the site visit and stated that A. Walker and the trail committee could not come up with an “in need” location for a tree planting. It was A. Walker’s recommendation that they not plant trees at City Park, and A. Butterfield agreed with her. A. Butterfield notified the board that she and A. Walker discussed at length the outcome of the grant at this time and determined that there was not enough time to properly compile the information needed for the grant and have it submitted. She stated that she did not want to complete a subpar grant and though best to pass on the opportunity at this time. A. Butterfield then stated that she had reached out to the City Manager of Iron Mountain to continue to develop a more in-depth opportunity at a different location. She said that A. Walker and herself would continue to work on this grant and then apply again in 2021. The Board agreed with the decision to postpone the grant and revise the grant for the following round of funding.

## 7) REPORTS:

- a) Finance Committee Report:
  - a. Approval of Treasurer’s Report: The Board reviewed the financial documents presented from both March and May. S. Pope notified the Board that she had several questions regarding the Treasurer’s Report but that she had spoken to A. Butterfield prior to the meeting and that

*Promoting Responsible Natural Resource Management*



those questions had been answered. K. Lehmann moved to place the Treasurer's Report on file. S. Blanz supported. Motion carried.

- b. Approval of Bills: Upon review of the bills K. Lehmann inquired why the Check Register had not been printed in chronological order. A. Butterfield stated that she did not know whether that was an error on behalf of the DCD or with Quickbooks. She stated that she would investigate the question and send the Board the conclusion. B. Rice inquired whether all bills had been paid. 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 stated that the FAP grant was not going to be spent out by the end of the FY and that would have to be adjusted. She spoke to R. Guth and asked if they could discuss that at the FAP quarterly meeting in July. R. Guth confirmed that would be okay. A. Butterfield stated that MEF CCC was still be spent on track and going well. She informed the Board that herself, L. Peterson, and K. Hafeman had a budget meeting regarding the MEF Stream Monitoring Grant and that it was currently being reworked to submit for an extension on the grant. A. Butterfield informed the Board that all MISGP grants from the MDNR were still on-hold but that they had just received an extension for their MISGP IS16-1005 grant. A. Butterfield said that GLRI-EPA was still being spent on track, that herself and WRISC would be diving soon and that she was looking forward to it, and that the grant was due to be closed out in December of 2020. She also spoke that GLRI BW19 was starting to be spent on and WRISC staff had been out doing boat wash, but that L. Peterson would speak more on that during her update. L. Peterson clarified that the Michigan Strategic Management Project on the update was the Core Funding Grant which was also a MISGP grant. A. Butterfield spoke that the MEF Purple Loosestrife Grant was getting underway and that again L. Peterson would give more of an update. A. Butterfield spoke that the new GLRI BW grant was awarded but currently not being spent. She then spoke regarding GLRI CWMA and the SOGL Grants and that they had started to be implemented and were on track for spending.
- b. Sales/Projects: Spring Tree Sale & Calendar Sales: A. Butterfield informed the Board that the Fall Tree Sale numbers for the past couple years were being pulled and that her and A. Hruska were going to discuss which trees to order and have the sale ready to go for August and host the sale in October. She stated that she expected the sale to be larger this fall due to cancelling the sale in the spring. She reiterated that Evergreen Nursery still had their deposit from the spring and would be applying it their fall sale. A. Butterfield notified the Board that the Wildflower Sale had wrapped up and that the total income from that sale was \$550. S. Pope inquired whether the sale was a success compared to the 2019 sale. A. Butterfield said that A. Hruska had stated that this was the largest number of preorders they had received and the smallest leftover sale they had ever had as well. L. Peterson credited the larger success to having the availability to order online this year. A. Butterfield stated she was looking forward to next year's sale.

c) Partner Reports:



- a. FAP: A. Walker alerted the Board that she had been going on several site visits and was receiving lots of phone calls as of lately. She stated that she had sent out her first referral, for a larger property, with EQIP and that she had several other larger properties working through the process. She also spoke that she was able to get in the office and start cleaning your workspace and was looking forward to being able to get into a routine there. She informed the Board that she was going on an American Tree Farm site visit with M. Paling and that she was inquiring with MDARD regarding moving through the process of getting her certification with that, though she is at a standstill because they are currently not offering the in-person testing for the certification. M. Rosatto inquired what the FAP program does. A. Walker explained that the FAP program works with landowners to assist them in finding programs that will help manage their property. They work with outside organizations such as NRCS and the EQIP program that offer tax break incentives within their program. A. Walker also stated that she is enjoying her job and beginning to understand her position a little more.
  
- b. WRISC: L. Peterson gave an update that the WRISC staff were able to get the boat washes up and running and had begun doing boat wash. She stated that with the COVID-19 restrictions there was not much guidance on how to run boat wash but that Wisconsin was able to give them guidelines that allowed them to run the program. She stated that they are currently not allowed to hand out any educational material or help boat owners remove debris from their watercraft but that they were still able to wash the boats themselves. She also spoke that the WRISC crew had begun their fieldwork and that Garlic Mustard was out of control this year. She stated that she spoke with other CISMAs that informed her they were having the same issue. L. Peterson said that WRISC was beginning their Wild Parsnip season soon and was looking forward to seeing good results from last years treatments. She stated that WRISC was gearing up to do some DASH work and ROV work as well, and that the permitting for the DASH had been all squared away. She said that these two components were the last of the requirements for the EPA grant. She stated that she had been focused, lately, on finding funding. She said that a lot of WRISCs grants were due to end this winter and wanted to ensure that there was more funding available since the MISGP grants were still paused. She admitted that she was nervous for the winter but was also grateful because WRISC was in a better position than other CISMAs that she had spoken with.
  
- c. MDARD: R. Guth welcomed M. Rosatto and then explained the relationship between MDARD and conservation districts. She stated that M. Rosatto would have to sign an oath of office and A. Butterfield would have to submit it to MDARD to fulfill their legal requirements. R. Guth also informed the board that MDARD had signed a contract with an accounting firm that would be available for conservation districts, but due to the hold on funding this was not currently available and she was not sure what is offered or available due to the current freeze in the State of Michigan budget. She then stated that districts currently receive fifteen (15) minutes of time with an accounting firm, through MACD dues and membership, and she believes there is a cost if more time is needed. R. Guth then informed the Board that MDARD did not expect any major changes in the FAP Grant funding for the FY21, other than a possible 10-15% reduction in funding. She also added that FY22 funding could be more of an issue. R. Guth also let the Board know that MDARD was switching to an electronic signature for grants, instead of the multiple signatures they had required in the past. She said that one copy would be sent to the Board Chair, who would then print it, have it approved by the Board, signed, and scanned back to MDARD. She stated that there was a plan in place, made by the State of



Michigan, to move the critical infrastructure workers back into their offices but that there had been no movement to implement the plan. She stated to A. Butterfield that MDARD had given a pass to the approved meeting minutes submissions for quarter two, but that quarter three minutes did have to be submitted. She clarified that if the minutes had been approved by the Board that they did not have to be signed before submission. A. Butterfield notified R. Guth that she in fact was having K. Lehmann sign the minutes the following day after the meeting and would have them submitted at that time. R. Guth thanked A. Butterfield and wrapped up her update.

d. NRCS: None

8) MEETING REPORTS: None

9) RESOURCE ISSUES: None

10) BOARD PRIVILEGE: B. Rice inquired whether the next Board Meeting would be held via Zoom. A. Butterfield stated that she did not know where July would stand and that she had not received an update from MDARD or NRCS, but would let the Board know as soon as she had information. R. Guth informed him that the decision had not been made yet.

11) ADJOURN: Next meeting July 16, 2020 @ 5pm. K. Lehmann moved to adjourn the meeting at 6:27pm. S. Pope supported. Motion carried, meeting adjourned.

*Minutes compiled and submitted by A. Butterfield.*

