

# DICKINSON CONSERVATION DISTRICT BOARD MEETING

## Minutes

January 16, 2018

USDA Service Center~ 420 N. Hooper Street, Kingsford, MI

Date Approved: 1-17-18

Signed By: Pat Peterson

1. **Call to order:** Chairman Rice called the meeting to order at 4:30 pm. Attending the meeting were Board Directors: Bill Rice, Pat Peterson, Ben Determan, Sue Pope, and Marvin Johnson. Also in attendance were Amanda Nelson, Lindsay Peterson, Bryan Reitter, Rebecca Anderson, Tom Berndt, Amber Butterfield and Kristen Gendron.
2. **Approval of Agenda:** Peterson moved and Pope supported the Agenda as presented. Motion carried.
3. **Consent Agenda:** The Consent Agenda included the following items: Minutes of 12/19/17 Mtg; December General Operations Report, and Forester Report for December. Moved by Peterson and Pope supported. Motion moved.

### Old Business

4. **Components of Governance:** Chairman Rice encourage the other Director's to continue to search for Associate Directors who might be interested in the Board.
5. **Annual Meeting:** Nelson advised the Directors to meet at Bay College at 8 to help set up booths and equipment for the Annual Meeting. Nelson is in the process of completing the PowerPoint and other materials.

### NEW BUSINESS:

1. **Associate Director Policy:** Nelson presented a draft policy for Associate Directors. The board suggested some edits and asked for it to be presented at next board meeting.
2. **Fundraiser Committee:** Reitter presented the idea of starting a Fundraiser Committee. The committee would help come up with new ideas and execute them to help raise funds for the District. It was also presented that this committee would be able to help with outreach materials for the public.
3. **MACD Funding dues:** Nelson presented a letter that was sent from MACD about asking for an additional \$400 to help pay for a lobbyist. After some discussion it was felt that at this time the District could not afford to donate and additional \$400 to MACD.

### REPORTS

6. **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 October were presented. The reconciled checking balance was \$3,706.41 from 12/29/17. The average pay roll for the past month was \$3,992.22. Determan moved and Peterson supported. Motion carried.
  - c. **Bills** of totaling \$1,187.68 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 \$1,029.22, Visa bills for Reitter \$107.41, and savings deposit \$250. After reviewing the bills and payments, Determan moved and Johnson supported approval of the bills as presented. Motion carried.
  - d. **Audit:** Nelson will provided the Board with the letter and audit results.
  - e. **Credit Card:** Nelson requested that her Credit Card Limit be raised from \$5,000 to \$15,000 so that she can start to purchase equipment for EPA grant. Determan Moved Johnson supported. Motion Carried.
7. **Personnel Committee Report:** N/A
8. **AD Hoc Millage Committee Report:** Chairman Rice has been working on a handout about "What our Mission is." This will be emailed out to the board to be reviewed before the Annual Meeting

**9. Administrative & Grants Update:**

- a. *Grants update:* Nelson gave a verbal grants update. Nelson just completed all financial reporting for current grants. The District is in the process of writing two new grants one for us to river monitoring and the other is for WRISC to have a strike team again.
- b. *Sales:* Nelson gave verbal update. There has been 31 Spring Tree Sale order forms received since mailing them out in December.
- c. *Pesticide Applicator Business:* N/A
- d. *Truck:* N/A

**10. Partner Reports:**

- a. *FAP:* Reitter gave a verbal update along with presenting the FAP spreadsheet. He attended a Biofuel tour in Powers, MI. Currently, Reitter is in the process of completing the Oak Wilt grant with a final contract with the City of Kingsford to removed trees at Triangle and Ford Parks.
- b. *NRCS:* Berndt gave verbal update. He has been busy trying to complete 25 contracts before Friday January 19, 2018. There is the potential that there will be a Government shut down and he will not be allowed in office. Berndt has been training Reitter on how to use Tool Kit and pro-tracks.
- c. *WRISC:* Lindsay Peterson gave verbal report. Currently WRISC is in the process of planning for the summer and writing MEF Strike Team Grant. Peterson is still waiting to hear about the new MISG grant that was submitted at the end of the summer.

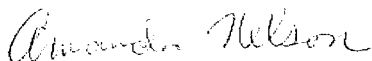
**11. Meeting Reports:**

- a. *County Board meeting:* County Board Meeting was quick and to the point. Chairman Rice did invited everyone on the board to DCD Annual Meeting on Saturday.
- b. *Solid Waste Management:* DCD continues to attend meeting to show support and interest in our counties recycling needs.

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

**Adjournment:** The meeting was adjourned at 6:30 pm. The next regular meeting date of the Dickinson CD Board will be held February 20, 2018 at 4:30 pm at the USDA Service Center. Determan moved to adjourned and Peterson supported. Motion carried.

Respectfully submitted,



Amanda Nelson, District Manager

1:14 PM

01/11/18

Accrual Basis

Dickinson Conservation District Use This One

Balance Sheet

As of December 31, 2017

	<u>Dec 31, 17</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
000-001 · FNB Checking	3,736.72
000-002 · Savings FNB	10,123.38
000-003 · Paypal	267.85
000-006 · Petty Cash Fund	156.79
Total Checking/Savings	<u>14,284.74</u>
Accounts Receivable	
018-044 · Accounts Receivable	3,699.62
018-045 · Grants Receivable	568.91
Total Accounts Receivable	<u>4,268.53</u>
Other Current Assets	
000-123 · Prepaid Expenses	1,384.75
Total Other Current Assets	<u>1,384.75</u>
Total Current Assets	<u>19,938.02</u>
<b>TOTAL ASSETS</b>	<b><u>19,938.02</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
200-202 · Accounts Payable	23.07
Total Accounts Payable	<u>23.07</u>
Credit Cards	
202-203 · Credit Cards	
202-205 · 4594 VISA (Bryan)	107.41
202-207 · 3901 VISA (Amanda)	1,318.42
Total 202-203 · Credit Cards	<u>1,425.83</u>
Total Credit Cards	1,425.83
Other Current Liabilities	
000-231 · Payroll Liabilities	
000-232 · Fed & Fica Payable	3,612.94
000-235 · MI Withholding Tax Payable	571.65
000-237 · Worker's Compensation	1,011.37
000-238 · MESC Tax Payable	27.20
000-239 · Direct Deposit Liabilities	3.00
Total 000-231 · Payroll Liabilities	<u>5,226.16</u>
200-240 · Sales Tax Payable	18.95
202-209 · Gift Certificates	50.00
Total Other Current Liabilities	<u>5,295.11</u>
Total Current Liabilities	<u>6,744.01</u>
Total Liabilities	6,744.01
Equity	
000-005 · Investment Account	-6,250.00
000-393 · Fund Balance	109,516.98
Net Income	-90,072.97
Total Equity	<u>13,194.01</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>19,938.02</u></b>

# Dickinson Conservation District Use This One

## Profit & Loss by Class

### October through December 2017

Total Other Revenue	Oak Wilt		Calendar		Fall		Spring		WRISC	TOTAL	
	Deer Grant	MISGP IS14-3001	Books (Sales)	Tree Sale	Tree Sale	Tree Sale	(Sales)	Total Sales			Grants
(District Operatio ns)	Total District Operations	Forestry Assistanc e Program	(MDNR Grants)	(MDNR Grants)	Total MDNR Grants	Pest App Bus	(Sales)	(Sales)	Total Sales	WRISC Grants	TOTAL
	0.00	0.00	0.00	0.00	0.00	450.00	0.00	0.00	0.00	0.00	450.00
	1,356.30	1,522.63	0.00	0.00	0.00	0.00	2.50	0.00	2.50	0.00	1,525.13
	0.00	0.00	-187.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-187.50
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	581.91	581.91
	0.00	1.00	0.00	0.00	0.00	0.00	1,459.25	94.34	0.00	1,553.59	1,554.59
	1,356.30	1,523.63	-187.50	0.00	0.01	450.00	1,461.75	94.34	0.00	1,556.09	3,924.14
	1,356.30	1,523.63	-187.50	0.00	0.01	450.00	1,461.75	94.34	0.00	1,556.09	3,924.14
	13.50	13.50	0.00	0.00	0.00	30.00	0.00	0.00	0.00	0.00	43.50
	1,075.21	15,453.86	1,020.93	23.79	0.00	23.79	100.00	10.00	4,701.62	1,311.93	22,624.48
	0.00	151.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.99	161.82
	0.00	91.50	13,317.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,409.25
	0.00	0.00	0.00	233.91	39,340.78	39,574.69	0.00	0.00	0.00	0.00	39,574.69
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.00	17.00
	0.00	13.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,153.36	18,166.36
	1,088.71	15,723.69	14,338.68	257.70	39,340.78	39,598.48	32.35	100.00	4,701.62	19,492.28	93,997.10
	267.59	-14,200.06	-14,526.18	-257.70	-39,340.78	-39,598.47	417.65	1,361.75	84.34	-4,701.62	-90,072.96
	<b>267.59</b>	<b>-14,200.06</b>	<b>-14,526.18</b>	<b>-257.70</b>	<b>-39,340.78</b>	<b>-39,598.47</b>	<b>417.65</b>	<b>1,361.75</b>	<b>84.34</b>	<b>-4,701.62</b>	<b>-90,072.96</b>

2:33 PM  
01/02/18

**Dickinson Conservation District Use This One  
Reconciliation Summary  
000-001 · FNB Checking, Period Ending 12/29/2017**

	Dec 29, 17
Beginning Balance	19,415.01
Cleared Transactions	
Checks and Payments - 28 items	-22,493.03
Deposits and Credits - 21 items	27,136.02
Total Cleared Transactions	4,642.99
Cleared Balance	<u>24,058.00</u>
Uncleared Transactions	
Checks and Payments - 19 items	-20,453.52
Deposits and Credits - 3 items	132.24
Total Uncleared Transactions	-20,321.28
Register Balance as of 12/29/2017	<u>3,736.72</u>
New Transactions	
Checks and Payments - 1 item	-30.31
Total New Transactions	-30.31
Ending Balance	<u>3,706.41</u>

2:44 PM  
01/02/18

**Dickinson Conservation District Use This One  
Reconciliation Summary  
000-002 · Savings FNB, Period Ending 12/29/2017**

	Dec 29, 17
Beginning Balance	15,371.85
Cleared Transactions	
Checks and Payments - 1 item	-6,250.00
Deposits and Credits - 4 items	1,001.53
Total Cleared Transactions	-5,248.47
Cleared Balance	<u>10,123.38</u>
Register Balance as of 12/29/2017	10,123.38
Ending Balance	10,123.38

DICKINSON

CONSERVATION DISTRICT

## General Operations Report

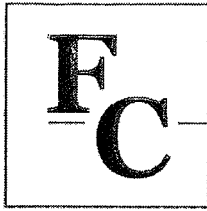
Submitted by: Amanda Nelson & staff

### January 2018 Board Meeting

- Received Spring Tree Sale and catalog from Printers. Had five volunteers come into the office to label all order forms so they could be mailed later in the day on December 29, 2017
- Beka and Amanda took Pesticide Applicator exams on January 10, 2018
- Conducted grant reports for FAP, GLRI, MEF and MISG
- Completed Annual Report for Annual meeting and Advertiser
- Worked on Oak Wilt contracting. The Oak Wilt grant was extended until February to complete the contract with the City of Kingsford
- Submitted, Received and corrected QAPP for the EAP grant.
- Started to look at purchasing all equipment from the EPA grant
- Staff had a meeting about an RFP for WE-Energies MEF proposal. WRISC will write a proposal for another Strike Team Grant. DCD will write proposal to conduct monitoring on local rivers
- Completed online market for Spring Tree sale and made it active to start receiving orders
- Conducted regular office work such as: taxes, tree sale orders, phone calls about identifications of local plants and tree sale questions, paid all bills, Facebook posts
- Wrote and revised Associate Director policy for the Directors to review and approve at January 16, 2018 meeting
-

**FORESTRY ASSISTANCE PROGRAM STATISTICS**

* Enter data		QTD	YTD	Goal	Progress to Date	Requires Action	Forester's Notes
<b>ble 1. Outreach Summary</b>							
number of contacts	51	99	1407	450	22% x		
web site hits	419	1407	1407	2500	56%		
media occurrences (newsprint, web, radio, tv)	2	4	4	10	40%		oak wilt youtube video, newspaper
billings	1	1	1	3	33%		annual winter newsletter
timber forestry outreach events conducted/presented	2	5	5	8	63%		UP Deer Habitat and FAP Advisory Meeting
forestry outreach event attendance	44	114	114	500	23% x		
number of forestry demonstration sites	1	0	0	1	0% x		
Advisory Committee Meetings	1	1	1	1	100%		Meeting in Alberta, MI
continuing education attendance (hours)	5	21	21	25	84%		Bioenergy tour
<b>ble 2. Work Summary</b>							
number landowner site visits	3	16	16	100	16% x		
reage landowner site visits	445	445	445	0	#DIV/0!	#DIV/0!	
number landowner follow-ups	25	88	88	450	20% x		
number referrals - private sector	6	8	8	35	23% x		
reage referrals - private sector	80	80	80	0	#DIV/0!	#DIV/0!	
number referrals - public sector	3	7	7	40	18% x		
reage referrals - public sector	300	300	300	0	#DIV/0!	#DIV/0!	
qualified Forest Program Enrollment (landowners)	0	3	3	35	9% x		
qualified Forest Program Enrollment (acres)	0	166	166	1500	11% x		
qualified Forest Program Parcel Verifications	2	25	25	35	71%		
number cost-share program referrals	0	0	0	25	0% x		
reage cost-share program referrals	0	0	0	0	#DIV/0!	#DIV/0!	
total number of plans to be written through referrals	3	5	5	20	25%		
reage all plans	80	80	80	0	#DIV/0!	#DIV/0!	
number of Forest Stewardship Plans	0	0	0	0	#DIV/0!	#DIV/0!	
reage of Forest Stewardship Plans	0	0	0	0	#DIV/0!	#DIV/0!	
number Tree Farm Plans	0	0	0	2	0% x		
reage Tree Farm Plans	0	0	0	0	#DIV/0!	#DIV/0!	
number NRCS CAP 106 Plans	1	1	1	0	#DIV/0!	#DIV/0!	
reage NRCS CAP 106 Plans	80	80	80	0	#DIV/0!	#DIV/0!	
number all other conservation plans	0	0	0	0	#DIV/0!	#DIV/0!	
reage other conservation plans	0	0	0	0	#DIV/0!	#DIV/0!	
number referrals for timber harvest	3	4	4	10	40%		
reage of timber harvest referrals	20	20	20	0	#DIV/0!	#DIV/0!	
estimated volume (cords) timber sale set ups	0	0	0	0	#DIV/0!	#DIV/0!	
estimated volume (mbf) timber sale set ups	0	0	0	0	#DIV/0!	#DIV/0!	
total value of tree sales	\$0.00	\$0.00	\$0.00	0	#DIV/0!	#DIV/0!	
number of trees and shrubs sold	0	0	0	0	#DIV/0!	#DIV/0!	
total number (sites) of tree and shrub plantings	0	0	0	0	#DIV/0!	#DIV/0!	
reage tree & shrub plantings	0	0	0	0	#DIV/0!	#DIV/0!	
number wildlife food plot plantings	0	0	0	0	#DIV/0!	#DIV/0!	
reage wildlife food plot plantings	0	0	0	0	#DIV/0!	#DIV/0!	
number MAEAP FWH*A*Syst completed	0	0	0	2	0% x		
reage MAEAP FWH*A*Syst completed	0	0	0	0	#DIV/0!	#DIV/0!	
number of MAEAP FWH Verifications Completed	0	0	0	3	0% x		
reage of MAEAP FWH Verifications Completed	0	0	0	2	0% x		



# FITTANTE & COLENZO CPA P.C.

ACCOUNTING AND TAX SOLUTIONS FOR MICHIGAN & WISCONSIN

November 25, 2017

To the Board of Directors  
DICKINSON CONSERVATION DISTRICT

We have audited the financial statements of the governmental activities, the business-type activities and each major fund, and the aggregate remaining fund information of DICKINSON CONSERVATION DISTRICT for the year ended September 30, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated September 20, 2017. Professional standards also require that we communicate to you the following information related to our audit.

## Significant Audit Findings

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by DICKINSON CONSERVATION DISTRICT are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2017. We noted no transactions entered into by DICKINSON CONSERVATION DISTRICT during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the DICKINSON CONSERVATION DISTRICT's financial statements was depreciation expense.

Management's estimate of the depreciation expense is based on accepted methods of calculating depreciation. We evaluated the key factors and assumptions used to develop the depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We found no such misstatements.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated November 25, 2017.



*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to DICKINSON CONSERVATION DISTRICT's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as DICKINSON CONSERVATION DISTRICT's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Budgetary Comparison Schedule, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on Statements of Revenues and Expenditures compared to Budgets, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of Board of Directors and management of DICKINSON CONSERVATION DISTRICT and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink that reads "Fittante & Colenso CPA PC". The signature is written in a cursive, flowing style.

Fittante & Colenso, CPA, PC



## Michigan Association of Conservation Districts

8001 Coolidge Road, Suite 250  
East Lansing, Michigan 48823  
Phone: (517) 324-5274, Fax: (517) 324-4035  
[www.macd.org](http://www.macd.org)

Tuesday, December 19, 2017

Dickinson Conservation District  
420 North Hooper Street  
Kingsford, MI 49802-8548

Dear Dickinson Conservation District Board Members:

When I became president in 2012, MACD was backing a series of bills which became the Qualified Forest Act and the Forestry Assistance Program (FAP). MACD was central to the development of these programs through our advocacy activities. At the time, Michigan's forest resource was a hot topic and our friends in the House and Senate knew that this was the best chance available to secure a restricted funding source to bring dollars to Conservation Districts (CDs). While the outcome did not provide statewide funding it has been very valuable to all CDs, not just to those receiving FAP grants. The FAP program has increased the visibility of Conservation Districts within the State Legislature and Quality of Life agencies, which has resulted in additional program delivery opportunities.

Achieving statewide funding is a top priority for MACD. In 2017 we began work on a new funding proposal and secured a limited advocacy contract with Michigan Association of Counties (MAC) to support our efforts. I know that to succeed, CDs need well known and respected advocacy experts guiding activities and speaking on your behalf with legislators on a daily basis. With the assistance of MAC's Government Affairs Director Deena Bosworth and her staff, we gained significant insight into the challenges and opportunities for state funding and we began building legislative understanding and support. Now we are taking the next step by committing to a new calendar year contract with MAC to lead the implementation of a full advocacy campaign to achieve our goal of statewide funding.

Given the importance of this statewide funding campaign and the expense of the MAC advocacy contract, I respectfully request your aid in the collection of additional funds to support this effort. MACD is your association and your voice at the state level, with funding for operations made primarily through membership and conference revenue. Many of you are outstanding supporters of MACD and I thank you for your membership commitment. Now, with the addition of a comprehensive statewide funding campaign in motion, the MACD State Council respectfully requests your Conservation District's financial contribution, in addition to your regular dues, to secure the resources needed to fully support this effort.

We, as the State Council, are asking each Conservation District to commit to a minimum of \$400 in FY2018 towards this campaign, in addition to your membership dues commitment. These Special Assessment funds will be specifically dedicated to this campaign, with the sole purpose of financially supporting the MAC advocacy contract to provide the following calendar year activities:


- Develop, in coordination with MACD Leadership, the final Conservation District funding proposal
- Lobby, in coordination with MACD Leadership, in support of the funding proposal
- Monitoring of bill filings that would affect Conservation Districts and MACD, with ongoing communications and monthly reports on status of bills of interest
- Lobby, in coordination with MACD Leadership, on bills that would affect Conservation Districts and MACD
- Provide quarterly electronic updates to keep Conservation Districts informed of funding proposal activities and on status of bills impacting Conservation Districts
- Brief Conservation Districts on funding proposal activities, legislative issues and status of bills impacting Conservation Districts at the summer conference and fall convention

This campaign is a multi-year effort. Its purpose is to establish strong support and understanding of the importance of Conservation Districts with current and future legislators and administrations, with a laser focus on establishing and maintaining secure funding.

Please support your Conservation District's future by committing a minimum payment of \$400 to this campaign. We request that your Conservation District inform MACD of its commitment by January 19, 2018 and that support checks be provided by February 15, 2018. We welcome your questions and encourage you to contact me, Jerry Miller or Elaine Brown.

Thank you very much for your support.

Sincerely,



Art Pelon  
MACD President  
Phone: 616-902-0015  
Email:

CC:

Jerry Miller, Vice President, Phone: 515-291-3442; Email:  
Elaine Brown, Secretary/Treasurer, Phone: 517-719-0891; Email:

**DICKINSON**  
**CONSERVATION DISTRICT**

**68<sup>th</sup> ANNUAL MEETING**

**Minutes**

**January 20, 2018**

Bay West College, Fornetti Hall, US Hwy 2, Iron Mountain, MT

Date Approved: 1-27-18 Signed By: Pat Peterson

Chairman Rice called the meeting to order at 9:10 am. Attending the meeting were Board Directors: Bill Rice, Sue Pope, and Pat Peterson. Also in attendance: Amanda Nelson (District Manager), Bryan Reitter (Forester), Rebecca Anderson (Admin Assist), Ann Hruska (Conservation Specialist), Lindsay Peterson (WRISC Coordinator), Amber Butterfield (WRISC Project Coord), Tom Berndt, (NRCS); Bill Cook, MSUE; and 65 additional honored guests, exhibitors, and presenters.

**Agenda:** The agenda stood as publicly published and distributed at the meeting.

**Staff Updates:** Five minute updates on 2017 activities were given by Amanda Nelson (general District activities); Bryan Reitter (Forestry Assistance Program), Lindsay Peterson (WRISC) and Amber Butterfield (WRISC).

**Annual Report:** Amanda Nelson presented the annual report and election nominee introductions. The FY 17 Dickinson Conservation District Annual Report was published as both a special one page display in the Advertiser as well as a color publication distributed to all attendees. Included in the report: FY 2017 Financial Statement showing ending fund balance of \$109,646, election information and candidate bios, 2017 Awardees, review of District projects and activities, staff information and contacts, annual meeting agenda, sponsor and volunteer recognition, and tree sale info.

**Awards:** Three awards were presented: Conservation Service Award to Ken Johnson for his service to the district; Conservation Partner Award to Alex Lukats partnership with the district; and Conservation Service Award to Marvin Johnson for his service to the district.

**Volunteer Recognition:**

Over 30 volunteers were recognized for a combined contribution of approx. 500 hrs in 2017. A group photo was taken and a personal thank you mailed to each ahead of time.

**Keynote Speaker:** Matt Williams who was speaking about Mushrooms. He presented information on the history of Mushrooms, different techniques to look for them, and what the future holds for them.

**Displays:** A number of table displays were set up at the meeting, including: Dickinson CD, Forestry Assistance Program, Wild Rivers Invasive Species Coalition, Bee Keepers Association, Wilson Creek, Eyes on the Forest, Gold-winged Warbler, MSU, Verso Paper, and TRICO.

**Election:**

The physical election concluded at 11:30 a.m. Nominees included Pat Peterson (incumbent), and Kristen Gendron. A total of 19 ballots were cast and the results announced at 11:45 a.m. Election results were as follows: Peterson (18 votes) and Gendron (16 votes). Both Peterson will retain her Board seat and serve another 4 year term end 1/20/22. Gendron will serve a four year term end 1/20/22.

**Refreshments:** Light brunch items including, sandwiches, fruit and bagels were offered.

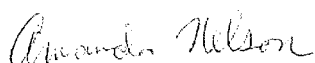
**Meeting Expenses:** \$699.21 (\$250 room rental, \$276.37 food, \$150.00 other)

**Meeting Income:** \$0.00

**Net Meeting Cost:** \$(199.21)

**Adjournment:** The formal Annual Meeting was adjourned at noon, people continued to visit for a while, and the building was exited by 12:30 pm.

Respectfully submitted,



Amanda Nelson, District Manager