

DICKINSON CONSERVATION DISTRICT BOARD MEETING

Minutes

March 20, 2018

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

Date Approved: 4/17/18

Signed By: Kristen Gendron

1. **Call to order:** Chairman Peterson called the meeting to order at 4:30 pm. Attending the meeting were Board Directors: Pat Peterson, Ben Determan, Sue Pope, and Kristen Gendron. Also in attendance were Lindsay Peterson (Sitting in for Amanda Nelson), Bryan Reitter, Rebecca Anderson, and Tom Berndt.
2. **Approval of Agenda:** Pope moved and Gendron supported the Agenda with the addition of Insurance under Old business and Committees under New Business. Motion carried.
3. **Consent Agenda:** The Consent Agenda included the following items: Minutes of 2/27/18 Mtg; February General Operations Report, and Forester Report for February. Moved by Gendron and Pope supported. Motion moved.

Old Business

4. *Components of Governance:* The Board decided to continue to self-evaluate using the Components of Governance document that was provided previously.
5. *Associate Director Policy:* Peterson presented an edited copy of the Associate Director policy. Motion to accept Associate Director Policy with the edit of deleting "minimum" under the third paragraph. Determan moved Gendron supported. Motion Carried.
6. *Insurance:* Motion to accept the insurance policy with the reduce amount of Employee Dishonesty. Pope moved and Determan Supported. Motion Carried.

NEW BUSINESS:

1. *Board Committee Assignments:* Peterson assigned Directors to new committees. Motion to accept new appointed committees. Sue moved and Gendron supported. Motion Carried.
 - a. *Finance Committee:* To review financial reports in consultation with the District Manager and Treasurer prior to each Board meeting to verify accuracy. Peterson and Rice appointed to this committee.
 - b. *Personnel Committee:* To handle personnel issues as needs arise, to assist the District Manager with the hiring process as requested (final hiring and salary the responsibility of the Board). Determan and Rice were appointed to this committee.
 - c. *Ad hoc Committee to consider Millage:* to research the issue and develop a plan to consider seeking a millage from Dickinson County voters in 2018. Pope and Rice volunteered.

REPORTS

1. **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 February were presented. The reconciled checking balance was \$27,801.83 from 2/28/18. The average pay roll for the past month was \$4,319.76. Gendron moved and Determan supported. Motion carried.
- c. *Bills* of totaling \$1,465.23 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 \$241.23, Visa bills for Reitter \$0.00, and savings deposit \$250. After reviewing the bills and payments, Determan moved and Pope supported approval of the bills as presented. Motion carried.

2. **Personnel Committee Report:** N/A

3. **Fundraiser Committee:** On April 21, 2018, there will be a bird house building event for area students to learn about birds and birdhouses.

4. **AD Hoc Millage Committee Report:** Discussion over whether the DCD run for a 5 year Millage in August 2018. It was recommended that someone needs to get in contact with the District Equalizer to get an idea on the amount we should run for. Motion to run for a millage in August 2018. Determan moved and Gendron supported. Motion Carried. Motion to run for a 5-year millage this August. Pope moved and Determan supported. Motion Carried.

5. **Administrative & Grants Update:**

- a. *Grants update:* Peterson gave verbal report. Both WRISC and DCD submitted preproposals to MEF. Otherwise, all grants are on track and Nelson will do quarterly reporting next month.
- b. *Sales:* Peterson gave verbal update. DCD has received approximately 340 orders for Spring Tree Sale and appear to be doing alright compared to previous years.
- c. *Pesticide Applicator Business:* N/A

6. **Partner Reports:**

- a. *FAP:* Reitter gave a verbal update along with presenting the FAP spreadsheet. Reitter attended a GLTPA (Great Lakes Timber Professional Association) meeting where it was noted that the District could have a booth.
- b. *NRCS:* Berndt gave verbal update.
- c. *WRISC:* Lindsay Peterson gave verbal report. DCD and WRISC has received some applications for summer staff and will be reviewing them within the next couple of weeks. Staff is planning for the summer events and workdays.

7. **Meeting Reports:**

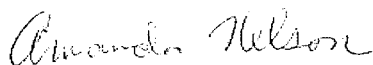
- a. *County Board meeting:* N/A
- b. *Solid Waste Management:* Gendron expressed interest in knowing when the Solid Waste Management meetings are.

RESOURCE ISSUES/DIRECTOR'S PRIVILEGE:

Recycling: Discussion over the public and the board's concern over recycling and how to implement recycling into out county.

Adjournment: The meeting was adjourned at 6:22 pm. The next regular meeting date of the Dickinson CD Board will be held April 17, 2018 at 4:30 pm at the USDA Service Center. Pope moved to adjourned and Gendron supported. Motion carried.

Respectfully submitted,



Amanda Nelson, District Manager

Dickinson Conservation District Use This One
Balance Sheet
 As of February 28, 2018

	Feb 28, 18
ASSETS	
Current Assets	
Checking/Savings	
000-001 · FNB Checking	27,606.68
000-002 · Savings FNB	10,623.38
000-003 · Paypal	4,796.97
000-006 · Petty Cash Fund	156.79
Total Checking/Savings	43,183.82
Accounts Receivable	
018-044 · Accounts Receivable	3,699.62
018-045 · Grants Receivable	33,554.94
Total Accounts Receivable	37,254.56
Other Current Assets	
000-123 · Prepaid Expenses	1,384.75
000-125 · Undeposited Funds	222.00
Total Other Current Assets	1,606.75
Total Current Assets	82,045.13
TOTAL ASSETS	82,045.13
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
202-203 · Credit Cards	
202-205 · 4594 VISA (Bryan)	15.00
202-207 · 3901 VISA (Amanda)	229.23
Total 202-203 · Credit Cards	244.23
Total Credit Cards	244.23
Other Current Liabilities	
000-231 · Payroll Liabilities	
000-232 · Fed & Fica Payable	4,061.80
000-235 · MI Withholding Tax Payable	673.57
000-237 · Worker's Compensation	55.50
000-238 · MESC Tax Payable	1,064.33
000-239 · Direct Deposit Liabilities	-4,348.84
Total 000-231 · Payroll Liabilities	1,506.36
200-240 · Sales Tax Payable	1,696.88
Total Other Current Liabilities	3,203.24
Total Current Liabilities	3,447.47
Total Liabilities	3,447.47
Equity	
000-005 · Investment Account	-6,250.00
000-393 · Fund Balance	109,516.98
Net Income	-24,669.32
Total Equity	78,597.66
TOTAL LIABILITIES & EQUITY	82,045.13

Dickinson Conservation District Use This One Profit & Loss by Class

October 2017 through February 2018

	Total Other Revenue	District Operation s	Forestry Assistance Program	(MDNR Grants)	(MDNR Grants)	Total MDNR Grants	Applica tor	(Sales)	(Sales)	(Sales)	(Sales)	Total Sales	UPRC D/misc Grants	WRISC Grants	TOTAL
Income															
272-000 · Pesticide															
Application Income	0.00	0.00	0.00	0.00	0.00	0.00	526.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	526.50
281-000 · District Operations															
Income	1,357.36	1,525.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,525.52
282-000 · FAP Forestry															
Assistance Program	0.00	0.00	14,774.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,774.06
284-000 · MDNR Grant															
Income	0.00	0.00	0.00	0.00	0.00	0.00	22,847.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,847.20
289-000 · WRISC Income															
Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,839.26	0.00	21,839.26
294-000 · Sales															
Income	25.00	157.06	0.00	0.00	0.00	0.00	0.00	2,821.24	94.34	27,535.62	30,451.20	0.00	0.00	0.00	30,608.26
Total Income	1,382.36	1,682.58	14,774.06	0.00	0.00	22,847.20	526.50	2,821.24	94.34	27,535.62	30,451.20	0.00	21,839.26	0.00	92,120.80
Gross Profit	1,382.36	1,682.58	14,774.06	0.00	0.00	22,847.20	526.50	2,821.24	94.34	27,535.62	30,451.20	0.00	21,839.26	0.00	92,120.80
Expense															
272-001 · Pesticide															
Applicator Expenses	13.50	29.50	0.00	0.00	0.00	0.00	256.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	286.00
281-001 · District Operations															
Expense	1,729.42	21,361.08	1,861.79	23.79	0.00	23.79	2.35	168.75	10.00	6,181.31	6,380.06	0.00	2,078.42	0.00	31,687.49
281-003 · Supplies Control															
Expense	0.00	449.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	459.64
282-001 · FAP Forester															
Expenses	0.00	169.50	19,311.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,480.75
284-001 · MDNR Grant															
Expenses	0.00	0.00	0.00	233.91	39,340.78	39,574.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39,574.69
UPRC&D/Misc Grant															
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.03	0.00	349.53
289-001 · WRISC Grant															
Expenses	0.00	78.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,839.96
Discrepancies	0.00	-1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1.00
999-999 · Unallocated															
Total Expense	1,742.92	22,199.79	21,173.04	257.70	39,340.78	39,598.48	258.85	168.75	10.00	6,181.31	6,360.06	69.03	27,130.87	116,790.12	
Net Ordinary Income	-360.56	-20,517.21	-6,398.98	-257.70	-16,493.58	-16,751.28	267.65	2,652.49	84.34	21,354.31	24,091.14	-69.03	-5,291.61	-24,669.32	
	-360.56	-20,517.21	-6,398.98	-257.70	-16,493.58	-16,751.28	267.65	2,652.49	84.34	21,354.31	24,091.14	-69.03	-5,291.61	-24,669.32	

10:18 AM
03/02/18

Dickinson Conservation District Use This One
Reconciliation Summary
000-001 · FNB Checking, Period Ending 02/28/2018

	Feb 28, 18
Beginning Balance	24,694.07
Cleared Transactions	
Checks and Payments - 15 items	-11,197.80
Deposits and Credits - 44 items	13,001.56
Total Cleared Transactions	1,803.76
Cleared Balance	<u>26,497.83</u>
Uncleared Transactions	
Checks and Payments - 6 items	-839.39
Deposits and Credits - 4 items	1,948.24
Total Uncleared Transactions	1,108.85
Register Balance as of 02/28/2018	<u>27,606.68</u>
New Transactions	
Checks and Payments - 1 item	-30.35
Deposits and Credits - 2 items	225.50
Total New Transactions	195.15
Ending Balance	<u>27,801.83</u>

9:51 AM
03/02/18

Dickinson Conservation District Use This One
Reconciliation Summary
000-003 · Paypal, Period Ending 02/28/2018

	Feb 28, 18
Beginning Balance	1,511.54
Cleared Transactions	
Checks and Payments - 4 items	-324.13
Deposits and Credits - 17 items	4,052.56
Total Cleared Transactions	3,728.43
Cleared Balance	<u>5,239.97</u>
Register Balance as of 02/28/2018	5,239.97
New Transactions	
Deposits and Credits - 1 item	129.00
Total New Transactions	129.00
Ending Balance	<u>5,368.97</u>

DICKINSON



CONSERVATION DISTRICT

General Operations Report

Submitted by: Amanda Nelson & staff

March Board Meeting

- Attended monthly FAP conference call w/Bryan Reitter
- Wrote and submitted 2 MEF grants to WE energies
- Wrote and signed GLRI Boatwash agreement with Florence County for \$12,000 to run and education boaters in Florence County
- Worked on Forest Service narrative reporting for Boatwashes and NNIS grant
- Started the process of purchasing DASH unit to start building by the end of the month
- Completed and submitted EPA grant report
- Attended/planned Forest Health Workshop in Menominee County on March 1 2018
- Helped several customers with different conservation questions
- Conducted general bookkeeping and operations
- Tree Sale
 - Accepted orders
 - Reviewed and updated inventory as appropriate for orders
 - Order tree sale supplies
 - Answered numerous Tree sale Phone calls and Walk-In's

FORESTRY ASSISTANCE PROGRAM STATISTICS

Forester's Notes

	* Enter data										
Table 1. Outreach Summary	FEB	QTD	YTD	Goal	Progress to Date	Requires Action					
Number of contacts	51	75	174	450	39% x						
Web site hits	885	1626	3033	2500	121%		Facebook, GLITPA, SFL Newspaper				
Media occurrences: (newsprint, web, radio, tv)	4	7	11	10	110%						
Meetings		2	3	3	100%						
Number forestry outreach events conducted/presented	3	4	9	8	113%		verferans affairs meeting, meetin in Menominee County, wildlife				
Forestry outreach event attendance	35	81	195	500	39% x		unlimited meeting				
Number of forestry demonstration sites	0	0	0	1	0% x						
Advisory Committee Meetings	0	0	1	1	100%						
Continuing education attendance (hours)	6	9	30	25	120%						

Table 2. Work Summary	FEB	QTD	YTD	Goal	Progress to Date	Requires Action	
Number/landowner site visits	2	3	19	100	19% x		
Acreage landowner site visits		10	455	0		#DIV/0!	
Number landowner follow-ups	34	72	160	450	36% x		
Number referrals - private sector	6	9	18	35	51%		
Acreage referrals - private sector		0	80	0		#D/V/0!	
Number referrals - public sector	3	10	17	40	43%		
Acreage referrals - public sector		0	300	0		#D/V/0!	
Qualified Forest Program Enrollment (landowners)	1	2	5	35	14% x		
Qualified Forest Program Enrollment (acres)	80	82.5	248.5	1500	17% x		
Qualified Forest Program Parcel Verifications	1	6	31	25	89%		
Number cost-share program referrals	3	8	8	25	32% x		
Acreage cost-share program referrals		0	0	0		#DIV/0!	
Total number of plans to be written through referrals	5	12	18	20	90%		
Acreage all plans		0	80	0		#DIV/0!	
Number of Forest Stewardship Plans	2	2	2	0		#DIV/0!	
Acreage of Forest Stewardship Plans		0	0	0		#DIV/0!	
Number Tree Farm Plans	1	1	1	2	50%		TF plan written through referral = 1 ; TF plan written by CD Forester = 0
Acreage Tree Farm Plans	115	115	115	0		#DIV/0!	Total acreage of TF plans written by CD Forester = 0
Number NRCS CAP 106 Plans		0	1	0		#DIV/0!	
Acreage NRCS CAP 106 Plans		0	80	0		#DIV/0!	
Number all other conservation plans		0	0	0		#DIV/0!	
Acreage other conservation plans		0	0	0		#DIV/0!	
Number referrals for timber harvest	2	3	7	10	70%		
Acreage of timber harvest referrals		0	20	0		#DIV/0!	
Estimated volume (cords) timber sale set ups		0	0	0		#DIV/0!	
Estimated volume (mbf) timber sale set ups		0	0	0		#DIV/0!	
Total value of tree sales		\$0.00	\$0.00	0		#DIV/0!	
Number of trees and shrubs sold		0	0	0		#DIV/0!	
Total number (stems) of tree and shrub plantings		0	0	0		#DIV/0!	
Acreage tree & shrub plantings		0	0	0		#DIV/0!	
Number wildlife food plot plantings		0	0	0		#DIV/0!	
Acreage wildlife food plot plantings		0	0	0		#DIV/0!	
Number MAEAP FWH*A* Syst completed		0	0	2	0% x		
Acreage MAEAP FWH*A* Syst completed		0	0	0		#DIV/0!	
Number of MAEAP FWH Verifications Completed		0	0	3	0% x		
Number of Tree Farm Inspections completed		0	0	2	0% x		