

# DICKINSON CONSERVATION DISTRICT BOARD MEETING

Minutes

September 18, 2018

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

Date Approved: 10/16/18

Signed By: Kristy Gendron

1. **Call to order:** Chairman Peterson called the meeting to order at 4:43pm. Attending the meeting were Board Directors: Pat Peterson, Bill Rice, Kristen Gendron and Sue Pope(5:11). Absent from the meeting was Board Director Sarah Blanzky. Also in attendance were Amanda Nelson, Bryan Reitter, and Ben Determan(Public).
2. **Approval of Agenda:** Gendron moved and Rice supported the Agenda as presented. Motion carried.
3. **Budget Hearing/Public Comment:** Chairman Peterson opened the public hearing on the FY19 DCD Budget. Hearing had no comments, session was closed.
4. **Consent Agenda:** The Consent Agenda included the following items: Minutes of 8/20/18 Mtg; Special Meeting Min of 09/07/18; General Operations Report, Forester Report and MAEAP report for August 2018. Moved by Gendron and Rice supported. Motion moved.

## Old Business

5. **Components of Governance:** Chairman Peterson emphasized the purpose of the Components of Governance was to critically analyze the Board and how they can positively move forward in achieving District Goals.
6. **Community Foundation Fund:** After some discussion, motion to write a check of \$5000 to the Community Foundation Fund from DCD savings account. Gendron moved and Rice supported. Motion Carried.

## NEW BUSINESS:

7. **November Board Meeting:** Motion to move DCD's November Board Meeting from November 20, to November 13. Rice moved and Gendron supported. Motion carried.

## REPORTS

1. **Personnel Committee Report:** Motion to accept Bryan Reitter's resignation letter. Rice moved and Gendron supported. Motion carried.
2. **Fundraiser Committee:** A fundraiser Committee meeting will be held on Thursday, September 20, 2018.
3. **AD Hoc Millage Committee Report:** There was discussion on different campaigning ideas for DCD's millage along with some comments made on the District Handout that was given at the fair.
4. **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 August were presented. The reconciled checking balance was \$60,980.53 from 8/30/18. The average pay roll for the past month was \$5,879.92. Gendron moved and Rice supported. Motion carried.
  - c. **Bills** of totaling \$4,605.15 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 \$0.00, Visa bills for Reitter \$439.31, and savings deposit \$250. After reviewing the bills and payments. Rice moved and Pope supported approval of the bills as presented. Motion carried.
  - d. **Budgets:** Motion to adapt revised fiscal year 18 budget. Rice moved and Gendron supported. Motion carried.
  - e. **Appropriations Act:** Nelson presented the Pre-Audit Appropriations Act reflecting the proposed \$328,895 FY19 budget for expenses and income. Chairman Peterson called for a roll call vote. Rice, Pope,

Gendron, and Peterson all voted Aye. No nays. The FY 19 Appropriations Act for DCD was passed unanimously.

**5. Administrative & Grants Update:**

- a. *Grants update:* Nelson gave a verbal grant and handed out grants spreadsheet. There are two grants ending at the end of FY 18, FAP and MDNR Deer Grant. FAP was renewed for the upcoming FY19. DCD and WRISC received preapproval for MEF grants, the contracts are pending. Please see attached.
- b. *Sales:* Calendars are still at the printers and in the process of being printed. Fall tree sale is underway. Most of the preorders have been picked up.
- c. *Pesticide Applicator Business:* N/A

**6. Partner Reports:**

- a. *FAP:* Reitter presented verbal update. He has been working on completing the Deer Grant work down in Menominee county. He has been working on wrapping up end of FY18 deliverables and preparing for new forester to arrive.
- b. *NRCS:* N/A
- c. *WRISC:* Lindsay Peterson and staff have been working hard on completing treatments including Phragmites and Knotweed. WRISC meeting will be held on October 3 in Stephenson, MI.
- d. *MDARD:* N.A

**7. Meeting Reports:**

- a. *County Board meeting:* Rice attended and will continue to keep DCD presence.

**RESOURCE ISSUES/DIRECTOR'S PRIVILEGE:** Sue Pope: She is sad to see Bryan Reitter leave the District but wishes him the best in his future endeavors.

**Adjournment:** The meeting was adjourned at 6:22 pm. The next regular meeting date of the Dickinson CD Board will be held October 16, 2018 at 4:30 pm at the USDA Service Center. Moved by Rice, supported by Gendron to adjourned the Board Meeting. Motion carried.

Respectfully submitted,



Amanda Nelson, District Manager

**Dickinson Conservation District Use This One**  
**Balance Sheet**  
**As of August 31, 2018**

09/12/18

Accrual Basis

	Aug 31, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
000-001 · FNB Checking	60,301.18
000-002 · Savings FNB	12,376.46
000-003 · Paypal	3,731.22
000-006 · Petty Cash Fund	156.79
<b>Total Checking/Savings</b>	76,565.65
<b>Accounts Receivable</b>	
018-044 · Accounts Receivable	-50.01
018-045 · Grants Receivable	8,690.03
<b>Total Accounts Receivable</b>	8,640.02
<b>Other Current Assets</b>	
000-123 · Prepaid Expenses	979.75
000-125 · Undeposited Funds	300.00
<b>Total Other Current Assets</b>	1,279.75
<b>Total Current Assets</b>	86,485.42
<b>Fixed Assets</b>	
148-150 · Vehicles	-200.00
<b>Total Fixed Assets</b>	-200.00
<b>TOTAL ASSETS</b>	<b>86,285.42</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
202-203 · Credit Cards	
202-205 · 4594 VISA (Bryan)	440.14
202-207 · 3901 VISA (Amanda)	2,142.74
<b>Total 202-203 · Credit Cards</b>	2,582.88
<b>Total Credit Cards</b>	2,582.88
<b>Other Current Liabilities</b>	
000-231 · Payroll Liabilities	
000-232 · Fed & Fica Payable	10,126.32
000-235 · MI Withholding Tax Payable	1,694.19
000-237 · Worker's Compensation	504.76
000-238 · MESC Tax Payable	1,224.89
000-239 · Direct Deposit Liabilities	3.00
<b>Total 000-231 · Payroll Liabilities</b>	13,553.16
200-240 · Sales Tax Payable	132.04
<b>Total Other Current Liabilities</b>	13,685.20
<b>Total Current Liabilities</b>	16,268.08
<b>Total Liabilities</b>	16,268.08
<b>Equity</b>	
000-005 · Investment Account	-6,250.00
000-393 · Fund Balance	109,111.98
Net Income	-32,844.64
<b>Total Equity</b>	70,017.34
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>86,285.42</b>

**Dickinson Conservation District Use This One**  
**Profit & Loss by Class**  
October 2017 through August 2018

	Fund-raising	Total Other Revenue	Deer Grant			Oak Wilt MISGP IS14-3001			Calendars & Books			
			(Other Revenue)	(District Operations)	Total District Operations	Forestry Assistance Program	(MDNR Grants)	(MDNR Grants)		Total MDNR Grants	Pesticide Applicator Prog	(Sales)
<b>Ordinary Income/Expense</b>												
<b>Income</b>												
272-000 · Pesticide Application Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,473.63	0.00	0.00
281-000 · District Operations Income	430.00	1,841.54	2,239.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01
282-000 · FAP Forestry Assistance Progr	0.00	0.00	0.00	45,886.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
284-000 · MDNR Grant Income	0.00	0.00	0.00	0.00	0.00	0.00	36,697.20	0.00	36,697.20	0.00	0.00	0.00
289-000 · WRISC 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
294-000 · Sales	0.00	47.54	236.37	0.00	2,400.01	0.00	0.00	0.00	2,400.01	0.00	0.00	5,239.76
<b>Total Income</b>	<b>430.00</b>	<b>1,889.08</b>	<b>2,476.13</b>	<b>45,886.88</b>	<b>2,400.01</b>	<b>2,400.01</b>	<b>36,697.20</b>	<b>36,697.20</b>	<b>39,097.21</b>	<b>3,473.63</b>	<b>5,239.77</b>	<b>5,239.77</b>
<b>Gross Profit</b>	<b>430.00</b>	<b>1,889.08</b>	<b>2,476.13</b>	<b>45,886.88</b>	<b>2,400.01</b>	<b>2,400.01</b>	<b>36,697.20</b>	<b>36,697.20</b>	<b>39,097.21</b>	<b>3,473.63</b>	<b>5,239.77</b>	<b>5,239.77</b>
<b>Expense</b>												
272-001 · Pesticide Applicator Expenses	0.00	13.50	1,901.81	0.00	0.00	0.00	0.00	0.00	0.00	8,286.86	0.00	0.00
281-001 · District Operations Expense	43.38	2,126.57	51,477.57	4,430.00	81.77	0.00	0.00	0.00	81.77	742.43	214.25	0.00
281-003 · Supplies Control	0.00	0.00	1,519.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
282-001 · FAP Forester Expenses	0.00	0.00	13.00	49,949.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
284-001 · MDNR Grant Expenses	0.00	0.00	11.59	0.00	8,561.21	0.00	39,340.78	47,901.99	0.00	0.00	0.00	0.00
286-001 · 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
289-001 · WRISC Grant Expenses	0.00	7.90	123.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
66901 · *Reconciliation Discrepancies	0.00	0.00	-1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>43.38</b>	<b>2,147.97</b>	<b>55,045.41</b>	<b>54,379.45</b>	<b>8,642.98</b>	<b>8,642.98</b>	<b>39,340.78</b>	<b>47,983.76</b>	<b>9,029.29</b>	<b>214.25</b>	<b>5,025.52</b>	<b>5,025.52</b>
<b>Net Ordinary Income</b>	<b>386.62</b>	<b>-258.89</b>	<b>-52,569.28</b>	<b>-8,492.57</b>	<b>-6,242.97</b>	<b>-6,242.97</b>	<b>-2,643.58</b>	<b>-8,886.55</b>	<b>-5,555.66</b>	<b>5,025.52</b>	<b>5,025.52</b>	<b>5,025.52</b>
<b>Net Income</b>	<b>386.62</b>	<b>-258.89</b>	<b>-52,569.28</b>	<b>-8,492.57</b>	<b>-6,242.97</b>	<b>-6,242.97</b>	<b>-2,643.58</b>	<b>-8,886.55</b>	<b>-5,555.66</b>	<b>5,025.52</b>	<b>5,025.52</b>	<b>5,025.52</b>

Dickinson Conservation District Use This One  
Profit & Loss by Class  
October 2017 through August 2018

	Fall Tree Sale	Tree Sales Wages	Spring Tree Sale - Other	Total Spring Tree Sale	Wildflowers							
	(Sales)	pring Tree Sale	Spring Tree Sale	(Sales)	(Sales)	Total Sales	UPRCD/ Misc Grants	WRISC Grants	TOTAL			
<b>Ordinary Income/Expense</b>												
<b>Income</b>												
272-000 · Pesticide Application Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,473.63			
281-000 · District Operations Income	0.00	0.00	120.84	120.84	23.00	143.85	0.00	14.00	2,397.61			
282-000 · FAP Forestry Assistance Progr:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,886.88			
284-000 · MDNR Grant Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36,697.20			
289-000 · WRISC Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	141,497.00	141,497.00			
294-000 · Sales	1,950.95	0.00	73,922.67	73,922.67	2,474.02	83,587.40	0.00	0.00	86,223.78			
<b>Total Income</b>	<b>1,950.95</b>	<b>0.00</b>	<b>74,043.51</b>	<b>74,043.51</b>	<b>2,497.02</b>	<b>83,731.25</b>	<b>0.00</b>	<b>141,511.00</b>	<b>316,176.10</b>			
<b>Gross Profit</b>	<b>1,950.95</b>	<b>0.00</b>	<b>74,043.51</b>	<b>74,043.51</b>	<b>2,497.02</b>	<b>83,731.25</b>	<b>0.00</b>	<b>141,511.00</b>	<b>316,176.10</b>			
<b>Expense</b>												
272-001 · Pesticide Applicator Expenses	47.70	0.00	0.00	0.00	0.00	47.70	0.00	0.00	10,236.37			
281-001 · District Operations Expense	420.00	3,826.82	44,235.63	48,062.45	2,119.20	50,815.90	0.00	8,382.94	115,930.61			
281-003 · Supplies Control	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.99	1,529.09			
282-001 · FAP Forester Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49,962.45			
284-001 · MDNR Grant Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47,913.58			
286-001 · UPRC&D/Misc.Grant Expenses	0.00	0.00	0.00	0.00	0.00	0.00	136.50	698.50	835.00			
289-001 · WRISC Grant Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	122,491.30	122,614.64			
66901 · *Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1.00			
<b>Total Expense</b>	<b>467.70</b>	<b>3,826.82</b>	<b>44,235.63</b>	<b>48,062.45</b>	<b>2,119.20</b>	<b>50,863.60</b>	<b>136.50</b>	<b>131,582.73</b>	<b>349,020.74</b>			
<b>Net Ordinary Income</b>	<b>1,483.25</b>	<b>-3,826.82</b>	<b>29,807.88</b>	<b>25,981.06</b>	<b>377.82</b>	<b>32,867.65</b>	<b>-136.50</b>	<b>9,928.27</b>	<b>-32,844.64</b>			
<b>Net Income</b>	<b>1,483.25</b>	<b>-3,826.82</b>	<b>29,807.88</b>	<b>25,981.06</b>	<b>377.82</b>	<b>32,867.65</b>	<b>-136.50</b>	<b>9,928.27</b>	<b>-32,844.64</b>			

# DICKINSON CONSERVATION DISTRICT BUDGET REPORT

Dickinson CD 2018-19

ACT #	ACCOUNT	FY 18 Budget	Adjusted Budget 9/13/2018	Project FY 18	Proposed FY19
272-000	Pesticide Application Income	\$ 13,500.00	\$ 3,473.63	\$ 13,000	\$ 10,000.00
281-664	Interest Income	\$ 35.00	\$ 36.97	\$ 38	\$ 40.00
281-671	Other Revenue (contractual/misc.)	\$ 17,045.00	\$ 1,780.60	\$ 5,281	\$ 6,000.00
281.681	Donations/Gifts	\$ 390.00	\$ 269.31	\$ 270	\$ 400.00
281-695	Fundraising Committee		\$ 430.00	\$ 430	\$ 600.00
282-000	MDARD Forestry Income	\$ 65,250.00	\$ 45,886.88	\$ 65,250	\$ 70,500.00
284-200	MDNR- Oak Wilt	\$ 24,000.00	\$ 36,697.20	\$ 36,697	x
284-539	DNR Deer Habitat Grant			\$ 11,990	x
286-000	Misc Grants/UPRC/DACF	\$ 10,000.00	\$ 1,041.66	\$ 1,042	\$ 3,000.00
289-002	WRISC Donations	\$ 350.00	\$ 100.00	\$ 100	\$ 200.00
289-230	MEF 17-53 Invas Strike Team II	\$ 38,300.00	\$ 13,855.38	\$ 28,855	\$ 15,000.00
289-300	GLRI FY16-Pa Boatwash		\$ 1,169.72	\$ 1,170	x
289-310	GLRI NNIS	\$ 18,400.00	\$ 8,283.82	\$ 13,283	\$ 6,400.00
289-320	GLRI Boatwash 17-PA	\$ 16,700.00	\$ 5,389.06	\$ 21,173	\$ 10,000.00
289-330	GLRI Boatwash 18-PA		\$ 2,938.67	\$ 5,066	\$ 15,000.00
289-350	EPA GLRI 17	\$ 90,000.00	\$ 44,281.10	\$ 49,000	\$ 32,000.00
289-370	GLRI PCG			\$ 5,172	\$ 7,000.00
289-710	MDNR - WRISC IS16-1005	\$ 54,000.00	\$ 58,147.57	\$ 58,148	\$ 45,000.00
289-730	WDNR- Weed Mgmt Area Control	\$ 14,000.00	\$ 6,290.02	\$ 5,350	\$ 7,000.00
294-600&601	Calendar Sales & In House	\$ 5,500.00	\$ 5,219.49	\$ 5,220	\$ 6,000.00
294-647	Fall Tree	\$ 4,000.00	\$ 2,057.09	\$ 3,500	\$ 5,500.00
294-648	Spring Tree Sale	\$ 95,000.00	\$ 75,966.58	\$ 75,967	\$ 86,177.00
294-650	Wildflower Sales	\$ 4,000.00	\$ 2,474.02	\$ 2,474	\$ 3,078.00
<b>INCOME</b>					
	<b>Balance Carry Over</b>				
	Subtotal	\$ 470,470.00	\$ 315,788.77	\$ 408,475	\$ 328,895.00
<b>EXPENSE</b>					
<b>272-001</b>	<b>Pesticide Application Program</b>				
272-726	Pesticide Applicator Lic & Ins.	\$ 1,800.00	\$ 1,793.52	\$ 1,793.52	\$ 1,800.00
272-740	Pesticide Application Supplies/Mileage	\$ 1,000.00	\$ 3,169.90	\$ 3,169.90	\$ 2,000.00
272-745	Pesticide Application Wages/Benefits	\$ 4,000.00	\$ 5,530.50	\$ 6,000.00	\$ 5,000.00
<b>281-001</b>	<b>District Operations</b>				
<b>281-701</b>	<b>Personnel Services Control</b>				
281-702	Admin Wages	\$ 33,000.00	\$ 22,462.75	\$ 28,000.00	\$ 28,000.00
281-703	281-Administrative Sick Leave	\$ 440.00	\$ 264.00	\$ 264.00	\$ 440.00
281-704	281-Administrative Vacation	\$ 720.00	\$ 540.00	\$ 540.00	\$ 720.00
281-710	Workers Compensation	\$ 2,000.00	\$ 1,504.83	\$ 2,000.00	\$ 2,000.00
281-711	FICA Employer Payroll Expense	\$ 12,000.00	\$ 12,059.04	\$ 12,100.00	\$ 12,000.00
281-712	MESC Unemployment Taxes	\$ 2,000.00	\$ 4,577.25	\$ 5,000.00	\$ 4,500.00

**DICKINSON CONSERVATION DISTRICT BUDGET REPORT**

<b>281-003</b>	<b>Supplies Control</b>				
281-750	Office Supplies	\$ 500.00	\$ 922.86	\$ 922.86	\$ 600.00
281-751	Field Supplies	\$ 500.00	\$ 181.90	\$ 181.90	\$ 200.00
281-752	Postage	\$ 500.00	\$ 441.25	\$ 441.25	\$ 500.00
<b>281-002</b>	<b>Other Services &amp; Charges</b>				
281-772	Contractual Expense	\$ 3,500.00	\$ 2,065.58	\$ 2,065.58	\$ 2,000.00
281-773	Accounting & Outside Service	\$ 500.00	\$ 2,095.26	\$ 2,095.26	\$ 1,000.00
281-774	Advertising and Marketing	\$ 200.00	\$ 26.49	\$ 26.49	\$ 500.00
281-775	Auditor	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	\$ 6,000.00
281-776	Bank Card Charges	\$ 1,200.00	\$ 351.28	\$ 370.00	\$ 350.00
281-777	Board/Annual Meeting Expense	\$ 600.00	\$ 699.21	\$ 699.21	\$ 700.00
281-778	Bonding & Insurance	\$ 1,000.00	\$ 477.84	\$ 477.84	\$ 500.00
281-779	Cleaning/Maintenance	\$ 600.00	\$ 679.90	\$ 679.90	\$ 600.00
281-780	Direct Deposit Payroll Expense	\$ 350.00	\$ 330.00	\$ 350.00	\$ 375.00
281-781	Fees & Dues	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
281-782	Education & Demonstrations	\$ 200.00	\$ 105.00	\$ 109.21	\$ 100.00
281-784	Equipment & Vehicle Expenses	\$ 5,000.00	\$ 12,232.80	\$ 13,000.00	\$ 5,000.00
281-785	Paypal Fees	\$ 10.00	\$ 3.00	\$ 3.00	\$ 5.00
281-786	Printing & Publishing	\$ 350.00		\$ -	\$ 400.00
281-787	Rent	\$ 600.00	\$ 790.00	\$ 840.00	\$ 840.00
281-789	Telephone & Internet	\$ 1,000.00	\$ 875.27	\$ 1,000.00	\$ 900.00
281-791	Training, Travel, Mileage	\$ 1,000.00	\$ 601.48	\$ 601.48	\$ 600.00
281-792	Web Site	\$ 100.00	\$ 19.95	\$ 19.95	\$ 20.00
281-795	Fundraising Committee		\$ 43.38	\$ 43.38	\$ 45.00
<b>294-001</b>	<b>Sales Expense</b>				
294-602	In House Sales /Books	\$ 150.00	\$ 262.25	\$ 262.25	\$ 200.00
294-603	Calendars	\$ 2,800.00	\$ -	\$ 2,800.00	\$ 2,500.00
294-649	Spring Tree Expense (wage/goods)	\$ 60,000.00	\$ 48,433.82	\$ 48,433.82	\$ 45,000.00
294-651	Fall Tree Purchase	\$ 1,900.00	\$ 810.00	\$ 2,076.90	\$ 2,500.00
294-655	Wildflower Sales Expense	\$ 2,000.00	\$ 2,119.20	\$ 2,119.20	\$ 2,000.00
<b>282-001</b>	<b>Forestry Assistance Program</b>	\$ 65,250.00	\$ 51,923.45	\$ 65,250.00	\$ 70,500.00
<b>284-001</b>	<b>DNR Grant Expenses</b>		\$ 8,692.80	\$ 11,990.00	x
284-200	MDNR Oak Wilt Expenses	\$ 20,000.00	\$ 39,340.78	\$ 39,340.78	x
<b>286-001</b>	<b>UPRC&amp;D/Misc. Grant Expenses</b>	\$ 8,000.00	\$ 1,398.44	\$ 1,398	\$ 1,000.00
<b>289-001</b>	<b>WRISC Grant Expenses</b>				
289-003	WRISC Donation Expenses	\$ 200.00	\$ 139.29	\$ 139.29	\$ 100.00
289-231	MEF 17-53 Strike Team II	\$ 38,300.00	\$ 24,123.10	\$ 26,000.00	\$ 15,000.00
289-301	GLRI 16-PA Boatwash		\$ 1,169.72	\$ 1,169.72	x
289-311	GLRI NNIS	\$ 18,400.00	\$ 10,577.07	\$ 12,000.00	\$ 6,400.00
289-321	GLRI BW 17-PA	\$ 16,700.00	\$ 6,765.13	\$ 16,700.00	\$ 10,000.00
289-331	GLRI BW 18-PA		\$ 4,751.61	\$ 5,000.00	\$ 15,000.00
289-351	EPA GLRI 17	\$ 90,000.00	\$ 46,859.53	\$ 48,000.00	\$ 32,000.00
289-371	GLRI PCG		\$ 5,172.33	\$ 5,172.33	\$ 7,000.00

**DICKINSON CONSERVATION DISTRICT BUDGET REPORT**

289-711	MDNR WRISC - IS16-1005	\$ 54,000.00	\$ 22,632.42	\$ 25,000.00	\$ 35,000.00
289-731	WRISC WDNR Control WM2	\$ 13,800.00	\$ 4,033.58	\$ 4,033.58	\$ 6,000.00
	<b>Total Expenses</b>	\$ 470,470.00	\$ 357,848.76	\$ 403,481.04	\$ 328,895.00
	<b>Fund Balance</b>		\$ (42,059.99)	\$ 4,994.38	\$ -



# DICKINSON CONSERVATION DISTRICT BUDGET REPORT

Local	State	Federal
\$ 28,855.00	\$ 36,697.20	\$ 1,169.72
\$ 13,000.00	\$ 11,990.00	\$ 13,283.00
\$ 1,042.00	\$ 65,250.00	\$ 21,173.00
\$ 5,281.00	\$ 58,147.57	\$ 5,066.00
\$ 87,161	\$ 5,350.00	\$ 49,000.00
		\$ 5,172.33

\$ 135,338.60    \$ 177,434.77    \$ 94,864.05



## **General Operations Report**

Submitted by: Amanda Nelson & staff

### **September 2018 Board Meeting**

- Accepted Bryan Reitters resignation on September 13<sup>th</sup>, 2018
- Conducted General Accounting (Payroll, deposits, expense, bank reconciliation, PayPal reconciliation, etc..)
- Attended KHS Environmental Science class field trips
- Conducted Fall Tree Sale
- Attended Dickinson County Fair
- Started end of the fiscal year things (updated dates on door, prepped for audit, make budget adjustments, etc..)
- Bob Martonen completed Toumey contract submitted report for approval of payment
- Nelson updated all staff work agreements
- Conducted site visits for invasive species, water erosion, etc....
- Signed MDARD contract renewal for FAP
- Maintained trucks
- Ann Hruska attended Wildlife Unlimited event at the United Sportsman's club
- Bill Rice and Bryan Reitter attended region 1&2 meeting in Marquette on August 30, 2018
- On August 28, 2018, DCD collected water samples from surrounding lakes to mail for testing
- KHS student, Maddy Doucette started job shadowing, for the year, to learn about different aspects of the environmental career.

## Forestry Assistance Program Metrics

Table 1. Required Metrics*									
	August	QTD	YTD	Goal	Progress to Date	Status	Forester's Notes		
Landowner site visits	6	19	59	100	59%	Needs Attention			
Landowner site visits - Acres	561	901	2652	0	#DIV/0!	No Goal			
Qualified Forest Program Enrollment Verifications	9	13	49	35	140%	Goal Achieved			
Qualified Forest Program Enrollment Verifications - Acres	660	936.72	3566.7	1500	238%	Goal Achieved			
MAEAP Forest, Wetlands, and Habitat assessments	0	0	0	2	0%	Needs Attention			
MAEAP Forest, Wetlands, and Habitat assessments - Acres	0	0	0	0	#DIV/0!	No Goal			
Referrals, Total Private Sector	7	9	37	35	106%	Goal Achieved			
Referrals, Total Private Sector - Acres	54	79	2311.5	0	#DIV/0!	No Goal			
Referrals, Total Public Sector	13	17	55	40	138%	Goal Achieved			
Referrals, Total Public Sector - Acres	1807	2067	4766.1	0	#DIV/0!	No Goal			
Referrals, Management plans	1	4	39	20	195%	Goal Achieved			
Referrals, Management plans - Acres	40	120	3296.5	0	#DIV/0!	No Goal			
Referrals, Timber Harvests	1	1	8	10	80%	Needs Attention			
Referrals, Timber Harvests - Acres	9	9	345.5	0	#DIV/0!	No Goal			
Referrals, Timber Harvests - Estimated volume (cords)	0	0	1561.5	0	#DIV/0!	No Goal			
Referrals, Timber Harvests - Estimated volume (MBF)	0	0	91.7	0	#DIV/0!	No Goal			
Number of forestry outreach events conducted/presented	2	3	17	8	213%	Goal Achieved			
Outreach event attendance	200	215	578	500	116%	Goal Achieved			
Media occurrences (newsprint, web, radio, tv, etc)	1	3	17	10	170%	Goal Achieved			
American Tree Farm System Inspections	0	1	1	2	50%	Needs Attention			

\* This data will be compiled statewide and regionally. This data is required to be reported.

Table 2. Optional Metrics**									
	August	QTD	YTD	Goal	Progress to Date	Status	Forester's Notes		
Number of contacts	47	62	346	450	77%	Needs Attention			
Landowner follow-ups	44	75	385	450	86%	Needs Attention			
Landowner follow-ups - Acres	120	1706	3306	0	#DIV/0!	No Goal			
Web site hits	458	966	6611	2500	264%	Goal Achieved			
Mailings	0	1	6	3	200%	Goal Achieved			
Number of forestry demonstration sites	0	0	0	1	0%	Needs Attention			
Advisory Committee Meetings	0	0	1	1	100%	Goal Achieved			
Continuing education attendance - Hours	0	0	65	25	260%	Goal Achieved			
MAEAP Forest, Wetlands, and Habitat verifications	0	0	0	3	0%	Needs Attention			
Referrals, cost-share programs	1	3	25	25	100%	Goal Achieved			
Referrals, Forest Stewardship Plans	40	100	1859	0	#DIV/0!	No Goal			
Referrals, Forest Stewardship Plans - Acres	0	1	8	0	#DIV/0!	No Goal			
Referrals, Tree Farm Plans	0	0	825	0	#DIV/0!	No Goal			
Referrals, Tree Farm Plans - Acres	0	0	1	2	50%	Needs Attention			
Referrals, NRCS CAP 106 Plans	0	0	115	0	#DIV/0!	No Goal			
Referrals, NRCS CAP 106 Plans - Acres	1	2	16	0	#DIV/0!	No Goal			
Referrals, NRCS CAP 106 Plans - Acres	40	80	1104	0	#DIV/0!	No Goal			
Number all other conservation plans	0	0	1	0	#DIV/0!	No Goal			
Acquire other conservation plans	0	0	10	0	#DIV/0!	No Goal			
Total value of tree sales	0	0	92174	0	#DIV/0!	No Goal			
Number of trees and shrubs sold	0	0	101640	0	#DIV/0!	No Goal			
Tree and shrub plantings - Sites	0	0	8	0	#DIV/0!	No Goal			
Tree and shrub plantings - Acres	0	0	20	0	#DIV/0!	No Goal			
Wildlife food plot plantings - Sites	0	0	0	0	#DIV/0!	No Goal			
Wildlife food plot plantings - Acres	0	0	0	0	#DIV/0!	No Goal			

\*\*This data will not be compiled statewide. Rather, it is for local use only.



## **MCCD Staff Report**

**Landen Tetil**

**August 2018**

### **Trainings/Workshops/Conferences**

- “Implementing GAP’s: A key to produce safety” 3-week online class at Cornell Univ. Earned Certificate. 8/21
- MAEAP Livestock A\*Syst training in Charlotte, MI. 8/22
- GAP Audit shadowing with Phil Britton and Courtney from MFC. 8/3

### **Meetings/Outreach**

- Alger County Fair display booth. 8.3 – 8/5
- Advisory Committee Meeting with awesome Rockstar produce safety advisors. 8/6
- Marquette board meeting. 8/6
- Shared kitchen incubator tour in WI with UPFE, MFC, TLD, MSUe, and City of MQT. Collaborating to bring a kitchen with this model to KI Sawyer, focusing on light processing of fresh produce for distribution in schools, hospitals, etc. Produce Safety Rule still applies to lightly processed produce. 8/8
- Menominee board meeting with Rachael. 8/9
- Marquette County Fair display booth with invasive species crew. 8/9 -8/12
- Meeting with Jaimi at Edward Jones. Question of Will I Ever Retire still to be determined. 8/14
- OFRR (on farm readiness review) conference call with the produce safety crew. 8/20/18
- Submitted an article about the produce safety risk assessment to the UP Ag Connections Newsletter. 8/20
- Produce Safety Technician conference call with the produce safety crew. 8/29
- Produce Safety Alliance Grower Training scheduling conference call. 8/29

### **Farm Contact**

- GAP audit (see above) on a certified organic produce farm in Chatham. 8/3

To: Dickinson Conservation District Board

From: Bryan Reitter

CC: Amanda Nelson

Date: 9/13/2018

Subject: Resignation

I am formally notifying you that my last day of work for the Dickinson Conservation District will be October 5<sup>th</sup>, 2018. I have accepted a job with St. John Forest and will be working on private lands as a procurement forester. I have thoroughly enjoyed working for the Conservation District, working with all its staff, and board members. Thank you all for your support throughout my time with the District.

Best Regards,

A handwritten signature in black ink, appearing to read 'Bryan Reitter', with a long horizontal line extending to the right.

Bryan Reitter

W2679 Nurse Carlson Rd  
Foster City, MI 49834  
616-916-3677

FY 18 DCD Grants Report ( as of 09/18/18)							
Grant Title	Source	Grant Duration	Purpose	Funds Awarded	Appropriate Amount Remaining	Notes	Outstanding Invoices
CD Forestry Assistance Program	MDARD/DNR	FY18 Grant Active	Private Lands Forestry	\$65,250 One year	\$0	Grant ends Sept 30, 2018	\$ -
CD Forestry Assistance Program	MDARD/DNR	FY19 Grant pending	Private Lands Forestry	\$70,500 one year		Signed contract.	\$ -
MDNR Deer Grant	MDNR-MISG	FY18 Grant Active	Deer Habitat Improvement	\$11,990	\$0	Grant ends Sept 30, 2018	\$ -
MEF 17 Strike Team III CCC	WE Energies	3/13/19-2/28/21	Continue to have a STRIKE Team to manage invasive species in the 5 counties with focus on			Approved. Waiting Contract.	\$ -
MEF 16 Strike Team II 17-53	WE Energies	3/13/17-2/28/19	Continue to have Strike Team to manage invasive species.	\$76,532	Approx \$20,964.22 remaining.	Ending in December	\$ -
WRISC Michigan Strategic Management Project IS 16-1005	MDNR-MISG	2/21/17-12/31/19	Implement and revise the strategic management plan; Riverine surveys...	Funded at \$162,000 over 3 yrs: \$140,000 expense and \$22,000 OH	Approx \$99,704		\$ -
GLRI - CWMA (NNIS) 17-PA-11091300-041	GLRI-USFS	5/4/17-12/31/19	Targeting Invasives on Trails and Crossings in the Menominee River Watershed	\$36,850 over 2 yrs	Approx \$24,791		\$ -
WRISC WMA- 2 control Grant	WDNR-WMA	Jul 2016 - June 30, 19	Mapping woodland invasives on private forest land in WI	Grant extended until 2019 \$14,200 Total Funds	\$8797.17 remaining		\$ 5,402.23
GLRI - EPA	GLRI - EPA - FY 16	9/01/17-10/30/19	Survey and target invasives on trails and crossings in Menominee River watershed.	\$194,067 grant, \$10,000 match	Approx \$152,000 remaining.		\$ -
WRISC GLRI FY 17 Boatwash (17-PA-11091300-032)	GLRI-USFS FY 16	4/16 - 12/30/18	AIS education including use of existing Boatwash	Funded for \$33,940 for 2017 & 2018 grant	Approx \$15,900 remaining	Florence has outstanding contract for \$12,500	\$ -
WRISC GLRI FY 18 Boatwash (18-pa-11091300043)	GLRI-USFS	4/8/18 - 12/30/2020	AIS education including use of existing Boatwash	2018-2019 \$33,850	Approx \$28,000 remaining		\$ -
WRISC Invasive Species Pathways Education	USFS (GLRI-Federal)	4/6/18 - 12/30/19	Partner with Play Clean Go and Work Clean Go to launch an ad campaign targeting invasives.	2018-2019 \$21,850	Approx \$16,000 remaining		\$ -
MEF 17 Strike Team III CCC	WE Energies	3/13/19-2/28/21	Monitor effects of withdrawal and climate impacts on stream flow and stream health 3 streams in MI type 1 for 2 yrs.	Funded \$22,000 over 2 yrs: \$11,000 for 2019 and \$11,000 for 2020	Approved. Waiting Contract.		\$ -
				Outstanding invoices			\$ 5,402.23

## Dickinson Conservation District

### Appropriations Act for 2018 - 19

The Dickinson Conservation District Board resolves:

SECTION 1: Title – This resolution shall be known as the Dickinson Conservation District FY19 General Appropriations Act.

SECTION 2: Public Hearing on the Budget—Pursuant to MCLA 141.412 and .413, notice of a public hearing on the proposed budget was published in the Iron Mountain Daily News and a public hearing on the proposed budget was held on September 18, 2018.

SECTION 3: Adoption of budget by Activity—Dickinson Conservation District Board adopts the 2018-19 fiscal year budget for the various funds by Activity. Conservation District officials responsible for the expenditures authorized in the budget may expend Conservation District funds up to, but not to exceed, the total appropriation authorized for each Activity.

SECTION 4: Payment of Bills—All claims (bills) against the Conservation District shall be approved by the Dickinson Conservation District Board **prior** to being paid. The Conservation District Administrator and Treasurer may pay certain bills prior to approval by the Conservation District Board to avoid late penalties, service charges and interest and payroll in accordance with the approved salaries and hourly rates adopted in this appropriations act. The Conservation District Board shall receive a list of claims paid prior to approval for approval at the next Board Meeting.

SECTION 5: Authorized salary, hourly and per diem rates—Included in the various Activities are amounts of the salary, hourly and per diem rates for the officials and employees of the Conservation District as follows:

District Manager – \$16.00/hr  
Administrative Assistant - \$13.00/hr  
Forestry Assistance Program Forester- \$22.00/hr  
WRISC Project Coordinator- \$18.00/hr  
WRISC Project Manager - \$14.50/hr  
Conservation Tech- \$13.00/hr  
Invasive Species Technicians - \$11.50 to \$15.00/hr

SECTION 6: Estimated Revenues and Expenditures—Estimated total revenues and expenditures for the various activities of the Dickinson Conservation District are:

**Dickinson Conservation District  
2018-19 Budget (pre-audit)  
General Fund**

	2017-18 (pre-audit) Actual	2018-19 Budget
<b>REVENUE</b>		
<b>Local Revenue</b>	<b>\$136,177</b>	<b>\$135,995</b>
Local Grants	\$28,550	\$15,000
UPRC&D/Charges for services	\$19,322	\$19,000
In-house sales	\$5,220	\$6,000
Plant Sales	\$81,941	\$94,755
Donations/ Other	\$800	\$1,200
Interest Earnings	\$38	\$40
<b>State Sources</b>	<b>\$177,435</b>	<b>\$122,500</b>
MDNR MISG Oak Wilt	\$36,697	-
MDNR- WRISC	\$58,148	\$45,000
MDARD Forestry Assistance	\$65,250	\$70,500
DNR Deer Habitat	\$11,990	-
WDNR	\$5,350	\$7,000
<b>Federal Sources</b>	<b>\$94,864</b>	<b>\$70,400</b>
GLRI- EPA	\$49,000	\$32,000
WRISC GLRI NNIS	\$13,283	\$6,400
WRISC GLRI Boatwash	\$27,409	\$25,000
GLRI USFS - Play Clean Go	\$5,172	\$7,000
<b>Total Revenue and Other Sources</b>	<b>\$408,476</b>	<b>\$328,895</b>
<b>EXPENDITURES</b>		
281 Operations	\$75,631	\$69,895
272 Pesticide Applicators Business	\$10,963	\$8,800
282 Forestry Assistance Program	\$65,250	\$70,500
283 MEF Grant Expenses	\$26,000	\$15,000
284 MDNR Grant Expenses	\$76,331	\$35,000
286 Misc./UPRC&D	\$1,398	\$1,000
289 WRISC Grants/Donation	\$92,214	\$76,500
294 Sales Reforestation-Calendar	\$55,692	\$52,200
<b>Total Expenditures</b>	<b>\$403,479</b>	<b>\$328,895</b>
Net Revenues (Expenditures)	\$4,996	\$0
Beginning Fund Balance (Required)	\$38,330	\$43,326
Ending Fund Balance (Required)	\$43,326	\$43,326



SECTION 7: Periodic Financial Reports—The Conservation District Manager shall provide the Conservation District Board, at the monthly meeting, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts in the various Activities of the Conservation District.

SECTION 8: Budget Monitoring—Whenever it appears to the District Manager or the Conservation District Board that the actual and probable revenues in any activity will be less than the estimated revenues upon which appropriations from such activity were based, and when it appears that expenditures will exceed an appropriation, the District Manager will present to the Conservation District Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

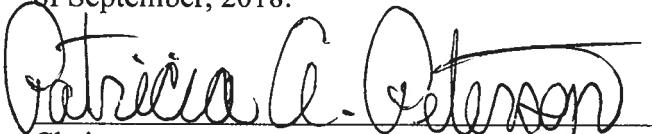
SECTION 9: Board Adoption—Motion made by Kristen Gendron second by Bill Rice to adopt the forgoing resolution and General Appropriations Act.

Upon roll call vote, the following voted aye:

Sue Pope, William Rice, Kristen Gendron, Pat Peterson

The following voted nay: None

The Chairperson declared the motion carried and the resolution adopted on the 10th day of September, 2018.

  
Chairperson