

DICKINSON CONSERVATION DISTRICT BOARD MEETING

Minutes

February 21, 2019

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

Date Approved: 3/21/2019 Signed By: Wm Rice

1. **Call to Order:** Amanda Nelson called the reorganizational meeting of the DCD Board of Directors to order at 4:30pm. Members in attendance: Bill Rice, Sue Pope, Kristen Gendron, and Sarah Blanzly. Also, in attendance were Amanda Nelson, Lindsay Peterson, and Tom Berndt (left at 5:30).
2. **Annual Board Re-organization:** Nelson called for nominations for Board Chair. Motion made by Pope and support Blanzly for Rice to be Board Chair. Motion moved. Rice took over running the meeting. Peterson called for nominations for Vice Chair. M/S by Pope and Blanzly for Gendron to be Board Vice Chair. Motion carried. Peterson called for nominations for Board Secretary. M/S by Gendron and Pope for Blanzly to be Secretary. Motion carried. Rice called for nominations for Treasurer. M/S by Blanzly and Gendron for Pope to be Treasurer. Motion carried.
3. **Approval of Agenda:** Blanzly moved and Gendron supported the Agenda with the following corrections 8a. Letter of Support, 8b Letter of resignation from Pat Peterson, 8c Board meeting dates, 12c credit cards, 13 c solid waste management meeting. Motion carried.
4. **Public Comment:** N/A
5. **Consent Agenda:** The Consent Agenda included the following items: Minutes of 1/15/19 Mtg; Annual Meeting Minutes of 01/19/19; Special Board meeting Min of 01/25/19; General Operations Report, Food Technician, and MAEAP report for December 2018. Moved by Pope and Blanzly supported. Motion moved.

Old Business

1. *Components of Governance:* N/A

New Business:

2. **Mileage Rates:** Motion to adopt a .58 mileage rate for both personal and district vehicles. Gendron moved and Blanzly supported. Motion carried.
3. **Purchasing Policy:** Nelson presented a draft copy of a Purchasing Policy for the Board to review. Board decided to table the policy until Jacob Lynch has time to review.
4. **A. Letter of support.** Nelson presented a copy of a letter to support the Menominee Conservation District's application towards a grant to allow their District Manager full time hours. Pope moved and Blanzly supported. Motion carried.
5. **B. Letter of resignation from Pat Peterson:** Blanzly moved and Gendron supported. Motion carried.
6. **C. Board meeting dates.** Motion to move DCD's Board meeting dates to the third Thursday of the month at 5pm. Blanzly moved and Gendron supported. Motion carried.

REPORTS

1. **Personnel Committee Report:** Bill Rice and Kirsten Gendron were appointed to the Personnel Committee. There was discussion over Nelson's Personnel Review proceeded and the processes for everyone to move forward. There was discussion over Compensation time. Peterson described how staff maintains and keeps track of time. Nelson will make a letter for all staff to sign about compensation time to be presented at the next board meeting.
2. **Fundraiser Committee:** L. Peterson gave a verbal update on the Fundraiser Committee. L. Peterson does not have time to set up meetings. Nelson agreed to take over the Committee and will set up a meeting soon.
3. **AD Hoc Millage Committee Report:** Rice has all the contact information for the Township Board Meetings. He hopes to have that information out soon to everyone.

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 January were presented. The reconciled checking balance was \$71,971.91 from 01/31/19 and the reconciled Savings balance was \$13,635.91 from 01/31/19 and the reconciled PayPal balance was \$6,741.38 from 01/31/19. The average pay roll for the past month was \$3,996.72. Motion to put financials on record Blanzzy moved and Gendron supported. Motion carried.
- c. *Bills* of totaling \$7,850.32 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 \$801.19, savings deposit \$250, along with other grant expenses. After reviewing the bills and payments. Gendron moved and Pope supported approval of the bills as presented. Motion carried.
- d. Credit Cards: Motion to allow Lawrence to have a Credit Card with a limit of \$2,000. Gendron moved and Blanzzy supported. Motion carried.

5. Administrative & Grants Update:

- a. *Grants update*: Nelson gave a verbal grant and handed out grant's spreadsheet. Nelson was able to submit quarterly reports for all Federal grants. MEF Strike Team II is on track for being completed by the end of February.
- b. *Sales*: We have received 136 Tree orders in so far. Nelson has received many phone calls for order forms to be mailed to new customers.
- c. *Pesticide Applicator Business*: N/A

6. Partner Reports:

- a. *FAP*: Lawrence started on February 18. Racheal Guth and Matt Watkeys came from Marquette start training on the different programs Lawrence will be handling.
- b. *NRCS*: Berndt gave verbal report. NRCS and American Bird Conservancy has received a grant to help Berndt with his programs. Interviews should be set up soon.
- c. *WRISC*: Peterson and staff have been working on starting Summer prep. The Summer staff job posting was published and will be open until March 8th. WRISC and E&E have applied for a grant to do treat invasive species and restoration on the Menominee Islands between Marinette County and Menominee County.
- d. *MDARD*: See attached.

7. Meeting Reports:

- a. *County Board meeting*: N/A
- b. *GLTPA*: Nelson attended a meeting in Escanaba, MI on January 24, 2019 to discuss different issues that have been raised.
- c. *Dickinson County Solid Waste Management Authority Meeting*: Nelson and Rice attended. The market for recycling card board has increased.

RESOURCE ISSUES/DIRECTOR'S PRIVILEGE:

Adjournment: The meeting was adjourned at 7:20 pm. The next regular meeting date of the Dickinson CD Board will be held March 21, 2019 at 4:30pm at the USDA Service Center. Moved by Blanzzy, supported by Gendron to adjourn the Board Meeting. Motion carried.

Respectfully submitted,



Amanda Nelson, District Manager

Dickinson Conservation District Use This One
Balance Sheet
As of January 31, 2019

02/12/19

Accrual Basis

	Jan 31, 19
ASSETS	
Current Assets	
Checking/Savings	
000-001 · FNB Checking	71,971.91
000-002 · Savings FNB	13,635.91
000-003 · Paypal	6,741.38
000-006 · Petty Cash Fund	200.00
Total Checking/Savings	92,549.20
Accounts Receivable	
018-044 · Accounts Receivable	417.59
018-045 · Grants Receivable	6,100.25
Total Accounts Receivable	6,517.84
Other Current Assets	
000-123 · Prepaid Expenses	390.00
000-125 · Undeposited Funds	13,357.60
Total Other Current Assets	13,747.60
Total Current Assets	112,814.64
TOTAL ASSETS	112,814.64
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
202-203 · Credit Cards	
202-207 · 3901 VISA (Amanda)	1,198.43
Total 202-203 · Credit Cards	1,198.43
Total Credit Cards	1,198.43
Other Current Liabilities	
000-231 · Payroll Liabilities	
000-232 · Fed & Fica Payable	-232.11
000-235 · MI Withholding Tax Payable	375.94
000-237 · Worker's Compensation	-279.68
000-238 · MESC Tax Payable	561.74
000-241 · Accrued Payroll	1,798.88
Total 000-231 · Payroll Liabilities	2,224.77
200-240 · Sales Tax Payable	794.58
300-339 · Deferred Revenue	11,766.71
Total Other Current Liabilities	14,786.06
Total Current Liabilities	15,984.49
Total Liabilities	15,984.49
Equity	
000-005 · Investment Account	-11,766.71
000-393 · Fund Balance	135,614.63
Net Income	-27,017.77
Total Equity	96,830.15
TOTAL LIABILITIES & EQUITY	112,814.64

Profit & Loss by Class
October 2018 through January 2019

	Forestry Assistance Program	530 MISG IS16-1005	540 WDNR WMA 17-0004	550 WMA Phragmites S	700 GLRI EPA	710 GLRI PCG	720 GLRI NNIS	730 GLRI PA	750 GLRI 18-PA	TOTAL
Ordinary Income/Expense										
Income										
281-000 · District Operations Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	67.53
289-000 · WRISC Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	550.00
290-100 · Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,967.59
294-000 · Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,884.54
300-099 · MEF 17-53 Strike Team II Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,902.60
520-199 · FAP Forestry Assistance Program	3,857.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,857.44
710-199 · GLRI_PCG Income	0.00	0.00	0.00	0.00	0.00	805.29	0.00	0.00	0.00	805.29
720-299 · GLRI- NNIS Income	0.00	0.00	0.00	0.00	0.00	0.00	1,694.78	0.00	0.00	1,694.78
730-399 · GLRI 17-PA-Boatwash Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,600.18	0.00	3,600.18
Total Income	3,857.44	0.00	0.00	0.00	0.00	805.29	1,694.78	3,600.18	0.00	44,329.95
Expense										
281-001 · District Operations Expense	361.01	648.07	125.81	179.66	417.25	29.20	194.83	47.18	29.90	20,569.23
285-100 · Pesticide Applicator Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	206.00
290-002 · Other Service & Charges Contr	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,516.96
294-001 · Sales Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,157.33
300-100 · MEF 17-53 Strike Team II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,388.70
520-200 · FAP Forester Expenses	4,414.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,414.45
530-300 · MISGP IS16-1005	0.00	6,981.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,981.37
540-600 · WDNR WMA 17-0004 PFGP	0.00	0.00	1,415.65	0.00	0.00	0.00	0.00	0.00	0.00	1,415.65
550-500 · WMA - Phragmites	0.00	0.00	0.00	1,443.00	0.00	0.00	0.00	0.00	0.00	1,443.00
700-100 · GLRI-EPA	0.00	0.00	0.00	0.00	5,783.35	0.00	0.00	0.00	0.00	5,783.35
710-200 · GLRI_PCG	0.00	0.00	0.00	0.00	0.00	983.50	0.00	0.00	0.00	983.50
720-300 · GLRI- NNIS	0.00	0.00	0.00	0.00	0.00	0.00	1,893.75	0.00	0.00	1,893.75
730-400 · GLRI- 17-PA- Boatwash Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,235.06	0.00	3,235.06
750-500 · GLRI 18-PA-Boatwash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	359.37	359.37
Total Expense	4,775.46	7,629.44	1,541.46	1,622.66	6,200.60	1,012.70	2,088.58	3,282.24	389.27	71,347.72
Net Ordinary Income	-918.02	-7,629.44	-1,541.46	-1,622.66	-6,200.60	-207.41	-393.80	317.94	-389.27	-27,017.77
	-918.02	-7,629.44	-1,541.46	-1,622.66	-6,200.60	-207.41	-393.80	317.94	-389.27	-27,017.77

MISSOURI CONSERVATION DISTRICT USE THIS USE
Profit & Loss by Class
October 2018 through January 2019

Total Other Revenue	Total 281 District Operations	Pesticide Applicator Prog	286 UPRCD/MI sec Grants	289 WRISC Sales	(294 Sales)	(294 Sales)	(294 Sales)	(294 Sales)	Total 294 Sales	17-53 Strike Team II	2019										
											& Books	Sale	Spring Tree Sale	Winter	Total						
Ordinary Income/Expense											Income										
281-000 · District Operations Income	2.76	67.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
289-000 · WRISC Income	0.00	0.00	0.00	0.00	550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
290-100 · Other Revenue	2,600.00	2,600.00	0.00	327.59	0.00	4.00	0.00	36.00	0.00	40.00	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	0.00	0.00	0.00	0.00	1,595.59	28.30	16,161.59	99.06	17,884.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
300-099 · MEF 17-53 Strike Team II 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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
520-199 · FAP Forestry Assistance Progra	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
710-199 · GLRI_PCG 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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
720-299 · GLRI- NNIS 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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
730-399 · GLRI 17-PA-Boatwash 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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income	2,602.76	2,667.53	0.00	327.59	550.00	1,599.59	28.30	16,197.59	99.06	17,924.54	12,902.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Gross Profit	2,602.76	2,667.53	0.00	327.59	550.00	1,599.59	28.30	16,197.59	99.06	17,924.54	12,902.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Expense																					
281-001 · District Operations Expense	203.96	16,696.24	14.54	2.54	169.63	0.00	0.00	90.28	0.00	90.28	1,563.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
285-100 · Pesticide Applicator Expenses	0.00	0.00	206.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
290-002 · Other Service & Charges Contr	1,434.46	1,449.46	0.00	31.50	36.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
294-001 · Sales Expense	0.00	1,409.33	0.00	0.00	0.00	14.50	0.00	5,733.50	0.00	5,748.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
300-100 · MEF 17-53 Strike Team II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,388.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
520-200 · FAP Forester 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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
530-300 · MISGP IS16-1005	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
540-600 · WDNR WMA 17-0004 PFGP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
550-500 · WMA - Phragmites	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
700-100 · GLRI-EPA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
710-200 · GLRI_PCG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
720-300 · GLRI- NNIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
730-400 · GLRI- 17-PA- Boatwash Expensi	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
750-500 · GLRI 18-PA-Boatwash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Expense	1,638.42	19,555.03	220.54	34.04	205.63	14.50	0.00	5,823.78	0.00	5,838.28	16,951.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Net Ordinary Income	964.34	-16,887.50	-220.54	293.55	344.37	1,585.09	28.30	10,373.81	99.06	12,086.26	-4,049.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	964.34	-16,887.50	-220.54	293.55	344.37	1,585.09	28.30	10,373.81	99.06	12,086.26	-4,049.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Dickinson Conservation District Use This One

2/21/2019 10:37 AM

Register: 000-001 · FNB Checking

From 01/16/2019 through 02/21/2019

Sorted by: Cleared status

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/16/2019			-split-	Deposit		X	1,897.00	74,642.12
01/16/2019			000-125 · Undeposited...	Deposit		X	77.59	74,719.71
01/16/2019		QuickBooks Payroll ...	000-231 · Payroll Liabi...	Created by Pay...	3,838.27	X		70,881.44
01/17/2019	15527	Hruska, Ann (reimb)	-split-	Annual Meetin...	68.08	X		70,813.36
01/17/2019	DD1472	Butterfield, Amber R.	-split-	Direct Deposit		X		70,813.36
01/17/2019	DD1473	Hafeman, Kyle A	-split-	Direct Deposit		X		70,813.36
01/17/2019	DD1474	Hruska, Ann E	-split-	Direct Deposit		X		70,813.36
01/17/2019	DD1475	Nelson, Amanda M	-split-	Direct Deposit		X		70,813.36
01/17/2019	DD1476	Peterson, Lindsay M	-split-	Direct Deposit		X		70,813.36
01/18/2019			000-125 · Undeposited...	Deposit		X	209.00	71,022.36
01/18/2019			-split-	Deposit		X	727.00	71,749.36
01/18/2019			000-125 · Undeposited...	Deposit		X	100.00	71,849.36
01/23/2019	Debit	Unemployment Insur...	000-231 · Payroll Liabi...	1061617	119.07	X		71,730.29
01/24/2019			000-125 · Undeposited...	Deposit		X	3,857.44	75,587.73
01/24/2019			-split-	Deposit		X	736.00	76,323.73
01/24/2019			-split-	Deposit		X	683.00	77,006.73
01/25/2019			-split-	Deposit		X	228.00	77,234.73
01/25/2019			-split-	Deposit		X	139.00	77,373.73
01/25/2019	Debit	Unemployment Insur...	000-231 · Payroll Liabi...	1061617	346.17	X		77,027.56
01/25/2019	GJ 18-002		281-001 · District Oper...	Adjust Unempl...		X	346.17	77,373.73
01/30/2019		QuickBooks Payroll ...	000-231 · Payroll Liabi...	Created by Pay...	4,155.16	X		73,218.57
01/31/2019			281-000 · District Oper...	Interest		X	9.64	73,228.21
01/31/2019	DD1477	Butterfield, Amber R.	-split-	Direct Deposit		X		73,228.21
01/31/2019	DD1478	Hafeman, Kyle A	-split-	Direct Deposit		X		73,228.21
01/31/2019	DD1479	Hruska, Ann E	-split-	Direct Deposit		X		73,228.21
01/31/2019	DD1480	Nelson, Amanda M	-split-	Direct Deposit		X		73,228.21
01/31/2019	DD1481	Peterson, Lindsay M	-split-	Direct Deposit		X		73,228.21
02/01/2019			000-125 · Undeposited...	Deposit		X	131.00	73,359.21
02/05/2019			000-125 · Undeposited...	Deposit		X	12,902.60	86,261.81
02/14/2019	DD1482	Butterfield, Amber R.	-split-	Direct Deposit		X		86,261.81
02/14/2019	DD1483	Hafeman, Kyle A	-split-	Direct Deposit		X		86,261.81
02/14/2019	DD1484	Hruska, Ann E	-split-	Direct Deposit		X		86,261.81
02/14/2019	DD1485	Nelson, Amanda M	-split-	Direct Deposit		X		86,261.81
02/14/2019	DD1486	Peterson, Lindsay M	-split-	Direct Deposit		X		86,261.81
01/18/2019	15528	Bernie Driggs	281-001 · District Oper...	Stewardship A...	100.00			86,161.81
01/18/2019	15529	Renewable World Fo...	281-001 · District Oper...	Conservation A...	100.00			86,061.81
01/28/2019			000-125 · Undeposited...	Deposit			236.00	86,297.81
01/28/2019	15530	Scott Goodwin	700-100 · GLRI-EPA:...	DASH parts rei...	92.49	-		86,205.32
01/28/2019	15531	Bay College	-split-	Jan 19, 2019 F...	280.00	-		85,925.32
01/29/2019	15532	Woods-N-Water News	-split-	Feb 2019 1/4 P...	325.00	-		85,600.32

Dickinson Conservation District Use This One

2/21/2019 10:37 AM

Register: 000-001 · FNB Checking

From 01/16/2019 through 02/21/2019

Sorted by: Cleared status

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/29/2019	15533	Iron Mountain Auto...	281-001 · District Oper...	Oil Change, Hu...	455.19 -		85,145.13
01/29/2019	15534	Scott Goodwin	700-100 · GLRI-EPA:...	DASH parts rei...	56.42 -		85,088.71
01/31/2019	Debit	TIB-New Credit Car...	281-001 · District Oper...	Fees Charged F...	83.20 -		85,005.51
02/01/2019			000-125 · Undeposited...	Deposit		324.00	85,329.51
02/01/2019			-split-	Deposit		824.00	86,153.51
02/05/2019			-split-	Deposit		133.00	86,286.51
02/06/2019	15535	AT&T Uverse	281-001 · District Oper...	Acct #1277625...	31.19 -		86,255.32
02/06/2019	15536	Hruska, Ann	281-001 · District Oper...	Annual Meetin...	52.99 -		86,202.33
02/06/2019	15537	First National Bank ...	202-203 · Credit Cards...	Visa Account ...	801.19		85,401.14
02/07/2019			-split-	Deposit		505.85	85,906.99
02/07/2019			-split-	Deposit		253.00	86,159.99
02/08/2019			-split-	Deposit		240.00	86,399.99
02/08/2019	15538	Hruska, Ann (reimb)	281-001 · District Oper...	Fuel Reimburs...	20.44		86,379.55
02/08/2019	15539	Advertiser	281-001 · District Oper...	Annual Meetin...	155.00 -		86,224.55
02/11/2019			-split-	Deposit		1,325.00	87,549.55
02/11/2019			-split-	Deposit		1,402.00	88,951.55
02/11/2019			000-125 · Undeposited...	Deposit		104.00	89,055.55
02/11/2019	Debit	Department of Treas...	-split-	38-2152374	2,202.52 -		86,853.03
02/11/2019	15540	Results Broadcasting	294-001 · Sales Expen...	Acct 1361_ Jan...	297.00 -		86,556.03
02/12/2019			-split-	Deposit		168.00	86,724.03
02/13/2019			000-125 · Undeposited...	Deposit		429.00	87,153.03
02/13/2019			-split-	Deposit		448.00	87,601.03
02/13/2019		QuickBooks Payroll ...	000-231 · Payroll Liabi...	Created by Pay...	4,090.18		83,510.85
02/14/2019			000-125 · Undeposited...	Deposit		304.00	83,814.85
02/14/2019			000-125 · Undeposited...	Deposit		494.00	84,308.85
02/14/2019			000-125 · Undeposited...	Deposit		274.00	84,582.85
02/14/2019	15541	Fischer Insurance	-split-	Pest control ser...	891.23 -		83,691.62
02/18/2019			-split-	Deposit		119.00	83,810.62
02/18/2019	15542	Beetles Unlimited	300-100 · MEF 17-53 ...	Purple Loosestr...	250.00 -		83,560.62
02/20/2019			-split-	Deposit		936.00	84,496.62
02/20/2019			000-125 · Undeposited...	Deposit		124.00	84,620.62
02/20/2019			000-125 · Undeposited...	Deposit		89.00	84,709.62
02/20/2019			-split-	Deposit		312.00	85,021.62
02/20/2019	15543	Wilson Creek Garden...	281-001 · District Oper...	Dickinson CD ...	45.00 -		84,976.62
02/20/2019	15544	Quill.Com	-split-	Invoice # 5000...	139.98 -		84,836.64
02/20/2019	15546	Quill Corporation	281-001 · District Oper...	Invoice # 5052...	18.99 -		84,817.65

General Operations Report

Submitted by: Amanda Nelson & staff

January 2019 Board Meeting

- Received new MEF contracts for both WRISC and DCD
- Reviewed summer staff post which will be posted on February 6th 2019
- Conducted General Accounting (Payroll, deposits, expense, bank reconciliation, PayPal reconciliation, etc..)
- Annual Meeting – January 19, 2019
 - Submitted Annual report to the Advertiser
- FAP:
 - Amanda attended FAP conference call on January 15, 2019
 - On January 21, 2019 Lawrence Sobson accepted Forester position to be starting on February 18, 2019
- Tree Sale
 - Tree Sale orders have been coming in consistently
 - On January 30, 2019 Nelson scheduled “Tree of the Day” posts on Facebook
 - Answered many tree sale questions
- Amanda attended the GLTPA Board meeting on January 24, 2019 in Escanaba, MI.
- On January 21, 2019, all staff reorganized and cleaned the office.
- Nelson completed and submitted the following grant reports:
 - MEF Strike Team II
 - GLRI BW 17-PA
 - GLRI NNIS
 - GLRI EPA
- Nelson printed and mailed all W2s and W3s on January 28, 2019
- Nelson worked on her and Lawrence’s work agreements
- Nelson had a personnel meeting with Pat Peterson and Bill Rice on January 14, 2019 and January 25, 2019
- Nelson reordered the Chart of Accounts, classifications etc on January 3, 2019
- On January 25, 2019, there was a staff meeting to discuss ways to improve on timesheets and the way we report our hours

- With the help of Jacob Lynch, Nelson worked on updating Sick Leave for staff in accordance with the new law that will be in effect March 1, 2019
- Wildflower Sales:
 - Created Order to Hanson's Garden
 - Created order form and catalog

Table 1. Forestry	January	YTD	Goal	Progress to Date	NOTES
Landowner site visits	0	0	65	0%	
Number of Qualified Forest Program Enrollments	0	0	25	0%	
Number of forestry outreach events	0	0	8	0%	
Media occurrences	0	0	10	0%	
Table 2. Invasive Species					
PAB Contracts	0	0	3	0%	
PAB Treated Acres	0	0	25	0%	
PAB Outreach	0	0	2	0%	
Continued WRISC Partnership	0	0	0	#DIV/0!	
Attend WRISC Board Meetings	0	0	6	0%	
Participate in WRISC Committees	0	0	6	0%	
Table 3. Recycling					
Attend Solid Waste Authority Meetings	0	1	6	17%	
Recycling Outreach	0	0	2	0%	
Table 4. Protect Soil and Water resources in Ag Settings					
MAEAP Farm Certifications	0	0	2	0%	
MAEAP Outreach	0	0	1	0%	
Table 5. Reforestation and Native Plant Restoration					
Number of trees and shrubs sold	10730	10760	100000	11%	
Number of mailings	0	1	3	33%	
Number of Facebook posts	0	1	5	20%	
Number of Volunteers	0	5	10	50%	
Number Wildflowers sold	35	35	500	7%	
Number of customers	72	72	600	12%	
Table 6. Education Youth					
Conduct Norway Myr Field trips	0	0	1	0%	
Number of students NMF Trip	0	0	50	0%	
Conduct Norway Summer School trip	0	0	1	0%	
Number of students NSS Trip	0	0	50	0%	
Number of High School Environmental Science field trips	0	0	4	0%	
Number of classroom education events	0	0	2	0%	
Table 7. Adult Education					
Conduct public workshops	0	0	2	0%	
Newsletters	0	1	4	25%	
Annual Meeting	1	1	1	100%	
Number attending Annual Meeting	31	31	60	52%	
Number of Booths at Annual Meeting	8	8	5	160%	
Number of Walk-in customers	19	51	100	51%	
Number of phone calls	72	180	200	90%	
Number of Website hits	7,472	20470	4000	512%	
Number of Facebook posts	7	12	12	100%	
Number of Facebook Reached	1306	4400	4000	110%	
Number of Facebook Likes Total	1	10	400	3%	
Number of Newspaper Articles	0	4	2	200%	
Photo contest entries	0	0	50	0%	
Fundraising Committee Events	0	0	3	0%	
Fundraising Volunteers	0	0	25	0%	
Fundraising Participants	0	0	50	0%	
Table 8. Watershed Protection					
Lake site visits	0	0	2	0%	
Farm Bill referrals	0	0	2	0%	
DEQ Certificate of Coverage Permit	0	1	1	100%	
CLMP Water sample - Drop off	0	0	2	0%	
Benthic monitoring surveys	0	0	2	0%	
Number of Stream Temp Monitoring Sites	0	0	4	0%	

Forestry Assistance Program Metrics

Table 1. Required Metrics*	January	QTD	YTD	Goal	Progress to Date	Status	Forester's Notes
Landowner site visits	0	0	0	65	0%	Needs Attention	
Landowner site visits - Acres	0	0	0	2000	0%	Needs Attention	
Qualified Forest Program Enrollment Verifications	0	0	0	25	0%	Needs Attention	
Qualified Forest Program Enrollment Verifications - Acres	0	0	0	4000	0%	Needs Attention	
MAEAP Forest Wetlands, and Habitat assessments	0	0	0	2	0%	Needs Attention	
MAEAP Forest Wetlands, and Habitat assessments - Acres	0	0	0	40	0%	Needs Attention	
Referrals, Total Private Sector	0	0	1	25	4%	Needs Attention	
Referrals, Total Private Sector - Acres	0	0	40	500	8%	Needs Attention	
Referrals, Total Public Sector	0	0	0	25	0%	Needs Attention	
Referrals, Total Public Sector - Acres	0	0	0	500	0%	Needs Attention	
Referrals, Management plans	0	0	0	20	0%	Needs Attention	
Referrals, Management plans - Acres	0	0	0	400	0%	Needs Attention	
Referrals, Timber Harvests	0	0	0	10	0%	Needs Attention	
Referrals, Timber Harvests - Acres	0	0	0	200	0%	Needs Attention	
Referrals, Timber Harvests - Estimated volume (cords)	0	0	0	4000	0%	Needs Attention	
Referrals, Timber Harvests - Estimated volume (MBF)	0	0	0	75	0%	Needs Attention	
Number of forestry outreach events conducted/presented	1	1	1	4	25%	Needs Attention	
Outreach event attendance	33	33	33	350	9%	Needs Attention	
Media occurrences (newsprint, web, radio, tv, etc)	0	0	1	10	10%	Needs Attention	
American Tree Farm System Inspections	0	0	0	2	0%	Needs Attention	

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

REMEMBER TO COMPLETE YOUR GIS THIS MONTH!

Table 2. Optional Metrics**	January	QTD	YTD	Goal	Progress to Date	Status	Forester's Notes
Number of contacts	33	33	36	350	10%	Needs Attention	
Landowner follow-ups	0	0	0	350	0%	Needs Attention	
Landowner follow-ups - Acres	0	0	0	2000	0%	Needs Attention	
Web site hits	103	103	196	4000	5%	Needs Attention	
Mailings	0	0	0	2	0%	Needs Attention	
Number of forestry demonstration sites	0	0	0	1	0%	Needs Attention	
Advisory Committee Meetings	0	0	0	1	0%	Needs Attention	
Continuing education attendance - Hours	0	0	0	25	0%	Needs Attention	
MAEAP Forest Wetlands, and Habitat verifications	0	0	0	2	0%	Needs Attention	
Referrals, cost-share programs	0	0	0	15	0%	Needs Attention	
Referrals, cost-share programs - Acres	0	0	0	150	0%	Needs Attention	
Referrals, Forest Stewardship Plans	0	0	0	5	0%	Needs Attention	
Referrals, Forest Stewardship Plans - Acres	0	0	0	100	0%	Needs Attention	
Referrals, Tree Farm Plans	0	0	0	1	0%	Needs Attention	
Referrals, Tree Farm Plans - Acres	0	0	0	20	0%	Needs Attention	
Referrals, NRCS CAP 106 Plans	0	0	0	10	0%	Needs Attention	
Referrals, NRCS CAP 106 Plans - Acres	0	0	0	200	0%	Needs Attention	
Number all other conservation plans	0	0	0	1	0%	Needs Attention	
Average other conservation plans	0	0	0	20	0%	Needs Attention	
Total value of tree sales	0	0	0	0	#DIV/0!	No Goal	
Number of trees and shrubs sold	0	0	0	0	#DIV/0!	No Goal	
Tree and shrub plantings - Sites	0	0	0	0	#DIV/0!	No Goal	
Tree and shrub plantings - Acres	0	0	0	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.

Nelson, Amanda - NRCS, Kingsford, MI

From: Switzer, John (MDARD) <SwitzerJ3@michigan.gov>
Sent: Wednesday, February 6, 2019 3:15 PM
To: Nelson, Amanda - NRCS, Kingsford, MI
Cc: MDA-ESD-Grants; Guth, Rachael (MDARD)
Subject: Dickinson Conservation District Election Certification
Attachments: Dickinson CD Election Certification FY19.pdf

To the Dickinson Conservation District, District Manager, and its Board of Directors:

Based on the documents submitted for the Dickinson Conservation District's annual meeting and elections held on January 19, 2019, and reviewed by Regional Coordinator Rachael Guth, of the Michigan Department of Agriculture and Rural Development, Environmental Stewardship Division, your election is hereby certified.

Please let me know if you have any questions.

Thank you.

John Switzer
Conservation Programs Manager
Michigan Department of Agriculture and Rural Development
Phone: 517-284-5606
Cell: 517-881-5172
Switzerj3@michigan.gov



IRS issues standard mileage rates for 2019

IR-2018-251, December 14, 2018

WASHINGTON — The Internal Revenue Service today issued the 2019 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2019, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 58 cents per mile driven for business use, up 3.5 cents from the rate for 2018,
- 20 cents per mile driven for medical or moving purposes, up 2 cents from the rate for 2018, and
- 14 cents per mile driven in service of charitable organizations.

The business mileage rate increased 3.5 cents for business travel driven and 2 cents for medical and certain moving expense from the rates for 2018. The charitable rate is set by statute and remains unchanged.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, except members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Notice-2019-02](#).

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously. These and other limitations are described in section 4.05 of [Rev. Proc. 2010-51](#).

[Notice 2019-02](#), posted today on IRS.gov, contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

Page Last Reviewed or Updated: 14-Dec-2018

Dickinson Conservation District
Purchasing and Competitive Bidding Policies
Effective date:

Purpose: The purchasing objective of the Dickinson Conservation District (District) Board of Directors shall be to provide services, materials, and supplies which offer District personnel the most effective and efficient means to perform their tasks. The policy of the Board of Directors will be to acquire these at a minimum possible cost but taking into consideration the best interest of the District.

1.0 PURCHASING AUTHORITY

- a) **Purchasing Agents:** The District Manager or his/her designee (Purchasing Agent) is designated to act as the primary Purchasing Agent for the Dickinson Conservation District. The District may designate a representative to approve purchases in between Board Meetings as necessary.
- b) **Pre-approved Amount:** The Purchasing Agent may make purchases with District funds up to \$200 without prior approval from the Board of Directors.
- c) **Approval Procedure:** For purchases above \$200 from District funds, the Purchasing Agent shall seek approval from the Board of Directors, or its representative. ~~Approval may be conferred through email, phone, or text consensus. In the event there is no response from the Board of Directors or its representative after 24 hours, the Purchasing Agent will accept this as approval and will move forward with the transaction.~~
- d) **Purchase Quality:** Purchasing Agent is responsible for ensuring that the best possible price and quality are obtained with each purchase and shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies and services.
- e) **Grant Expenditures:** The Purchasing Agent is free to make purchases, of previously budgeted amounts, when taking funds from grants for which the District is the contracted grantee.
- f) **Vehicle Maintenance:** The Purchasing Agent may spend up to \$1000 per repair, without prior approval from the Board of Directors, to maintain vehicles. Any repair that requires more than a \$1000 transaction will require prior approval from the Board of Directors or its representative.
- g) **Tree Sale:** The Purchasing Agent may make necessary purchases of any amount if applicable to the District Tree Sale without prior approval from the Board of Directors.

2.0 COST CONTROL

- a) In awarding purchases or contracts for services, the following shall be considered: a) price; b) quality of product; c) service, delivery and maintenance of product; d) suitability of product; e) conformance to specifications; f) past performance to the District; and g) vendor reliability.

- b) The Board of Directors directs purchases from all funds under its control be made responsibly after proper written documentation is obtained to support such purchases, excluding purchases made in emergency situations.
- c) Sufficient amounts must have been budgeted in appropriate accounts and sufficient funds be available in the appropriate account.
- d) The Purchasing Agent shall make available to the Board of Directors, upon request, the price quotations or competitive bids obtained from vendors for goods and services. These copies are to be retained by the District Manager until the audit for a fiscal year has been formally accepted by the Board of Directors.
- e) Vendor competition in purchasing shall be practiced whenever possible.
- f) The lowest responsible bidder submitting a competitive bid quotation shall be awarded the contract. However, the Board of Directors reserves the right to accept or reject any bid is in the best interest of the District and delegates this authority to those responsible for purchases not coming before the Board of Directors.
- g) Ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

3.0 NON-NEGOTIATORY PURCHASES

- a) Non-negotiatory purchases can be made when there is only one supply source, provided the amount does not exceed bidding requirement limitations.

4.0 BID AND QUOTATIONS

- a) **Bid Threshold:** The Purchasing Agent is authorized to purchase any item, or group of items in a single transaction, costing less than \$2,499 providing that a grant is budgeted in the appropriate accounts and sufficient funds are available in the appropriate account. However, for items of capital equipment which have a useful life of more than one (1) year at least two bids or quotations are required.
- b) **Competitive Quotes:** For purchases and contracts between \$2,500 and \$10,000, a minimum of three written quotes must be solicited, and award made to the source with lowest qualified quote.
- c) **Formal Proposals:** Formal proposals for a particular service, material, supplies or equipment, may be obtained from vendors to indicate the service rendered, material available to accomplish tasks. The Board of Directors reserves the right to determine the acceptance or rejection of a particular proposal or modify a proposal which will meet the desired needs of the District.
- d) **Competitive Bids:** No purchase shall be made for materials, supplies, equipment or service in a single transaction costing more than \$10,000.00 unless competitive bids are obtained, and the purchase is approved by the Board.

- I. Such bids shall be opened at a specific time and place as stated in the bid advertisement or in the invitation to bid. Bids may be opened by the Purchasing Agent at the time and place as stated and analyzed and brought to the Board of Directors for approval.
 - II. The Board of Directors shall have discretion in determining the responsibilities of the bidders and generally shall award the contract to the lowest responsible bidder, provided specifications are fully met. The Board of Directors may also consider available service and delivery in determining the successful bidder. The Board of Directors reserves the right to reject any or all bids. Changes in the amount or condition of the bid will not be allowed once the bid has been received.
- h) Specific Grant Requirements: The District shall adhere to any specific requirements regarding procurement of goods and services set forth by a grantor for a specific grant. The Purchasing Agent shall advise the District of specific requirements when they deviate substantially from Items 1, 2, and 3 above.

This policy approved by the Dickinson Conservation District Board of Directors
on this _____ day of _____, 2019.

Board Chair



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

GARY MCDOWELL
DIRECTOR

Rachael Guth

MDARD Partner Report - February 2019

- As most of you are likely aware, efforts by the MACD through the Funding Workgroup to secure state funding for Conservation Districts in 2019 were unsuccessful. The workgroup reconvened for a meeting in late January to review what transpired during the lame duck session, why we were unsuccessful and how to move forward. The group all agreed that this issue remains a top priority and will continue to pursue stable funding for Conservation Districts. More information will be provided soon on future efforts of the MACD Funding Workgroup.
- MDARD Conservation Programs Manager John Switzer joined MACD Vice-President Jerry Miller, and NRCS State Conservationist Garry Lee at the 2019 National Association of Conservation Districts' Annual Meeting in San Antonio Texas. Additionally, MACD State Council member and Genesee CD Director Nancy Szikszay, Huron CD Director Donna Fritz and District Manager Jeanette Renn, Shiawassee CD Executive Director Melissa Higbee and Conservation Specialist Donna Kanan were also in attendance to represent Michigan's 75 conservation districts at the national level. During the opening general session, NACD President Brent Van Dyke announced a third round of funding of the Urban Agriculture Conservation Grant Initiative made possible through a partnership with the Natural Resources Conservation Service. The Marquette Conservation District was one of only 20 conservation districts across 14 states selected to receive funding in 2019. Additionally, during the annual meeting Melissa Higbee, Executive Director for the Shiawassee Conservation District was elected to serve as the vice-president of the National Association of Conservation District Employees Association.
- The National Association of Conservation Districts (NACD) has announced another round of funding for the Technical Assistance Grant Program. This is an excellent opportunity to increase conservation assistance within your Conservation District, with \$9 million available to Conservation Districts in high-priority workload locations across the nation. The deadline to submit applications for the 2019 NACD Technical Assistance Grant Program is 5:00pm EST Friday, February 22. More information can be found at [2019 Technical Assistance Grants Webpage](#). Questions can be directed to Lori Phalen.
- The Michigan Conservation Partnership is actively encouraging conservation district staff engaged in conservation planning to take advantage of the opportunity to attend the 2019 NRCS Conservation Planning Boot Camp. The NRCS Conservation Planning Boot Camp is a three-week, intensive training course for technical employees that covers current conservation planning policy, procedures and guidelines as outlined in the National Planning Procedures Handbook. This outstanding opportunity is being made available through the National Association of Conservation Districts (NACD), which will reimburse participant expenses incurred during the training session including travel, lodging and meals for conservation district employees selected to attend (some restrictions apply). See the [NACD website](#) and the email from Lori Phalen sent on Feb 4 for more details. Questions can be directed to Lori Phalen.



2-21-19

Lori Phalen

Michigan Association of Conservation Districts

Hello Lori,

The Dickinson Conservation District would like to express its support for Menominee Conservation Districts application for an NACD Technical Assistance Grant. This position will be shared between the Dickinson and Menominee Districts and will significantly increase the assistance available to the customers of both Conservation Districts.

Both of our Districts have lost in-house NRCS Farm Bill specialist support. This loss of support has resulted in NRCS technical staff working in office on contract maintenance items instead of helping landowners. If funded, this grant application would result in a CD/NRCS integration of staff and services that will be mutually beneficial, strengthen the partnership further, and provide increased assistance.

The Kingsford Field Office has lost a full time NRCS technician along with the loss of part time Farm Bill specialist assistance. This has been a burden in an office with over 80 contracts and an average of 25 applications per EQIP signup. Also, the American Bird Conservancy is placing a forester in this office and that will generate even more program work! This synergy of an FAP forester, an ABC forester, two DC's and the CD invasive species control staff will create greatly increased program participation if the support is available.

The Dickinson CD gladly agrees to provide office space, supplies, and equipment listed in the grant application while the technician is on location at the Dickinson Field office.

The Dickinson Conservation Board thanks you for your consideration in this application and looks forward to providing even more assistance to our clients.

Bill Rice, Board Chairman



Ath: Amos

IRON MTN. AUTOMOTIVE
 REPAIR FACILITY #F138675
 407 N. STEPHENSON AVE
 IRON MOUNTAIN MI 49801
 906-774-1040

2/14/2019 2:59 PM

page 1

Estimate #210494 Sub-Estimate #5

DICKINSON, CONSERVATION DISTRICT
 420 N.HOOPER ST
 KINGSFORD MI 49802

Day Phone : 906-774-1550 EXT102
 Eve Phone : 906-396-8127 LINDSY

Vehicle : 2002 Chevrolet Silverado 1500 1/2 Ton 4WD - Pickup 5.3.
 VIN : 1GCEK19T32E236957

Tag/State : 098X369 / MI
 Color : Red
 Last Mileage : 119991
 Odometer In : 119991
 Odometer Out : 119991

Created : 2/14/2019 2:25:48 PM
 Srv Writer: CK

Qty	Code/Tech*	Reference	Description	Condition	Unit Price	Price
2	NS	76677	GAS GRANDE FLEET SHOC		\$89.50	\$179.00
FRONT SHOCKS						
1	JM*	ProDemand	SHOCK &/OR STRUT ASSEMBLY Remove & Install or Remo	M	\$84.50	\$84.50
DOES NOT include disassemble or alignment (where applicable).						
1	-	UJ1	U-JOINT	New	\$39.95	\$39.95
FRONT SHAFT FRONT JOINT						
1	JM*	MISC1	INSTALLATION LABOR		\$84.50	\$84.50
8.5	JM*	ProDemand	TRANSMISSION ASSEMBLY Removal & Installation	M	\$84.50	\$718.25
1	BK	7652614	LUBGRD KOOLER KLEEN		\$27.88	\$27.88
FLUSH TRANY LINES AND COOLER						
5	--	ATF6	#370 SYNTHRTIC DEXRON 6	New	\$8.49	\$42.45
LIST \$8.49						
1	-	GR12491894	REMAN TRANSMISSION	Remfd	\$2,175.47	\$2,175.47
.3YR OR 100,000 MILE WARRANTY						

Note: M - Labor Database, Copyright, Mitchell International, All Rights Reserved

Labor	\$887.25
Parts	\$2,464.75
Sublet/Misc.	\$0.00
Shop Supplies/EPA	\$9.95
Charges	\$0.00
Sales Tax	Tax @ \$2,474.70 * 6.0000% = \$148.48
Estimate	\$3,510.43

Tech: JM
 Certification #: M165757

FY 19 DCD Grants Report (as of 02/21/19)

Grant Title	Source	Grant Duration	Purpose	Funds Awarded	Approximate Amount Remaining	Notes	Outstanding Invoices
CD Forestry Assistance Program	MDARD/DNR	FY19 Grant	Private Lands Forestry	\$70,500 one year	\$ 64,295.00	New contract will be received for a new amount.	\$ -
MEF 17 Strike Team III CCC	WE Energies	3/13/19-2/28/21	Continued funding for invasive species Strike Team to implement targeted education, outreach, monitoring, and control with emphasis on developing volunteer program	87,750 over 2 years			\$ -
MEF 16 Strike Team II 17-53	WE Energies	3/13/17-2/28/19	Funding for Strike team II and education events for invasive species control	\$76,532	\$ -	All money will be spent at the end of February	\$ -
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	\$ 90,112.00		\$ 5,683.64
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	\$ 17,381.00		\$ 1,694.78
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	\$ 4,341.00		\$ -
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	\$ 136,585.00		\$ 5,068.87
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	\$ -	Grant Closed	\$ 3,600.18
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	\$ 36,984.00		\$ -
WRISC GLRI 19-PA Boatwash	GLRI-USFS	Pending Contract	AIS education including use of existing Boatwash	2019-2021 \$33,850	Contract Pending	DCD/WRISC should hear back on grant sometime in March	
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	\$ 16,963.00		\$ 805.29
WRISC's Preliminary Phragmites Project for Wisconsin	WDNR-WMA	12/01/2018 - 3/31/19	To assess non-native Phragmites in Wisconsin and to have education events about the spread of non-native Phragmites	\$4800	\$ 2,841.00		
MEF 17 Water Monitoring	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			\$ -
KEY	Active	Ending				Outstanding invoices	\$ 16,852.76