

# +DICKINSON CONSERVATION DISTRICT BOARD MEETING

Minutes

March 21, 2019

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

Date Approved: 4/18/19

Signed By: 

1. **Call to order:** Chairman Rice called the meeting to order at 5:00pm. Attending the meeting were Board Directors: Bill Rice, Kristen Gendron, and Sue Pope. Absent from the meeting was Board Director Sarah Blanz. Also, in attendance were Amanda Nelson, Lawrence Sobson, Racheal Guth (MDARD) and Tom Berndt (NRCS) (arrived 6:30).
2. **Approval of Agenda:** Pope moved and Gendron supported the Agenda with the following corrections 7a. Quickbooks, 12c. Audit, 8a Performance evals. Motion carried.
3. **Public Comment:** N/A
4. **Consent Agenda:** The Consent Agenda included the following items: Minutes of 03/21/19 Mtg; General Operations Report, Food Technician, and MAEAP report for February 2019. Moved by Gendron and Pope supported. Motion moved.

## Old Business

5. **Components of Governance:** Nelson handed out Employee Handbook to be reviewed at the next board meeting.

## New Business:

6. **MACD Resolution:** Chairman Rice presented an MACD resolution about the MACD dues tiered system and the number of votes associated with the tiered system. As it stands right now each Conservation District gets their votes based on how much each District pays in dues. The resolution that was discussed will give everyone an equal number of votes no matter how much they pay in dues. It was noted that this will then affect the amount of dues each district will pay to MACD. See attached.
7. **Staff hours:** Nelson brought to the attention of the Board that staff would like to work 4 -10s on rotations to keep our office hours consistent. The Board asked Nelson to come up with a schedule to show them what this would look like.
  - a. **Quickbooks:** Motion to spend \$200 on an updated copy of QuickBooks. Pope moved Gendron supported. Motion carried.

## REPORTS

8. **Personnel Committee Report:**
  - a. **Performance Evaluations** – DCD personnel committee completed Amanda Nelson's annual review on Thursday March 14, 2019. During this review, Nelson asked about a raise and paid holidays. The Board asked for more information from Nelson about how this will affect the budget. This information will be emailed to the Board as soon as possible.
9. **Event Planning Committee:** Nelson held a meeting on March 4<sup>th</sup> 2019. There was discussion about future events and projects that could be put on. During the Wildflower Sale, Nelson suggested planning an open house to bring more attention to the Conservation District. Nelson also has been in contact with US Printers about potentially helping create an updated LOGO for the District. See attached.
10. **AD Hoc Millage Committee Report:** N/A
11. **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 \$90,988.12 from 2/28/19. The average pay roll for the past month was \$5,195. Motion to put financials on record Pope moved and Gendron supported. Motion carried.
  - c. **Bills** of totaling \$4,995 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 \$1015.72 and savings deposit \$500. After reviewing the bills and payments. Gendron moved and Pope supported approval of the bills as presented. Motion carried.

- d. Audit: Nelson presented the FY18 audit. See Attached. Motion to accept the presented audit. Pope moved and Gendron supported. Motion carried.

**12. Administrative & Grants Update:**

- a. *Grants update:* Nelson gave a verbal grant and handed out grant's spreadsheet. Nelson noted that we have received the HWA contract and are ready to work on it next winter. Nelson will be completing grant reporting at the end of the month.
- b. *Sales:* Spring Tree Sale is underway and we have been received orders consistently. Nelson has received many phone calls for order forms to be mailed to new customers.
- c. *Pesticide Applicator Business:* N/A

**13. Partner Reports:**

- a. *FAP:* Lawrence handed out spreadsheet. See attached. He has been working on developing a Fruit Pruning workshop to be held in April. Sobson has been going through different training segments to learn his position as an FAP forester.
- b. *NRCS:* Berndt gave verbal report. Berndt and ABC have interviewed 5 candidates for the new Forester position. They will be narrowing it down to three soon.
- c. *WRISC:* Nelson gave verbal update for Lindsay Peterson and Staff. They have been prepping for summer and organizing treatments. Peterson is starting to look at future funding.
- d. *MDARD:* Racheal Guth gave verbal and written update. See attached.

**14. Meeting Reports:**

- a. *County Board meeting:* Rice attended the County Board Meeting. Not much to report at this time.
- b. *Directors Training:* Information about the Director's Training was handed out to the board.
- c. *UPRC&D Council:* Rice attending the meeting. There was discussion about the future of UPRC&D. Darcy Rukowski is planning on retiring once this round of grant awards is completed.

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

Bill Rice- Rice has requested from the other directors to write written reports after attending meetings. This will improve our records about meetings. He has suggested that the rest of the Board consider rotating positions at the next restructuring meeting. This will strengthen the Board.

**Adjournment:** The meeting was adjourned at 7:12 pm. The next regular meeting date of the Dickinson CD Board will be held April 18, 2019 at 5:00pm at the USDA Service Center. Moved by Gendron, supported by Pope to adjourn the Board Meeting. Motion carried.

Respectfully submitted,



Amanda Nelson, District Manager

**Dickinson Conservation District Use This One**  
**Balance Sheet**  
 As of February 28, 2019

	Feb 28, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
000-001 · FNB Checking	90,988.12
000-002 · Savings FNB	13,635.91
000-003 · Paypal	9,312.88
000-006 · Petty Cash Fund	200.00
<b>Total Checking/Savings</b>	114,136.91
<b>Accounts Receivable</b>	
018-044 · Accounts Receivable	6,171.98
<b>Total Accounts Receivable</b>	6,171.98
<b>Other Current Assets</b>	
000-123 · Prepaid Expenses	390.00
000-125 · Undeposited Funds	9,223.47
<b>Total Other Current Assets</b>	9,613.47
<b>Total Current Assets</b>	129,922.36
<b>TOTAL ASSETS</b>	<b>129,922.36</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
202-203 · Credit Cards	
202-207 · 3901 VISA (Amanda)	1,766.46
<b>Total 202-203 · Credit Cards</b>	1,766.46
<b>Total Credit Cards</b>	1,766.46
<b>Other Current Liabilities</b>	
000-231 · Payroll Liabilities	
000-232 · Fed & Fica Payable	83.21
000-235 · MI Withholding Tax Payable	801.91
000-237 · Worker's Compensation	-234.46
000-238 · MESC Tax Payable	1,193.12
000-241 · Accrued Payroll	1,798.88
<b>Total 000-231 · Payroll Liabilities</b>	3,642.66
200-240 · Sales Tax Payable	1,845.62
300-339 · Deferred Revenue	11,766.71
<b>Total Other Current Liabilities</b>	17,254.99
<b>Total Current Liabilities</b>	19,021.45
<b>Total Liabilities</b>	19,021.45
<b>Equity</b>	
000-005 · Investment Account	-11,766.71
000-393 · Fund Balance	135,614.63
Net Income	-12,947.01
<b>Total Equity</b>	110,900.91
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>129,922.36</b>

Dickinson Conservation District Use This One  
Profit & Loss by Class  
October 2018 through February 2019

Total Other Revenue

Calendars & Books  
Fall Tree Sale  
Spring Tree Sale  
Wildflowers

Ordinary Income/Expense	(281 District Operations)	Total 281 District Operations	285 Applicator Prog	286 UPRCDMI Grants	289 WRISC	(294 Sales)	(294 Sales)	(294 Sales)	(294 Sales)	Total 294 Sales	300 MEF 17-53 Strike Team II	320 MEF 19-58 Stream Monitoring	520 Forestry Assistance Program	530 MISG WMA 17-1005	540 WDNR WMA 17-0004	550 WMA Phragmites	700 GLRI EPA	710 GLRI PCG	720 GLRI NNIS	730 GLRI 17-PA	
281-000 - District Operations Income	6.67	82.06	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
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	0.00
290-100 - Other Revenue	6,100.00	6,100.00	0.00	327.59	0.00	4.00	0.00	78.94	0.00	80.94	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	0.00	0.00	0.00	0.00	2,514.76	28.30	33,094.48	99.06	35,736.60	0.00	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	12,902.60	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 Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,857.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
530-299 - WDNR MISGP IS16-1005 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	5,663.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
700-099 - GLRI - EPA 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	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	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	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	0.00
Total Income	6,106.67	6,182.06	0.00	327.59	550.00	2,518.76	28.30	33,171.42	99.06	35,817.54	12,902.60	0.00	3,857.44	5,663.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gross Profit	6,106.67	6,182.06	0.00	327.59	550.00	2,518.76	28.30	33,171.42	99.06	35,817.54	12,902.60	0.00	3,857.44	5,663.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense																					
281-001 - District Operations Expense	203.96	18,950.56	14.54	2.54	169.63	0.00	0.00	133.07	0.00	133.07	1,944.06	1.10	572.70	961.74	144.43	292.04	697.48	40.37	259.17	47.18	
285-100 - Pesticide Applicator Expenses	0.00	185.96	217.94	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
290-002 - Other Service & Charges Control	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	0.00
294-001 - Sales Expense	0.00	1,509.03	0.00	0.00	0.00	14.50	0.00	6,363.50	0.00	6,378.00	0.00	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	21,136.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
320-120 - MEF 19-58 Stream Monitoring	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	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	6,448.00	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	8,722.42	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	1,550.65	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	2,249.00	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	7,993.13	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	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	0.00
730-400 - GLRI - 17-PA - Boatwash Expense	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	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	0.00
Total Expense	1,638.42	22,095.01	232.48	34.04	205.63	14.50	0.00	6,496.57	0.00	6,511.07	23,080.75	9.10	7,020.70	9,584.16	1,695.08	2,541.04	8,690.61	1,267.37	2,619.55	3,282.24	
Total Ordinary Income	4,468.25	-15,912.95	-232.48	293.55	344.37	2,504.26	28.30	26,674.85	99.06	29,306.47	-10,178.15	-9.10	-3,163.26	-3,900.52	-1,695.08	-2,541.04	-3,621.64	-462.08	-924.77	317.94	
Net Income	4,468.25	-15,912.95	-232.48	293.55	344.37	2,504.26	28.30	26,674.85	99.06	29,306.47	-10,178.15	-9.10	-3,163.26	-3,900.52	-1,695.08	-2,541.04	-3,621.64	-462.08	-924.77	317.94	

Dickinson Conservation District Use This One  
Profit & Loss by Class  
October 2018 through February 2019

	750	GLRI 18-PA	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
281-000 · District Operations Income	0.00		82.06
289-000 · WRISC Income	0.00		550.00
290-100 · Other Revenue	0.00		6,508.53
294-000 · Sales	0.00		35,796.60
300-099 · MEF 17-53 Strike Team II Income	0.00		12,902.60
520-199 · FAP Forestry Assistance Program	0.00		3,857.44
530-299 · MDNR MISGP IS16-1005 Income	0.00		5,693.64
700-099 · GLRI - EPA Income	0.00		5,068.97
710-199 · GLRI_PCG Income	0.00		805.29
720-299 · GLRI - NNIS Income	0.00		1,694.78
730-399 · GLRI 17-PA-Boatwash Income	0.00		3,600.18
<b>Total Income</b>	<b>0.00</b>		<b>76,490.09</b>
<b>Expense</b>			
281-001 · District Operations Expense	51.40		24,182.01
285-100 · Pesticide Applicator Expenses	0.00		403.90
290-002 · Other Service & Charges Control	0.00		1,516.96
294-001 · Sales Expense	0.00		7,887.03
300-100 · MEF 17-53 Strike Team II	0.00		21,136.69
320-120 · MEF 19-58 Stream Monitoring	0.00		8.00
520-200 · FAP Forester Expenses	0.00		6,448.00
530-300 · MISGP IS16-1005	0.00		8,722.42
540-600 · MDNR WMA 17-0004 PFGP	0.00		1,550.65
550-500 · WMA - Phragmites	0.00		2,249.00
700-100 · GLRI-EPA	0.00		7,993.13
710-200 · GLRI_PCG	0.00		1,227.00
720-300 · GLRI - NNIS	0.00		2,360.38
730-400 · GLRI - 17-PA- Boatwash Expense	0.00		3,235.06
750-500 · GLRI 18-PA-Boatwash	516.87		516.87
<b>Total Expense</b>	<b>568.27</b>		<b>89,437.10</b>
<b>Net Ordinary Income</b>	<b>-568.27</b>		<b>-12,947.01</b>
<b>Net Income</b>	<b>-568.27</b>		<b>-12,947.01</b>



## General Operations Report

Submitted by: Amanda Nelson & staff

### February 2019 Board Meeting

- Reviewed summer staff post which will be posted on February 6<sup>th</sup> 2019
- Conducted General Accounting (Payroll, deposits, expense, bank reconciliation, PayPal reconciliation, etc..)
- Grant reports:
  - EPA report submitted
  - Reviewed and updated Boatwash budgets for the new grant and the upcoming summer
  - Reviewed HWA budget and grant for upcoming year
- Staff attended WRISC Board meeting on February 6, 2019
- Nelson attended Personnel Meeting on February 7, 2019
- DCD receive a FOIA request about staff wages, on February 7, 2019 and responded on February 8, 2019
- On February 16, 2019, SAM was updated
- FAP:
  - Lawrence Sobson started on February 18, 2019
  - Amanda and Lawrence attended FAP conference call on February 20, 2019
  - Lawrence and Amanda started FAP training
- Tree Sale
  - Continue to take Tree sale orders and updates
  - 1 Customer asked for 36,000 Red Pine and 4,000 white pine. Nelson searched to fulfill the order

<b>Table 1. Forestry</b>	<b>February</b>	<b>YTD</b>	<b>Goal</b>	<b>Progress to Date</b>	<b>NOTES</b>
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%	
		0			
<b>Table 2. Invasive Species</b>		0			
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%	
<b>Table 3. Recycling</b>					
Attend Solid Waste Authority Meetings	1	2	6	33%	
Recycling Outreach	0	0	2	0%	
<b>Table 4. Protect Soil and Water resources in Ag Settings</b>					
MAEAP Farm Certifications	0	0	2	0%	
MAEAP Outreach	0	0	1	0%	
<b>Table 5. Reforestation and Native Plant Restoration</b>					
Number of trees and shrubs sold	20410	31170	100000	31%	
Number of mailings	0	1	3	33%	
Number of Facebook posts		1	5	20%	
Number of Volunteers	0	5	10	50%	
Number Wildflowers sold		35	500	7%	
Number of customers		72	600	12%	
<b>Table 6. Education Youth</b>					
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%	
<b>Table 7. Adult Education</b>					
Public Workshops	0	0	2	0%	
Newsletters	0	1	4	25%	
Annual Meeting	0	1	1	100%	
Number attending Annual Meeting	0	31	60	52%	
Number of Booths at Annual Meeting	0	8	5	160%	
Number of Walk-in customers	20	71	100	71%	
Number of phone calls	45	225	200	113%	
Number of Website hits	7771	28241	4000	706%	
Number of Facebook posts	0	12	12	100%	
Number of Facebook Reached	2050	6450	4000	161%	
Number of Facebook Likes Total	1	11	400	3%	
Number of Newspaper Articles	2	6	2	300%	Board Vacancy post; Spring Tree Sale
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%	
<b>Table 8. Watershed Protection</b>					
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

<b>Table 1. Required Metrics*</b>	<b>February</b>	<b>QTD</b>	<b>YTD</b>	<b>Goal</b>	<b>Progress to Date</b>	<b>Status</b>	<b>Forester's Notes</b>
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!**

<b>Table 2. Optional Metrics**</b>	<b>February</b>	<b>QTD</b>	<b>YTD</b>	<b>Goal</b>	<b>Progress to Date</b>	<b>Status</b>	<b>Forester's Notes</b>
Number of contacts	1	34	37	350	11%	Needs Attention	
Landowner follow-ups	18	18	18	350	5%	Needs Attention	
Landowner follow-ups - Acres	0	0	0	2000	0%	Needs Attention	
Web site hits		103	196	4000	5%	Needs Attention	
Mailings		0	0	2	0%	Needs Attention	
Number of forestry demonstration sites		0	0	1	0%	Needs Attention	
Advisory Committee Meetings		0	0	1	0%	Needs Attention	
Continuing education attendance - Hours		0	0	25	0%	Needs Attention	
MAEAP Forest, Wetlands, and Habitat verifications		0	0	2	0%	Needs Attention	
Referrals, cost-share programs		0	0	15	0%	Needs Attention	
Referrals, cost-share programs - Acres		0	0	150	0%	Needs Attention	
Referrals, Forest Stewardship Plans		0	0	5	0%	Needs Attention	
Referrals, Forest Stewardship Plans - Acres		0	0	100	0%	Needs Attention	
Referrals, Tree Farm Plans		0	0	1	0%	Needs Attention	
Referrals, Tree Farm Plans - Acres		0	0	20	0%	Needs Attention	
Referrals, NRCs CAP 106 Plans		0	0	10	0%	Needs Attention	
Referrals, NRCs CAP 106 Plans - Acres		0	0	200	0%	Needs Attention	
Number all other conservation plans		0	0	1	0%	Needs Attention	
Acceage other conservation plans		0	0	20	0%	Needs Attention	
Total value of tree sales		0	0	0	#DIV/0!	No Goal	
Number of trees and shrubs sold		0	0	0	#DIV/0!	No Goal	
Tree and shrub plantings - Sites		0	0	0	#DIV/0!	No Goal	
Tree and shrub plantings - Acres		0	0	0	#DIV/0!	No Goal	
Wildlife food plot plantings - Sites		0	0	0	#DIV/0!	No Goal	
Wildlife food plot plantings - Acres		0	0	0	#DIV/0!	No Goal	

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





GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF AGRICULTURE  
AND RURAL DEVELOPMENT

GARY MCDOWELL  
DIRECTOR

## Rachael Guth

### MDARD Partner Report - March 2019

- The Michigan Agriculture Environmental Assurance Program's (MAEAP) 5,000th Verification Celebration will be held Thursday, March 21, 2019 from 10:00 a.m.-3:00 p.m. at the Lansing Center in downtown Lansing. All MAEAP Verified farmers are invited to attend but we are asking for RSVPs so we can have an approximate count for lunch and pre-print name tags. We will not turn away walk-ins the day of however, we would like to minimize the wait time for registering and printing name tags to the extent possible. Farmers can register at <https://5000maeap.eventbrite.com> or by calling 517-256-5274.
- Many offices are receiving questions on growing industrial hemp. At this time, MDARD is actively working on developing a state industrial hemp plan as required by the new federal law. Though the state industrial hemp licensing law went into effect on January 15, 2019, the State is prohibited by federal law from issuing registrations or licenses created by the Act until the state plan is submitted and approved by USDA. USDA has 60 days after submittal for review and approval. MDARD has created a website for those seeking more information about growing industrial hemp. [https://www.michigan.gov/mdard/0,4610,7-125-1569\\_74018---,00.html](https://www.michigan.gov/mdard/0,4610,7-125-1569_74018---,00.html) Questions regarding growing, processing or handling industrial hemp in Michigan may be emailed to: [MDARD-Industrialhemp@michigan.gov](mailto:MDARD-Industrialhemp@michigan.gov)
- Members of the MACD Executive Committee and the Funding Workgroup met with the NACD Chief Executive Officer, Jeremy Peters, to discuss examples of stable funding for Conservation Districts in other states. The discussion led to some new ideas and approaches for the group to consider. MDARD is committed to continued involvement with the Funding Workgroup in hopes of acquiring stable operations funding for Michigan's Conservation Districts.
- The Michigan Conservation Partnership is happy to announce that two district staff from Michigan have been referred to NACD to attend a NRCS Conservation Planning Boot Camp in 2019. The next deadline for conservation district employees to submit an application package for a 2019 Boot Camp training is April 10<sup>th</sup>. See the [NACD website](#) and the email from Lori Phalen sent on Feb 4 for more details. Questions can be directed to Lori Phalen.
- Director Trainings to be held in 2019 are being planned for the dates and locations below. Registration information for the Upper Peninsula sessions will be sent out in early March. The format will be the same as last year with a half-day, abbreviated session in the evening of the first day. The second day will be a full day session taking a deeper dive on the same topics. Attendees are encouraged to attend one or the other, but not both sessions.
  - Escanaba or Marquette: April 3-4
  - Washtenaw area: May 1-2
  - Grayling/Gaylord – September: 17-18
  - Big Rapids – September: 23-24

- Planning is underway for the MACD Summer Conference scheduled to take place on June 3<sup>rd</sup>-4<sup>th</sup> in Bay City. District Directors and staff are encouraged to attend. The conference agenda, and registration information will be available in April.
- MSU Extension will be holding four full day seminars on Cultivating Local Farm Economies throughout Michigan this spring. Officials, farmers, and interested residents are invited to join MSU Extension educators and community partners to learn how to successfully maneuver through local regulations and to hear about policy best practices related to three of the most popular "farm diversification" strategies in Michigan: agritourism, value-added processing, alternative energy generation. Seminars will be held in Chatham on March 18, Traverse City on March 19, Ann Arbor on March 21, and Grand Rapids on March 26. The cost to attend is \$20 per participant and includes lunch and coffee. Register at: [https://events.anr.msu.edu/Cultivating\\_Local\\_Farm\\_Economies](https://events.anr.msu.edu/Cultivating_Local_Farm_Economies).
- The Michigan Department of Environmental Quality (MDEQ), Water Resources Division, is announcing \$200,000 in grants available for inland beach water quality monitoring projects in fiscal years 2019 and 2020. Projects will be funded from the Clean Michigan Initiative-Clean Water Fund. Local government and nonprofit entities are eligible for funding and are encouraged to apply either individually or as part of a group. The Request for Proposals (RFP) are available online at [www.michigan.gov/waterquality](http://www.michigan.gov/waterquality). The RFP contains detailed instructions on developing a proposal, the criteria by which proposals will be evaluated, and the items that should be included with your application. Proposals are due by March 12, 2019. For questions regarding the inland beach grants, please contact Shannon Briggs, Water Resources Division, at 517-284-5526 or [briggss4@michigan.gov](mailto:briggss4@michigan.gov).
- Request for proposals (RFP) for the 2019 Great Lakes Sediment and Nutrient Reduction Program grant program are now being accepted. Funding for the Great Lakes Sediment and Nutrient Reduction Program is provided by the U.S. Department of Agriculture – Natural Resources Conservation Service (NRCS) under the Great Lakes Restoration Initiative (GLRI). For program year 2019, two grant options are being offered: watershed-scale projects and site-specific projects. Grants provided under this year's program will focus on effective efforts to reduce phosphorus contributions to waters within the Great Lakes basin. The maximum request for each application will be capped at no more than \$200,000. Applicants must be nonfederal units of government, tribes, or incorporated nonprofit organizations. A 25 percent match will be required of each project. The due date for applications is 6:00 p.m. EDT on March 29, 2019. Applications will be reviewed and assessed by the Sedimentation and Nutrient Reduction Task Force, with final decisions anticipated in early summer 2019. Selected projects should begin on October 1, 2019 and may be up to three years in duration. Please visit [www.nutrientreduction.org](http://www.nutrientreduction.org) for more information.
- The Michigan Department of Environmental Quality (MDEQ) will dramatically increase available funding for [Recycling Infrastructure Grants](#) from \$500,000 to \$3.7 million and the extend the deadline for grant applications to May 1, 2019. The Recycling Infrastructure Grant is part of the MDEQ's Fiscal Year 2019 Sustainability Grants, which also includes Scrap Tire Cleanup Grants and Scrap Tire Market Development Grants. The maximum request amount per grant is \$1 million. Requests for funding must be received by close of business May 1, 2019. To view the [Request for Proposals](#) and for more information about the grants program, visit [www.michigan.gov/mirecycles](http://www.michigan.gov/mirecycles). or contact Elizabeth Garver, Recycling Specialist, [garvere2@michigan.gov](mailto:garvere2@michigan.gov), 586-753-3837 or Emily Freeman, Recycling Specialist, [freemane@michigan.gov](mailto:freemane@michigan.gov), 517-256-9466.

**Late Resolution – 2018-**

**To eliminate the Annual Meeting vote differential for dues paying Conservation Districts.**

SPONSORING ENTITY: Region 3 Conservation Districts

**STATEMENT OF ISSUE:**

**Whereas,** Michigan Conservation Districts who pay higher dues are allowed to cast more votes during the Annual Meeting than those who pay less; and

**Whereas,** Conservation Districts who pay a higher level of dues shall be compensated in benefits besides additional votes; and

**Whereas,** similar voting options are not allowed by other states; and

**Whereas,** the current voting system gives the appearance of paying for votes .

**Statement of Action:**

**Therefore, be it resolved,** that MACD amend its bylaws eliminating the unequal voting between the various levels of dues paying Conservation Districts.

**POTENTIAL FINANCIAL IMPACT ON MACD:**

MACD staff and member time to amend the bylaws.

Dickinson Conservation District  
Fundraising Committee Meeting Minutes  
March 4, 2019  
5:00 – 5:45

1. **Attendance:** Kirsten Gendron, Sarah Blanzky, Lawrence Sobson, Amanda Nelson and Bryan Reitter (arrived at 5:15)
2. **Additions-** LOGO discussion
3. **Fundraising Committee:** Amanda suggested that we refocus the Fundraising Committee to an Event Planning Committee. The District needs to focus on advertising and events which will put our name back into the committee.
4. **DCD Rack Cards:** Amanda suggested that the committee start to consider building different rack cards that can be given out at the upcoming events. We will be able to hand out more information specific towards the audience we want to communicate with.
5. **District LOGO:** Amanda has been working to potentially come up with an updated/new District LOGO. It would be nice to come up with new marketing and advertising ideas with the updated/new LOGO.
6. **Future Events**
  - a. **Open House Event:** Lawrence had suggested that the District hold an Open House event as a way to introduce himself into the community. We can use the Wildflower Sales to bring attention to the district but continue to raise funds for the District. There was discussion about having someone from the Beekeepers come to speak about themselves and the pollinator plantings they have done. This will hopefully make the event more attractive to the community.
7. **Meeting Dates:** Fundraising Committee Meetings will be held the First Monday of every month at 5:00pm
8. **Adjourned** at 5:45pm.





March 21, 2019

Lawrence Sobson-District Forester Report-February/March

#### **Field Appointments**

- Site Visit to Jim Markell cabin for QFP appraisal
- Site Visit to Elmbrook Farms (Travis Theuerkauf) for general inspection and recommendations

#### **QFP Enrollment and Verifications**

- None so far

#### **Formal Meetings and Workshops**

- MCD Board Meeting
- Tree Farm Certification Workshop in Houghton with Mike Smalligan
- Met with other FAP Foresters and Tom to talk about standardization
- Went with Amanda to Senior Group presentation

#### **Landowner Meetings**

- Met with Jim Markell about QFP
- Met with Travis Theuerkauf about forest management recommendations and programs

#### **Referrals**

- Direct referral of a landowner to Tom for EQIP
- Two referrals to consulting foresters that responded, a third still in response period

#### **Other**

- Introduced self to and updated referral lists with current information
- Started SAF application process
- Two radio spots with John Koehler about QFP, Conservation District, and Tree Pruning Workshop
- Updated all forestry information on the website
- Took pesticide applicator exams (Passed 2/3 and will reschedule 3<sup>rd</sup> sometime in the future)
- Created resources for QFP, Careers in Forestry, Proper Tree Planting, and Conifer Identifications, Pests, and Disease
- Planned and advertised for Fruit Tree Pruning Workshop for April 13<sup>th</sup> at McBroom Farm
- Sat on the booth at the farmers market and talked to 12 people
- Job Training with Tom, Amanda, Ben, Linda, etc.
- Approximately 20 walk-ins, phone calls, etc. on concerns, issues, and questions.

## Dickinson Conservation District Use This One

3/21/2019 11:18 AM

Register: 000-001 · FNB Checking

From 02/22/2019 through 03/21/2019

Sorted by: Cleared status

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/25/2019			-split-	Deposit		X	648.00	93,833.10
02/26/2019			000-125 · Undeposited...	Deposit		X	234.00	94,067.10
02/27/2019			-split-	Deposit		X	1,333.00	95,400.10
02/27/2019		QuickBooks Payroll ...	000-231 · Payroll Liabi...	Created by Pay...	4,848.44	X		90,551.66
02/28/2019			281-000 · District Oper...	Interest		X	10.62	90,562.28
02/28/2019	DD1487	Butterfield, Amber R.	-split-	Direct Deposit		X		90,562.28
02/28/2019	DD1488	Hafeman, Kyle A	-split-	Direct Deposit		X		90,562.28
02/28/2019	DD1489	Hruska, Ann E	-split-	Direct Deposit		X		90,562.28
02/28/2019	DD1490	Nelson, Amanda M	-split-	Direct Deposit		X		90,562.28
02/28/2019	DD1492	Sobson, Lawrence P	-split-	Direct Deposit		X		90,562.28
02/28/2019	DD1491	Peterson, Lindsay M	-split-	Direct Deposit		X		90,562.28
03/01/2019			000-125 · Undeposited...	Deposit		X	805.29	91,367.57
03/01/2019			000-125 · Undeposited...	Deposit		X	3,600.18	94,967.75
03/14/2019	DD1493	Butterfield, Amber R.	-split-	Direct Deposit		X		94,967.75
03/14/2019	DD1494	Hafeman, Kyle A	-split-	Direct Deposit		X		94,967.75
03/14/2019	DD1495	Hruska, Ann E	-split-	Direct Deposit		X		94,967.75
03/14/2019	DD1496	Nelson, Amanda M	-split-	Direct Deposit		X		94,967.75
03/14/2019	DD1497	Peterson, Lindsay M	-split-	Direct Deposit		X		94,967.75
03/14/2019	DD1498	Sobson, Lawrence P	-split-	Direct Deposit		X		94,967.75
02/25/2019			000-125 · Undeposited...	Deposit			3,500.00	96,725.55
02/25/2019			000-125 · Undeposited...	Deposit			51.94	96,777.49
02/25/2019	15547	Ostrowski, Dave	294-001 · Sales Expen...	Tree Sale Reim...	20.00			96,757.49
02/26/2019	15548	Sobson, Lawrence P	520-200 · FAP Foreste...	Tree Farm Cert...	127.60			96,629.89
02/26/2019	15549	4 Control Inc.	300-100 · MEF 17-53 ...	Invoice # 6052	405.33			96,224.56
02/28/2019			000-125 · Undeposited...	Deposit			172.00	96,396.56
02/28/2019	Debit	TIB-New Credit Car...	281-001 · District Oper...	Fees Charged F...	158.97			96,237.59
02/28/2019	15550	US Printers	-split-	WRISC Broch...	369.00			95,868.59
02/28/2019	15551	State of Michigan- P...	520-200 · FAP Foreste...	Pesticide Exam...	150.00			95,718.59
02/28/2019	15552	Woods-N-Water News	-split-	Mar 2019 1/4 P...	325.00			95,393.59
03/04/2019			-split-	Deposit			1,380.00	96,773.59
03/04/2019			000-125 · Undeposited...	Deposit			86.00	96,859.59
03/04/2019	15553	Adelaide Boettcher	294-001 · Sales Expen...	Refund for 25 ...	35.00			96,824.59
03/04/2019	15554	Results Broadcasting	-split-	Account 1361...	297.00			96,527.59
03/04/2019	15555	Daily News	310-111 · MEF 19-57 ...	CD0194 Ad for...	82.75			96,444.84
03/04/2019	15556	AT&T Uverse	281-001 · District Oper...	Acct #1277625...	31.19			96,413.65
03/05/2019			-split-	Deposit			939.00	97,352.65
03/05/2019	Debit	Department of Treas...	-split-	38-2152374	2,517.84			94,834.81
03/06/2019			000-125 · Undeposited...	Deposit			229.00	95,063.81
03/06/2019			-split-	Deposit			4,634.00	99,697.81
03/06/2019	15557	Green Bay Scuba	700-100 · GLRI-EPA:...	Dive equipment	8,771.87			90,925.94

## Dickinson Conservation District Use This One

3/21/2019 11:18 AM

Register: 000-001 · FNB Checking

From 02/22/2019 through 03/21/2019

Sorted by: Cleared status

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/07/2019			-split-	Deposit		594.00	91,519.94
03/07/2019			-split-	Deposit		787.00	92,306.94
03/07/2019	15558	Keene Engineering I...	-split-	DASH Air Hos...	264.00		92,042.94
03/07/2019	15559	Iron Mountain Auto...	281-001 · District Oper...	2002 Chevy Tr...	3,860.33		88,182.61
03/07/2019	15560	Scott Goodwin	700-100 · GLRI-EPA:...	DASH parts - ...	250.00		87,932.61
03/07/2019	15561	First National Bank ...	202-203 · Credit Cards...	Visa Account ...	1,015.72		86,916.89
03/08/2019			000-125 · Undeposited...	Deposit		207.00	87,123.89
03/11/2019			-split-	Deposit		739.00	87,862.89
03/11/2019			-split-	Deposit		158.00	88,020.89
03/12/2019			-split-	Deposit		347.00	88,367.89
03/13/2019			-split-	Deposit		640.00	89,007.89
03/13/2019			281-001 · District Oper...	Deposit		103.89	89,111.78
03/13/2019			-split-	Deposit		840.00	89,951.78
03/13/2019		QuickBooks Payroll ...	000-231 · Payroll Liabi...	Created by Pay...	5,478.55		84,473.23
03/14/2019	15562	Anderson, Tackman ...	281-001 · District Oper...	FY 18 Audit Fi...	1,240.00		83,233.23
03/14/2019	15563	Fischer Insurance	-split-	General Liabili...	3,255.00		79,978.23
03/18/2019			-split-	Deposit		736.00	80,714.23
03/18/2019	15564	Sobson, Lawrence P	520-200 · FAP Foreste...	Mileage Reimb...	128.76		80,585.47
03/18/2019	15565	Wisconsin Dept Ag ...	530-300 · MISGP IS16...	Lindsay Recipr...	75.00		80,510.47
03/18/2019	15566	Wisconsin Dept Ag ...	530-300 · MISGP IS16...	Katherine Reci...	75.00		80,435.47
03/18/2019	15567	Wisconsin Dept Ag ...	530-300 · MISGP IS16...	Kyle Reciprocity	75.00		80,360.47
03/18/2019	15568	Wisconsin Dept Ag ...	530-300 · MISGP IS16...	Amber Recipro...	75.00		80,285.47
03/19/2019			-split-	Deposit		1,258.00	81,543.47
03/20/2019			-split-	Deposit		559.00	82,102.47
03/20/2019	15569	First National Bank ...	-split-	Savings Deposi...	500.00		81,602.47

Greetings UP Conservation District Leaders!

As you may know there is a Director training session scheduled for Marquette on April 3rd for the evening session from 5pm to 8pm and a full day session on the 4th. We are extremely excited to be coming to you to present this highly complimented training for Conservation District Directors and we **strongly** encourage you and all your Board members to attend one of these sessions.

Why should you take time out of your busy schedule for this?

1. You put a great deal of time into your volunteer work as a Director and you will want to make sure that you are as effective and productive as you can be with a great deal of accomplishments when you eventually leave the District. Invest in that goal by learning how to take your District to the next level of success and local support by learning from those who assist Districts throughout the State as well as your fellow attendees.
2. If you have not been to a Director training session in a year it is highly probable that there are new issues that you need to be aware of and tools, tips and techniques for building your Districts program as well as the local and State level support not just for your District but all 75 CD's throughout the State. Remember we are only as strong as our weakest District and building capacity should be an ongoing and high priority item in your plan of work. Training of Directors is one major way we build capacity.
3. New Directors many times do not know what they don't know. We have heard this around the State that Directors come on board with only a minimal understanding of the work they will be called upon to do. That being the case, new Directors may not have the understanding of the job to make a decision as to their training needs. **I call upon the Chairs of the Districts who are usually the most experienced to "twist arms" in a good natured way and get all your Directors to the training. Attending in a group with all the Directors from your District will put you all on the same page and provide a synergy that you can put to work when you get back home.**
4. As hard working Directors you need all of your fellow Board members to be fully contributing to the effort. If they are poorly trained and do not have a full understanding of how the CD operates and fits into the conservation partnership at the State level they will not be able to contribute the maximum possible effort.

The presenters are highly motivated to make this training as worth while as possible for your training needs. We have adjusted the content based on feedback from the attendees over the last two years and believe we have a series of presentations that will be highly educational and motivational. If you have any questions please do not hesitate to contact Lori or myself.

We look forward to seeing you all at the training.

Steve Law  
Capacity Programs Manager  
MACD



## FY 19 DCD Grants Report ( as of 03/21/19)

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	\$ 46,816.00	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	\$ 87,750.00		\$ -
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	\$ 10,589.58
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	\$ 86,407.00	Receive payment \$5683.64	
GLRI - CWMA (NNIS) 17-PA-11091300-041	GLRI-USFS	5/4/17-12/31/19	Targeting Invasive on Trails and Crossings in the Menominee River Watershed	\$36,850 over 2 yrs.	\$ 17,286.23		
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	\$ 3,762.59		
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	\$ 121,712.00		
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	\$ 36,630.07		\$ -
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	\$ 16,371.00		
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	\$ 1,806.60		
Life After Phragmites	MISG	04/01/2019 - 12/31/2020	WRISC will receive a contract through UPRC&D to run a cost share program to treat, survey and educate.			Awaiting contract	