

DICKINSON CONSERVATION DISTRICT BOARD MEETING

Minutes

May 16, 2019

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

Date Approved: 6/20/19

Signed By: 

1. **Call to order:** Chairman Rice called the meeting to order at 5:03pm. Attending the meeting were Board Directors: Bill Rice, Kristen Gendron, and Sarah Blanz. Directors absent from meeting Sue Pope. Also, in attendance were Amanda Nelson, Lawrence Sobson, Lindsay Peterson, and Bob Goodreau.
2. **Approval of Agenda:** Blanz moved and Gendron supported the Agenda with the following corrections 7a. GLTPA Conference and 8a Amanda's Work Agreement. Motion carried.
3. **Public Comment:** N/A
4. **Consent Agenda:** The Consent Agenda included the following items: Minutes of 04/18/19 Mtg; General Operations Report, Food Technician, and MAEAP report for March 2019. Moved by Gendron and Blanz supported. Motion moved.

Old Business

5. **Components of Governance:** There was discussion over section D through F of the Employee Handbook. There will be more discussion on section F next Board meeting.

New Business:

6. **Spring Tree Sale:** The 2019 Spring Tree Sale went normal compared to other years. The DCD Board gave some constructive advise on how we can improve the 2020 Spring Tree Sale.
7. **Nominating Director:** Motion to nominate Bob Goodreau as a Director on the Dickinson Conservation District Board of Directgors. Moved by Gendron, supported by Blanz. Motion Carried.
 - a. **Great Lakes Timber Professionals Association:** The GLTPA asked Nelson to attend some meetings with legislatures in Lansing the from May 21-May 24. They would pay for lodging and mileage so the District would just be asked to pay for her wages. Motion to allow Nelson to go down state with the GLTPA. Gendron moved and Blanz supported. Motion carried.

REPORTS

8. **Personnel Committee Report:**
 - a. **Work Agreement** – Motion to adopt the new work agreement for Nelson. Blanz moved and Gendron supported. Motion carried.
9. **Event Planning Committee:**
 - a. **Open House:** There was discussion on if the Open House event is feasible with-in the next couple of weeks. DCD will hold an Open House at a different time.
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 April were presented. The reconciled checking balance was \$112,262.60 from 4/30/19. The average pay roll for the past month was \$6,274.33. Motion to put financials reports on record Blanz moved and Goodreau supported. Motion carried.
 - c. **Bills** of totaling \$13,110.25 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 \$2,959.89, for Sobson \$64.17, and savings deposit \$250. After reviewing the bills and payments. Gendron moved and Goodreau supported approval of the bills as presented. Motion carried.

d. Budget update: N/A

12. Administrative & Grants Update:

- a. *Grants update:* Nelson gave a verbal grant and handed out grant's spreadsheet. There is still two outstanding grant balances, Wisconsin DNR and MISG. We have received all other payments from the other grantors. Grants appear to be on budget for the summer. Grant reporting will happen at the end of June.
- b. *Sales:* Wildflower Sales are underway and appear to be doing better than the previous year. There are currently 34 pre-orders in. The photo contest is well underway and staff will start developing the calendar sometime in July.
- c. *Pesticide Applicator Business:* N/A
- d. *Trucks:* N/A

13. Partner Reports:

- a. *FAP:* Lawrence handed out the FAP report. Sobson conducted 7 sites in the last month. He has been participating in the Iron Mountain Tree Board and has been working to develop a tree plan for the city. See attached.
- b. *NRCS:* N/A
- c. *WRISC:* Peterson gave a verbal update. Katherine Mental, a summer staff, has started working. Peterson and staff attended a work day with the Iron Mountain High School science class. The WRISC Annual meeting will be held on June 7, 2019 at the Florence County Resource Center.
- d. *MDARD:* Racheal Guth gave verbal and written update. See attached.

14. Meeting Reports:

- e. *County Board meeting:* Chairman Rice attended and gave verbal update. Barb Kramer mentioned that she has been working with the Lake Antoine Association. They have been working together to get handicap parking at there for easy access.

RESOURCE ISSUES/DIRECTOR'S PRIVILEGE:

Goodreau – Goodreau mentioned that he thinks DCD should be focusing more on hunters to create food plots. It could be a good fundraiser for the District.

Adjournment: The meeting was adjourned at 6:46 pm. The next regular meeting date of the Dickinson CD Board will be held May 16, 2019 at 5:00pm at the USDA Service Center. Moved by Gendron, supported by Blanzky to adjourn the Board Meeting. Motion carried.

Respectfully submitted,



Amanda Nelson, District Manager

Dickinson Conservation District Use This One
Balance Sheet
 As of April 30, 2019

	<u>Apr 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
000-001 · FNB Checking	112,262.60
000-002 · Savings FNB	14,135.91
000-003 · Paypal	15,730.19
000-006 · Petty Cash Fund	200.00
Total Checking/Savings	<u>142,328.70</u>
Accounts Receivable	
018-044 · Accounts Receivable	7,201.23
018-045 · Grants Receivable	35,700.46
Total Accounts Receivable	<u>42,901.69</u>
Other Current Assets	
000-123 · Prepaid Expenses	390.00
000-125 · Undeposited Funds	-15,499.10
Total Other Current Assets	<u>-15,109.10</u>
Total Current Assets	<u>170,121.29</u>
TOTAL ASSETS	<u><u>170,121.29</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
202-203 · Credit Cards	
202-205 · 7014 VISA (Lawrence)	64.17
202-207 · 2403 VISA (Amanda)	3,443.68
Total 202-203 · Credit Cards	<u>3,507.85</u>
Total Credit Cards	3,507.85
Other Current Liabilities	
000-231 · Payroll Liabilities	
000-232 · Fed & Fica Payable	979.19
000-235 · MI Withholding Tax Payable	571.79
000-237 · Worker's Compensation	-120.64
000-238 · MESC Tax Payable	612.20
000-241 · Accrued Payroll	1,798.88
Total 000-231 · Payroll Liabilities	<u>3,841.42</u>
200-240 · Sales Tax Payable	1,209.11
300-339 · Deferred Revenue	11,766.71
Total Other Current Liabilities	<u>16,817.24</u>
Total Current Liabilities	<u>20,325.09</u>
Total Liabilities	20,325.09
Equity	
000-005 · Investment Account	-11,766.71
000-393 · Fund Balance	135,614.63
Net Income	25,948.28
Total Equity	<u>149,796.20</u>
TOTAL LIABILITIES & EQUITY	<u><u>170,121.29</u></u>



General Operations Report

Submitted by: Amanda Nelson & staff

April 2019 Board Meeting

- Reviewed summer staff post which will be posted on February 6th 2019
- Conducted General Accounting (Payroll, deposits, expense, bank reconciliation, PayPal reconciliation, etc)
- Nelson and staff attended WRISC Board meeting on April 3, 2019
- Held Event planning meeting on April 9, 2019
- Spring Tree Sale
 - Spring Tree Sale week was April 29- May 4, 2019
 - Nelson prepared delivery of trees and worked with nurseries to adjust orders
 - Nelson and staff worked on bundling,
- Nelson and Peterson worked on writing a Purple Loosestrife grant through MEF. This grant would encompass DCD, WRISC, MCCD, L2L, ICD and WePIC.
- Nelson and Peterson attended a conference call about the upcoming "Life After Phragmites" contract. That contract was signed by Bill Rice, DCD Chairman
- Staff worked on the new Boatwash Agreement
- Submitted Interim reports for GLRI EPA and WRISC MISG

Table 1. Forestry	April	YTD	Goal	Progress to Date	NOTES
Landowner site visits	5	5	65	8%	
Number of Qualified Forest Program Enrollments	2	2	25	8%	
Number of forestry outreach events	1	1	8	13%	
Media occurrences	2	2	10	20%	
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	1	1	6	17%	
Participate in WRISC Committees	0	0	6	0%	
Table 3. Recycling					
Attend Solid Waste Authority Meetings	0	2	6	33%	
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	82829	113999	100000	114%	
Number of mailings	1	2	3	67%	Wildflower Mailing/Newsletter
Number of Facebook posts	24	25	5	500%	
Number of Volunteers	5	10	10	100%	
Number Wildflowers sold	0	35	500	7%	
Number of customers	500	572	600	95%	
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	1	2	4	50%	
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	30	101	100	101%	
Number of phone calls	79	304	200	152%	
Number of Website hits		28241	4000	706%	
Number of Facebook posts	10462	10474	12	87283%	
Number of Facebook Reached	41838	48288	4000	1207%	
Number of Facebook Likes Total	16	27	400	7%	
Number of Newspaper Articles	0	6	2	300%	
Photo contest entries	1	1	50	2%	
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*	May	QTD	YTD	Goal	Progress to Date	Status	Forester's Notes
Landowner site visits		5	7	65	11%	Needs Attention	
Landowner site visits - Acres		530	1200	2000	60%	Needs Attention	
Qualified Forest Program Enrollment Verifications	1	3	3	25	12%	Needs Attention	
Qualified Forest Program Enrollment Verifications - Acres	158	398	398	4000	10%	Needs Attention	
MAEAP Forest, Wetlands, and Habitat assessments		0	0	2	0%	Needs Attention	
MAEAP Forest, Wetlands, and Habitat assessments - Acres		0	0	40	0%	Needs Attention	
Referrals, Total Private Sector	1	4	7	25	28%	Needs Attention	
Referrals, Total Private Sector - Acres	328	1003	1123	500	225%	Goal Achieved	
Referrals, Total Public Sector		2	3	25	12%	Needs Attention	
Referrals, Total Public Sector - Acres		200	320	500	64%	Needs Attention	
Referrals, Management plans		1	2	20	10%	Needs Attention	
Referrals, Management plans - Acres		630	670	400	168%	Goal Achieved	
Referrals, Timber Harvests		1	2	10	20%	Needs Attention	
Referrals, Timber Harvests - Acres		40	80	200	40%	Needs Attention	
Referrals, Timber Harvests - Estimated volume (cords)		0	0	4000	0%	Needs Attention	
Referrals, Timber Harvests - Estimated volume (MBF)		0	0	75	0%	Needs Attention	
Number of forestry outreach events conducted/presented		1	2	4	50%	Needs Attention	
Outreach event attendance		34	67	350	19%	Needs Attention	
Media occurrences (newsprint, web, radio, tv, etc)		2	7	10	70%	Needs Attention	
American Tree Farm System Inspections		0	0	2	0%	Needs Attention	

REMEMBER TO COMPLETE YOUR GIS THIS MONTH!

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

Table 2. Optional Metrics**	May	QTD	YTD	Goal	Progress to Date	Status	Forester's Notes
Number of contacts	12	74	141	350	40%	Needs Attention	
Landowner follow-ups		0	21	350	6%	Needs Attention	
Landowner follow-ups - Acres		0	157	2000	8%	Needs Attention	
Web site hits		299	668	4000	17%	Needs Attention	
Mailings		2	2	2	100%	Goal Achieved	
Number of forestry demonstration sites		1	1	1	100%	Goal Achieved	
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	1	1	100%	Goal Achieved	
Acreege other conservation plans		0	120	20	600%	Goal Achieved	
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.



Produce Safety Technician Staff Report

Landen Tetil

April 2019

Trainings/Workshops

- Webinar: Partnership for Food Safety Education "Illness Reporting" 4/24
- Bay De Noc Gardening Conference, attended sessions and tabled. 4/27

Meetings/Outreach

District & Program Meetings

- MCCD board meeting. 4/1
- Produce Safety Rule draft guidance discussion, chapter 5. 4/8
- Delta CD board meeting. 4/9
- Meeting with Rory, Holly, and Rachael about collaboration amongst programs. 4/9
- Urban Ag grant reporting meeting with Jaimi. 4/10
- Produce Safety Rule draft guidance discussion, chapter 6. 4/15
- Dickinson CD board meeting. 4/18
- Produce Safety Rule draft guidance discussion, chapter 7. 4/22
- Iron/Baraga CD board meeting. 4/26
- Produce Safety Risk Assessment review conference call. 4/29
- MCCD board meeting (pushed up to avoid tree sale week). 4/29
- MCCD staff meeting. 4/30

Outreach Meetings & Events

- Escanaba Home and Garden Show, tabled the whole show. 4/5-7
- Partridge Creek Earth Day Celebration, tabled with Matt. 4/22
- Submitted article on Springtime Manure Management for food safety to UP AG Connections. 4/24
- Bay De Noc Gardening Conference, tabled the event. 4/27

Farm Contact

- Risk Assessment with Swanzy Farm. Does NOT wish to pursue a certificate. 4/1
- Risk Assessment with Seeds and Spores Farm. Improvement Action plan was written and left with farmers. 4/8
- Risk Assessment with Eden Greens Farm. Improvement Action plan and resources was emailed. 4/10
- Risk Assessment with Reh-Morr Farm. Improvement Action Plan written and left with farmers. 4/16
- Risk Assessment with Treasa's Treasures Farm. Improvement Action Plan written and left w/ farmer. 4/16
- Risk Assessment with Full Plate Farm. Improvement Action Plan written and left w/ farmer. 4/17
- Risk Assessment with Teaching Family Homes. Improvement Action Plan written and left w/ supervisor. 4/18
- Risk Assessment with Slagle's Family Farm. Improvement Action Plan written and left w/ farmers. 4/18
- Risk Assessment with Little Parsley Farm. Improvement Action Plan written and left w/ farmers. 4/24



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

GARY MCDOWELL
DIRECTOR

Rachael Guth

MDARD Partner Report - May 2019

- A resolution sponsored by MACD, declaring April 28-May 5, 2019 as Soil and Water Stewardship Week in the State of Michigan, was submitted by Representative Alex Garza of the 12th House District. The resolution was unanimously adopted. Afterwards, Representative Garza recognized the MACD, Conservation District and MDARD representatives who were in attendance for the reading of the resolution.
- Details for the MACD Summer Conference are available on the MACD website, including the complete agenda, session descriptions, and registration information. The conference will take place on June 3rd-4th in Bay City with a full lineup of training sessions geared for District Directors, managers, and technical staff. All are encouraged to attend.
- Director Trainings have been held in Marquette and Ann Arbor with nearly 40 directors and staff attending so far. The feedback from participants has been overwhelmingly positive. Two more workshops are planned for Gaylord/Grayling and Big Rapids in September. Registration is available on the MACD website.
- A total of seven conservation district staff from Michigan have been referred to NACD to attend NRCS Conservation Planning Boot Camp in 2019. The last deadline for conservation district employees to submit an application package for 2019 Boot Camp trainings in August and September is June 19th. See the [NACD website](#) for more details. Questions can be directed to Lori Phalen.
- Up to \$70,000 (in matching grants up to \$3,000 each) is available to support tree planting on public property. It's all part of the ongoing partnership between the DTE Energy Foundation, the DNR and ReLeaf Michigan. Eligible applicants include local units of government, nonprofit organizations, tribes and schools located within the [DTE Energy service territory](#). Tree-planting projects must occur on public property like parks, road rights-of-way and school grounds and promote the "right tree, right place" message about utility awareness. Grant applications are due June 7. Additional information is available at the DNR's Urban Community Forestry webpage, [Michigan.gov/UCF](#).
- The U.S. Department of Agriculture, Forest Service anticipates that up to \$4.1 million in new funds will be available for tree planting and forest health improvement in the Great Lakes Basin. This funding will be competitively awarded to the best proposals received through the **June 28, 2019** deadline at [grants.gov](#). Search for Grant Opportunity Number **USDA-FS-2019-GLRI**. Webinar information and full instructions are available on the USDA Forest Service [Great Lakes Restoration Initiative](#) RFA website. Funds will be distributed across the following three program areas:

- Forest Insect and Disease Mitigation,
 - Reduce Runoff from Degraded Sites through Green Infrastructure, and
 - Enhance Coastal Wetland Filtration.
-
- The Department of Environment, Great Lakes, and Energy's Water Resources Division is announcing a new grant program to aid in the control or eradication of aquatic invasive plants in Michigan's inland lakes. Approximately \$100,000 will be available through the Aquatic Invasive Plant (AIP) Control Grant in 2019. Details on grant eligibility are available on the Aquatic Invasive Plant Control Grant webpage located at www.Michigan.gov/Invasives under the "Grants" tab. The grant handbook and application process are currently being developed. Grant applications will be accepted from June 1 through July 1.
 - The Michigan Department of Environment, Great Lakes, and Energy's (DEGL) announces \$250,000 in available funding for Rural Electronics Recycling Grants. The next deadline for grant applications is August 1, 2019. The grants can be used to support improvements to current collection programs or to support electronics collection recycling events leading up to the establishment of new permanent collection locations. The maximum request amount per grant is \$10,000 per location. To view the [Request for Proposals](#) and for more information about the grants program, visit www.michigan.gov/mirecycles; you may also contact Steve Noble, Program Coordinator, at 517-449-6153 or nobles4@michigan.gov.
 - Congratulations to Schoolcraft, Alger, Gogebic, Iron Baraga, Marquette, and Chippewa Luce Mackinac CDs for receiving the 2019 UP DHIP grants. Total funding awarded is \$58,990.
 - Menominee CD will be hosting the 2019 regional meeting at Elmcrest Acres. Please look for your invitation from Donna Buechler, CD manager for a July event.