

DICKINSON CONSERVATION DISTRICT BOARD MEETING

Minutes

December 18, 2018

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

Date Approved: 1/15/19

Signed By: 

1. **Call to order:** Chairman Peterson called the meeting to order at 4:31 pm. Attending the meeting were Board Directors: Pat Peterson, Bill Rice, Kristen Gendron, Sarah Blanzky (arrived 4:45), and Sue Pope (arrived 4:54). Also, in attendance were Amanda Nelson, Lindsay Peterson, Tom Berndt, Racheal Guth, MDARD.
2. **Approval of Agenda:** Gendron moved and Rice supported the Agenda as presented. Motion carried.
3. **Public Comment:** N/A
4. **Consent Agenda:** The Consent Agenda included the following items: Minutes of 11/13/18 Mtg; General Operations Report, Food Technician, and MAEAP report for October 2018. Moved by Rice and Gendron supported. Motion moved.

Old Business

5. **Components of Governance:** Nelson presented the roles and responsibilities for directors to be reviewed before the upcoming restricting meeting.
6. **DCD Annual Work Plan:** Motion to accept DCD Annual work plan with the correction of removing all WRISC related activities and correcting adult education to include newspaper articles. Gendron moved and Blanzky supported. Motion carried. Motion to have Lindsay Peterson present the WRISC Annual Plan of work to the DCD Board. Blanzky moved and Gendron supported. Motion carried.
7. **Annual Meeting:** Nelson gave an update on progress made for the Annual Meeting. She has had some feedback from vendors. She asked that all Directors be at West Campus for 8 a.m. to help set up for the meeting.

New Business:

8. **MACD Dues:** After some discussion, motion to pay \$700 to MACD as dues. Gendron moved and Rice supported. Motion carried.

REPORTS

9. **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 November were presented. The reconciled checking balance was \$88,241.38 from 11/30/18. The average pay roll for the past month was \$4,207.87. Motion to put financials on record Rice moved and Blanzky supported. Motion carried.
- c. **Bills of totaling \$13,162.56** 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 \$505.05 and savings deposit \$250. After reviewing the bills and payments. Rice moved and Gendron supported approval of the bills as presented. Motion carried.

10. **Personnel Committee Report:** The personnel committee met with the District Manager to review performance over the previous year. Pat Peterson presented the goals and expectations for the Personnel committee. See attached.

11. **Fundraiser Committee:** N/A

12. **AD Hoc Millage Committee Report:** Discussion over how to proceed in the upcoming years for campaigning and on how to get DCD better recognized in the Community. Rice suggested that directors start to attend county and city board meetings. Nelson suggested a google calendar of upcoming events that shows when all the meetings are in the district.

13. **Administrative & Grants Update:**

- a. **Grants update:** Nelson gave a verbal grant and handed out grants spreadsheet. Nelson noted that we have

not heard anything from the Toro grant but suspects that we did not receive it. WRISC was awarded another grant from WDNR to do Phragmites surveys in Marinette and Florence counties which will end in March. See attached report.

- b. *Sales*: Spring Tree Sale order forms are at the printers and there is a labeling workday on Thursday December 20, 2018. The online market is up and running for people to buy trees. Calendars are still up for sale. There has not been many inhouse purchase of calendars.
- c. *Pesticide Applicator Business*: N/A

14. Partner Reports:

- a. *FAP*: The district is still in search for a FAP Forester and not much activity has been happening on that grant. See attached report.
- b. *NRCS*: Berndt gave verbal report. With the pending government shut the District needs to know that they can work in the office but cannot answer phone calls or use government computers. We will know as we reach the deadline. Berndt has been working getting payments in and trying to do site visits before leaving on vacation.
- c. *WRISC*: Peterson, Butterfield and Hafeman have been working hard on entering all data into QGIS and planning for next field season. WRISC did 240 acres of treatments and over 3000 miles of survey work.
- d. *MDARD*: Racheal gave verbal and written report. MDARD grants are required to have their goals submitted before the beginning of the new year. Since DCD does not have a forester we can turn them in once a forester has been hired. See attached.

15. Meeting Reports:

- a. *County Board meeting*: N/A
- b. *Great Lakes Timber Professions Association*: Nelson attended meeting. Nelson was nominated for the Board member position that was left vacant when our last forester left.

RESOURCE ISSUES/DIRECTOR'S PRIVILEGE:

Adjournment: The meeting was adjourned at 7:10 pm. The next regular meeting date of the Dickinson CD Board will be held January 15, 2019 at 4:30pm 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

12/12/18

Accrual Basis

As of November 30, 2018

	<u>Nov 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
000-001 · FNB Checking	88,241.38
000-002 · Savings FNB	13,131.03
000-003 · Paypal	1,816.11
000-006 · Petty Cash Fund	200.00
Total Checking/Savings	<u>103,388.52</u>
Accounts Receivable	
018-044 · Accounts Receivable	2,779.99
018-045 · Grants Receivable	12,437.16
Total Accounts Receivable	<u>15,217.15</u>
Other Current Assets	
000-123 · Prepaid Expenses	390.00
Total Other Current Assets	<u>390.00</u>
Total Current Assets	<u>118,995.67</u>
TOTAL ASSETS	<u>118,995.67</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
202-203 · Credit Cards	
202-207 · 3901 VISA (Amanda)	881.69
Total 202-203 · Credit Cards	<u>881.69</u>
Total Credit Cards	881.69
Other Current Liabilities	
000-231 · Payroll Liabilities	
000-232 · Fed & Fica Payable	4,258.21
000-235 · MI Withholding Tax Payable	426.50
000-237 · Worker's Compensation	-380.39
000-238 · MESC Tax Payable	67.18
000-241 · Accrued Payroll	1,798.88
000-231 · Payroll Liabilities - Other	0.55
Total 000-231 · Payroll Liabilities	<u>6,170.93</u>
200-240 · Sales Tax Payable	295.61
300-339 · Deferred Revenue	11,766.71
Total Other Current Liabilities	<u>18,233.25</u>
Total Current Liabilities	<u>19,114.94</u>
Total Liabilities	19,114.94
Equity	
000-005 · Investment Account	-11,766.71
000-393 · Fund Balance	135,614.63
Net Income	-23,967.19
Total Equity	<u>99,880.73</u>
TOTAL LIABILITIES & EQUITY	<u>118,995.67</u>

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

	Contractual Other Revenue	Other Revenue - Other	Total Other Revenue	District Operations -		Total District Operations	Forestry Assistance Program	Pesticide Applicator Prog	Calendars & Books (Sales)	Fall Tree Sale (Sales)
				(District Operations)	Other					
Ordinary Income/Expense										
Income										
281-000 · District Operations Income	2,500.00	16.68	2,516.68	17.59	2,534.27	0.00	0.00	0.00	0.00	0.00
289-000 · WRISC Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
294-000 · Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,080.43	28.30
Total Income	2,500.00	16.68	2,516.68	17.59	2,534.27	0.00	0.00	0.00	1,080.43	28.30
Gross Profit	2,500.00	16.68	2,516.68	17.59	2,534.27	0.00	0.00	0.00	1,080.43	28.30
Expense										
272-001 · Pesticide Applicator Expens	0.00	0.00	0.00	0.00	0.00	0.00	276.00	0.00	0.00	0.00
281-001 · District Operations Expense	933.14	0.00	933.14	4,251.00	5,184.14	179.84	10.11	0.00	0.00	0.00
281-003 · Supplies Control	0.00	0.00	0.00	22.00	22.00	0.00	0.00	0.00	0.00	0.00
282-001 · FAP Forester Expenses	0.00	0.00	0.00	0.00	0.00	2,137.75	0.00	0.00	0.00	0.00
286-001 · UPRC&D/Misc.Grant Expens	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
289-001 · WRISC Grant Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	933.14	0.00	933.14	4,273.00	5,206.14	2,317.59	286.11	0.00	0.00	0.00
Net Ordinary Income	1,566.86	16.68	1,583.54	-4,255.41	-2,671.87	-2,317.59	-286.11	0.00	1,080.43	28.30
Net Income	1,566.86	16.68	1,583.54	-4,255.41	-2,671.87	-2,317.59	-286.11	0.00	1,080.43	28.30

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

Spring Tree Sale

	(Sales)	Total Sales	UPRCD/ Misc Grants	WRISC Grants	TOTAL
Ordinary Income/Expense					
Income					
281-000 · District Operations Income	0.00	0.00	0.00	0.00	2,534.27
289-000 · WRISC Income	0.00	0.00	0.00	450.00	450.00
294-000 · Sales	0.00	1,108.73	0.00	0.00	1,108.73
Total Income	0.00	1,108.73	0.00	450.00	4,093.00
Gross Profit	0.00	1,108.73	0.00	450.00	4,093.00
Expense					
272-001 · Pesticide Applicator Expense	0.00	0.00	0.00	0.00	276.00
281-001 · District Operations Expense	5,212.86	5,212.86	2.54	1,052.42	11,641.91
281-003 · Supplies Control	0.00	0.00	0.00	0.00	22.00
282-001 · FAP Forester Expenses	0.00	0.00	0.00	0.00	2,137.75
286-001 · UPRC&D/Misc.Grant Expense	0.00	0.00	31.50	36.00	67.50
289-001 · WRISC Grant Expenses	0.00	0.00	0.00	13,915.03	13,915.03
Total Expense	5,212.86	5,212.86	34.04	15,003.45	28,060.19
Net Ordinary Income	-5,212.86	-4,104.13	-34.04	-14,553.45	-23,967.19
Net Income	-5,212.86	-4,104.13	-34.04	-14,553.45	-23,967.19

9:59 AM

12/03/18

**Dickinson Conservation District Use This One
Reconciliation Summary
000-003 · Paypal, Period Ending 11/30/2018**

	<u>Nov 30, 18</u>
Beginning Balance	2,303.54
Cleared Transactions	
Checks and Payments - 9 items	-391.13
Deposits and Credits - 1 item	11.60
Total Cleared Transactions	<u>-379.53</u>
Cleared Balance	<u><u>1,924.01</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	<u>-120.44</u>
Total Uncleared Transactions	<u>-120.44</u>
Register Balance as of 11/30/2018	<u><u>1,803.57</u></u>
Ending Balance	1,803.57

12:10 PM

12/03/18

**Dickinson Conservation District Use This One
Reconciliation Summary
000-001 · FNB Checking, Period Ending 11/28/2018**

	<u>Nov 28, 18</u>
Beginning Balance	73,464.60
Cleared Transactions	
Checks and Payments - 13 items	-12,958.54
Deposits and Credits - 17 items	28,321.82
Total Cleared Transactions	<u>15,363.28</u>
Cleared Balance	<u><u>88,827.88</u></u>
Uncleared Transactions	
Checks and Payments - 4 items	<u>-715.24</u>
Deposits and Credits - 3 items	132.24
Total Uncleared Transactions	<u>-583.00</u>
Register Balance as of 11/28/2018	<u><u>88,244.88</u></u>
New Transactions	
Checks and Payments - 1 item	<u>-27.25</u>
Total New Transactions	<u>-27.25</u>
Ending Balance	<u><u>88,217.63</u></u>

Dickinson Conservation District Use This One

12/18/2018 1:41 PM

Register: 000-001 · FNB Checking

From 11/14/2018 through 12/18/2018

Sorted by: Cleared status

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/16/2018			000-125 · Undeposited...	Deposit		X	200.00	71,976.49
11/16/2018			000-125 · Undeposited...	Deposit		X	21,320.06	93,296.55
11/19/2018	15499	Hafeman, Kyle A	-split-	Mileage Reimb...	126.75	X		93,169.80
11/20/2018		QuickBooks Payroll ...	000-231 · Payroll Liabi...	Created by Pay...	4,351.89	X		88,817.91
11/21/2018	DD1457	Butterfield, Amber R.	-split-	Direct Deposit		X		88,817.91
11/21/2018	DD1458	Hafeman, Kyle A	-split-	Direct Deposit		X		88,817.91
11/21/2018	DD1459	Hruska, Ann E	-split-	Direct Deposit		X		88,817.91
11/21/2018	DD1460	Nelson, Amanda M	-split-	Direct Deposit		X		88,817.91
11/21/2018	DD1461	Peterson, Lindsay M	-split-	Direct Deposit		X		88,817.91
11/30/2018			281-000 · District Oper...	Interest		X	9.97	88,827.88
12/06/2018	DD1462	Butterfield, Amber R.	-split-	Direct Deposit		X		88,827.88
12/06/2018	DD1463	Hafeman, Kyle A	-split-	Direct Deposit		X		88,827.88
12/06/2018	DD1464	Hruska, Ann E	-split-	Direct Deposit		X		88,827.88
12/06/2018	DD1465	Nelson, Amanda M	-split-	Direct Deposit		X		88,827.88
12/06/2018	DD1466	Peterson, Lindsay M	-split-	Direct Deposit		X		88,827.88
11/16/2018	15498	Grass Busters	281-001 · District Oper...	October Grass ...	60.00			88,767.88
11/20/2018	15500	Redline	289-001 · WRISC Gra...	DASH storage ...	448.00			88,319.88
11/20/2018	15501	State of Michigan- P...	289-001 · WRISC Gra...	Lindsay Peters...	75.00			88,244.88
11/30/2018	Debit	TIB-New Credit Car...	281-001 · District Oper...	Fees Charged F...	3.50			88,241.38
12/03/2018	15502	Cloots & Swanson S...	281-001 · District Oper...	Paper Towels	27.25			88,214.13
12/04/2018	15503	AT&T Uverse	281-001 · District Oper...	Acct #1277625...	39.60			88,174.53
12/05/2018		QuickBooks Payroll ...	000-231 · Payroll Liabi...	Created by Pay...	4,063.85			84,110.68
12/06/2018			000-125 · Undeposited...	Deposit			72.00	84,182.68
12/06/2018	15505	First National Bank ...	202-203 · Credit Cards...	Visa Account ...	505.05			83,677.63
12/07/2018			000-125 · Undeposited...	Deposit			2,450.00	86,127.63
12/07/2018			000-125 · Undeposited...	Deposit			330.00	86,457.63
12/07/2018	15506	Woods-N-Water News	282-001 · FAP Foreste...	Dec 2018 1/4 P...	325.00			86,132.63
12/10/2018			000-125 · Undeposited...	Deposit			32.60	86,165.23
12/12/2018			000-125 · Undeposited...	Deposit			20.00	86,185.23
12/12/2018			000-125 · Undeposited...	Deposit			144.00	86,329.23
12/12/2018	15507	Petty Cash	-split-	Petty Cash Rec...	47.90			86,281.33
12/12/2018	15508	Anderson, Tackman ...	-split-	FY 18 Audit E...	5,205.00			81,076.33
12/13/2018	Debit	Department of Treas...	-split-	38-2152374	5,274.02			75,802.31
12/13/2018	Debit	United States Treasury	000-231 · Payroll Liabi...	38-2152374	1,012.64			74,789.67
12/17/2018	15509	Total Tool & Equipm...	-split-	Fixing and win...	1,625.90			73,163.77



General Operations Report

Submitted by: Amanda Nelson & staff

November 2018 Board Meeting

- Conducted General Accounting (Payroll, deposits, expense, bank reconciliation, PayPal reconciliation, etc..)
- Conducted Audit week: November 26-29
 - We should have a draft copy of the audit in January or February
 - It was suggested that we renumber the books to make it easier when entering and reading financials. Amanda is looking into it
 - Once we receive the final audit, there will be discussion over next year's contract
- Amanda reviewed and updated WRISC grants wages for the upcoming year and summer staff
- Amanda and Lindsay discussed Summer Staff options. We are planning on hiring 2 strike team employees and 1 boatwash employee
- Annual Meeting
 - Amanda created the 69th Annual Meeting Invite
 - Ann sent out emails asking for vendors to attend the meeting
 - Confirmed Annual Meeting venue at Bay De noc Community College
- FAP:
 - Interviews Jim Parks on November 13th
 - Jim was offered the position but notified us that he will be accepting a different position with the DNR
 - Amanda has reposted the position on Indeed.com, Handshake (University websites) and posted the position in the Newspaper
- Amanda worked on the Annual Reporting workbook
- Tree Sale
 - Amanda and Ann completed the Spring Tree Sale Newsletter, Catalog and order form. Which was submitted to the printers and should be arriving soon.
 - Amanda updated the online market which is currently live for people to purchase trees
 - We have received our first two orders
 - Amanda researched the possibility for DCD to have an app for cell phones to make it easier for customer to order online
- Amanda drafted a budget for Tree Sale expenses

Table 1. Forestry	November	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	0	6	0%	
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	30	30	100000	0%	
Number of mailings	0	0	3	0%	
Number of Facebook posts	0	0	5	0%	
Number of Volunteers	0	0	10	0%	
Number Wildflowers sold	0	0	500	0%	
Number of customers	0	0	600	0%	
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	0	4	0%	
Annual Meeting	0	0	1	0%	
Number attending Annual Meeting	0	0	60	0%	
Number of Booths at Annual Meeting	0	0	5	0%	
Number of Walk-in customers	12	12	100	12%	
Number of phone calls	69	69	200	35%	
Number of Website hits	6303	6303	4000	158%	
Number of Facebook posts	3	3	12	25%	
Number of Facebook Reached	1042	1042	4000	26%	
Number of Facebook Likes Total	3	3	400	1%	
Number of Newspaper Articles	1	1	2	50%	
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	0	1	0%	
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*	November	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	1	1	1	25	4%	Needs Attention	
Referrals, Total Private Sector - Acres	40	40	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	0	0	0	4	0%	Needs Attention	
Outreach event attendance	0	0	0	350	0%	Needs Attention	
Media occurrences (newspaper, radio, tv, etc)	1	1	1	10	10%	Needs Attention	
American Tree Farm System Inspections	0	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**	November	QTD	YTD	Goal	Progress to Date	Status	Forester's Notes
Number of contacts	3	3	3	350	1%	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	93	93	93	4000	2%	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	
Acreege 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.



Produce Safety Technician Staff Report

Landen Tetil

November 2018

Trainings/Workshops

- Webinar: "Small Vegetable Farm Systems," Beginner Farmer Web Series, MSUe. 11/5
- Webinar: "Hoop House Management," Beginner Farmer Web Series, MSUe. 11/5
- Workshop: "Communicating with Farmers Under Stress", MSUe. 11/6
- MAEAP training: "Farmstead A*Syst" Training in Hickory Corners, MI. 11/7
- Podcast: "Stop Foodborne Illness: The Why of Food Safety," Food Safety Matters Podcast. 11/8
- CPS Produce Safety Research webinar. 11/15
- FDA ORAU web class "Communication Skills for Regulators" completed 11/19

Meetings/Outreach

- MCCD Board Meeting. 11/5
- Produce Safety Alliance team conference call. 11/9
- Helped to spread the word/distribute flyers on MCCD Annual Meeting. 11/21
- Produce Safety Technician conference call to discuss ideas to promote the program. 11/26
- Taste the Local Difference initial planning meeting for 2019 Local Food Fest. 11/28

Farm Contact

- Received PSRA Completion Certificate from MDARD and mailed to farmer for good produce safety practices. 11/5
- Referral from Misa Cady of diversified produce farm in Marquette County interested in a risk assessment. Initial email sent. 11/15

Other

- Family vacation to visit my family downstate. 11/9 – 11/14
- Dwight's retirement party! 11/30



FY 2019 MACD Dues Invoice

Membership Categories and Benefits:

Gold Level – Full Membership - \$1,000 +

- Your Voice & Advocate in Lansing and Washington D.C.
- MACD Voting Privileges – 3 Votes
- Business Insurance Program
- QuickBooks Assistance Program, with Discount Consultation Rate
- MACD Reforestation/Tree Sale Statewide Marketing Program
- MACD Event Discounts
- AM Leonard Purchasing Discount
- MACD Communications System

Silver Level – Membership Support \$650 - \$999

- Your Voice & Advocate in Lansing and Washington D.C.
- MACD Voting Privileges – 2 Votes
- Business Insurance Program
- QuickBooks Assistance Program
- MACD Reforestation/Tree Sale Statewide Marketing Program
- MACD Event Discounts
- AM Leonard Purchasing Discount
- MACD Communications System

Bronze Level – Membership Support \$250 - \$649

- Your Voice & Advocate in Lansing and Washington D.C.
- MACD voting privileges – 1 Vote
- Business Insurance Program
- QuickBooks Assistance Program
- MACD Event Discounts
- AM Leonard Purchasing Discount
- MACD Communications System

Payment Instructions:

Membership dues payments are to be sent to MACD by check.

Payment Plans: Monthly and quarterly payment plans are accepted.

Please indicate on the check the membership level, full dollar value and payment plan schedule if applicable.

Dues Payments and Payment Plans are due by December 1, 2018.

Mail Payments and Payment Plans To:

**Michigan Association of Conservation Districts
3001 Coolidge Rd, Suite 250
East Lansing, MI 48823**

Thank You!

Dickinson Conservation District Annual Plan of Work 2018-19

Identified Resource Issue	Goal	Action Item(s)	Who	When	Evaluation	Budget
Forest Management	Increase private lands forest management to promote forest health, wildlife habitat and a sustainable forest resource.	<ol style="list-style-type: none"> 1. Provide in-office and on-site forestry assistance to private forest landowners in Dickinson and Menominee Co. 2. Promote enrollment in Qualified Forest Program (QFP) and verify applicant properties. 3. Conduct MAEAP Forest, Wetlands & Habitats Risk Assessments. 4. Promote referrals to independent consultants to implement projects. 5. Convene a Forestry Advisory Committee. 6. Conduct outreach programs for both forestry consultants and forest landowners, including website, print, live activities. 7. Maintain SAF qualifications. 8. Support Forestry-related Farm Bill programs. 9. Conduct Deer Habitat Improvement Projects 	Full time private lands forester with program support from District Manager and Assistant Manager and Board. Technical oversight by NRCS, MDARD, DNR, MSUE, Forestry Advisory Committee.	Currently searching for a new Forester to be hired ASAP. MDARD agreement in process for FY 19. Delivers to be completed within FY19.	QFP spreadsheet for Dickinson and Menominee Co. 25 referrals to qualified resource professionals. Eight public outreach events will be conducted. Outreach in newspapers, newsletter, TV, radio, etc. (Minimum 10 total) Minutes of Advisory Committee Meetings (1) SAF CEU Credits 450 new contacts 100 site visits 2 MEAP verifications	\$55,500 MDARD forester wages & benefits \$15,000 \$10,000 MDNR Deer Habitat Improvement Program 100% Forester time 14% Admin staff time

<p>Invasive Species</p>	<p>Protect native diversity by decreasing the spread of invasive species and decreasing the current infestations through management and restoration.</p>	<p>10. Promote enrollment in Michigan agriculture environment assurance program and verify applicant priorities 11. Participate and attend GLTPA Board Meeting</p>	<p>Admin Staff, volunteers, landowners, seasonal employees, WRISC Board Meetings, WRISC project Coordinator, WRISC Project Manager and Project Leader.</p>	<p>Data entry during winter, mapping throughout growing season, control May - Nov. WRISC Board Meetings bi-monthly. Research and education year long.</p>	<p>50 acres of documented management Compile volunteer and staff hours spent GIS maps of current conditions Grant deliverables completed. 100 miles surveyed. One landowner/workshop on chemical control methods and equipment use. Participation on two regional conferences.</p>	<p>Fed Grants \$94,800 State Grants \$112,000 Local Grants: \$135,000 Fees for Service \$30,000 55% CD Admin Staff time + 100% designated FT/PT DCD WRISC staff, volunteer help</p>
<p>1. Maintain a Rapid Response Team with WRISC. 2. Conduct ORV trail, roadside and road crossing surveys, mapping and entering data in MISIN website per grant requirements. 3. Expand expertise with trainings and conference board meetings. 4. Complete deliverables on 7 (or more) grants. 5. Increase activity of pesticide applicator business. 6. Assist with active management of invasive species. 7. Participate in WRISC Board Meetings and as fiscal agent and coordinator host site. 9. Promote Clean, Drain Dry message for slowing spread of AIS. 10. Provide invasive species mgmt. on private lands.</p>						

County-Wide Recycling	Assist in County Solid Waste Management Planning with the ultimate goal to increase amount of solid waste being recycled in the county	<ol style="list-style-type: none"> 1. Increase public's knowledge of recycling opportunities 2. Hold a seat on the Solid Waste Planning Committee 3. Attend meetings of the Solid Waste Authority. 4. Attend regional meetings on solid waste/recycling 	Staff, school districts, volunteers, Board members	Year round April/Oct- Recycling event with GAD	Minutes of Solid Waste Management Planning Committee and SWA Revise/update county wide recycling information	3% Staff time General operations labor \$500
Protect Soil and Water Resources in Ag settings	Improve landowner knowledge of MAEAP	<ol style="list-style-type: none"> 1. Promote MAEAP 2. Provide educational displays at annual meeting and county fair 3. Provide education via newsletters and school presentations 	Holly Wendrick, CD shared staff	Year round	Display at Annual Mtg One newsletter article Website info updated At least 1 agricultural MAEAP contract in county	Included in education budget 1% Staff Time
Reforestation and Native Plant Restoration	Promote reforestation, improve water quality, timber production, and wildlife habitat	<ol style="list-style-type: none"> 1. Conduct spring and fall woody plant sale with supporting educational materials 2. Conduct a summer wildflower sale 3. Promote use of native plants in landscaping and conservation BMPs 	CD Staff, Seasonal or part time contractual help, volunteers, Board members	Year Round planning Spring sale late Apr Summer Sale mid-June Fall Sale late Sept	Sale of approximately 90,000 trees and shrubs Sale of approximately 2000 wildflowers Educational materials produced to coincide with sales.	\$1500 Mailing and \$65,000 expense \$100,000 revenue 15% Staff time
Education- Youth	Provide pertinent youth education opportunities that complement MI curricula objectives and engender a sense of stewardship among youth.	<ol style="list-style-type: none"> 1. Conduct Norway Myr field trips for area schools 2. Conduct Norway Summer School Fumee Lake field trip 3. Facilitate high school Environmental Science education 4. Provide Wildlife Discovery Kits and other materials to teachers 	CD Staff, volunteers, Board members	Year round	Document contact with at least 500 students	Staff time \$500 Staff Time 3%

Education- Adult	Provide pertinent adult education that engenders stewardship of natural resources	<ol style="list-style-type: none"> 1. Conduct two workshops open to the public, produce three newsletters, host an educational forum at the annual meeting, provide resource information to walk in and call in customers, make quality books available for purchase, host and maintain a website, maintain a Facebook page. 2. Staff a county fair booth. 3. Conduct The Nature of Dickinson County Photo Contest and Calendar Project. 	CD Staff, Board members, local groups and outside speakers as contracted or volunteered.	Year round	<p>Annual Meeting event</p> <p>County Fair Booth Display</p> <p>Program announcements for two workshops, record of walk in and call-in customers, website hits, monthly facebook posts, document contact with at least 4000 adults.</p> <p>1000 Calendars and 12 sponsorships</p>	<p>Website \$600</p> <p>Newsletters \$500</p> <p>Annual meeting \$600</p> <p>Workshops \$100</p> <p>Field Trips labor \$300</p> <p>Calendar printing \$1800 (Offset by sponsorships)</p> <p>Staff Time 7%</p>
Watershed Protection	Promote BMPs to limit non-point source pollution	<ol style="list-style-type: none"> 1. Provide technical support to Lake residents in NPS Pollution issues. 2. Promote Farm Bill Programs that involve water quality protection. 3. Review DEQ Public Notices of water/ wetland permit projects 4. Encourage participation in Cooperative Lakes Monitoring Program and serve as regional sample drop off site. 5. Support local efforts to improve stormwater management 	CD staff, lake residents, NRCS partners, Board members	Year round	<p>Number acres of Farm Bill Programs applied/contracted</p> <p>Number participants in Cooperative Lakes Monitoring Program</p> <p>Increased staff knowledge regarding stormwater and NPS BMPs</p> <p>Twice a year benthic monitoring of the Escanaba River</p>	<p>2% Staff Time</p> <p>\$500 Labor</p>

		<p>6. Continue volunteer MICORP monitoring on site 1108 of the west branch of the Escanaba river</p> <p>7. Continue to facilitate Dickinson County Lakes and Streams Coalition efforts.</p>				
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This FY 19 Annual Plan of Work was approved at the Dickinson Conservation District Board Meeting on (date): _____

Signed: _____ Chair, Dickinson Conservation District Board of Directors



FY 19 DCD Grants Report (as of 12/18/18)

Grant Title	Source	Grant Duration	Purpose	Funds Awarded	Appropriate Amount Remaining	Notes	Outstanding Invoices
CD Forestry Assistance Program	MDARD/DNR	FY19 Grant	Private Lands Forestry	\$70,500 one year	\$ 67,513.57		\$ -
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	Pending Contract		\$ -
MEF 16 Strike Team II MEF 17-53	WE Energies	3/13/17-2/28/19	Funding for Strike team II and education events for invasive species control	\$76,532	\$ 13,698.00		\$ -
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	\$ 94,631.70		\$ -
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	\$ 19,267.19		\$ -
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.	\$ 4,795.53		\$ -
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	\$ 141,088.01		\$ -
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	\$ 1,528.00	Money will be used up before the end of the year.	\$ -
WRISC GLRI FY 18 Boatwash (18-pa-11091300043)	GLRI-USFS	4/8/18 - 12/30/2020	AIS education including use of existing Boatwash	2018-2019 \$33,850	Approx \$32,263 remaining		\$ -
WRISC GLRI 19-PA Boatwash	GLRI-USFS	Pending Contract	AIS education including use of existing Boatwash	2019-2021 \$33,850	Contract Pending		\$ -
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	\$ 17,472.82		\$ -
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			\$ -
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	Approved. Waiting Contract.	Should have contract early Jan	\$ -
Greener City Greener Lives	Toro	Grant Pending	Help the City of Kingsford, IDSD school to plant trees in city parks and on school grants	28,000	Waiting approval	Will hear about grant soon	\$ -

PERSONNEL COMMITTEE RESPONSIBILITIES/REPORT

DECEMBER 14, 2018

The personnel committee recently conducted a review of the manager. It is the responsibility of the committee to do this at least yearly. If issues are brought to the attention of the committee, it is their duty to address them. The committee will sit down with the staff in a timely manner to answer any questions that they might have. The committee welcomes discussion and questions regarding anything involving the work environment at DCD.

The personnel committee should receive copies of all work agreements for preview prior to signing. The personnel committee must bring issues that require disciplinary action to the full Board of Directors. Issues that the committee feels can be corrected within six weeks need not be brought to the Board. However, any individual Board member at any time can contact a member of the committee for clarification of any issue they may be working on. The Member can request the committee to bring an issue to the attention of the Board if they feel the committee is not acting in the best interest of the Board or the Conservation District.

The Board, at their discretion, may request the personnel committee to research any personnel issue that might arise. The personnel committee should be present and part of the interview process for the Manager. The personnel committee may sit in on any other staff interviews if requested. MDARD welcomes Board members to sit in on the Forester interview if available.

The personnel committee is a bridge between the staff and the Board. If a staff member brings an issue to a member of the committee or to a Board member and requests that what they have to say is in the strictest of confidence, the committee, or Board member, will consider this a whistle-blower request. The whistle-blower must be protected against any retaliation.

The committee may request to see payroll records, mileage logs or other pertinent information in order to complete their staff reviews.

