



Dickinson Conservation District

Address:
420 North Hooper St.
Kingsford, MI 49802

Phone: (906) 774-1550
Fax: (855) 781-2330
Web Site: www.dickinsoncd.org

Dickinson Conservation District BOARD OF DIRECTORS MEETING

Thursday December 19, 2019 | 5:00 pm (CT)
USDA Service Center | 420 N. Hooper St., Kingsford, MI 49802

MINUTES

Date Approved: _____

1/16/2020

Signed By: _____

1) WELCOME/CALL TO ORDER: Chairman B. Rice called the meeting to order at 5:02 pm. Board members in attendance were Bill Rice, Sarah Blanzky, Kristen Gendron, and Sue Pope. Bob Goodreau was absent. Also, in attendance were Lindsay Peterson, Lawrence Sobson, Katherine Mentel, Tom Berndt, Michael Paling, and Amber Butterfield.

2) APPROVAL OF AGENDA: S. Pope moved to accept the meeting agenda, as amended with the updating of item 6b) from the Appropriations Act adjustment to Budget amendment. S. Blanzky supported. Motion carried.

3) PUBLIC COMMENT: There was no public comment.

4) CONSENT AGENDA: The consent agenda, containing the following items, was presented. S. Blanzky moved to accept the consent agenda as presented. S. Pope supported. Motion carried.

a) Minutes of Nov. 21 Board Meeting

5) OLD BUSINESS:

- a) Millage: A. Butterfield notified the Board that Pat Peterson has agreed to be the treasurer for the Friends of the District group but has stated that she does not want to be held responsible for any filing for the Friends group. A. Butterfield passed out an email sent from P. Peterson. The email asked questions on the direction of the Friends of the District group and whether they wanted to file for a 501-C3. After discussion amongst the Board, the decision of direction was tabled to allow for further thought on the subject.
- b) Trucks: A. Butterfield notified the Board that the Ford needs new tires. L. Peterson spoke that the tires needed replacing soon as her staff would be doing winter surveys and that she didn't want them to get stuck. The Board agreed on the purchase on new tires. S. Pope moved to allow \$800 for the

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purchase of new tires. S. Blanzly supported. Motion Carried. A. Butterfield asked the Board for a budget on purchasing a new truck for the District. K. Gendron spoke to the Board about allowing a decent budget for the purchase of a new truck. She pointed out that the District has spent a substantial amount to fix the current trucks and that money could be allocated to the purchase of new vehicles. The Board requested that the District Manager present several options from GSA Auctions, dealerships, and Fisheries and Wildlife sales. B. Rice will investigate what it would take for the District to secure a loan through a bank. The Board approved that without a loan the District could spend up to \$12,000 on a new truck, and with a loan they could spend up to \$20,000. S. Pope moved, S. Blanzly supported. Motion carried. A. Butterfield will compile a variety of options to present next month.

- c) Compensatory Policy: A. Butterfield presented a Compensatory Policy to the Board. The policy states that staff will receive 1.5 hours of compensatory time for every 1 hour of overtime worked. Employees may accumulate up to 24 hours of compensatory time at their discretion. The policy also stated that the compensatory time will be used before any vacation time is used and must be used within the timeframe of the grant that it was accrued under. S. Blanzly moved to accept the Compensatory Policy as it was written. S. Pope supported. Motion carried.

6) NEW BUSINESS:

- a) CDEM: A. Butterfield notified the board that she spoke with Ann Hruska on CDEM dues and A. Hruska advised that the District not pay dues this year as CDEM benefits employees who directly work with MACD, thus WRISC employees would not benefit as much as District employees. The District would benefit more from paying their MACD dues. S. Pope moved to retract their previous motion to pay CDEM dues. S. Blanzly supported. Motion carried.
- b) Audit: A. Butterfield passed out the finalized audit report. She let the board know that she reached out to the auditor and asked the questions that were presented at the November board meeting. She read the response email to the Board. She also informed the Board that they received another bill from the auditor and that she wasn't positive what the bill was for. The Board asked A. Butterfield to investigate the contract that was signed for the auditor and did not move to accept the final audit until their concerns were answered.
 - a. A. Butterfield then brought to the Board a quarterly budget amendment for the District. She suggested that the office supplies expense be increased from \$800 to \$1,200 and the audit expenses be increased from \$6500 to \$6,615 to cover the final bill. She also suggested that the District increase their Fees & Dues expense from \$700 to \$1,000 to cover the MACD dues. To offset these increases, she suggested an increase to the Calendar Sales income to \$5,515. She showed the Board the P&L from the Calendar Sales that showed the District was closing in on this predicted increase of Calendar Sales. S. Blanzly motioned to accept the budget adjustments. S. Pope supported. Motion carried.
- c) 457 Program: A. Butterfield read an email that she received from Tammy Marier, that invited the District to participate in a retirement savings program. The email stated that this would be no cost to the District. A. Butterfield told the Board that she did not investigate this further until she spoke with them, to see if this is a program that they want the District to participate in. K. Gendron



suggested that the District reach out to Rachael Guth and ask her opinion on the program before moving forward.

- d) Board of Directors: A. Butterfield presented K. Gendron's letter of resignation as a Director on the Board. K. Gendron expressed that she deeply cares for the District and the direction they are headed. She would still enjoy volunteering and attending events, but at this time must step down to allow for someone with more time to commit to the board. S. Pope moved to accept K. Gendron's letter of resignation. S. Blanzly supported. Motion carried.
- e) Shark Tank Sustainability: A. Butterfield presented a project that she and WRISC employees had been working on. K. Mentel went into further detail, explaining that Shark Tank Sustainability will be loosely based off the television show Shark Tank and the schools within Dickinson County would be participating. After receiving support from the schools, the District will be moving forward with securing funding to run the project and will also partner with WRISC. A. Butterfield told the Board that she thought this would be a great opportunity to get the District involved in the community. The Board supported this project effort.
- f) Resource Assessment: A. Butterfield addressed the need to hold another Resource Assessment for the year 2020. She insisted that with turnover within the office this would be the time to start fresh and create a new work plan for the District. She asked that the Board put thought into anything they believed would be beneficial on the survey. She then presented a suggestion of asking the public how they would like to receive their updates from the District. She discussed that organizations are switching from standard newsletters to Enewsletters. With the newsletter being a cost to the District that doesn't bring in revenue, A. Butterfield thought it may be better to switch to an Enewsletter, that is of no cost. This would allow funding to be allocated for a mass mailing of the tree sale order forms, which has the potential to bring income into the District. The Board agreed that this should be implemented without going through the Resource Assessment. The Board agreed that a Resource Assessment was due and supported the decision to run a survey for the year 2020.
- g) Community Garden: A. Butterfield led a discussion of the possibility of running a community garden for Dickinson County. L. Sobson had spoken with Iron Mountain City Council on whether they were going to continue with their community garden, and they confirmed they were not. A. Butterfield suggested that the District host workshops for the summer of 2020 to get community involvement and see if the public would be interested in forming another community garden. The Board supported this idea and was open to further discussion and development of this project idea.

7) REPORTS:

- a) Finance Committee Report:
 - a. Approval of Treasurer's Report (action): The finance committee thoroughly reviewed the previous month's financials, including YTD Profit and Loss by Class and Summary Balance Sheet. K. Gendron inquired about the negative balances, A. Butterfield explained that these grants were waiting for reimbursement. S. Pope asked about the spending and extensions of the stream monitoring grant and L. Peterson explained that we are currently reworking the budget and believed that with these adjustments that the grant will move forward smoothly. S. Blanzly moved to put the treasurer's report on file. K. Gendron supported. Motion carried.



- b. Approval of Bills (action): A list of bills were submitted for approval. A report of payroll, taxes, and other bills paid since the last meeting was also presented. After review, S. Pope moved to pay the bills as presented, with the exception of payment of the final audit bill until clarification to the questions previously discussed, was provided. S. Blanzly supported. Motion carried.

b) Administrative Report:

- a. Grants Update: A. Butterfield gave presented a spreadsheet of the grant funding status and L. Peterson gave verbal update on the requests for extensions on MISG IS16-1005, GLRI NNIS, and GLRI Boatwash 18PA.
- b. Sales/Projects: Spring Tree Sale & Calendar Sales: L. Peterson provided the Board with a draft of a Tree Sale Catalog that she was working on. She stated that the catalog would be ready to send to the printers the following week. No other updates were given at this time.

c) Partner Reports:

- a. FAP: L. Sobson spoke about the Community Forestry Grant that he received from the MDNR. He provided the Board with a draft of the brochure that he was waiting to receive from the US Printers. He spoke about sending the brochures to several Districts in Michigan to then be distributed amongst the citizens.
- b. NRCS: T. Berndt handed out an update from the NRCS. He spoke about the progress of the EQIP applications that they had been receiving, as well as the new integrated web-based planning software that was being implemented. He also gave an update on the watershed project for Lac Vieux Desert.
- c. WRISC: L. Peterson gave an update that she was busy writing grant extensions as well as writing new grants. WRISC received a new grant from MISG for Cisma operational funding. L. Peterson and K. Mentel attended the MISC Conference where L. Peterson spoke about Wild Parsnip.

8) MEETING REPORTS: S. Pope met with P. Peterson and set time to meet in mid to end of January to discuss moving forward with the Friends of the District group. B. Rice attended the UP RC&D Meeting to discuss Darcy Rutkowski's retirement in April of 2020. They are exploring the possibility of partnering with MSU Extension and have a possible applicant to take on D. Rutkowski's position after her retirement.

9) RESOURCE ISSUES: N/A

10) BOARD PRIVILEGE: B. Rice addressed that K. Gendron's time spent on the board has been greatly appreciated and it was a privilege to work with her. S. Pope stated that P. Peterson would like the District to know she will be around to help in any way she can.

11) ADJOURN: Next meeting January 16, 2020 @ 5pm. S. Blanzly moved to adjourn the meeting at 6:54pm. S. Pope supported. Motion carried, meeting adjourned.

Minutes compiled and submitted by A. Butterfield.

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