



Dickinson Conservation District

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Dickinson Conservation District BOARD OF DIRECTORS MEETING

Thursday November 19, 2020 | 5:00 pm (CT)

VIA: Zoom

MINUTES

Date Approved: _____ Signed By: _____

- 1) WELCOME/CALL TO ORDER: Secretary K. Lehmann called the meeting to order at 5:06 pm. Board members in attendance were Bill Rice (5:23 pm), Mark Rossato, Kurt Lehmann, and Sue Pope. Also, in attendance were Rachael Guth (MDARD), Amy Walker (DCD), Lindsay Peterson (WRISC) and Amber Butterfield (DCD). Absent from the Board of Directors was Sarah Blanzky.
- 2) APPROVAL OF AGENDA: S. Rossato moved to accept the meeting agenda. S. Pope supported. Motion carried.
- 3) PUBLIC COMMENT: None
- 4) CONSENT AGENDA: The consent agenda, containing the following items, was presented. M. Rossato moved to accept the consent agenda as presented. S. Pope supported. Motion carried.
 - a) Meeting Minutes of September 17, 2020
- 5) NEW BUSINESS:
 - a) Annual Reviews: A. Butterfield stated that personnel annual reviews were coming up and was wondering if any Board members were interested in being a part of the personnel committee and sitting in on the reviews. K. Lehmann inquired whether A. Butterfield thought it necessary and she confirmed that she did. A. Butterfield asked K. Lehmann if he would be willing to be a part of the annual reviews. K. Lehmann confirmed that he would. L. Peterson expressed that she supported having annual reviews and was grateful that they were being done. M. Rossato offered insight into doing self-evaluations as a part of the review process. A. Butterfield confirmed that she had implemented this as part of her review process, and L. Peterson stated she had done this as well. A.

Promoting Responsible Natural Resource Management



Butterfield wrapped up the discussion by informing the Board that she would begin setting up reviews with the employees and sending out the appropriate forms.

- b) CDEM Membership: A. Butterfield informed the Board that they had received the membership application for CDEM. She briefly explained the benefits of the membership and asked the Board if they thought the DCD should become members. K. Lehmann inquired whether A. Butterfield thought the DCD staff would benefit from this membership. A. Butterfield and L. Peterson stated they did not see any personal benefits and were okay with passing on the membership for the year of 2020-21. R. Guth spoke of the work that CDEM does and their benefits some more. She also spoke of the comparisons of CDEM and MACD memberships. After further discussion S. Pope motioned to forgo the CDEM membership at this time. K. Lehmann supported. Motion carried.
- c) MACD Dues: A. Butterfield informed the Board that in the approved budget for FY21 that they had allotted \$500 for dues and fees. She stated that for FY20 DCD had paid \$1,000 for MACD dues, and that if the Board felt it needed they could do so again this year, but would have to pay the dues quarterly instead of a lump sum. B. Rice informed newer Board members of the history of being a MACD member, their ranking system, and DCDs history on their membership. S. Pope inquired whether the DCD could use the payment from DACF towards their full membership with MACD. A. Butterfield stated that it could be an option if the Board chose to pay the full amount for membership. K. Lehmann asked if A. Butterfield felt that their membership had paid off in the past 24 months. A. Butterfield spoke candidly that she felt MDARD had been more of an advocate for districts than MACD had during these hard times. She spoke that she felt the \$500 allotted for dues, is what she felt appropriate with paying. B. Rice stated that he understood and felt comfortable with this payment as well. M. Rossato motioned to pay \$500 for FY21 MACD dues. K. Lehmann supported. Motion carried.
- d) Future Meetings: A. Butterfield informed the Board that she had spoken with R. Guth regarding meeting in person for meetings, starting January 2021. She had stated to R. Guth that the Board did not feel comfortable meeting in person and that they had not intended to do so. R. Guth had told A. Butterfield that DCD was not the only district to feel uncomfortable with the decision of Legislature, and that if the DCD did not meet in person in January, that she would not be able to attend meetings, as it was considered illegal in the eyes of the state. M. Rossato spoke that he would be willing to meet in person as a proxy if this allowed others to meet remotely and still abide with the ruling of the state. A. Butterfield stated that was not allowed. R. Guth spoke up and stated that if Dickinson county was in a state of an emergency at the time of the meeting, that the DCD could still meet remotely, and if the health department recommended remote meetings, that this would be allowed as well. A. Butterfield thanked R. Guth and stated she would keep an eye on the county's rulings for state of emergency and that DCD would have to take their meetings one month at a time. M. Rossato asked A. Butterfield to keep the Board informed on her findings from the county. A. Butterfield stated she would, wrapping up the discussion.
- e) Audit: Off Year Review: A. Butterfield informed the Board that the auditor had finished his Off-Year Review. She stated that he had cleaned up and closed the DCDs books and that it had gone smoother than he had anticipated. She expressed that A. Hruska had felt that all her questions and concerns had been resolved and that she was comfortable with the work that had been done. A. Butterfield alerted the Board that FY21 audit would be the last audit that the DCD was in contract for and that they would have to renew that contract next year. She stated that her and A. Hruska had discussed that they would be comfortable running a full audit every other year and holding a Off-Year review



on the years in between. A. Butterfield stated that since MDARD only required an audit every other year, that DCD should consider this option and that it would ultimately save the DCD money. She asked the Board to put thought into this so they could discuss it further in the future.

- f) PAB Licensing: A. Butterfield let the Board know that they were due to pay their PAB License for \$100. She explained to the new members that this license allowed DCD to have their Pesticide Applicator Business, and without it, B. Martonen would not have a job the following year. S. Pope asked if they had any jobs lined up for the summer of 2021. A. Butterfield stated that they did not have any jobs at the time. She also pointed out to the Board that PAB needed some work, and that DCD had historically bid low on their jobs and tended to lose money with it. She stated that work could be done for the business and ran better for the following year if and when they had gotten contracts. S. Pope motioned to pay the \$100 for the PAB License. K. Lehmann supported. Motion carried.

7) REPORTS:

a) Finance Committee Report:

- a. Approval of Treasurer's Report: The Board reviewed the financial documents presented from September and October. S. Pope stated that she was still confused on the credit card statements. A. Butterfield explained that at the time of the reconciliation, her card payment had not been paid, since then it had. S. Pope inquired how much funds were kept in their Paypal account, A. Butterfield confirmed it was around \$2,000. S. Pope inquired about the check that was cut for New Tech Solutions, and upon investigation, A. Butterfield informed the Board that this was the company in which the DCD purchased the new forester laptop from. With no further questions, K. Lehmann moved to place the Treasurer's Report on file. M. Rossato supported. Motion carried.
- b. Approval of Bills: Upon review of the bills, K. Lehmann moved to accept the Approval of Bills. M. Rossato supported. Motion carried.

b) Administrative Report:

- a. Grants Update: A. Butterfield gave an update on the current grants. She stated that all the DCD and WRISC grants had been reported on for the previous quarter. She informed the Board that all the reimbursements had been received except for the 19PA-Boatwash grant, but that the report had been accepted and pushed through. A. Butterfield wrapped up the update by informing the Board that herself, A. Hruska, and L. Peterson were currently working on the in-house budget for EPA, as L. Peterson would be requesting an extension for that soon.
- b. Sales/Projects: Fall Tree Sale: A. Butterfield updated the Board that she and A. Hruska were working hard to confirm their orders from the nurseries for the spring 2021 Tree Sale. She stated that they were behind on the ordering but that they were working through it and it was slowly coming along. She notified the Board that the sale itself was due to go live on December 15, 2020 and that the sale itself would be held April 30-May 1, 2021. She also stated that her and A. Hruska were discussing a change in venue for the Dickinson pick-up and that they were possibly going to reach out to the event center next to the office and see if



they could hold the sale in their parking lot. K. Lehmann spoke of the change in climate and the ability to grow peach trees within the county. He stated that the DCD could potentially offer different types of trees, aside from apple trees, and bring a new base of customers to the DCD. R. Guth stated that she, herself, grows peaches and that she was able to can and make chutney from them. A. Butterfield wrapped up the discussion by notifying the Board of some of their fruit trees that they are selling this year.

c) Partner Reports:

- a. FAP: A. Walker updated the Board that she had attended several site visits in Dickinson County, one of them being Lake Antoine. She had assessed some of their hazardous trees on the property, which resulted in the forming of a chainsaw training on the grounds. She stated that she had formed the training with B. VanOss and that they would train the staff and she would participate in the training herself. The training would be able to hold about 20 people, per the order provided by the state during COVID and would be held in March of 2021. She informed the Board that she had completed 8 verifications for QFP, 5 of them in Menominee County and 3 in Dickinson County. She had held her advisory committee meeting to assess her goals for the FY21 FAP grant and that she looks forward to having her annual review done and welcomes any constructive criticism to help her do her job effectively.
- b. NRCS: B. Rice inquired whether A. Butterfield had received an update from T. Berndt for NRCS. A. Butterfield informed the Board that T. Berndt and his family had tested positive for COVID-19. She stated that T. Berndt was on the rebound from it but had been working shorter days due to still being tired.
- c. WRISC: L. Peterson informed the Board that WRISC had been busy wrapping up their field season. She stated that the staff had been winterizing their equipment and transitioning into their data management and field reporting. She updated that WRISC had recently attended the virtual UMISC conference that was a weeklong conference and that she had presented on three (3) presentations. She spoke that it was a little different networking virtually had taken some getting used to, but ultimately it worked out nicely. She informed the Board that the field work done for 2020 was a little behind, due to not having a hired crew, and that was why they would be requesting extensions on some of their grants. She wrapped up her update by stating that work for WRISC was running smoothly.
- d. MDARD: R. Guth that the Fall MACD Conference was scheduled for the week of December 15 and would be held virtually. She stated that she was looking forward to the unveiling of the operations manual that MDARD had been working on for the past year as well as launching the new approach to quarterly reviews with the districts. She stated that MDARD wanted to be able to help districts build capacity and this new approach would benefit districts. She stated that the format and requirements at these meetings would be different for both districts and foresters, allowing MDARD to better assist those in need and relieving more experienced foresters and district managers from having to meet quarterly. She wrapped up her update by stating that her monthly report had been attached to the board meeting packet provided to the Board.



8) MEETING REPORTS: None

9) RESOURCE ISSUES: None

10) BOARD PRIVILEGE: M. Rossato asked A. Butterfield if she had received his required forms for becoming a Board member. A. Butterfield confirmed that she had and that she already submitted them to MDARD. A. Butterfield also pointed out that upon speaking with R. Guth that an option to push the election until 2022 was given. She stated that the Board could appoint M. Rossato to the Board for another year and then host the election the following year. A. Butterfield spoke that District Law states that the counting of the ballots needs to be done transparently and made available to the public and with COVID restrictions this could present problems. R. Guth stated that she had spoken with John Switzer on these concerns and that he brought it to MDARDs lawyers, and they are waiting for a response from them. She spoke that if DCD wanted push their election back until February, that would be okay and that would give time to hear back from the MDARD lawyers on how best to proceed with the election. The Board agreed that they would like to hear from the lawyers before deciding on how best to handle the Board election. S. Pope asked A. Butterfield to send a larger copy of the FY20 Final P&L Report. A. Butterfield confirmed that she would send that to the Board the day following the meeting. B. Rice thanked everyone for attending and the DCD staff for all their efforts during these unprecedented times.

11) ADJOURN: Next meeting December 17, 2020 @ 5pm. M. Rossato moved to adjourn the meeting at 6:20 pm. S. Pope supported. Motion carried, meeting adjourned.

Minutes compiled and submitted by A. Butterfield.

