



Madison Conservation District

Local Common Sense Conservation

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Minutes

Annual Budget Meeting

Friday, June 5th, 5:00 p.m.

Lone Elk Conference Room

Food by Pic-a-nic Basket

1. Call meeting to order- 5:17

- a. Supervisors Present: Abigail Dennis, Jon Siddoway, Paul Jurenas, Nick Dyk, Kaye Suzuki, George Boyd, Kate Roberts
- b. Staff Present: David Laufenberg, Bayley Gibson

2. Public Comment – 5:18: None

3. Old Business and Reports – 5:19

- a. Review 2019/2020 Budget

4. New Business

- a. Staff Presentation of Proposed Budget
 - Anticipated income/expenses
- b. Budget Items for Board Discussion
 - Office space
 - Dues
 1. Will note that they are preapproved, except MACD
 2. Kaye wants to say \$4000, just in case
 3. MACD
 - a. Gotten more out of this due than in years past. David and Bayley can use this resource. Kaye doesn't want to pay due until their ducks are in a row. Nick wants dues due closer to the end of our fiscal year. All CDs have the same fiscal year. Nick thought they were using the money for lobbying
 - b. Kaye wants to leave it at 3250.
 4. NACD: \$250
 5. SWCDM/BPM: \$35
 6. Ennis Chamber of Commerce
 - a. We do not need to participate in the chamber
 7. MWCC
 - a. Requires a due to be in the running for their grants: \$100
 - 310 site inspection
 - County Assessment - Use the assessment number from the previous FY.
 - Donations – mostly come from the banquet, raffles, sponsorships, Bear Creek Days
 - Equipment Rental/Sales – Board decides to keep the same as last fiscal year
 - Event Sponsors – 2020 Banquet is canceled. Nick proposes a community appreciation/outreach and wants to keep this amount at \$0.
 - Private Grants – Shortfall for FY 19/20 due to private grant falling in between fiscal year 18/19 and 19/20. Money is spent on LJC. LJC came in under budget. May be nice to buy a second pump for this project. Pump discussion ensues. We do not anticipate private grants for next year.
 - State Grants - 310 support from the state – received \$1950.
 - Other Income

- Board Meeting Expense – Well under budget for the last FY. Nick proposes using this money for snacks at Board Meetings. Everyone agrees. Also covers donation to the library for use of the community room.
- Business Gift – this was used for going away gifts for the staff in FY 19/20. Board decides to keep it at \$400 for next year.
- Education and Community Outreach – Discussion about a memorial for Mel McKittrick and Neil Kent at the school. Use this money for donation to Madison Theatre for Fly Fishing Festival film showing. Also covers cards and advertisements. Kaye wants to increase this line to \$5000.
- Equipment Purchase/Maintenance – discussion of the condition of the MCD's implements. Nicks wants to keep this line at \$2000
- Event Expense – this line is used for advertising in the Madisonian. Abigail thinks \$250 is plenty, Kaye agrees.
- Insurance – Nick proposes to increase this line to \$2000. Discussion about rental equipment being insured.
- General Liability – covers all board member and staff when working in the field, ex: pollinator garden, 310 inspections.
- Meals and Entertainment – Board wants to strike this line and roll it into the Training Expenses line.
- Office Expense – David L. would like to use this money to replace his work laptop. There is leftover money in this line set aside for Ethan to purchase a new laptop last FY, but he never did. The Board says to buy a new laptop for FY 19/20.
 1. This line also covers subscriptions – Esri, GSuite, Dropbox, Website and office supplies.
 2. Abigail says \$2500 looks good.
- Payroll Expenses –
 1. Health Care Stipend – a stipend of \$5400 is proposed for David and Bayley combined. Kaye wants to be able to provide reliable health coverage and wants to boost that number to \$6000. Nick wants to revisit these numbers at the end of the calendar year to check for significant changes in the market.
 2. Wages –increased wages are proposed for Bayley, Paul, and David. The Board discusses a wage increase and agrees to the raised wages.
 - a. Bayley - \$15.50/hour
 - b. David - \$47,500/year
 - c. Paul - \$381.36/month
- Phones/Internet – this includes the cell phone stipend for employees
- Postage – Board discusses
- Professional Services –
 1. INA Accounting – Kaye wants to keep them
 2. 310 Consulting – other CDs use this money for consultants on some 310 projects. This money may also come from the Strategic Plan Fund
- Project Expense – FY 19/20 was all for the LJC Project. There is \$25000 that is represented in this FY as well as last FY.
 1. Tributary Monitoring – David wants to update our existing data collecting method. New technology – Sonde – uses Bluetooth to download data to your device and collects an hourly set of variables. This equipment would need fewer volunteers. The board agrees to set money aside for the purchase of one, then write this project into a grant for purchasing more.
 2. Using FY 19/20 income of \$3400, Nick proposes bumping this line up to \$3800 from \$800.
- Rent – rent on MCD office space has increased. Board agrees to raise this line to \$5000
- Training Expense / Staff and Board – this line is being combined with Meal and Entertainment. Nick proposes \$2000
- Transportation Expense/Mileage – Nick proposes \$1000

- Vehicle Expense –
 1. Fuel – proposed \$1500
 2. Repair and Maintenance – tires and oil. Extra money from this line is rolled over into the vehicle capital fund. Board wants to keep this line at \$2000.
- Potential 2020/2021 work plan items
- MCD nonprofit status – on hold for a while. This status means we can accept tax deductible donations. Kaye wants to talk to someone besides Laurie Zeller, like a tax lawyer about our current status regarding this. Kristi Lyons says we can receive tax deductible donations. (Kate Arpin thought we couldn't). We can furnish potential donators with a letter from the IRS allowing them to donate tax deductible donations. David says to reach out to RVCD to see how the process worked. F2F has tax exempt status. Donation is tax deductible if used for public purpose. Kaye wants more clarification. Talk to a tax lawyer. Refer to a specific tax code. Kaye wants no gray stuff.
- c. Executive Session – no need to go into executive session.
- d. Update & Approve 2020/2021 Budget
 - Motions – George Boyd
 - Seconds – Kaye Suzuki
 - All in favor and the motion carries.
- e. Surplus money from FY 2019/2020
 - Nick motions to move \$10000 of FY 2019/2020 surplus to the vehicle capital fund; \$5000 to equipment capital fund; and the rest to the strategic plan fund.
 - Kaye seconds
 - All in favor and the motion carries

Upcoming dates:

- June 16, 2020 7pm, Monthly Board Meeting

Meeting Adjourned – 8:29