

**U.P. RC&D Council Minutes**  
**UP RC&D Council Teleconference Meeting – March 6, 2020**

**Board Members and Staff Participating in Meeting:** None due to Coronavirus Stay Home Order

**Board Members Participating by Teleconference:** Howard Haulotte-Delta County Citizen, Renee Leow-Marquette County Citizen, Bill Rice-Dickinson CD, Teri Grout-Alger CD, Jen Ricker-Feak-Iron Baraga CD, Nick Cassel and Darcy Rutkowski-UP RC&D Council staff

**Others Participating in Person or by Teleconference:** Gretchen Janssen-Houghton County Board of Commissioners, Theresa Nelson-Delta County Board of Commissioners, and Amber Butterfield-Dickinson CD Administrator

**Call to Order:** The meeting was called to order at 10:02 am by Chairperson Rice.

**Approval of Agenda:** “Conflict of Interest Forms” was added at the end of the Business portion of the agenda. A motion was made by Grout, supported by Ricker-Feak to approve the agenda with that change. Motion passed.

**Public Comment:** None

**Approval of Previous Meeting Minutes:** A motion was made by Haulotte, supported by Grout to approve the minutes of the previous meeting of December 6, 2019 with no changes. Motion passed.

**Financial Reports:** The Executive Director (ED) presented the Balance Sheet as of February 29, 2020 and the Profit and Loss statements for the period January 1, 2013 through February 29, 2020 and for the January through February, 2020 period. The combined balance in all accounts as of February 29, 2020 was \$66,611.32. ED pointed out that after payment requests for reimbursements from USFWS and USFS are received that would increase the balance by \$8,784. The current liabilities of \$7,036 include \$1,081.60 in payroll taxes and \$5,954.40 in accrued leave by Darcy from previous projects. She reviewed the multi-year P&L which provides a more accurate picture of income and expenditures for many of the grant-funded projects which are multi-year in nature. A motion was made by Grout, supported by Haulotte to place the financial reports on file. Motion passed.

**Business Items:**

**County Dues Update:** ED mailed dues requests to counties (\$350) on February 25 and to date dues payments have been received from Menominee and Delta Counties. In 2019, UPRCD received dues payments from all UP counties except Luce and Ontonagan.

**Update on New Executive Director/Project Manager Nick Cassel/Transition to New Office Space in SSM:**

**Proposed Timeline for Transition to new ED:**

*Darcy 30-40 hrs/week until March 31*

*Nick's first day at UPRCD March 18*

*Nick 40 hrs/week March 18-March 31 (some in person training with Darcy, some training by phone/email)*

*Darcy on vacation all of April – some email and phone availability*

*Nick CLMCD 40 hrs/wk April 1-3*

*Nick 30 hrs/wk UPRCD and 10 hrs/wk CLMCD April 6-May 15*

*After May 15 Nick 30-40 hrs/wk UPRCD*

*After May 1 Darcy contingent (when needed) until Nick no longer needs assistance (paid with grant funds when doing grant work and paid with Council funds when doing financial tasks, etc)*

*Nick will work up to 100 extra hours for CLMCD between May 1 and Oct 31 to help with their transition*

**Nick expressed his gratitude for the cooperation between UPRCD and CLMCD during this transition**

**Logistical Tasks related to ED transition:**

*Find office space in/near Sault Ste. Marie – Nick to work out of his house until office space secured*

✓ *Current rent in Mqt = \$233/month + \$25 parking/month (total \$258/month)*

**Spoke to Jim German previous to this meeting and he checked out several office possibilities which Nick is following up on. Theresa Nelson mentioned contacting John Mead from UPCAP as a possibility for assistance. Decided to have Nick continue to work from home and not secure new office space until after the Stay At Home order in MI has expired.**

*Close Mgt office, Darcy to sort through old NRCS files and dispose, move necessary files to SSM*

- ✓ *Current lease expires 6-30-20, could probably extend monthly if necessary*

**Darcy will attempt to complete office “clean-out” prior to June 30**

*Transition Phone and internet service (currently Spectrum \$126/month includes internet service) Nick is working on transitioning to a cell phone from our current landline and keeping the existing phone number*

*Computer – Darcy’s laptop purchased Dec 2015, two older laptops 2014 & 2015, one already crashed once*

- ✓ *Suggest purchasing new laptop for Nick, Darcy keeping current laptop until completely done, then that one becomes extra or for future part-time employee*

**Motion to purchase a new laptop computer was made by Ricker-Feak, supported by Grout. Motion passed.**

*Financial Logistics*

- ✓ *Suggest make Nick an authorized signer for both the mBank accounts and put accounts under his social security number*
- ✓ *Leave Darcy as authorized signer temporarily and Renee (secretary/treasurer) as authorized signer*
- ✓ *Requires a motion from the board and to provide meeting minutes to mBank*
- ✓ *Suggested motion- Move to change the authorized signatories for all mBank accounts to Nick Cassel, Renee Leow, and Darcy Rutkowski. If a social security number is required for these accounts, the social security number shall be that of Nick Cassel. **This motion was made by Grout, supported by Haulotte. Motion passed. Motion was made by Haulotte, supported by Grout to add Nick Cassel as an authorized user of the mBank credit card. Motion passed.***
- ✓ *Suggest transitioning to one mBank account in the next few months (requires changing several automatic withdrawals and automatic deposits from funders). Keep the account for which we have checks.*
- ✓ *2019 US Tax Return (990) to be completed by Gloria LaPointe – **due July 25 now, in contact with Gloria LaPointe to provide documents to her to complete the 990***
- ✓ *Darcy to train Nick to use Quickbooks and track grant expenses – **Nick already has some experience tracking expenses with state and USFS grants***

*Transitioning projects to Nick’s management:*

*Suggest exploring UPRCD obtaining Pesticide Applicator Business License*

- ✓ *More than \$68,000 in contractors expenses in current grants, some of these herbicide treatments could be done by Nick as an employee instead of contracting out. (Do we need a motion for this?)*

**Motion was made by Grout that the UPRCD pursue obtaining a PABL, supported by Ricker-Feak. Motion passed.**

- ✓ *Face-to-face meetings with Nick/Darcy and current project partners in late March and/or early May*
- ✓ *Nick and Darcy to complete bi-annual progress report for MISG Phrag Project – **due April 30***
- ✓ *Darcy to complete NAWCA final reports prior to March 31 – **getting close, funds to be spent down by March 31, final reports due by June 26, 2020***
- ✓ *Nick to continue to participate in UP Cisma steering team meetings as much as time allows*

**Established a personnel committee (Teri, Renee, Erin, Bill) and suggest monthly meetings with Nick until he has fully transitioned into the position. Gretchen J. looks forward to meeting Nick.**

**Conflict of Interest Forms:** UPRC&D has a Conflict of Interest Policy which indicates that each year board members will complete a Conflict of Interest Form. Darcy will send blank forms to all board members with self-addressed, stamped return envelopes for ease of returning after completed.

