

**U.P. RC&D Council Minutes**  
**UP RC&D Council Teleconference Meeting – December 8, 2016**

**Board Members Present:** Bill Rice-Dickinson CD, Jen Ricker-Iron CD, Howard Haulotte-Delta Conservation District, Renee Leow–Marquette County Citizen, Kristina Denison-Chippewa Luce Mackinac CD, Ally Dale – citizen, and Darcy Rutkowski-UP RC&D Council Executive Director

**Others Present:** Bernie Lang-Menominee County Board of Commissioners, and John Malnar-Delta County citizen, Teri Grout-Alger Conservation District, and Christy Burkhart-UPRC&D Council

**Call to Order:** The meeting was called to order at 10:05 am by Chairman Bill Rice.

**Approval of Agenda:** Leow made a motion to accept the agenda with the addition of one business item “Hourly Pay Rate for Executive Director”, Dale supported the motion which passed.

**Public Comment:** None

**Approval of Previous Meeting Minutes:** Motion by Ricker to approve the minutes of the meeting of September 9, 2016, supported by Leow. Motion passed.

**Financial Reports:** The Executive Director (ED) presented the Balance Sheet for November 30, 2016 and the Profit and Loss statement for the period January 1 through November 30, 2016. The combined balance in all accounts as of November 30, 2016 was \$63842.86. ED does not anticipate that federal expenditures will exceed \$750,000 at the end of 2016, therefore, no audit will be required. A motion was made by Ricker, supported by Haulotte to place the financial reports on file. Motion passed.

**Business Items:**

**Board Member Elections:** Prior to these elections the current UP RC&D board members and their terms are as follows:  
Terms Expiring Dec. 2016: Jen Ricker, Ally Dale, and Rudy Johnson  
Terms Expiring Dec. 2017: Bill Rice, Kristina Denison, and Leow  
Terms Expiring Dec. 2018: Howard Haulotte, and 2 vacant positions

Chairman Rice opened nominations for board positions and Leow nominated the following slate of candidates, and these nominations were seconded by Haulotte:

3 year term (expiring Dec. 2019) - Jen Ricker  
2 year term (expiring Dec. 2018) – John Malnar, Ally Dale  
1 year term (expiring Dec. 2017) – N/A

Chairman Rice asked two more times if there were any additional nominations and there were none. Leow made a motion that nominations be closed and a unanimous ballot be cast for the slate of candidates, motion seconded by Haulotte. Motion passed. Since bylaws state that there can be as many as 9 members, it was noted that the chairperson has the authority to appoint two more members when willing candidates become available.

Following these elections, the UP RC&D board currently has 7 members (Rice, Denison and Leow with terms expiring in Dec. 2017, and Haulotte, Dale and Malnar whose terms expire in Dec. 2018, and Ricker whose term expires in Dec. 2019).

**Set 2017 Meeting Dates:** Tentative meeting dates for 2017 are March 3, June 2, September 8, and December 1. These dates will be posted on the Council website.

**FY2017 Draft Budget:** Ex. Director presented the 2017 unrestricted finances draft budget (did not include any grant project income and expenses). Haulotte made a motion to approve the FY2017 unrestricted budget which was seconded by Leow. Motion passed.

**2016 AmeriCorps Member Update:** Casey Ford finished her term of service on November 4, 2016. She has done an

excellent job, and really increased the exposure of the UP RC&D in the “invasive species community of the UP”. She applied for and was chosen for the AmeriCorps position the Marquette County Conservation District will have beginning in January 2017.

**Hourly Pay Rate for Executive Director:** The ED hourly rate has been \$15 per hour since January 1, 2010. ED is requesting her hourly rate for executive director tasks such as payroll, federal and state taxes, hiring employees, and other administrative duties be raised to \$20/hour. To date in 2016 the ED has only worked 53 hours on these duties, so the impact of this raise on the budget is not very significant. All employees that currently work at the UPRC&D and are supervised by the ED earn \$18-\$21/hr, and when the ED is acting as a project manager for various grant-funded projects she also earns a higher wage. The UPRCD now has additional unrestricted funds from the indirect expenses which can be charged to the MISG project and legitimately cover the ED duties. A motion was made by Ricker, seconded by Haulotte to raise the ED hourly rate to \$20/hr. Motion passed.

**Update on Grant Awards & Grant-funded Projects:** ED provided a summary of all current grant-funded project activities. Highlights include:

- current and recently completed grant projects total \$2,731,364 in mostly federal funds being brought to the UP to solve conservation problems
- 826 acres of non-native phragmites were treated along the Lake MI shoreline mostly in Menominee, Delta, and Schoolcraft counties
- more than \$140,653 of treatment in the UP which was paid for with grant funds and supported contractor jobs
- collaborating with the grant-funded efforts of the Delta Conservation District on our Phragmites project - they treated over 500 acres
- hosted the UP CISMA Summit on November 10, 2016 here in Marquette

**Correspondence:** None

**Adjournment:** Leow made a motion to adjourn at 11:05 am, supported by Malnar. Motion passed.

**I certify that these meeting minutes have been approved by a majority of the UP RC&D Council Board members:**

\_\_\_\_\_  
Renee Leow, UP RC&D Council Secretary/Treasurer

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Date