

**U.P. RC&D Council Minutes**  
**UP RC&D Council Special Meeting – January 24, 2019**

**Board Members and Staff Present:** Bill Rice-Dickinson CD and Darcy Rutkowski-UP RC&D Council Executive Director

**Board Members Participating by Teleconference:** Renee Leow-Marquette County Citizen, John Malnar-Delta County Citizen, Jen Ricker-Iron/Baraga CD Administrator, Jim German-Chippewa County Administrator, Teri Grout-Alger CD Administrator, and Howard Haulotte-Delta County Citizen

**Call to Order:** The meeting was called to order at 11:00 am by Chairperson Rice.

**Approval of Agenda:** Rutkowski asked that “County Dues” be added to the agenda under business items. A motion was made by German, seconded by Grout to approve the agenda with that addition. Motion passed.

**Financial Reports:**

**Balance Sheet:** The Executive Director (ED) presented the Balance Sheet for January 23, 2019 and the combined balance in all accounts was \$72,146.32. She noted that she will be making payment requests for unreimbursed expenses from the USFS and the Michigan Invasive Species Grant Program which total just over \$25,000 which will improve our financial situation by that much as well. Accrued sick leave liabilities also need to be corrected and ED will seek advice from our accountant at Cowell and LaPointe in making the correction.

**Review Document Detailing Financial Situation for 2019:** The ED reviewed the financial outlook for 2019 which had been distributed to board members which touched on grant funds already received, including the \$191,600 grant from the MISGP to continue phragmites management work in the UP. The document also included a justification for raising the ED’s salary and paying her an IRA stipend for all executive director work charged to unrestricted UP Council funds up to the salary level that she receives for current grant management responsibilities. Jim German requested that it be noted in the minutes that he believes the ED does an outstanding job, is professional and extremely transparent with the board and well-deserving of the raise. A motion was made by Leow, supported by Grout to approve the ED’s compensation increase to \$26/hour for ED work, plus a portion of 30% fringes that are remaining after all payroll taxes have been subtracted. Motion passed unanimously.

**Approve FY2020 Draft Budget:** ED developed a draft FY2019 budget based on grant funds which will be expended during the fiscal year and estimated income from county dues, interest, and indirect funds. The board suggested one adjustment to the draft budget – increasing the expense line for computers/software/printers from \$800 to \$1400. Grout made a motion to approve the FY2019 budget with that change, and the motion was supported by German. Motion passed unanimously.

**Business Items:**

**Discuss Potential New Grant Opportunities & Future Plans:** ED reiterated that the council has a new MISGP phragmites grant which has obligations through 2020. However, her salary is funded for only 10 weeks/year from this grant and she doesn’t anticipate having full-time work during 2019 and 2020. Barring unforeseen circumstances, she is committed to seeing the current grant through to the end. Any new grants which the council would seek would most likely not be completed until 2022 since most grants are at least 2 years in length. She plans to transition into retirement during 2019 and 2020 and would not be working for the council long enough to see through any new grants that are applied for. The council decided to have the ED continue to apply for grants which seem appropriate with the knowledge that they would need to hire a person to assume ED and grant administration duties should any new grants be received. ED will look into the possibility of seeking seasonal employee status for future employee hires. ED reported that there is an appropriate grant opportunity right now from the National Fish and Wildlife Foundation Sustain Our Great Lakes program which she will apply for.

**County Dues:** ED confirmed with the board that she will request county dues and will copy in board members when county dues letters are mailed so they can follow-up with the counties they serve. There was discussion about how to encourage the counties that have not paid dues for a few years to do so.

**Adjournment:** Motion was made by German, supported by Leow to adjourn the meeting at 12:00 pm. Motion passed.