

Master Agreement  
Between the  
Dickinson Conservation District  
And the  
Wild Rivers Invasive Species Coalition

This master agreement is hereby made and entered into by and between the Dickinson Conservation District (“DCD”) and the Wild Rivers Invasive Species Coalition (“WRISC”).

I. Purpose

The purpose of this agreement is to document the fiduciary agreement that will facilitate the administration of invasive species grant projects where WRISC is the grantee or Dickinson Conservation District is named as its fiscal agent.

II. Statement of MUTUAL BENEFITS AND INTERESTS

It is mutually beneficial to enter into this agreement to establish a framework for the roles each organization will play in the implementation of grant projects that accomplish their shared goals.

The Dickinson Conservation District and Wild Rivers Invasive Species Coalition have mutual goals to address the spread of invasive species in order to protect the diversity and resilience of local ecosystems. Education, coordinated information sharing, mapping, prevention, and management are methods both parties employ. The five county service area for WRISC includes: Dickinson and Menominee Counties in MI, and Florence, Forest and Marinette Counties in WI.

Since Wild Rivers Invasives Species Coalition is a non-registered not-for-profit affiliation of agencies, groups, and individuals (known as formal partners) across a five county area, bonded with a Memorandum of Understanding, but does not have a financial, administrative, or physical structure to house funds or personnel; and the Dickinson Conservation District can provide those functions while gaining invasive species management benefits through WRISC, the arrangement is mutually beneficial to both.

In consideration of the above premises, the parties agree as follows:

III. Dickinson Conservation District:

A. LEGAL AUTHORITY: DCD shall have the legal authority to enter into this agreement, and the institutional, managerial, and financial capability to insure proper planning, management, and completion of projects for which it becomes the fiscal agent of WRISC, which includes sufficient funds to pay the grantees share of project costs, when applicable.

B. DCD SHALL:

a. Be the contract signatory for grants awarded to WRISC and approved for acceptance by the Board of Directors of *both* DCD and WRISC.

- b. Be the employer of record for all personnel hired to implement WRISC projects, unless this role is designated to another WRISC partner by written agreement. It is understood that all WRISC employees will be temporary employees of DCD and are only employed as long as there are sufficient grant funds to support them.
- c. Administer employees: Maintain all required employee documentation, pay all payroll taxes, receive timesheets, pay employees on a bi-weekly basis, receive accident reports and employee complaints, write and implement work agreements, procure grant funded supplies and materials, oversee safety and timeliness, and complete severance agreements.
- d. Supply overhead for WRISC grant projects: space for one or more employees, computer(s), printer, phone, internet, and vehicle(s) for shared use with various WRISC and DCD projects. DCD is currently co-located in a Federal office, rented by the Natural Resources Conservation Service, and as such is bound to their associated rules.
- e. Provide bi-monthly reports to the WRISC Board of Directors on the financial status of all WRISC grants, accounted for as separate accounts in the DCD accounting software. DCD is subject to annual audits, with a GAAS audit on alternate years.
- f. Administer WRISC petty cash fund and donations and provide a financial report on these at bi-monthly WRISC Board Meetings.
- g. Attend WRISC Board of Director Meetings.
- h. Hold both general and vehicle liability insurance with WRISC named as "also insured" on the insurance certificate. Supply a copy of this insurance certificate to the WRISC Board of Directors on an annual basis.
- i. Participate in seeking and writing grant applications to further WRISC efforts as staff and time allow.
- j. Insure that all grant reports and requests for reimbursement of grant funds will be submitted according to grant specifications.

IV. Wild Rivers Invasive Species Coalition:

A. Authority: The WRISC Board of Directors

B. WRISC shall:

- a. Allow DCD to include an administrative or overhead line item from each grant it for which it becomes the fiscal agent. Rates and amounts will be according to grant guidelines and the anticipated role of DCD in the project.
- b. Provide a personnel committee to provide guidance on employee issues and hiring.

Agreement Date: This agreement is signed after agreement by both parties and will remain in effect for a period of five years (until June 2020), or until the fiscal agency arrangement changes. The agreement may be revised with new Contact signatures annually.

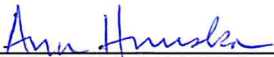
KEY COMMUNICATION CONTACTS:

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Wild Rivers Invasive Species Coalition  
Emily Anderson, Coordinator  
c/o Dickinson Conservation District  
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SIGNATORIES:


For the Dickinson Conservation District:

  
\_\_\_\_\_  
Ann Hruska, District Manager

  
\_\_\_\_\_  
Date

For Wild Rivers Invasive Species Coalition:

  
\_\_\_\_\_  
William Rice, WRISC Board Chair

  
\_\_\_\_\_  
Date