

CLEARWATER RC&D COUNCIL, INC.
MEETING MINUTES
January 30, 2014
Brammer Building, Lewiston, ID
1:15 p.m. to 3:15 p.m.

ATTENDANCE

Tera King – President of Clearwater RC&D
Dick Hodge – Executive Vice President of Clearwater RC&D
Alan Martinson – Treasurer of Clearwater RC&D
Ivy Dickinson – Secretary of Clearwater RC&D
Clyde Hanson – Idaho County
Bob Tippett – Nez Perce County
Ken Roberts – At-Large Member
Drew Blankenbaker – Executive Director of Clearwater RC&D
Wanda Keefer – Port of Clarkston
Bob Didocha – AMN Solutions

CALL TO ORDER	~	INTRODUCTIONS	~	AGENDA CHANGES
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- Tera King called the meeting to order at 1:15 p.m. and introductions were made.
- Alan Martinson requested that an update on the FY 2013 Audit be added under the Executive Director's report. In addition, Alan requested that an item be added under New Business – the approval of a new agreement with the USFS for the Palouse CWMA.
- Drew Blankenbaker requested that a new project proposal for the "Career Fair Program for Underserved Districts" be added under New Business.
- *Clyde Hanson moved to accept the amended agenda, as requested. Ken Roberts seconded. Motion passed.*
- *Ken Roberts moved to approve the October 24, 2013 Minutes, as presented. Clyde Hanson seconded. Motion passed.*

Financial/Treasurer's Report

- Alan Martinson presented the Financial Report and the Transaction Report by Class, as of January 17, 2014.
- Alan described the details of the report and any discrepancies or negative balances and that all of the reimbursements have been submitted.
- Drew Blankenbaker provided the Council with an update on the FY 2013 Audit and informed the Council that the process was coming to a close and that the work was projected to be on budget.

Executive Director's Report

- Drew Blankenbaker reviewed his activities and accomplishments over the month and discussed several upcoming events.
- Drew explained that about half of the FY 2014 sponsor contributions have been received.
- Drew presented a "How to Become a Clearwater RC&D Council Project" tool that has been developed for perspective Council projects, currently available via Prezi.
- The Council was made aware of the legal action currently affecting Southwest Idaho RC&D Council, as well as an update on the new federal grants guidance from the OMB.
- Drew stated that there were four decisions made by the Executive Committee via email since the Council's October meeting, which included unanimous approval of:
 - Distribution of the Weeds Assessment RFP

- Execution of the Weeds Assessment Contract for Services, awarded to MIA Consulting.
- Distribution of the Wildlife Habitat Restoration Initiative – Helicopter Services RFQ
- Harris & Co. Audit Engagement Letter

NEW BUSINESS

New Project Proposal – Career Fair Program for Underserved Districts

- Drew Blankenbaker introduced the new project proposal for the “Career Fair Program for Underserved Districts”.
- Bob Didocha presented an overview of the project and provided some background on the various workforce development efforts currently taking place across the region.
- Bob also informed the Council about the details of the funding source and the reporting requirements of the grant program, as well as the next steps for the project to begin work.
- The grant program is provided by the Walmart Foundation State Giving Program and the application is due February 1, 2014 at 9:59 p.m.
- Bob informed the Council that he would be the project lead and that he would need to be contracted with directly by the Council in order to successfully implement the program while still meeting the requirements of the funding source.
- Wanda Keefer clarified that the short time frame of the application process was due to the funding source’s limited window for accepting applications.
- The Council agreed that acting as the fiscal sponsor of the Project would further the Council’s mission, purpose, and goals.
- *Ken Roberts moved to approve the “Career Fair Program for Underserved Districts” Project Application, as presented, and included the approval of contracting with Bob Didocha to act as the primary contractor for implementation of the work. Clyde Hanson seconded. Motion passed.*
- The Council agreed to discuss a Fiscal Sponsorship Agreement at a future meeting, dependent upon the grant application being approved and the financial award received.

Upcoming State and National RC&D Meeting Attendance

- Drew Blankenbaker presented the draft agenda and dates for the National RC&D Meeting.
- Alan Martinson provided the Council with the budgeted amounts for Council member attendance. The budgeted amounts provide are enough to cover two attendees.
- The Council agreed that, if at all possible, members who have not attended previous National meetings should be given the opportunity to attend this year.
- The Council agreed to postpone the decision until its February meeting.
- Clyde Hanson shared the draft agenda for the State RC&D meeting, to be held in Gooding on March 7th.
- The Council agreed that with the limited agenda, attendance by our Council may not be feasible or desired.
- The Council agreed to postpone the decision until its February meeting.

The Pearl Theater – Fiscal Sponsorship Agreements

- Drew Blankenbaker presented the final draft of the Fiscal Sponsorship Agreements for The Pearl Theater Project.
- Drew explained that these agreements are ready for final approval and signature by the Council President.

- *Ken Roberts moved to approve the Fiscal Sponsorship Agreements, as presented, and approve the President's signature for each of the agreements related to this Project. Clyde Hanson seconded. Motion passed.*

Biological Control Development – Fiscal Sponsorship Agreement

- Drew Blankenbaker presented the final draft of the Fiscal Sponsorship Agreement for The Biological Control Development Project.
- Drew explained that this agreement is ready for final approval and signature by the Council President.
- *Ken Roberts moved to approve the Fiscal Sponsorship Agreements, as presented, and approve the President's signature for each of the agreements related to this Project. Dick Hodge seconded. Motion passed.*

Project Renewals

- Alan Martinson provided the Council with an overview of the need to update the Council's Project Application Form, specifically to address the renewal of long-term projects.
- Drew Blankenbaker reviewed the draft outline of the updated Fiscal Sponsorship Application and the Council agreed to review and approve a finalized version at its February meeting.

RC&D GeoLab

- Drew Blankenbaker provided an update on the RC&D GeoLab, a project initiated by an RC&D Council based in New Hampshire.
- Drew recommended that the Council continue to monitor the development of this project, but that the Council not engage with the effort at this time.

Financial Review Committee Recommendations

- Alan Martinson provided the Council a summary of the Financial Review Committee's efforts to-date.
- Alan reviewed the items that the Committee is currently focusing on. These items include the role of the Committee, a reserve fund, check signing policy, payroll transactions, and the FY 2015 schedule of sponsor contributions.
- Alan provided a plan of action for how the Committee will be developing recommendations for the Council's future approval.
- *Ken Roberts moved to approve the establishment of a Financial Review Committee. Alan Martinson seconded. Motion passed.*

Palouse CWMA Agreement

- Alan Martinson presented a new USFS agreement that provides for the funding of the Palouse Cooperative Weed Management Area.
- Drew Blankenbaker inquired about the calculation of the administrative fees, and Alan stated that he had sent an email to the project representative regarding this question.
- The Council agreed that approval of the agreement should be postponed until the clarification on the administrative fee is provided.

OLD BUSINESS

Executive Committee Conflict of Interest Forms

- Drew Blankenbaker distributed the remaining Executive Committee Conflict of Interest Forms to be signed and dated for FY 2014 Council activities.

Panhandle Lakes RC&D Update

- Drew Blankenbaker provided a brief update on the Panhandle Lakes RC&D Council and that they decided to not dissolve the organization. Drew agreed to provide updates on the status of the organization as more information becomes available.

COMMITTEE REPORTS

Forestry/Fire Committee

- Ivy Dickinson provided an update on Idaho Firewise's activities and that their organization has a new intern. Ivy also reported that Idaho Firewise will be co-hosting another Fire Mitigation forum in April, and that the month of May is Wildfire Awareness month.
- Tera King reported that February 11th is Forestry Day at the Idaho State Legislature and the event is open to the public. Tera also reported that February 18th & 19th is the Forest Restoration Partnership Conference in Boise.

Agriculture Committee

- Alan Martinson stated that there were no updates from the Agriculture Committee.

Sustainable Resources Committee

- No members were present to provide an update for this Committee.

Clyde Hanson moved to adjourn the meeting. Dick Hodge seconded the motion. The meeting adjourned at 3:30 p.m.