

CLEARWATER RC&D COUNCIL, INC.
MEETING MINUTES
February 27, 2014
Brammer Building, Lewiston, ID
1:15 p.m. to 3:15 p.m.

ATTENDANCE

Dick Hodge – Executive Vice President of Clearwater RC&D
Jacqui Gilbert – 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
Greg Johnson – Lewis County
Tom Lamar – City of Moscow
Ken Roberts – At-Large Member
Malcolm Dell – At-Large Member
Drew Blankenbaker – Executive Director of Clearwater RC&D
Ann Bowes – Greater Palouse Meat Producers
Brenda Knoll – Nez Perce Soil & Water Conservation District

CALL TO ORDER ~ INTRODUCTIONS ~ AGENDA CHANGES

- Dick Hodge called the meeting to order at 1:15 p.m. and introductions were made.
- Drew Blankenbaker requested that the Western RC&D Association Awards be added under New Business.
- *Ken Roberts moved to approve the January 30, 2014 Minutes, as presented. Clyde Hanson seconded. Motion passed.*

Treasurer's Report

- Alan Martinson presented the Financial Report and the Transaction Report by Class, as of February 24, 2014.
- Alan described the details of the report and any discrepancies or negative balances and that all of the reimbursements have been submitted.

Executive Director's Report

- Drew Blankenbaker reviewed his activities and accomplishments over the last month and discussed several upcoming events.
- Drew explained that about 80% of the FY 2014 sponsor contributions have been received.
- Drew presented an update on the FY 2013 Audit being performed by Harris & Co and expressed that the process should be concluded by the Council's March meeting.
- Ivy Dickinson provided an update regarding additional funding for Idaho Firewise and stated that a modification would be presented for the Council's approval at a future date.
- Drew stated that there were no decisions made by the Executive Committee via email since the Council's January meeting.

NEW BUSINESS

Greater Palouse Meat Producers Feasibility Study – Project Application

- Jacqui Gilbert introduced the new project proposal for the “Greater Palouse Meat Producers Feasibility Study” and provided some background on the information collected to-date by Darin Saul and other interested parties.
- Ann Bowes presented an overview of the Project’s goals and provided an explanation of the need for the establishment of a USDA-inspected facility in the greater Palouse area, as well as the purpose of the proposed feasibility study.
- Jacqui described how the project would be using the Clearwater Economic Development Association’s (CEDA) grant writing services for an approximately \$7,000 Rural Business Enterprise Grant and that CEDA would be administering the grant. The grant application would require additional cash match funding in the amount of \$5,000. Jacqui explained that for CEDA to begin their work, the Project is requesting an initial \$500 from the Council, in the form of a letter of commitment, and that the Project has until March 10, 2014 to secure letters of commitment for the \$5,000 cash match.
- Jacqui explained that in order to accept the additional match funding, the Project is requesting the fiscal sponsorship services of the Council.
- *Ken Roberts moved to approve the “Greater Palouse Meat Producers Feasibility Study” Project Application, as presented. Ivy Dickinson seconded. Jacqui Gilbert abstained. Motion passed.*
- Ann and Jacqui provided some additional explanation on the time constraints of the grant process, as well as some clarification on the relationship between the Project, the Council, and CEDA.
- *Ken Roberts moved to approve the donation of \$500 to the Project to allow for CEDA to write the grant application. Tom Lamar seconded. The motion was opened up for questions and discussion.*
- Bob Tippett inquired about potential site locations and the Project’s probability of success in securing the additional \$5,000.
- Jacqui and Ann provided additional information on the communication strategy that will be implemented in order to gain letters of commitment.
- The Council agreed that the timing constraints were a concern regarding the Council’s donation and that the Council would prefer to have the letters of support in hand prior to making the \$500 donation.
- *The motion was called to a vote. The motion failed by a unanimous “no” vote.*
- *Bob Tippett moved to approve the donation of \$500 to the Project, making the \$500 contribution contingent upon the Project successfully gaining letters of commitment for the additional \$5,000 cash match by March 10, 2014. Malcolm Dell seconded. Jacqui Gilbert abstained. Motion passed.*
- The Council agreed to discuss a Fiscal Sponsorship Agreement at a future meeting, dependent upon the grant application being submitted and the need for the Project to begin accept donations.

Project Application Form - Renewals

- Drew Blankenbaker presented the updated Application Form and reviewed the changes made to the form, as requested by the Council at its January 30, 2014 meeting.
- *Malcolm Dell moved to approve the updated Fiscal Sponsorship Application Form. Jacqui Gilbert seconded. Motion passed.*

Financial Review Committee Recommendations

- Alan Martinson provided the Council a summary of the Financial Review Committee’s efforts to-date.
- Drew Blankenbaker 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.
- Drew provided a plan of action for how the Committee will be developing recommendations for the Council’s future approval.

- The Council reviewed the draft Financial Policies and Procedures document, as prepared by the Financial Review Committee, including the Purpose, Composition, Schedule, Cash Disbursements, Invoice Approval & Processing, and Debit Cards sections.
- Malcolm Dell suggested that the Cash Disbursements section title should be changed to better reflect the officer approval requirement that is the focus of the language contained in the section.
- The Council agreed that the recommended \$10,000 limit under the Cash Disbursements section was appropriate given the Council's other expenditure controls and internal accounting procedures.
- Malcolm Dell and Jacqui Gilbert suggested increasing the debit card limit from \$300 to \$1,000.
- The Council agreed that the revised Invoice Approval & Processing section was necessary to maintain the efficient and effective operation of the Council and that the Financial Review and Executive Director should proceed with operating under the new procedures, as presented.
- *Malcolm Dell moved to approve the revised Financial Policies and Procedures, as prepared and presented by Financial Review Committee, including the changes suggested during the discussion. Clyde Hanson seconded. Motion passed.*

Western RC&D Association Awards

- Drew Blankenbaker and Malcolm Dell provided the Council with an update on the Western RC&D Association Awards, including the criteria and timing for the process.
- Malcolm suggested that the Council submit an application for the Staff Leadership position award on behalf of the Executive Director, and several Council members agreed to work on submitting the application.

OLD BUSINESS

Upcoming State and National RC&D Meeting Attendance

- The Council agreed that with the limited agenda for the State RC&D meeting, the Council would not be sending any representatives to Gooding.
- Drew Blankenbaker presented the draft agenda and dates for the National RC&D Meeting.
- *Malcolm Dell moved to send Clyde Hanson and Drew Blankenbaker to the National RC&D Meeting. Alan Martinson seconded. Clyde Hanson abstained from the vote. Motion passed.*

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.

RC&D GeoLab

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

Career Fair Program for Underserved Districts – Update

- Drew Blankenbaker stated that there has been no decision made by the Walmart Foundation regarding the grant submitted for the Career Fair Program and that Bob Didocha would be following up with the program contact over the next few weeks.

COMMITTEE REPORTS

Forestry/Fire Committee

- Ivy Dickinson provided an update on Idaho Firewise's activities and reminded the Council that the month of May is Wildfire Awareness month.

Agriculture Committee

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

Sustainable Resources Committee

- Jacqui Gilbert stated that the Inland Northwest Food Hub was still working on their business plan and that the group would be meeting during the month of March.

Dick Hodge moved to adjourn the meeting. Alan Martinson seconded the motion. The meeting adjourned at 3:15 p.m.