

CLEARWATER RC&D COUNCIL, INC.
MEETING MINUTES

April 24, 2014
Brammer Building, Lewiston, ID
1:15 p.m. to 3:15 p.m.

ATTENDANCE

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
Tom Lamar – City of Moscow
Bob Tippet – Nez Perce County
Drew Blankenbaker – Executive Director of Clearwater RC&D
Clarence Binninger – Wildlife Habitat Group
Whitney Garrison – Nez Perce Soil & Water Conservation District
Teri McKenzie – Inland Northwest Food Network

CALL TO ORDER	~	INTRODUCTIONS	~	AGENDA CHANGES
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- Dick Hodge called the meeting to order at 1:15 p.m. and introductions were made.
- Drew Blankenbaker requested that two items be added under New Business: Inland NW Food Network New Project Application, and the Wildlife Habitat Group, Project Application Renewal.
- *Ivy Dickinson moved to approve the March 27, 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 April 17, 2014.
- Alan described the details of the report; including any discrepancies or negative balances and that all of the reimbursements have been submitted.
- Alan also presented the Council's 2013 Federal Income Tax Return (Form 990) and FY 2013 Audit, as prepared by Harris and Co.
- *Alan Martinson moved to accept the Treasurer's Report, Form 990, and Audited Financial Statements, as presented. Clyde Hanson seconded. Motion passed.*

Executive Director's Report

- Drew Blankenbaker reviewed his activities and accomplishments over the last month and discussed several upcoming events.
- Drew explained that 100% of the FY 2014 sponsor contributions have been received and the Council has submitted its Circle of Diamonds Reauthorization application.
- Drew presented a letter in appreciation of Malcolm Dell's work for the RC&D program and a donation of \$50 as submitted by Sue Sutherland who recently resigned as Western RC&D Association President.
- Drew stated that there was one decision made by the Executive Committee via email since the Council's March meeting. This included unanimous approval of the USFS Cost Share Agreement for the Palouse Cooperative Weed Management Area.

NEW BUSINESS

Clearwater Basin CWMA – Project Application Renewal

- Alan Martinson presented a Project Application Renewal from the Palouse Basin Cooperative Weed Management Area.
- Alan stated that there were no substantive changes to the operation of the project since the Council originally agreed to accept the project.
- The Council discussed the benefits of continuing to provide fiscal sponsorship to the project.
- *Alan Martinson moved to approve the “Clearwater Basin Cooperative Weed Management Area” Project Application Renewal, as presented. Ivy Dickinson seconded. Motion passed.*

Idaho Firewise – New Contract and Agreement Modification

- Ivy Dickinson provided an update on the new agreement modification for Idaho Firewise and a new program manager position to be based in Boise. The agreement and professional services contract have not been finalized, but the target start date for the new position is June 1.
- Ivy provided an overview of the scope of work for the position and explained how the position will further Idaho Firewise’s efforts in southern Idaho.
- Ivy explained that the initial contract will be for an initial six month period and that the Council will need to vote on the contract at a future date, once a Consultant is selected and prior to the commencement of the work.

FY 2015 Sponsor Contributions Fee Schedule

- Alan Martinson presented the updated FY 2015 Sponsor Contribution Fee Schedule, as prepared and recommended by the Financial Review Committee
- Drew explained that the fee schedule has remained unchanged for the last six years and that the proposed amounts represent a 5% increase for each category, and then rounded to the nearest \$5.
- The Council agreed that the proposed amounts were reasonable given the time lapse since last raising the amounts and the increased level of services provided by the Council still represents a great value to each of the sponsors.
- Drew explained that the 1st letter for Sponsor Contributions will be going out during the month of May.
- *Clyde Hanson moved to approve the FY 2015 Sponsor Contributions Fee Schedule, as presented. Tom Lamar seconded. Motion passed.*

Inland Northwest Food Network – New Project Application

- Teri McKenzie presented an overview of the Inland Northwest Food Network and how the group sees the project growing in the future.
- Teri explained that the INWFN has been meeting over the last few months and has been working on establishing the foundational components of the organization.
- Tom Lamar inquired about the potential for geographic overlap and duplication of services in the region. Teri explained that she has been in contact with the various other groups and organizations that are working on similar issues in the region and they have all expressed interest in partnering with the INWFN.
- Teri also explained the conversations that she has had with Greg Cook of the Panhandle Lakes RC&D Council and that their Council is not currently in a position to accept the INWFN as a project. Drew further explained that if the Panhandle Lakes RC&D Council was interested in accepting the project in the future, the Clearwater RC&D Council could facilitate the transfer of the project to their organization.
- The Council agreed that providing fiscal sponsorship to the INWFN would further the tax-exempt purposes of the Council and that the mission of the INWFN fits well with the mission of the Council.
- *Clyde Hanson moved to approve the Inland Northwest Food Network’s Project Application, accept the Project into the Council’s fiscal sponsorship program, and directed staff to prepare and execute a Fiscal Sponsorship Agreement with the Project. Tom Lamar seconded. Motion passed.*

Wildlife Habitat Group – Project Application Renewal

- Clarence Binninger presented the Wildlife Habitat Group’s Project Application Renewal and an overview of the work of the Wildlife Habitat Group. Clarence explained that the Council had originally accepted the project in 2012. The Group is once again ready to apply for grant funding and would like the support of the Council via fiscal sponsorship.
- The Council agreed that there were no substantive changes to the operation of the project since the Council originally agreed to accept the project. The Council agreed that providing fiscal sponsorship to the Wildlife Habitat Group would further the tax-exempt purposes of the Council and that the mission and scope of the Wildlife Habitat Group fits well with the mission of the Council.
- *Tom Lamar moved to approve the Wildlife Habitat Group’s Project Application Renewal, accept the Project into the Council’s fiscal sponsorship program, and directed staff to prepare and execute a Fiscal Sponsorship Agreement with the Project. Clyde Hanson seconded. Motion passed.*

OLD BUSINESS

Greater Palouse Meat Producers Feasibility – Update

- Drew Blankenbaker provided a brief update on the Greater Palouse Meat Producers work and Jacqui Gilbert will provide an update on the project at the Council’s May meeting.

Career Fair Program for Underserved Districts – Update

- Drew Blankenbaker stated that the Walmart Foundation rejected the grant application based on a technicality; proposing a non-employee relationship with the contractor for the project. There are no plans to resubmit the application.

COMMITTEE REPORTS

Financial Review Committee

- Alan Martinson reported that the Committee will be discussing the Operating Reserve and Revolving Fund at its next Committee meeting, at a date to be determined.

Forestry/Fire Committee

- Ivy Dickinson provided an update on the SW Fire Mitigation Forum in Boise and that the month of May is Wildfire Awareness Month. Drew Blankenbaker provided an update on the Clearwater Basin Youth Conservation Corps.

Agriculture Committee

- Alan Martinson stated that the cost share agreements for the Cooperative Weed Management Areas will start to pick up over the next few months.

Sustainable Resources Committee

- Given that no members of this Committee were present, no updates were presented.

Announcements

- Alan Martinson presented an email sent to Tera King from the Western RC&D Association, informing the Council that Drew Blankenbaker was selected as the recipient of the Western RC&D Association’s Outstanding Staff Leadership Position Award to be awarded in Mobile.

Dick Hodge moved to adjourn the meeting. Alan Martinson seconded the motion. The meeting adjourned at 3:20 p.m.