

**CLEARWATER RC&D COUNCIL, INC.**  
**MEETING MINUTES**  
August 28, 2014  
Brammer Building, Lewiston, ID  
1:15 p.m. to 3:15 p.m.

<b>ATTENDANCE</b>
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Dick Hodge – Executive Vice President of Clearwater RC&D  
Jacqui Gilbert – Vice President of Clearwater RC&D  
Ivy Dickinson – Secretary of Clearwater RC&D  
Alan Martinson – Treasurer of Clearwater RC&D  
Clyde Hanson – Idaho County  
Bob Tippett – Nez Perce County  
John Smith – Clearwater County  
Tom Lamar – City of Moscow  
Whitney Garrison – Nez Perce SWCD  
Drew Blankenbaker – Executive Director of Clearwater RC&D

<b>CALL TO ORDER</b>	~	<b>INTRODUCTIONS</b>	~	<b>AGENDA CHANGES</b>
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- Dick Hodge called the meeting to order at 1:15 p.m. and introductions were made.
- Clyde Hanson requested that the “Endorsement for Application to Western RC&D Association Scholarship” be added to the agenda under New Business.
- *Jacqui Gilbert moved to approve the June 26, 2014 Minutes, as presented. Clyde Hanson seconded. Motion passed.*

Treasurer’s Report

- Alan Martinson presented the Treasurer’s Report and the Transaction Report by Class, as of August 19, 2014.
- Alan described the details of the Report, including any discrepancies or negative balances, and stated that all of the reimbursements have been submitted.
- Alan also discussed that preparations are being made for the FY 2014 Audit, to be performed by Harris and Co.
- *Clyde Hanson moved to approve the Treasurer’s signature on the Engagement Letter from Harris and Co. to perform the FY 2014 Single Audit. Ivy Dickinson seconded. Motion passed.*

Executive Director’s Report

- Drew Blankenbaker reviewed his activities and accomplishments over the last month and discussed several upcoming events.
- Drew presented the Council with a Current Project List and reported that the Council is now listed on the Fiscal Sponsor Directory at [www.fiscalsponsorship.com](http://www.fiscalsponsorship.com).
- Drew reported that the Council’s new website has been used to accept donations on behalf of the Inland Northwest Food Network.
- Drew presented two Certificates of Appreciation, one from the Sustainable Forestry Tour and the other from the Clearwater Basin Youth Conservation Corps.
- Drew stated that there were five decisions made by the Executive Committee via email since the Council’s June meeting. This included unanimous approval of the following:
  - Clearwater Basin Collaborative – New RAC Collection Agreement
  - The Habitat Group – New Cost Share Agreement
  - Clearwater Basin Collaborative – Region Cost Share Agreement Modification #1
  - Clearwater Basin Collaborative – Wildlife Restoration Initiative Modification #2

- Clearwater Basin Collaborative – Administrative Assistant Contract Renewal

## NEW BUSINESS

### Endorsement for Application to Western RC&D Association Scholarship

- Clyde Hanson presented an overview of the Western RC&D Assoc. Scholarship, in the amount of \$500, and reported that no applications had been received by the Western RC&D Assoc. The Assoc. extended the application deadline and Clyde encouraged his grandson to submit an application. Clyde recommended that the Council support and endorse an application made by Jonathan Buckendorf.
- Council members reviewed the Scholarship application and the applicant's intent to attend the University of Utah.
- *Jacqui Gilbert moved that the Council endorse the scholarship application, as presented. Alan Martinson seconded. Clyde Hanson abstained. Motion passed.*

### Council Annual Meeting Planning

- The Council Members discussed the plan and scope for the upcoming Annual Meeting.
- The Council agreed on October 2<sup>nd</sup> as the date and Hearthstone Bakery in Kamiah as the location.
- Ivy, Alan, and Jacqui agreed to serve on the Nominating Committee for the Officers Elections.
- Drew agreed to distribute the Annual Meeting invitation and would work with Hearthstone Bakery and the Nominating Committee to prepare for the meeting.

### Idaho Firewise – Professional Services Contract Renewal

- Drew Blankenbaker presented the Professional Services Contract Renewal for the Executive Director of Idaho Firewise, as distributed prior to the meeting.
- Drew described the updated terms of the contract renewal, including an updated Scope of Work, attached as Exhibit A, and the change of the duration of the Agreement to be for 18 months.
- The Council reviewed the updated Professional Services Agreement and agreed that the contract terms were acceptable and necessary for the continued success of the Idaho Firewise project.
- *Tom Lamar moved to approve the Professional Services Contract Renewal, as presented and directed staff to gather the appropriate signatures on the Agreement. Clyde Hanson seconded. Ivy Dickinson abstained. Motion passed.*

### FY 2015 Draft Budget

- Alan Martinson presented the latest draft of the FY 2015 Budget. Alan reviewed the revised structure of the Draft FY 2015 Budget and the Council was invited to provide comments and questions prior to the Annual Meeting.
- Drew provided Council members with a draft of the Operating Reserve Fund Policy, to be approved in conjunction with the FY 2015 Budget. Drew also presented the Council with a draft of the Project Administrator Job Duties, as well as a draft of the Fiscal Sponsorship Project Criteria, both to be discussed at a future Council meeting. Drew also provided the Council with a Lease Agreement Addendum from Team Idaho Property Management and the Council agreed that the current office space was adequate for the organization's needs.
- *Tom Lamar moved to approve the renewal of the Council's Office Space Lease Agreement Addendum, as presented. Jacqui Gilbert seconded. Motion passed.*

### Idaho Nonprofit Center Annual Conference

- Drew provided the Council with a press release from the Idaho Nonprofit Center, announcing that the Council was nominated for the Idaho Nonprofit Excellence Award and was invited to attend the awards dinner in Boise, ID on September 23, 2014

- Drew requested that funds be made available for his attendance at the Idaho Nonprofit Center's Annual Conference on behalf of the Council.

#### IRCDA Fall Meeting

- Drew updated the Council on the IRCDA Fall Meeting and informed the Council that he and Malcolm would be attending on behalf of the Council.

#### OLD BUSINESS

- None

#### COMMITTEE REPORTS

##### Financial Review Committee

- No further updates were presented.

##### Forestry/Fire Committee

- Ivy Dickinson reported that fire officials are suggesting that fire season is already coming to a close and that Idaho Firewise is hiring an intern and exploring the opportunity of an intern in Boise for Spring of 2015.
- Drew presented on behalf of the Forestry Committee that an RFP will be distributed by the Clearwater Basin Collaborative for an aquatics monitoring project.

##### Agriculture Committee

- Alan Martinson reported that weed management activities were taking place. No further updates were presented.

##### Sustainable Resources Committee

- Jacqui Gilbert reported that the Greater Palouse Meat Producers will be meeting with their consultant and will be holding their stakeholder kickoff meeting in October. Jacqui also reported that the Inland Northwest Food Hub has been drafting and reviewing its business plan.

##### Additional Comments & Future Meeting Dates

- Clyde Hanson reported on some developments in the Western RC&D Association and its teleconference services being provided by the NRCS.
- The Council agreed to combine the November and December meetings to a December 11<sup>th</sup> meeting date.

*Tom Lamar moved to adjourn the meeting. Jacqui Gilbert seconded the motion. The meeting adjourned at 3:15 p.m.*