

**CLEARWATER RC&D COUNCIL, INC.**  
**MEETING MINUTES**  
January 22, 2015  
Brammer Building, Lewiston, ID  
1:15 p.m. to 3:15 p.m.

**ATTENDANCE**

Bob Tippett – President of Clearwater RC&D  
Jacqui Gilbert – 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  
Jim Boland – City of Moscow  
Ken Roberts – At-Large Member  
Dick Hodge – At-Large Member  
Lorie Higgins – At-Large Member

**CALL TO ORDER      ~      INTRODUCTIONS      ~      AGENDA CHANGES**

- Bob Tippett called the meeting to order at 1:15 p.m. and introductions were made.
- The meeting minutes for December 11, 2014 will be presented for review and approval at the February 26, 2015 Council meeting.

Treasurer's Report

- Alan Martinson presented the Treasurer's Report and the Transaction Report by Class, as of January 20, 2015.
- Alan described the details of the Report, including any discrepancies and negative balances, and stated that all of the reimbursements have been submitted.
- Alan provided the Council with a refresher on the finances of the organization.
- Alan also discussed that Drew has been working with Harris and Co. for the FY 2014 Audit.
- *Ivy Dickinson moved to accept the Treasurer's Report. Dick Hodge seconded. Motion passed.*

Executive Director's Report

- Drew Blankenbaker was absent from the meeting but the Executive Director's Report was included in the meeting packet and the Council reviewed Drew's activities as presented.
- The report noted that one discussion took place by the Executive Committee via conference call since the Council's December 11<sup>th</sup> meeting but no action was taken.

**NEW BUSINESS**

Western RC&D Association 2015 Conference

- Clyde Hanson reported on the Western RC&D Association 2015 Conference.
- Clyde presented the President with the Western RC&D Association's "Outstanding Performance by a Council" Award, as received at the conference in Rapid City, SD.
- Clyde also provided a comprehensive report on the presentations, trainings, workshops, and accommodations of the conference.
- Clyde also noted that the next National Association conference will take place in Reno, NV and that the Western Association voted to reduce membership dues to \$75.

Idaho Firewise Internship Opportunity

- Ivy noted that she had nothing to report on this particular agenda item, but she did add that there might not be enough applicants for this round, and that there was no Council action necessary at this time.

#### Sustainable Resources Committee

- Lorie Higgins reported that the Palouse Clearwater Food Coalition (PCFC) will be holding its Food Summit 4.0 in Moscow at the 1912 Center, and the topic for this event is developing local investment opportunities and systems with a discussion facilitated by guest speaker Carol Peppe-Hewitt.
- Lorie also reported that the PCFC is planning to make an application to the Council for fiscal sponsorship and that the previously produced Artisan Trails guide is being updated and will be produced in a book format for the next iteration.

#### Clearwater Basin Cooperative Weed Management Area MOU

- Alan presented the draft of a Memorandum of Understanding for the Clearwater Basin Cooperative Weed Management Area. Alan noted that the current MOU expires at the end of the month.
- Alan reviewed the roles and responsibilities currently outlined in the draft MOU and discussed the participating partners and agencies.
- No action was taken on this item, but the final draft of the MOU will be presented at the Council's next regular meeting in February.

#### Clearwater Basin Collaborative – Aquatic Habitat Assessment Professional Services Contract

- The Council reviewed the final draft of the Aquatic Habitat Assessment Professional Services Contract that was included in the meeting packet.
- Ivy Dickinson reported from the Executive Director's notes that Stillwater Sciences was 1 of 3 submitted bids for the Request for Proposals.
- Ivy also reported that the Clearwater Basin Collaborative Co-Chairs have provided their recommendation of approval for this contract and that the contract is set to expire on December 31, 2015.
- The contract also specifies a not-to-exceed amount of \$285,000 and that the funding will be provided by the existing Forest Service cost share agreement for the Collaborative Forest Landscape Restoration Program.
- Jacqui Gilbert raised the question as to whether this contract also needs to include the Council's administrative fee. The other Council members clarified that the administrative fee was appropriately addressed in the funding agreement between the CBC and the Council and that the administrative fee would not need to be included in this professional services contract.
- *Ken Roberts moved to approve the final draft of the Professional Services Contract, as presented and directed staff to gather the necessary signatures. Clyde Hanson seconded. Motion passed.*

#### Fiscal Sponsorship Project Criteria

- Ivy Dickinson presented the Fiscal Sponsorship Project Criteria document, as included in the meeting packet and reported from the Executive Director's notes that the Council had previously reviewed this draft document in August 2014.
- Ivy requested that the Council provide comments to Drew within two weeks.
- Lorie Higgins requested that the last sentence of the overview paragraph be updated to include the word "among".
- The Council deliberated the topic and concluded that the addition of the word would allow for greater flexibility in applying the project criteria and would allow the Council to serve new

projects. The Council also noted that if the text was left as-is, the criteria would not be exclusionary.

#### Spring 2015 Idaho RC&D Association Conference – Update

- Malcolm Dell was scheduled to provide an update on the IRCDA Spring 2015 conference but was unable to attend today's meeting.
- Clyde Hanson reported that he believed the meeting will be held via web/teleconference.

#### OLD BUSINESS

##### Clearwater Basin Youth Conservation Corps 2015 Program

- The Council reviewed the memos included in their packets regarding the Clearwater Basin Youth Conservation Corps 2015 program roles and responsibilities.
- Jacqui Gilbert presented her concerns about the Council's insurance and payroll taxes, especially given how the Council would be transitioning from one employee to potentially, 20+ employees.
- Ivy Dickinson reviewed the specifics of the Drew Blankenbaker's memo and Tera King's email correspondence, as included in the meeting packet, and Ivy expressed her support of the proposal and the ability of the Council to expand its offering of services beyond fiscal sponsorship.
- Bob Tippett inquired about the hiring process and the Council members agreed that many of the partner organizations would be participating in the process, including those organizations that carried out the program of work for 2014.
- The Council members agreed that if the liabilities and risks could be managed effectively, that the acceptance of the proposal would be a good move for the Council.
- *Alan moved to approve the Council's participation in the Clearwater Basin Youth Conservation Corps 2015 as proposed, provided that any and all necessary insurance be obtained prior to the Council's participation in the program. Ken Roberts seconded. Motion passed.*

##### Officers Biographies & Photos

- The Council was reminded of the Executive Director's request of Officers to provide a brief biographic paragraph and a photo to be posted on the Council's website.

#### COMMITTEE REPORTS

##### Financial Review Committee

- No updates were presented.

##### Forestry/Fire Committee

- No updates were presented.

##### Agriculture Committee

- No updates were presented.

##### Sustainable Resources Committee

- Jacqui Gilbert reported that the Inland Northwest Food Hub would be conducting outreach activities in the near future but that the group had not met recently.

*The meeting adjourned at 3:05 p.m.*