

**CLEARWATER RC&D COUNCIL, INC.**  
**REGULAR MEETING MINUTES**  
October 29, 2015  
Brammer Building, Lewiston, ID  
1:00 p.m. to 3:00 p.m.

<b>ATTENDANCE</b>
-------------------

Jim Boland – President of Clearwater RC&D  
Jacqui Gilbert – Executive Vice President of Clearwater RC&D  
Tera King – Vice President of Clearwater RC&D  
Ivy Dickinson – Secretary of Clearwater RC&D  
Greg Johnson – Lewis County  
Clyde Hanson – Idaho County  
Ken Roberts – At-Large Member  
Dick Hodge – At-Large Member  
Malcolm Dell – At-Large Member  
Clarence Binninger – Habitat Group  
Renée Hill – Executive Director of Clearwater RC&D

<b>CALL TO ORDER</b>	~	<b>INTRODUCTIONS</b>	~	<b>AGENDA CHANGES</b>
----------------------	---	----------------------	---	-----------------------

- Jim Boland called the meeting to order at 1:00 p.m.

Agenda Changes

- Ivy and Renée would like to request approval for office space (new business)
- Renée would like to update the Council on e-mail voting research

Minutes

- September 17, 2015 minutes were emailed out on October 28.
- *Ken Roberts moved to approve the minutes for September 17, 2015. Tera King seconded. Motion passed.*

Treasurer's Report

- Renée Hill presented the Treasurer's Report in Alan's absence and the Transaction Report by Class, as of October 28, 2015.
- There is an unusually high negative IDFW balance due to a problem with the ASAP online system. We have inquired about it with folks in Boise to resolve the issue.
- Operating Reserve Fund has been increased to \$45,000 and Reimbursement Reserve Fund has been created, as approved at our September meeting.
- CBYCC expenses still show a negative \$75,000. All of that money has been allotted to different accounts. Tera and Renée are just waiting for final reimbursements.
- *Clyde Hanson moved to accept the Treasurer's Report. Jacqui Gilbert seconded. Motion passed.*

Executive Director's Report

- My report is a bit longer today because it has been six weeks since our last meeting and I have been busy
- Office Manager position was advertised. We reviewed 12 applications. We have six interviews scheduled for next week. Posting on Craigslist seemed to work. I don't think we received any applications from our MPDN and Lewiston Tribune paid advertisements.
- Renée met with Larry and Lorraine at Lucas Company to look at job description, division of duties and control mechanisms. That was an excellent meeting and I feel comfortable.

- Helped some partners in Forest Service and others submit an Every Kid In A Park (EKIP) grant to take fourth graders into the Nez Perce-Clearwater Forest. Topic is about dealing with trauma around facing fires in communities
- Pursued Idaho Department of Labor grant for CBYCC, although it doesn't look like a good fit for us right now.
- Attended several conferences and meetings in the past six weeks. See Executive Director's report in meeting packet.
- Renée is scheduled to facilitate a strategic planning meeting with Idaho Firewise on December 9.
- Renée attended the Idaho RC&D Association meeting and was elected Treasurer.
- Some of our projects don't really understand the roles of fiscal sponsorship and the services that we provide. They might not see all of the benefits of our services so I have been making a list of our services/benefits and helping our projects understand all that we do. I think as a Council we might want to think about the different type of projects that we sponsor. Some are a good long-term fit for the Council, and others want to be their own nonprofit and we can put them on a three to five year plan to help them build capacity.

## NEW BUSINESS

### New Council office space

- Latah County is purchasing Almon Plaza where our current office is located.
- Ivy and Renée have found an office that will cost approximately \$600 (\$650 max.) per month for the RC&D.
- *Tera King moved that the Council rent new office space and adjust 2016 budget accordingly. Clyde Hanson seconded. Motion passed.*
- Malcom suggests that as the Council continues to grow, we might want to look into purchasing a building of our own.

### Specifications for Council's Travel Reimbursement/Eligibility Policy

- This agenda item came up when Council members requested travel support to attend the Idaho RC&D Fall 2015 meeting.
- Active board members are eligible to travel. It was proposed that *active* are those listed on the website.
- The Clearwater RC&D Executive Committee questioned whether the IRCDA or Clearwater RC&D should have covered Malcom's costs for travel to the IRCDA fall 2015 meeting since he was proposing to do work for the IRCDA.
- Ivy will draft a revision of our travel policy and present at an upcoming meeting.

### ED Compensatory time accrual

- When Renée had a family emergency in August, she used some compensatory time. She had accrued 67 hours of compensatory time. The Council approved her to use 52 hours while in California. She accrued 32.5 hours in September, and less in October. She has been flexing her hours accordingly.
- Our current policy is that the ED can roll over a maximum of 40 hours of vacation time. ED accrues 10 hours of vacation per month.
- *Tea King moved that the Council allow the comp time roll over for this year, and we will revisit the topic in May 2016. Clyde Hanson seconded. Motion passed.*

### CBYCC expenses (RC&D and CBC)

- Tera King explained that the CBYCC would cover the costs of the administrative responsibilities to run the CBYCC program. We spent a lot of time figuring out the payroll, insurance, and policies. In early 2015 Drew had estimated 1-2 days per month of work for

the Council, but Renée spent much more time than that on the CBYCC program development. She spent 187 hours on the CBYCC this year. It was a good investment of our time to manage risk and get set up for a successful program for 2015 and the future.

- Tera asked what the Council would like to do. Would the Council like to be reimbursed for the full amount or a partial amount of this time? This would be totally separate from the administrative fee the Council takes for the CBC.
- Discussion was about the Council requesting to be reimbursed for half of those costs.
- Renée reported that Alan Martinson could not attend today's meeting, but that he had reported that he would be in favor of a 50% share of the costs between CBYCC and CRCDC.
- *Malcolm Dell moved that the Council request reimbursement for half of René's costs. Jacqui Gilbert seconded. Tera abstained. Motion passed.*

#### November/December Council meeting schedule

- Ivy proposed December 10 as a combined November and December meeting.
- All agreed. Greg will be in Boise on December 10.

#### IRCDCA Award – CBYCC Outstanding Project

- The Clearwater RC&D was the recipient of the IRCDA Outstanding Project Award for the state of Idaho. Renée was given the award.
- Renée gave the award to Elayne Murphy with the CBC at their Working Group meeting yesterday.
- Clarence Binninger reported that the Habitat Group was very pleased to work with the CBYCC crews this summer. They were impressed at how eager the kids were to learn. You can see a correlation between the energy of the kids and the crew leaders. He would love to be able to camp overnight with the crews in the future, although programmatically it is not possible yet.

#### Idaho RC&D meeting report

- Clyde gave a report of the IRCDA meeting in Caldwell, Idaho in September.
- Renée was elected Treasurer of the IRCDA.
- Niche Innovations was awarded the IRCDA website update and maintenance project.
- Idaho State Conservationist spoke about how NRCS and the RC&Ds can interact. He said that he is willing to work with RC&Ds.
- Spring IRCDA teleconference – scheduled for March 4, 2016
- Fall IRCDA meeting in Boise area – scheduled for September 22-23, 2016
- Western and National RCDA Meeting in Reno, Nevada - July 10-13, 2016
- Malcolm reported that Renée was at her first IRCDA meeting. She was the youngest attendee, but fit right in.
- Renée and Malcolm are going to rework the IRCDA award system to make improvements for 2016. The 2015 process was confusing.
- Malcolm did a presentation at IRCDA proposing an annual conference to strengthen community partnerships and promote the services of the RC&D Councils.
- Email Malcolm to get on the IRCDS email list, and join the IRCDA Facebook.

<b>OLD BUSINESS</b>
---------------------

#### Office Manager hiring update

- Renée already updated in the ED report.
- There were no more questions.

### Officer Bios and Photos

- Renée tried to make it fun.
- All officers and at-large members, please do this activity and turn in your homework to put bios and photos on the website.

### Conflict of Interest forms

- Ivy read her COI before she left early from the meeting.
- *Clyde Hanson moved to let Renée record the remaining COI forms into minutes. Greg Johnson seconded. Motion passed.*
- The following individuals have signed the COI for FY2016: Ivy Dickinson, Malcolm Dell, Tera King, Clyde Hanson, Gregory Johnson, Jacqui Gilbert, Ken Roberts, Jim Boland, Richard Hodge, Renée Hill.

### E-mail voting update

- Renée followed up with a couple of folks about the
- Tim Gresback, a lawyer in Moscow, said that in terms of acting as a nonprofit he wasn't aware of anything. Nonprofits can operate accordingly to their bylaws. There are lots of regional and global nonprofits, for example, that never sit face to face in a meeting and have only phone meetings. Nonprofits do not have to adhere to the open meeting laws of government agencies.
- So, we need to have email voting in our bylaws. Then we need to put that email approval in the agenda for our next meeting to state that we are ratifying those decisions, and allow for any further discussion if desired.
- Greg Johnson suggested contacting Bill Thompson, Prosecuting Attorney for Latah County. He gave the presentation to us. Latah County Water Ways was doing their voting by email and they had to go back and re-do everything that they had done.
- Malcolm suggested using a digital signature software. Renée said she would research this.

## COMMITTEE REPORTS

### Financial Review Committee

- Nothing new to report

### Forestry/Fire Committee

- Nothing new to report.

### Agriculture Committee

- Nothing new to report.

### Sustainable Resources Committee

- Nothing new to report.

### Homework for the Council for next meeting-

- Renée proposed that all members think about the committees and share their ideas. She provided a homework sheet with the following questions:
  - How would you like to see the committees restructured?
  - How would you like to see the committees operate?
  - What new working committees would you like to see the Council form?
- Please send you homework to Renée or turn it in a the December 10 meeting.

## ANNOUNCEMENTS

- No announcements today.

*The meeting adjourned at approximately 3:00 p.m.*