



## Clearwater Resource Conservation and Development Council, Inc.

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**Council Meeting Minutes**  
February 25, 2016  
Brammer Building, Lewiston, ID  
1:00 p.m. to 3:00 p.m.

Attendees (*X indicates attendance*)

CLEARWATER RC&D OFFICERS		COUNTY REPRESENTATIVES		AT-LARGE MEMBERS	
<input checked="" type="checkbox"/>	Jim Boland, President	<input checked="" type="checkbox"/>	Alan Martinson, Latah County	<input checked="" type="checkbox"/>	Dick Hodge
<input type="checkbox"/>	Tera King, Vice President	<input checked="" type="checkbox"/>	Bob Tippett, Nez Perce County	<input checked="" type="checkbox"/>	Ken Roberts
<input checked="" type="checkbox"/>	Alan Martinson, Treasurer	<input checked="" type="checkbox"/>	Clyde Hanson, Idaho County	<input type="checkbox"/>	Lorie Higgins
<input checked="" type="checkbox"/>	Ivy Dickinson, Secretary	<input type="checkbox"/>	Greg Johnson, Lewis County	<input checked="" type="checkbox"/>	Malcolm Dell
<input type="checkbox"/>		<input type="checkbox"/>	John Smith, Clearwater County		
OTHER					
<input checked="" type="checkbox"/>	Renée Hill, Executive Director, Clearwater RC&D	<input checked="" type="checkbox"/>	Tony Sunseri, National Resources Conservation Service		
<input checked="" type="checkbox"/>	Barbie Miller, Office Manager, Clearwater RC&D	<input type="checkbox"/>			

### Guest Speakers – Palouse Prairie Charter School 6<sup>th</sup> Grade Economics Expedition Presentation

<b>PRESENTED BY</b>	Introduction by Greg Pierce, 6th Grade Expedition Teacher; Discussion facilitated by Renée Hill
<b>PRESENTATION</b>	The Palouse Prairie Charter School 6 <sup>th</sup> grade class presented their analysis and recommendations in regards to their field day in Clearwater County, where they met with representatives from multiple organizations to discuss economic development and ecological issues. The students provided thoughtful insight into economic issues facing the county and their recommendations on activities that can contribute to economic development through recreational opportunities. The presentations and ideas were very well received by the audience and generated multiple questions from audience members. The students presented themselves very professionally, provided many applicable recommendations, and displayed impressive presentation skills.

### Call to Order

<b>MEETING CALLED TO ORDER BY</b>	Jim Boland, President	<b>AT</b>	1:55 p.m.
<b>AGENDA CHANGES</b>	none		

### Approval of December 10, 2015 Meeting Minutes

<b>MINUTES WERE EMAILED ON</b>	February 23, 2016				
<b>CHANGES</b>	None				
<b>MOTION TO APPROVE BY</b>	Ivy Dickinson	<b>SECONDED BY</b>	Clyde Hanson	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## Treasurer's Report

<b>PRESENTED BY</b>	Alan Martinson					
<b>DISCUSSION</b>	<p>Alan Martinson presented the Treasurer's Report and the Transaction Report by Class, as of February 24, 2016. Alan described the details of the report, including any discrepancies and negative balances, and stated that all of the reimbursements have been submitted. Renée Hill stated that the Clearwater Basin Collaborative Other category reflects unpaid invoices not yet classified.</p> <p>Alan Martinson also noted that Renée Hill and Barbie Miller are streamlining invoice processes to save a considerable amount of time.</p>					
<b>MOTION TO APPROVE BY</b>	Ivy Dickinson	<b>SECONDED BY</b>	Clyde Hanson	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>DISCUSSION</b>	Now that the Clearwater RC&D office has moved, it is not as convenient for Alan Martinson to drop in to deposit checks. The Council no longer has the federal requirements imposed under their previous affiliation with the NRCS that required the Treasurer to handle all money. Alan would like to modify the process.					
<b>CONCLUSIONS</b>	Motion to allow the Executive Director to deposit checks with notification to the Treasurer prior to deposit.					
<b>MOTION TO APPROVE BY</b>	Alan Martinson	<b>SECONDED BY</b>	Ken Roberts	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

## Executive Director's Report

<b>PRESENTED BY</b>	Renée Hill
<b>ACTIVITIES, ACCOMPLISHMENTS, &amp; UPDATES</b>	
<p>The FY 2015 Single Audit and 990 tax forms are near completion. We are awaiting final documents from Harris &amp; Co., PLLC. Renée Hill reports that it was much more efficient and very helpful having Jake complete the audit on site, rather than via email/phone. Jake did not have any findings to report.</p>	
<p>State Tax Reports were filed by Lucas Company and mailed. Alan Martinson signed off on the documents.</p>	
<p>We officially moved offices on February 12, 2016. The new office is located at The Silos on 695 Styner Avenue #10, Moscow, Idaho.</p>	
<p>CBYCC 2016 planning is in full swing. We will be hiring 2 new crew leaders in March for the Orofino and Grangeville crews. Applications are due tomorrow. Other 3 crew leaders are returning from last summer. We will be hiring crew members in May.</p>	
<p>The Nez Perce tribe will handle all the employment for the tribal crew. Tera has been in discussions with Kay Seven, a representative from the Tribe.</p>	
<p>Every Kid in a Park (EKIP) planning is also in full swing. In May, the EKIP team will make school visits and host field days for 4th graders in Orofino, Kooskia, Kamiah, Nezperce, Pierce, Grangeville, and Riggins. The team is working with the USFS for funding. Renée Hill reports that there has been a lot of interest in the program.</p>	
<p>Christine Frei, from the Clearwater Economic Development Association, asked Renée Hill if the Council may be interested in being the fiscal sponsor for the <i>Dream It, Do It</i> Youth Conference, to be held in the Fall of 2016. The conference focus will be on preparing youth for and acquiring manufacturing jobs in the region. They will be meeting tonight. Nothing to be voted on now. Jim Boland will be at the meeting and will be able to provide us with an update.</p>	
<p>IRCDA spring teleconference scheduled for Friday, March 4, 2016, 8:30 am - 1:00 pm (PST). Renée Hill worked with Malcolm Dell to edit the IRCDA awards nomination process to improve process clarity. A draft has been submitted to the IRCD Board. They hope to be able to use the award process as a marketing tool.</p>	
<p>If anyone wants to participate in the IRCDA meeting, let Renée Hill know since there is only one registration fee per council, rather than per person.</p>	
<b>EVENTS &amp; MEETINGS ATTENDED</b>	
Palouse Clearwater Food Coalition – Food Summit 2016 – January 29, 2016	
Palouse Prairie Charter School, 6th Graders Economics Expedition Field Day – February 2, 2016 – Orofino, Idaho	
<p>Participants included representatives from Clearwater Basin Collaborative, Clearwater County Economic Development Association, Clearwater County Extension, US Forest Service, Idaho Department of Lands, and Dworshak Dam and Reservoir.</p>	

EXECUTIVE COMMITTEE VOTES BY EMAIL	
<ul style="list-style-type: none"> <li>• CBC Region Cost Share Agreement 031, Mod 2 – Added \$76,900 for FY2016 – Approved January 5, 2016</li> <li>• BLM Craig Mountain Fire Response Guide Contract – Awarded to Stewart Hoyt – Approved January 19, 2016</li> <li>• CBYCC Crew Leader RFQ – Application Deadline February 26, 2016 – Approved January 27, 2016</li> <li>• IDFW Contract renewals – Ivy Dickinson and Brett Van Paepeghem – Approved January 27, 2016</li> </ul>	

**New Business**

*New RC&D Office & FY 2016 Budget Adjustments*

<b>PRESENTED BY</b>	Alan Martinson					
<b>DISCUSSION</b>	New office rent is higher than old office. Cell phone will be less because we are switching to a land line and will do away with the cell phone.					
<b>CONCLUSIONS</b>	Motion to approve increasing office rental budget to \$5,140 and decreasing cell phone budget to \$300.					
<b>MOTION TO APPROVE BY</b>	Clyde Hanson	<b>SECONDED BY</b>	Alan Martinson	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>ACTION ITEMS</b>			<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>		
Notify Council when the new phone number is active.			Barbie Miller			

*IRCDA Spring Online Meeting - Council Registration Fee*

<b>PRESENTED BY</b>	Alan Martinson					
<b>DISCUSSION</b>	<p>The registration fee was overlooked when creating the FY2016 budget since it wasn't written into the FY2015 budget either. The fee is \$125 per council. Malcolm reports that this is a substantial cost savings from previous meeting formats.</p> <p>Side note: Malcolm would like feedback regarding the new IRCDA website. It is designed to be a marketing site for potential RC&amp;D customers. <a href="http://www.idahorcassociation.org">www.idahorcassociation.org</a></p>					
<b>CONCLUSIONS</b>	Alan Martinson said there is enough money in other budgeted accounts to cover this overage.					

*Idaho Firewise Garden Assistant Contract*

<b>PRESENTED BY</b>	Ivy Dickinson					
<b>DISCUSSION</b>	<p>Last year, Idaho Firewise had a short term garden assistant contract with Sarah Parks to assist in the Idaho Firewise garden in Boise during the growing season. Sarah requested a significantly higher rate of pay for 2016. Ivy Dickinson stated that the requested pay rate is higher than what is required for this position.</p> <p>Idaho Firewise is asking the Council to consider offering a summer employment opportunity, similar to what the Council currently offers for the CBYCC program, in order to broaden the field of candidates and draw in people that are looking for seasonal employment but may not be prepared to be independent contractors. Idaho Firewise would cover the expenses related to payroll, insurance, etc. Brett is exploring possibilities for filling the contract position as it currently stands.</p>					
<b>CONCLUSIONS</b>	No vote is required at this point. Ivy Dickinson just wanted to present it to the Council as a heads up in case they are unable to find a suitable contractor at a reasonable rate.					

*Idaho Firewise Agreement Mod – Add \$78,500*

<b>PRESENTED BY</b>	Ivy Dickinson					
<b>DISCUSSION</b>	Would like to add \$78,500 to the existing BLM agreement, which expires in September 2016. Approximately \$66k is geared towards a "Trigger Trash" media campaign for summer 2016. The remainder of funds is to help cover facilities costs for the Great Basin PEMI conference, which Idaho Firewise is helping host. BLM would like to add the money to the existing agreement.					
<b>CONCLUSIONS</b>	Motion to approve agreement modification.					
<b>MOTION TO APPROVE BY</b>	Clyde Hanson	<b>SECONDED BY</b>	Alan Martinson	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

*Idaho Firewise Internship Opportunity*

<b>PRESENTED BY</b>	Ivy Dickinson					
<b>DISCUSSION</b>	Idaho Firewise, in partnership with the College of Western Idaho, is once again offering an internship opportunity at the botanical garden in Boise, Idaho. Last year, Idaho Firewise paid a \$1,000 stipend upon completion of 100 hours of internship. To prepare for the internship, interns are required to take a class, which also earns them credit. Interns must be covered under the Council's Workman's Compensation insurance.					
<b>CONCLUSIONS</b>	Motion to hire an Idaho Firewise intern that will report to Brett Van Paepeghem, and award a \$1,000 stipend to the intern upon completion of internship.					
<b>MOTION TO APPROVE BY</b>	Malcolm Dell	<b>SECONDED BY</b>	Clyde Hanson	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>ACTION ITEMS</b>			<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>		
Add intern to Workman's Compensation insurance			Renée Hill			

*New Executive Vice-President*

<b>PRESENTED BY</b>	Jim Boland					
<b>DISCUSSION</b>	Jacqui Gilbert resigned due to a conflict of interest with her position with the City of Lewiston. Clearwater RC&D reviewed the Bylaws to determine the process for vacancies in office.					
<b>CONCLUSIONS</b>	Motion to promote Tera King to Executive Vice-President and nominate Clyde Hanson as Vice-President.					
<b>MOTION TO APPROVE BY</b>	Malcolm Dell	<b>SECONDED BY</b>	Dick Hodge	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

*Direct Deposit Option for Long-Term Contractors*

<b>PRESENTED BY</b>	Renée Hill					
<b>DISCUSSION</b>	Renée Hill would like to be able to offer a direct deposit option for some of our long-term contractors in order to expedite their payments. A couple of long-term contractors have experienced multiple delays due to mail delivery. The Council is currently paying \$1.75 per direct deposit for employee payroll. The fee for contractor direct deposits would be absorbed by admin fees as a service the Council offers.					
<b>CONCLUSIONS</b>	Motion to allow direct deposit for long-term contractors. Need to define who fits into definition of long-term.					
<b>MOTION TO APPROVE BY</b>	Malcolm Dell	<b>SECONDED BY</b>	Clyde Hanson	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>ACTION ITEMS</b>			<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>		
Set up direct deposit			Renée Hill			

**Old Business**

*Committee Restructure Planning Discussion*

<b>PRESENTED BY</b>	Jim Boland					
<b>DISCUSSION</b>	<p>Current committees are as follows:</p> <ul style="list-style-type: none"> <li>• Financial Review Committee</li> <li>• Forestry/Fire Committee</li> <li>• Agriculture Committee</li> <li>• Sustainable Resources Committee</li> </ul> <p>Renée Hill requested feedback from the Council members regarding committee structure and functions. Here is a summary of feedback received prior to the Council meeting.</p> <ul style="list-style-type: none"> <li>• Get rid of all existing committees, except for the Financial Review Committee. If a committee is not active, no need to have it.</li> <li>• Require every Council Member to participate on a committee.</li> <li>• Maintain quarterly committee meetings, and report meetings and activities to Council.</li> <li>• Assign a committee or individual as liaison to each of the Council projects.</li> <li>• Create new committees, structured around the actual needs of the Council.</li> </ul>					

	<ul style="list-style-type: none"> <li>• Suggested new committees:                             <ul style="list-style-type: none"> <li>• Council Operations</li> <li>• Council Growth and Marketing</li> <li>• Council Investments</li> <li>• Food Systems and Enterprise</li> <li>• Ad hoc committees as needed (i.e., Nominations, Annual Meeting Planning, etc.)</li> </ul> </li> </ul> <p>Additional feedback provided during Council meeting:</p> <ul style="list-style-type: none"> <li>• Malcolm Dell suggested a Marketing Committee for developing and implementing marketing collateral.</li> <li>• Alan Martinson suggested eliminating current committees except for the Financial Review Committee since they are no longer relevant, and move towards more Council-oriented committees (e.g., marketing).</li> <li>• Clyde Hanson stated that it used to be a requirement that all Council members were assigned to a committee.</li> <li>• Ivy Dickinson stated that it is important to find an area where all active board members can actively contribute to the Council and its direction moving forward.</li> <li>• Ken Roberts indicated that, in the past, five-year plans helped to drive committee direction and involvement.</li> </ul>	
<b>CONCLUSIONS</b>	The board generally agreed that we need to restructure the committees to better reflect the current needs of the Council. Suggest everyone to think on this and discuss further at a future meeting.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Provide a report of suggested committees and their purpose.	Ivy Dickinson	
Provide a list of projects so that we may consider who may be a liaison for them.	Renée Hill	

**Committee Reports**

*Financial Review Committee*

<b>PRESENTED BY</b>	Renée Hill
<b>DISCUSSION</b>	Need to replace Jacquie Gilbert’s position on the Financial Review Committee. Additionally, Bob Tippett does not wish to remain on the committee since he is no longer President and does not feel that he is in a position to approve or disapprove the bills. Ivy Dickinson mentioned that Tera King may be interested, and Jim Boland suggested that may be fitting since she is now Executive Vice President.
<b>CONCLUSIONS</b>	The Financial Review Committee is now made up of Jim Boland, Tera King, Alan Martinson, Ivy Dickinson, and Dick Hodge.

**Meeting Adjourned**

<b>MOTION TO ADJOURN BY</b>	Ivy Dickinson	<b>SECONDED BY</b>	Clyde Hanson	<b>AT</b>	3:08 p.m.
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