



Clearwater Resource Conservation and Development Council, Inc.

Council Meeting Minutes

Thursday, April 28, 2016

1:00 p.m. to 3:00 p.m.

Brammer Building, Lewiston, ID

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, Executive Vice President	<input checked="" type="checkbox"/>	Bob Tippet, Nez Perce County	<input type="checkbox"/>	Malcolm Dell
<input checked="" type="checkbox"/>	Clyde Hanson, Vice President	<input checked="" type="checkbox"/>	Clyde Hanson, Idaho County		
<input checked="" type="checkbox"/>	Alan Martinson, Treasurer	<input type="checkbox"/>	Greg Johnson, Lewis County		
<input checked="" type="checkbox"/>	Ivy Dickinson, Secretary	<input checked="" type="checkbox"/>	John Smith, Clearwater County		
OTHER					
<input checked="" type="checkbox"/>	Barbie Miller, Interim Exec. Director, Clearwater RC&D	<input checked="" type="checkbox"/>	Alex Irby, Clearwater Basin Collaborative		
<input type="checkbox"/>		<input checked="" type="checkbox"/>	Kelli Rosellini, Clearwater Basin Collaborative		
<input type="checkbox"/>		<input type="checkbox"/>			

Call to Order

MEETING CALLED TO ORDER BY	Jim Boland, President	AT	1:00 p.m.
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Agenda Changes

REQUESTS	none
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Approval of March 24, 2016 Meeting Minutes

MINUTES WERE EMAILED ON	April 26, 2016				
CHANGES	None				
MOTION TO APPROVE BY	Clyde Hanson	SECONDED BY	Dick Hodge	PASSED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Treasurer's Report

PRESENTED BY	Alan Martinson				
DISCUSSION	<p>Alan Martinson presented the Treasurer's Report and the Transaction Report by Class, as of April 28, 2016. Alan described the details of the Report, including any discrepancies and negative balances.</p> <p>Alan noted that the balances for the CWMA accounts are up due to funds received from the Department of Agriculture for these cost share programs. Most of the funds have been received, but there will be more to come.</p>				
MOTION TO APPROVE BY	Alan Martinson	SECONDED BY	Clyde Hanson	PASSED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Executive Director’s Report

PRESENTED BY	Barbie Miller	
ACTIVITIES, ACCOMPLISHMENTS, & UPDATES		
<p>Clearwater Basin Collaborative Youth Conservation Corp crew member application deadline is tomorrow. The hiring committee will begin interviewing mid-May. The crew leaders accepted their employment offers, which are contingent upon successful background investigations & motor vehicle reports.</p>		
<p>Barbie completed IntelliCorp training for background investigations. She is awaiting approval for the sub-agreement for motor vehicle reports.</p>		
<p>Clearwater Basin Collaborative WHRI vegetation technician program is running fairly smoothly. Employment offers are pending Council approval. Kelli Rosellini and Zach Swearingen will provide an update later in the meeting.</p>		
<p>Barbie is preparing financial and performance reports for the Communities at Risk (Fire Mitigation Coordinator) project. Kristen Sanders with the BLM contacted Barbie and stated that the performance reporting is not up to date. She said they will be announcing a new agreement soon, and the reporting for this agreement must be updated before the Council can apply for the new agreement. Unlike other Clearwater RC&D Council projects, the Council is considered more than a fiscal sponsor for this project, so that has created confusion over the years regarding responsibilities. Barbie recommends that when we renew the agreement, that we clearly identify responsibilities and the Council’s role in the project.</p>		
<p>The Inland Northwest Food Network is preparing to apply for 501(c)(3) status. At this time, they are focusing on operationalizing their organization.</p>		
<p>Ken Roberts resigned from the Clearwater RC&D Council board.</p> <ul style="list-style-type: none"> • Motion to accept resignation by Clyde Hanson, seconded by Alan Martinson. Motion passed. 		
EXECUTIVE COMMITTEE VOTES BY EMAIL		
Clearwater Basin Collaborative WHRI Vegetation Technician Program	Approved April 12, 2016	
CBYCC Operations Manager (Framing Our Community) Contract Renewal	Approved April 14, 2016	

New Business

Western RC&D Council elections and National RC&D Council meeting date

PRESENTED BY	Clyde Hanson
DISCUSSION	<p>The Western RC&D Council is seeking 3 officers: President, 2nd Vice-President, and Treasurer. The terms have been 2 years, but they are considering extending it to 3 years.</p> <p>The Council needs to declare through a letter from the President their voting delegate and alternate for voting at the 2016 Western RC&D Conference, to be held during the 2016 National RC&D Conference. The letter needs to be received 45 days before the conference.</p> <p>National RC&D Conference registration is open. The early deadline is May 18, 2016. The conference will be held July 10-13, 2016 at the Silver Legacy Hotel in Reno, Nevada. Room rates are \$86 per night during the conference. Clyde will be attending the conference as a National Governance Revision Committee member and would also be willing to represent the Council. He suggests that the Council consider sending Barbie, too, since there will be lots of RC&D exposure. Barbie stated that she would like to attend. Alan said that the Council budgeted for this conference.</p> <p>Ivy Dickinson asked Clyde if there has been any discussion regarding the various levels of RC&Ds. Given the limited pool of RC&Ds, is there an advantage to continue to invest in all of the State, Regional, and National levels? Clyde said that the governance committee has been discussing the RC&D structure.</p>

CONCLUSIONS	Motion to appoint Clyde Hanson as official voting delegate at the 2016 Western RC&D Council meeting.					
MOTION TO APPROVE BY	Alan Martinson	SECONDED BY	Dick Hodge	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ACTION ITEMS			PERSON RESPONSIBLE		DEADLINE	
Submit delegation letter to Pam Gouse at Western RC&D Council			Barbie Miller		5/10/2016	
Research benefits of State, Western, and National RC&Ds so the Council can determine where best to utilize their resources			Barbie Miller			

2016 Sustainable Forestry Teachers Tour Sponsorship Request

PRESENTED BY	Barbie Miller					
DISCUSSION	The Idaho Forest Products Commission requested a \$500 sponsorship for the 2016 Sustainable Forestry Tour. The sponsorship covers travel and educational materials.					
CONCLUSIONS	Motion to approve \$500 educator sponsorship.					
MOTION TO APPROVE BY	Ivy Dickinson	SECONDED BY	Clyde Hanson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ACTION ITEMS			PERSON RESPONSIBLE		DEADLINE	
Submit sponsorship form			Barbie Miller			

Boise Fire Department Garden Maintenance Contract (Idaho Firewise)

PRESENTED BY	Ivy Dickinson					
DISCUSSION	Idaho Firewise requested approval for a professional services contract with Rebecca Terry of Terry’s Sustainable Landscaping in the amount of \$7,500. The contract will be for seasonal landscape maintenance at two of the Idaho Firewise Landscaping Demonstration projects at fire stations in Boise, Idaho. The sites were initially developed in collaboration with Southwest RC&D. The demonstration sites need maintenance to bring them up to Idaho Firewise standards. The Boise Fire Department is working on a long-term maintenance solution.					
CONCLUSIONS	Motion to accept the Idaho Firewise garden maintenance contract with Terry’s Sustainable Landscaping. Ivy Dickinson abstained from the vote.					
MOTION TO APPROVE BY	Dick Hodge	SECONDED BY	Alan Martinson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ACTION ITEMS			PERSON RESPONSIBLE		DEADLINE	
Acquire contract signatures			Barbie Miller			

Clearwater Basin Collaborative Wildlife Habitat Restoration Initiative ungulate research biologists professional services contract renewal

PRESENTED BY	Kelli Rosellini					
DISCUSSION	The Clearwater Basin Collaborative is requesting a renewal of the Wildlife Habitat Restoration Initiative (WHRI) ungulate research biologists professional services contract with the National Council for Air and Stream Improvement (NCASI). This contract renewal is specifically for the 2016 vegetation technician program. NCASI wrote the collection protocol the technicians will be using. NCASI will provide travel, training, and supplies for the vegetation technician program through August 15, 2016. Barbie Miller noted that the Liaison contact information needs updated and that the General Liability section needs to include the \$1M minimum insurance requirement and specify that the Council be listed as additionally insured on their policy.					

CONCLUSIONS		Motion to accept the WHRI ungulate research biologists professional services contract with NCASI with the changes noted (updated liaison and general liability insurance requirements).				
MOTION TO APPROVE BY		Clyde Hanson	SECONDED BY	Dick Hodge	PASSED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
ACTION ITEMS			PERSON RESPONSIBLE		DEADLINE	
Provide Kelli Rosellini with revised contract with updated liaison and general liability insurance information.			Barbie Miller			

Old Business

Clearwater Basin Collaborative vegetation technician program update and hiring recommendation

PRESENTED BY		Kelli Rosellini and Zach Swearingen				
DISCUSSION		<p>Zach Swearingen, Habitat Biologist with Idaho Department of Fish and Game (IDFG), introduced himself and summarized his role in the WHRI project. Kelli Rosellini and Zach provided an update in regards to hiring the vegetation technicians for the season. The employees will have variable start dates based on their availability and the needs of the program. Their work will end in September.; however, one employee will be asked to stay through October. Zach stated that he is very impressed with the quality of candidates that applied for the program. They were very lucky to get candidates with the education and experience that they have. The 2 crews will be made up of 1 crew leader and 3 crew members. The crew leader will be responsible for thoroughly understanding, teaching and enforcing the protocol, and supervising the crew in the field. A University of Idaho student will float between the two crews as needed, transport the vegetation samples to the storage facilities, and dry materials.</p> <p>IDFG will provide 2 vehicles for the crews. The vehicles and any IDFG equipment will be covered under IDFGs automobile insurance policy. Any non-IDFG equipment will need to be covered by an additional insurance policy acquired by the Council. Barbie Miller and Kelli are working out the details on that.</p> <p>Barbie also stated that IDFG Worker’s Compensation will cover the employees in the event of accident/injury while in the vehicles. However, the Council will still need to provide Worker’s Compensation coverage for the employees so that they are fully covered.</p> <p>Zach provided an overview of the training the employees will receive. The training is based on the standard training that all IDFG employees receive, including IDFG policies and procedures, respectful workplace training, drug-free training, CPR and first aid certification, situational awareness, radio etiquette, and ATV training. There will also be vegetation and protocol training specific to the program. The employees will spend approximately 2.5 weeks of training before heading out into the field.</p> <p>Kelli reported that the collaborative effort between the CBC, IDFG, and Clearwater RC&D has been a very positive experience. Alex Irby stated that this is one of the most exciting projects they have had to date. He stated that other states are looking to this project to develop these vegetation models. Kelli stated that they intend for this to be a 2-year program. Alex invited the Council members to attend a field trip to various CBC areas in July or August of 2016.</p>				
CONCLUSIONS		Motion to hire Jonathan Sandquist as Crew Leader at \$14.50 per hour, and Calla Hagle, William Marks, and Eva Colberg as Crew Members at \$12.50 per hour with flexible start and end dates as needed.				
MOTION TO APPROVE BY		Clyde Hanson	SECONDED BY	Alan Martinson	PASSED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
ACTION ITEMS			PERSON RESPONSIBLE		DEADLINE	
Send offer letters to employees			Barbie Miller		4/28/16	
Arrange CBC field trip			Alex Irby			

Clearwater RC&D Council strategic planning discussion

PRESENTED BY	Jim Boland
DISCUSSION	<p>Jim Boland stated that the Council members needs to identify the major challenges the Council is facing and discuss how to address those challenges. Ivy Dickinson identified some of the topics to be addressed are organizational and committee structure, staff management, board development, and Council vision and outreach. She also stated that all of these are tied together and need to be considered as a whole rather than individually. Barbie Miller agreed that we need to consider the big picture needs of the Council in order to best determine staffing needs going forward.</p> <p>Ivy spoke with Robin Ohlgren about the strategic planning services she offers. Robin has worked in the region with SWEDA and LEDC, and is familiar with the role that Clearwater RC&D serves but still remains objective. Robin’s fees are \$750 per day. She estimates that she will need 4 days to interview Council members and Barbie, compile the information, hold a ½ day meeting with the Council, and then report back at a 2nd meeting.</p> <p>Clyde Hanson stated that we may need to update our 5-year plan. Jim stated that a 2-year plan seems more realistic for an organization such as ours. He also stated that our programs are growing and successful, and that we are not currently in a position that we are struggling for survival. Ivy stated that the Council needs to continually reach out and provide opportunities for new projects just as each of the projects need to periodically evaluate their own fiscal sponsorship needs.</p> <p>Ivy asked if the Council would consider a vote to hire Robin for the strategic planning process. Dick Hodge requested more information about Robin in order to make a decision. John Smith also noted that hiring Robin was not an agenda item so it would be difficult to vote on. Jim stated that if the need is urgent and a decision needs to be made before the next Council meeting, then the Executive Committee could vote by email. Ivy expressed that she feels like the need is urgent and the Council needs to move forward with a decision. Jim stated that there are people absent from the meeting that should participate in the decision before the Council agrees to pay \$3,000 for the service. John asked if Robin would be willing to introduce herself at the next Council meeting and stated that there are other organizations that provide the same services. Ivy was open to the idea of other facilitators but stated that the facilitator needs to understand the basics of a fiscal sponsorship but also be objective. She also stated that the cost savings for wages by only having 1 employee currently instead of 2 may cover the cost of a strategic planning session.</p> <p>The Council briefly discussed board recruitment. Jim identified that the City of Lewiston is not represented on the Council. He suggests that City Council members and County Commissioners should be easy to recruit since the Clearwater RC&D represents their interests and ties together the community organizations. Various Council members suggested potential recruits but will wait on recruitment until after further discussions regarding board development.</p> <p>Alan Martinson provided a brief history of the structure and growth of the Council and how it has impacted the staffing needs.</p> <p>Jim stated that one of the immediate needs to address is providing office help for Barbie. Barbie expressed that there is a definite need to relieve some of her workload soon and suggested hiring a temporary, part-time employee until a long-term position is defined. John mentioned that some of the high schools have work experience programs for their gifted and talented students. The Department of Labor also has a workforce reenrollment program that pays the wages for the employees. Barbie stated those options sound like strong possibilities, and added that it is important the employee has a strong attention to detail and is a numbers person. John asked that the Council give Barbie permission to pursue temporary employee options through a program such as those offered by the schools and Department of Labor as long as there is no fiscal responsibility (wages, insurance, etc.). The Council will still need to approve any documentation associated with such a position.</p> <p>While discussing long-term needs, Barbie expressed that she is getting mixed messages in regards to the staffing needs of the organization and needs to hear from the Council as a whole in order to make a recommendation. If it is business as usual, she is prepared to make a recommendation now.</p>

	But if the direction of the organization changes, then the anticipated needs will factor into the recommendation. She also suggested that some of the organizational needs may be better met through contract work, rather than permanent staffing.		
CONCLUSIONS	Each of the Council members needs to identify 3 challenges that the Council faces. The Council will discuss them at the next meeting and consolidate them into the top 3 challenges to address. If available, the Council would like Robin Ohlgren to introduce herself and her approach to strategic planning. Barbie will pursue temporary employment options.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Invite Robin Ohlgren to present at next Council meeting	Ivy Dickinson	5/23/16	
Identify 3 challenges the Council faces	Each Council member	5/23/16	
Talk to Idaho Dept. of Labor and local high schools about their work experience programs	Barbie Miller		

Meeting Adjourned

MOTION TO ADJOURN BY	Clyde Hanson	SECONDED BY	Dick Hodge	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	AT	3:10 p.m.
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