



Clearwater Resource Conservation and Development Council, Inc.

Council Meeting Minutes

Thursday, May 26, 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 type="checkbox"/>	Dick Hodge
<input checked="" 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 checked="" type="checkbox"/>	Greg Johnson, Lewis County		
<input checked="" type="checkbox"/>	Ivy Dickinson, Secretary	<input type="checkbox"/>	John Smith, Clearwater County		
OTHER					
<input checked="" type="checkbox"/>	Barbie Miller, Interim Exec. Director, Clearwater RC&D	<input type="checkbox"/>	Alex Irby, Clearwater Basin Collaborative		
<input checked="" type="checkbox"/>	Robin Ohlgren, Robin Ohlgren Consulting, LLC	<input checked="" type="checkbox"/>	Kelli Rosellini, Clearwater Basin Collaborative		
<input checked="" type="checkbox"/>	Kristen Sanders, BLM	<input type="checkbox"/>			

Call to Order

MEETING CALLED TO ORDER BY	Jim Boland, President	AT	1:05 p.m.
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Agenda Changes

REQUESTS	<ul style="list-style-type: none"> Add Latah County Sponsor Request subtopic to Treasurer's Report Add Palouse CWMA USFS Agreement Modification 3 to New Business Add Bureau of Land Management Update to New Business
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Strategic Planning Presentation by Robin Ohlgren Consulting, LLC

PRESENTED BY	Robin Ohlgren
PRESENTATION NOTES	<p>Robin Ohlgren presented her resume and experience with small business development and nonprofits. Her strengths are public relations, marketing, branding, fundraising, and nonprofit board relations.</p> <p>Jim Boland explained the Council is trying to develop a plan for the future of the organization.</p> <p>Based on the information she received from Ivy Dickinson, Robin recommends that the Council hold a 3-4 hour strategic planning session. Prior to the session, she would like to meet with the Council President to determine the planning objectives. Afterwards, she would interview each of the Council members and the Council staff to gather ideas and share thoughts. She would use the information from the interviews to create an agenda and facilitate a strategic planning session. Following the session, she would prepare a report with a summary of the session, a list of short and long-term goals, and a list of personal responsibilities.</p>

	<p>Her fee is \$750 per day. She anticipates a total cost of \$2,500 to \$3,000. If desired, her services could be scaled to be more or less in depth, and the total cost would adjust accordingly.</p> <p>Barbie Miller shared a list of challenges that 6 of the Council members identified.</p> <p>Jim Boland will also talk to Christine Frei with CEDA to find out what strategic planning services CEDA offers.</p> <p>Clyde Hanson stated that the last time the Council held any sort of strategic planning session was in approximately 2010-2011. Ivy Dickinson and Alan Martinson stated that the focus at the time was on surviving the transition from NRCS. Clyde stated that prior to that, the RC&D held annual planning sessions as a required by USDA.</p>
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Approval of April 28, 2016 Meeting Minutes

MINUTES WERE EMAILED ON	May 24, 2016					
CHANGES	None					
MOTION TO APPROVE BY	Clyde Hanson	SECONDED BY	Alan Martinson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Treasurer’s Report

PRESENTED BY	Alan Martinson					
DISCUSSION	Alan Martinson presented the Treasurer’s Report and the Transaction Report by Class, as of May 25, 2016. Alan described the details of the Report, including any discrepancies and negative balances, and noted that the accounts with asterisks are reimbursement accounts.					
MOTION TO APPROVE BY	Greg Johnson	SECONDED BY	Clyde Hanson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
DISCUSSION	Alan requested that the Council transfer an additional \$25,000 from the Council Operations account to the Operating Reserve Fund in order to work toward the goal of having 1 year worth of operating expenses in the fund.					
MOTION TO APPROVE BY	Clyde Hanson	SECONDED BY	Tera King	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
DISCUSSION	Alan requested that the Council transfer \$112.50 from the Council Operations account to the CBYCC 2015 account to zero out the balance. Renee Hill was unable to determine the cause of the discrepancy. Tera King abstained from the vote.					
MOTION TO APPROVE BY	Greg Johnson	SECONDED BY	Clyde Hanson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
DISCUSSION	Alan scheduled an appointment with the Latah County Commissioners to present the Council’s sponsorship request. All Council members are invited to the meeting on July 18, 2016 at 1:15 pm in the County Court House.					
ACTION ITEMS	PERSON RESPONSIBLE		DEADLINE			
Transfer \$25,000 from Council Operations to Operating Reserve Fund	Barbie Miller					
Transfer \$112.50 from Council Operations to CBYCC 2015 account	Barbie Miller					
Send meeting invitation for Latah County sponsorship meeting	Barbie Miller					

Executive Director’s Report

PRESENTED BY	Barbie Miller		
ACTIVITIES, ACCOMPLISHMENTS, & UPDATES			
Clyde Hanson and Barbie Miller are registered for the 2016 National RC&D Conference.			
<p>Idaho Firewise (IDFW) is applying for 501 (c)3 status. Ivy Dickinson reported that Idaho Nonprofit Center advised that Idaho Firewise has outgrown the need for fiscal sponsorship. Their goal is to have nonprofit status before the new BLM agreement is in place. Ivy stated that, if approved, the nonprofit status is retroactive to the date that the IRS provided confirmation of receipt of the application. She also stated that timeline for when IDFW will separate from the Council is somewhat dependent upon if the BLM would prefer to wait until IDFW is a formal nonprofit or if they are willing to operate under a new agreement once Idaho Firewise receives the IRS confirmation letter.</p> <p>Ivy stated that the main reason for IDFW pursuing their own nonprofit status is because they have become less dependent on the fiscal sponsorship services provided by the Council and that the ratio of admin fees to services has greatly increased. Ivy provided an example of an IDFW project that could generate a large admin fee but requires very little effort on the Council’s part. She would like to discuss at some point a reduced admin fee or reimbursement of the admin fee for this special situation. Jim Boland agreed that we need to have further discussion regarding the balance between admin fees and the services being provided for all projects so that the Council can maintain long-term viability. IDFW will prepare and present a proposal to the Council.</p>			
Additional updates will be provided as part of the CBYCC and WHRI updates.			
EXECUTIVE COMMITTEE VOTES BY EMAIL			
Approval to hire Kris Perry as part-time Assistant Operations Liaison at the rate of \$19.08 per hour.	Approved May 18, 2016		
Approval for the contract modification for the CBC Ecological and Socio-Economic Data Collection and Analysis contract with Ecosystem Research Group	Approved May 23, 2016		
Approval of Palouse CWMA USFS participating agreement Modification 2	Approved May 25, 2016		

New Business

WHRI Cost Share Agreement Modification to add \$199,694

PRESENTED BY	Kelli Rosellini		
DISCUSSION	The modification to the WHRI US Forest Service cost share agreement is to fund the CBC’s fall capture services, some of the administrative overhead for the CBC executive team, and laboratory fees for dating and analysis of the elk teeth. The amount of the modification will likely be rounded before it is finalized.		
CONCLUSIONS	Motion to approve the WHRI USFS cost share agreement modification in an amount up to \$200,000.		
MOTION TO APPROVE BY	Ivy Dickinson	SECONDED BY	Alan Martinson
		PASSED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Petty Cash Fund for WHRI Veg Tech Program

PRESENTED BY	Barbie Miller		
DISCUSSION	Barbie is proposing that the Council establish a petty cash fund for the WHRI veg tech program in order to cover direct program expenses related to deploying into the field. Barbie would like to pursue the option of using a reloadable prepaid VISA card for the petty cash fund, rather than cash, so that she can easily reload the card and track expenses.		

CONCLUSIONS		Motion to establish a \$200 petty cash fund for the WHRI veg tech program with the prepaid VISA card as an option. If there are fees associated with the card, the Council will absorb the expense.				
MOTION TO APPROVE BY	Alan Martinson	SECONDED BY	Greg Johnson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ACTION ITEMS			PERSON RESPONSIBLE	DEADLINE		
Set up petty cash fund for WHRI veg tech program			Barbie Miller			

Palouse CWMA USFS Agreement Modification 3

PRESENTED BY	Alan Martinson					
DISCUSSION	The Palouse CWMA US Forest Service agreement modification is for \$5,000 in funding from the St. Joe National Forest for the same scope of weed management work but in a different location.					
CONCLUSIONS	Motion to approve modification 3 of the Palouse CWMA USFS agreement in the amount of \$5,000.					
MOTION TO APPROVE BY	Ivy Dickinson	SECONDED BY	Clyde Hanson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Bureau of Land Management Update

PRESENTED BY	Kristen Sanders
DISCUSSION	<p>The Community Assistance agreement between the Council and the BLM expires at the end of the 2016 fiscal year. Kristen is waiting for the new agreement to be announced. She will work with Barbie Miller to apply for the new agreement. The performance report (a narrative of the work performed) for the existing agreement needs to be submitted before the Council can apply for the new agreement. The new agreement will require annual performance reports rather than semi-annual. Kristen stated that, when preparing the community assistance agreements, they try to keep the agreement general enough to allow funding for the various types of projects they anticipate.</p> <p>Ivy Dickinson said that it would be beneficial to outline Council expectations before entering into a new agreement in order to avoid the confusion of responsibilities. Kristen said that she recognizes that her job and the Council have evolved over the years and that has had an impact on the program.</p> <p>Barbie Miller added that the confusion over the last few years in regards to project oversight and missed performance reporting are because this project does not have a project lead like all the other Council projects, and the Executive Directors only provided the financial reporting, as they do with all the other Council projects. Barbie agreed with Ivy that the Council and BLM need to identify responsibilities prior to the new agreement so that everyone is aware of what they are responsible for. Kristen stated that she was out of the loop on the performance reporting, too, because of the involvement with the state office.</p> <p>Tera King stated that this project is an example of how the Council needs to hire someone to follow non-typical projects. Kristen said she would like to get the word out more about the funding that is available through this program, and having a project lead would be helpful.</p> <p>Kristen said the BLM submitted a pre-proposal this week to the Department of Interior for their resilient landscapes program. The proposal establishes a collaborative fire management working group across multiple agencies for the Craig Mountain and Joseph Plains area, and covers pre planning and vegetation treatments. They have already received positive feedback and are feeling optimistic. Because it is a collaborative agreement, they believe the Council would be an ideal fiduciary agent. They would need to identify a coordinator for the agreement, which will likely be a 5- to 10-year agreement starting in 2017. Tera King, Kelli Rosellini, and Kristen identified that there may be potential for a collaborative relationship between the CBC and the resilient landscapes agreement collaborative. Kristen does not know yet what the time frame will be for the next step.</p>

Old Business

WHRI Program Update

PRESENTED BY	Kelli Rosellini and Barbie Miller
DISCUSSION	<p>One of the veg techs was offered a full-time, permanent position in Oregon. Zach Swearingen from Idaho Dept. of Fish and Game is planning to refill the position. The University of Idaho was able to secure additional funding to increase the hours for their student that is assisting with the project, which will help fill the gap until another veg tech is hired.</p> <p>Kelli reported that the program is running smoothly. John and Rachel Cook will be in town next week to help work through any training issues and make sure everyone is clear on the collection protocols.</p> <p>Barbie Miller reported that the contract NCASI signed and returned was not the contract that the Council approved with changes to the general liability insurance requirements. Kelli Rosellini and Barbie will follow up on that.</p> <p>Barbie is acquiring insurance quotes for the Council-owned equipment that the veg techs are using for the program.</p> <p>Barbie said that the CBC approved \$100 per week per diem for the veg techs. Barbie has consulted with Lucas Company to formalize a per diem process.</p> <p>Kelli gave the Council a heads up that a new CFLR agreement and RAC agreement modification are in the works and will likely be ready for approval by the next Council meeting. The CBC will also provide the Council with a copy of a recently signed MOU with the US Forest Service that outlines the nature of their relationship.</p>

CBYCC Program Update

PRESENTED BY	Tera King
DISCUSSION	<p>The CBYCC hiring team completed interviews for the crew member positions and are in the process of notifying applicants whether or not they are offered a position. Preference was given to new applicants over returning applicants in order to provide new opportunities to more youth.</p> <p>The Council entered into a contract with the US Army Corp of Engineers for 2 weeks of work for the Orofino crew.</p> <p>The Department of Labor is reviewing the applications to determine if any of the candidates qualify for the Work Experience program, which will pay the wages and provide the clothing necessary for the job.</p> <p>The BLM work to be performed in the Grangeville area will be contracted through an existing BLM agreement with Framing Our Community.</p> <p>The youth-parent orientation will be held June 4, 2016 in Kooskia. The crew leaders begin training on June 6, which will include chain saw training this year. Crew members will start on June 13.</p> <p>The CBYCC crew schedule is worked out for the summer. Lots of fun projects are lined up. It will be very helpful to have Kris Perry to assist Courtney Couch and act as a backup crew leader.</p> <p>Barbie Miller mentioned that there was a lady that expressed interest in volunteering on one of the crews this year in order to become more familiar with the program and gain experience to potentially fill a crew leader position in the future.</p> <p>The end-of-year BBQ will be held August 4, 2016. All Council members are invited to attend. The CBYCC team will perform exit interviews that day. The Department of Labor will offer the crew members a resume building seminar the following day.</p> <p>Barbie reported that the interview process was a positive experience. Joyce Dearstyne, Nat Davis and Barbie interviewed candidates at Orofino and Timberline high schools on Monday, and</p>

	<p>Grangeville and Cottonwood high schools on Tuesday. Joyce, Nat, and Melanie Martinez interviewed at Kamiah and Kooskia high schools on Thursday. There were a few additional phone interviews on Saturday for the applicants that were unavailable during the week due to scheduling conflicts. Barbie mentioned that the interview team noted a considerable difference in the quality of applicants among the schools, and questioned if the program is being marketed differently in the different towns. Tera added that the CBC public relations person will be releasing a press release shortly after the crews begin work with the intent of building up community connections.</p>
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CBYCC Crew Member Hiring Recommendation

PRESENTED BY	Barbie Miller					
DISCUSSION	The CBYCC hiring committee came to consensus on the 25 youth they would like to hire for the 5 crews. Barbie presented a list of the crew member names.					
CONCLUSIONS	Motion to approve the hiring recommendation as presented for the CBYCC crew members. Tera King abstained from the vote.					
MOTION TO APPROVE BY	Greg Johnson	SECONDED BY	Alan Martinson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ACTION ITEMS			PERSON RESPONSIBLE	DEADLINE		
Present offer letters to CBYCC crew members			Barbie Miller			

WHRI and CBYCC Payroll Process

PRESENTED BY	Barbie Miller					
DISCUSSION	<p>With the hiring of 34 seasonal employees, Barbie and Alan Martinson would like to review the payroll approval process. Last year, the executive director presented a CBYCC payroll report to the Financial Review Committee (FRC) after the payroll was processed by Lucas Company. Upon approval by the FRC, the executive director then entered the payroll in QuickBooks and printed and mailed checks. This year, the Council now has payroll for the WHRI veg techs, too, which are on the same semi-monthly payroll schedule as Barbie Miller. The CBYCC is on a bi-weekly payroll schedule due to the reporting requirements for the Work Experience program through the Department of Labor. Barbie’s payroll does not go through FRC review since Alan Martinson approves her time sheet. Lucas Company said that they can print the checks at no additional cost. In order to do that and to expedite the payroll process, Barbie and Alan propose that the seasonal employee payroll also bypasses the FRC review beforehand, and that Barbie provides a payroll report to FRC as a FYI afterwards.</p>					
CONCLUSIONS	The Council agreed to eliminate Financial Committee review prior to printing seasonal employee payroll checks. Barbie will send a payroll report to the FRC twice a month after the payroll has been entered into QuickBooks. No vote needed.					
ACTION ITEMS			PERSON RESPONSIBLE	DEADLINE		
Barbie meet with Lucas Company to discuss the new payroll process			Barbie Miller			

Strategic Planning – Discussion and Decision on How to Move Forward

PRESENTED BY	Jim Boland					
DISCUSSION	<p>Jim Boland will talk to Christine Frei about what services and tools that CEDA may offer or recommend in terms of strategic planning. Once we have that information along with the information presented by Robin Ohlgren and the list challenges the Council members identified, the Council can determine how best to move forward in the strategic planning process. Ivy Dickinson expressed that Christine Frei may present a conflict of interest due to the overlap in interest areas between the Council and CEDA. Jim stated that his intent in contacting CEDA is to find out what other options are available, rather than have CEDA facilitate a strategic planning. Barbie Miller noted that we need to consider that there are costs associated with all the administrative tasks</p>					

	involved in the strategic planning process that will be realized whether indirectly through a facilitator or directly through an informal process. Tera King suggested that the Council may be able to get through the strategic planning process on a lower budget and hire someone like Robin Ohlgren for marketing services. Barbie suggested that we may be able to take the topics from the list of challenges identified and discuss them at future Council meetings.		
CONCLUSIONS	The consensus of the Council members was that we need to pursue the options available in order to make an informed decision in regards to services offered within a reasonable budget.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Contact Christine Frei of CEDA to discuss strategic planning options	Jim Boland		

Clearwater RC&D Council Staffing – Discussion and Decision on How to Move Forward

PRESENTED BY	Jim Boland					
DISCUSSION	<p>Jim Boland asked Barbie Miller for her input in regards to hiring additional staff. Barbie stated that once the Council’s long-term goals are identified, then the Council can target a specific skill set. In the meantime, Barbie needs assistance with the day-to-day tasks. Barbie proposed that the Council hire a temporary, part-time employee for an entry-level data position to perform data entry and filing. She says the position could potentially develop into a permanent, part-time position depending on the direction the Council takes since there will also be a need for someone to perform these tasks on a weekly basis. Barbie stated that although she foresees the position as an entry-level position, that it would require someone that has an attention to detail and is a numbers person.</p> <p>Ivy Dickinson suggested that the Council revisit the staffing budget before filling any permanent positions due to the potential loss of funding from the Idaho Firewise project.</p> <p>Tera King noted that the Council has identified multiple times that the Council needs to hire a program coordinator and doesn’t think that need will change. She recommends that we identify what that looks like, write the job description, and move forward. She also expressed that the Council needs to actively pursue new projects, and that will require additionally staffing in order to do so.</p>					
CONCLUSIONS	Motion to approve hiring a temporary employee through December 31, 2016 at \$7.25-\$15 per hour for 20-30 hours per week.					
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			
Modify job description to suit the temporary position	Barbie Miller					
Recruit candidates for a temporary office assistant position	Barbie Miller					

Announcements

DISCUSSION	Alan Martinson and Jim Boland will not be able to attend a Council meeting on June 23, 2016. Propose that the next Council meeting be held June 30, 2016.
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Meeting Adjourned

MOTION TO ADJOURN BY	Greg Johnson	SECONDED BY	Alan Martinson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	AT	3:35 p.m.
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