



Clearwater Resource Conservation and Development Council, Inc.

Council Meeting Minutes

Thursday, June 30, 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 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 checked="" type="checkbox"/>	Alex Irby, Clearwater Basin Collaborative		
<input checked="" type="checkbox"/>	Deb Smith, CEDA	<input checked="" type="checkbox"/>	Kip Kemak, Idaho Firewise & NCID Fire Coop		

* Bob Tippet arrived to meeting at approximately 2:10 pm

Call to Order

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

REQUESTS	None
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Strategic Planning Presentation by Clearwater Economic Development Association (CEDA)

PRESENTED BY	Deb Smith, CEDA
PRESENTATION NOTES	<p>Deb Smith provided her background information and her role with CEDA. She is involved with facilitating CEDAs strategic planning process for the five North Central Idaho counties. She also facilitates strategic planning with various organizations throughout the region. She presented a proposal that includes CEDAs background and the strategic planning process. The process may be customized, but their strategic planning process typically involves interviewing key stakeholders, collecting feedback via an anonymous survey, and conducting a one-day group session. Upon completion of the planning, CEDA will provide a bound, printed strategic plan document that includes a summary of discussions and decisions agreed upon by the Council. The proposed estimate includes a CEDA membership discount.</p> <p>Barbie Miller stated that a Council member previously mentioned a potential conflict of interest because of overlapping missions between CEDA and the Council. Jim Boland stated that he already discussed the concern with Christine Frei of CEDA. He said that Christine did not see it as a conflict of interest. Deb agreed that CEDA and the Council have more of a partnership than a competitive relationship, and at times have collaborated on projects, such as the Greater Palouse Meat Producers project.</p>

Approval of May 26, 2016 Meeting Minutes

MINUTES WERE EMAILED ON	May 24, 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 June 29, 2016. Alan described the details of the Report, including any discrepancies and negative balances, and stated that Barbie Miller will be submitting reimbursement requests in the next day or two.</p> <p>An additional \$25k was transferred to the operating reserve fund, as voted on at the last meeting. Alan stated the goal is to have 1 year worth of operating funds in the account, which would be approximately \$120k.</p>				
MOTION TO APPROVE BY	Greg Johnson	SECONDED BY	Ivy Dickinson	PASSED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Executive Director's Report

PRESENTED BY	Barbie Miller	
EXECUTIVE COMMITTEE VOTES BY EMAIL		
Approval for Modification #2 for the CBC Aquatic Habitat Assessment and Fish Surveys contract with Stillwater Sciences	Approved June 10, 2016	
ACTIVITIES, ACCOMPLISHMENTS, & UPDATES		
Received thank you letter from one of the teachers that participated in Sustainable Forestry Tour.		
Barbie sent out FY 2017 sponsorship information letters in early May. She will send the invoices in October.		
Due to workload, Barbie has not yet been able to move forward with hiring a temporary office assistant.		
Barbie reported that the new payroll process is functioning smoothly.		
<p>Barbie shared that Zach Swearingen reported that the WHRI veg tech is going smoothly. John Cook completed protocol training with the techs and completed one survey in the process. The last three weeks (June 6th - June 24th) have taken the crew to Craig Mountain, Dworshak, White Bird, North fork of the Clearwater, and the South fork of the Clearwater. They completed 4 clusters during this timeframe. They have worked out several kinks, and Zach expects that the crew will now complete multiple clusters per week. In total there have been 5 clusters (16 Macro Plots) completed as of June 24, 2016.</p> <p>Alex Irby stated that it is exciting to have the work completed in the front country. The back country work will take longer to complete. Alex and Kelli have been working with Zach to determine and manage an overtime budget.</p> <p>Alex also said that Idaho Department of Fish & Game (IDFG) has committed \$50k in funding for transect sample analysis for this project. The funds must be spent by April 17, 2017. Barbie said that the email she received said that IDFG would prefer to have the lab bill them directly. Alex stated that the CBC wants to be able to monitor the funding, so they may request to have the funds processed through the Council.</p> <p>Alex thanked the Council for continued support of this program and said this project will earn all of us the respect of the nation upon completion.</p>		
Barbie reported that there were personnel issues within the first couple weeks of the CBC Youth Conservation Corp (CBYCC) program. One crew member was no longer showing up for work, so she was let go. Another crew member		

resigned for personal reasons. One of the positions was refilled with an alternate, who was only able to complete one day of work before he had to be absent due to a death in his family. He will be able to return to his position when he is ready to. At this time, they have not been able to refill the other position.

Barbie reported that the Grangeville crew leader was injured on the job. A Worker’s Compensation claim was filed, and he has been undergoing medical treatment for the injury, which will require surgery. The crew leader only missed one day of work due to the injury and is able to continue working with restrictions.

The National Park Service was very pleased with the two days of work that the CBYCC crew did for them, and they are setting aside funds for CBYCC crew work for the next five years. Tera King reported that some of the agencies the CBYCC partners with are discovering it is more productive and cost effective to hire the CBYCC crews than utilize their own staff.

Alex Irby strongly encouraged the Council members to attend the CBYCC end-of-season BBQ in August.

EVENTS & MEETINGS

Attended Clearwater Basin Collaborative Working Group meeting on June 22, 2016.

Barbie has a meeting scheduled with Susan Smith with Beehive Insurance to discussion wording of minimum insurance requirements in our contracts. Clarification is needed for the wording in regards to naming the Council as additionally insured on General Liability policies. The current wording can be interpreted to include naming the Council as additionally insured on Errors and Omissions policies, too. Susan said that it is not necessary to have the Council named as additionally insured on Errors and Omissions policies.

DISCUSSION	Jim Boland stated that Bob Tippet had expressed concern over the email voting process. Jim reviewed the process with the attorney for the City of Moscow. The attorney reviewed the Council’s By Laws and stated that the Council is on solid ground with the email voting process.
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New Business

Clearwater Basin Collaborative (CBC) WHRI Veg Tech Hiring Recommendation

PRESENTED BY	Barbie Miller					
DISCUSSION	Zach Swearingen tentatively offered the veg tech position to Mary Lane Poe, pending approval from the Council. Mary Lane is an on-call biologist in the Las Vegas, NV area, but is currently in her down time. Zach stated that she is highly qualified for the position and has a passion for botany. He would like for Mary Lane to start work on July 18, 2016.					
CONCLUSIONS	Motion to hire Mary Lane Poe as a WHRI veg tech crew member at \$12.50 per hour with a start date of July 18, 2016 and ending September 30, 2016.					
MOTION TO APPROVE BY	Tera King	SECONDED BY	Clyde Hanson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ACTION ITEMS				PERSON RESPONSIBLE	DEADLINE	
Present Mary Lane Poe with offer letter.				Barbie Miller		

CBYCC Crew Member Hiring Recommendation

PRESENTED BY	Barbie Miller					
DISCUSSION	Barbie requested approval to refill crew member positions as needed. The Orofino crew is short a crew member and has had several illnesses, so we need to be able refill the position as soon as possible. The Pierce crew is also short a crew member, and one of the Kooskia crews is temporarily down a crew member. Greg Johnson stated that the Council is voting based on the CBYCC’s recommendation, and their vote should not delay the hiring process.					

CONCLUSIONS		Motion to approve immediately hiring qualified CBYCC crew member candidates. 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

Sixth Grade Forestry Tour Sponsorship Request

PRESENTED BY	Barbie Miller					
DISCUSSION	The Sixth Grade Forestry Tour requested sponsorship but did not specify an amount. Alan Martinson said that the Council has budgeted funds for these types of sponsorships.					
CONCLUSIONS	Motion to provide a \$200 sponsorship for the Sixth Grade Forestry Tour.					
MOTION TO APPROVE BY	Ivy Dickinson	SECONDED BY	Clyde Hanson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

North Central Idaho Fire Prevention Cooperative request for Community Assistance funding

PRESENTED BY	Barbie Miller					
DISCUSSION	The North Central Idaho Fire Prevention Cooperative requested \$5k sponsorship from the BLM Fire Mitigation Coordinator project. Since the project does not have a project manager, Barbie requested approval from Kristen Sanders of the BLM, and is now requesting final approval from the Council. Kip Kemak stated that the funds will assist with printing educational materials, such as the Living with Fire brochure that was recently distributed in all the local newspapers.					
CONCLUSIONS	Motion to provide \$5,000 sponsorship from the Fire Mitigation Coordinator project to the North Central Idaho Fire Prevention Cooperative.					
MOTION TO APPROVE BY	Tera King	SECONDED BY	Clyde Hanson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ACTION ITEMS			PERSON RESPONSIBLE	DEADLINE		
Transfer funds from Fire Mitigation Coordinator project to NCID Fire Prevention Coop project.			Barbie Miller			

Idaho Firewise Proposal for Administrative Rate Change

PRESENTED BY	Kip Kemak, Chairman for Idaho Firewise (IDFW)					
DISCUSSION	<p>Ivy Dickinson submitted to the Council a proposal to compensate Idaho Firewise for a portion of the admin fees for some of the media campaigns that Idaho Firewise has administered. Kip Kemak provided background in regards to how IDFW has grown over the life of the project. Yvonne Barkley, IDFW treasurer, provided a letter of support for the proposal via email. IDFW is not asking for the Council to reevaluate the admin fee across the board for their project, just for their media campaigns in excess of \$20,000. IDFW provides most of the administrative responsibilities, such as RFPs, vendor selection, website development, etc., associated with implementing the campaigns. IDFW will provide documentation of the agreement with the vendor selected to implement their media campaign. IDFW asks that 50% of the 10% admin fee be transferred to the IDFW general cash fund.</p> <p>Tera King asked Ivy if, from her understanding of Federal indirect rate requirements, if this sort of rebate would cause an audit concern. Ivy stated that it would not.</p> <p>Jim Boland stated that we should continue to evaluate these types of projects so that the admin fees are equitable to the Council and the project. Tera King agreed and added that, going forward, these situations should be addressed up front. She also added that the admin fees that the Council assesses factor in audit fees, insurance, etc., which can't be assigned to an hourly rate. However,</p>					

	when the project assumes the workload that would normally be part of the agreement with the Council, it makes sense to compensate the project for a portion of the admin fees.					
CONCLUSIONS	Motion to approve IDFW admin rate change proposal for media campaigns in excess of \$20k.					
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		
Discuss with Josh Tyree at Harris & Co. the best way to show the admin fee refund on the books.			Barbie Miller			

CBC RAC USFS Agreement Modification #2 for \$60,000

PRESENTED BY	Tera King					
DISCUSSION	The Resource Advisory Committee (RAC) agreement funded by the US Forest Service provides funding to the CBC for administrative purposes, travel, and seed money for startup programs. The USFS approved adding \$60k to the current agreement.					
CONCLUSIONS	Motion to accept the modification to the RAC agreement to add \$60k in funds. Tera King abstained from the vote.					
MOTION TO APPROVE BY	Ivy Dickinson	SECONDED BY	Alan Martinson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

New CBC CFLRP USFS Cost Share Agreement for \$219,802

PRESENTED BY	Tera King					
DISCUSSION	<p>This new 5-year USFS Collaborative Forest Landscape Restoration Program (CFLRP) agreement is to replace the current agreement that ends August 15, 2016. The CFLRP agreement provides funding for Tera’s position at Northwest Management, Inc. for the work she performs for the CBC and for monitoring projects, such as the work performed by ERG, Stillwater Sciences, and the CBYCC program. The terms of the new cost-share agreement are the same as the existing agreement. The initial amount of funding provided by the USFS will be \$219, 802. The USFS may add additional funding annually over the 5-year agreement. The CFLRP program is funded at the national level through FY2019, so this agreement extends 1 year beyond the CFLRP program.</p> <p>Bob Tippett asked where matching funds included on the financial plan come from. Tera explained that the match comes from various sources, such as match requirements included in contracts, CBC volunteer time, partners that are paid by others to attend CBC meetings, equipment provided by partner agencies, etc.</p>					
CONCLUSIONS	Motion to accept the new CFLRP agreement with the USFS in the amount of \$219,802. Tera abstained from the vote.					
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		
Acquire final signatures on agreement			Barbie Miller			

Ecosystem Research Group Contract Modification #8 for Ecosystem Services Assessment for \$45,338

PRESENTED BY	Tera King					
DISCUSSION	Tera provided background information in regards to the Monitoring Advisory Committee that meets semi-annually to strategically plan for the CFLRP monitoring projects. Through their discussions, they identified a need to place a monetary value on things such as recreation, water quality, and air quality, so they can more readily be considered in decision making processes. Recreation is what draws many people to the Clearwater Basin, and the USFS is defunding recreation at a rate of 80%. The contract modification with ERG will focus first on recreation and then on water quality, but will					

	<p>also provide an assessment of what else can be reviewed through a similar process. If ERG can deliver a really good product, it will probably be scrutinized pretty heavily at the Regional and National US Forest Service offices.</p> <p>Bob Tippett noted that the mileage rate was incorrectly noted as \$0.80 per mile on the contract modification’s budget. The current Federal rate is \$0.54 per mile.</p>					
CONCLUSIONS	<p>Motion to approve Ecosystem Research Group Contract Modification #8 pending clarification of the mileage budget. Tera abstained from the vote.</p>					
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		
Obtain clarification from ERG for the mileage budget.			Tera King			

Ecosystem Research Group Contract Mod #9 KISS Q4 Proposal for \$24,464

PRESENTED BY	Tera King					
DISCUSSION	<p>Following the 2015 fire season, the CBC monitoring advisory committee met and discussed post-fire effects on the CFLRP region. They came up with a list of questions that they would like answered. They sent out an RFP for KISS answers to the questions and received 4 proposals. ERG submitted a proposal to answer the question “What is the recovery of vegetation in those areas that were salvaged versus those that were not?” ERG will compare the Lolo NF areas that burned in the 2011 and 2015 fires and were not salvaged with areas of similar topography that were salvaged. They will look at seedling and natural regeneration response, browse, snags, and current fuel loading. Fuel loading is of particular concern because areas that reburned in 2015 burned so hot that the soil was “nuked.” This contract modification is for the completion of this work, which is to be completed by August 5, 2016. ERG will present their findings to the monitoring advisory committee. The USFS may then use the findings as third-party science, and use it in their NEPA analyses.</p>					
CONCLUSIONS	<p>Motion to approve Ecosystem Research Group Contract Modification #9 KISS Q4 proposal for \$24,464. Tera King abstained from the vote.</p>					
MOTION TO APPROVE BY	Greg Johnson	SECONDED BY	Bob Tippett	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ACTION ITEMS			PERSON RESPONSIBLE	DEADLINE		
Acquire signatures on contract modification.			Tera King and Barbie Miller			

Old Business

Strategic Planning Discussion

PRESENTED BY	Jim Boland					
DISCUSSION	<p>Jim stated that he does not feel like we are in a place yet to vote on either of the strategic planning proposals we have received. He thinks they are more in depth that what the Council needs at this point, and perhaps it would be better to pick and choose the services needed based on the challenges the Council has already identified and prioritized.</p> <p>Barbie Miller stated that she sees value in a formal strategic plan, but she agrees that the Council has already identified their challenges. She suggests that the challenges identified become meeting topics at upcoming meetings. She also suggests that rather than utilize Robin Ohlgren for strategic planning services, we should draw on her skills to target the marketing and outreach challenges the Council has already identified. Barbie also suggested that some of the Council’s ongoing marketing and outreach needs could be better met through contract services rather than a hiring an employee specifically for outreach purposes. However, she would support hiring someone with a natural resources background to oversee the Council’s projects, if needed. She also suggested that the</p>					

Council as a whole could benefit from Barbie receiving further professional development in order to address some of the challenges the Council faces.

Jim agreed that it would be better to target strategic planning funds on areas of need and that hiring an office assistant to free up some of Barbie’s time will allow that to evolve naturally. Once an office assistant has been hired, the Council can then make decisions on how to address the challenges already identified.

Tera King proposed that Barbie track her time for all projects, not just for CBYCC, WHRI, and IDFW, so the Council can better evaluate the employment situation and understand the time commitments each project requires. Barbie said that there are many tasks that cannot be broken down by project, but she will begin tracking all tasks that are project specific.

Announcements

Alex Irby invited the Council members to the next CBC Working Group meeting to be held on July 27, 2016 at 8:30 am at the Lewiston IDFG office. The USFS Regional Forester, the Director of Parks and Recreation, and the Chief of Staff of Senator Crapo’s office will be there.

Meeting Adjourned

MOTION TO ADJOURN BY	Greg Johnson	SECONDED BY	Tera King	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	AT	3:05 p.m.
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