



Clearwater Resource Conservation and Development Council, Inc.

Council Meeting Minutes

Tuesday, December 13, 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"/> Tera King, President	<input checked="" type="checkbox"/> Alan Martinson, Latah County	<input checked="" type="checkbox"/> Tera King
<input checked="" type="checkbox"/> Clyde Hanson, Vice President*	<input type="checkbox"/> Bob Tippett, Nez Perce County	<input type="checkbox"/> Malcolm Dell
<input checked="" type="checkbox"/> Alan Martinson, Secretary/Treasurer	<input checked="" type="checkbox"/> Clyde Hanson, Idaho County*	<input checked="" type="checkbox"/> Jim Boland, City of Moscow
<input type="checkbox"/>	<input checked="" type="checkbox"/> Greg Johnson, Lewis County	
<input type="checkbox"/>	<input checked="" type="checkbox"/> John Smith, Clearwater County	

*Clyde Hanson joined the meeting by phone after the meeting was called to order.

OTHER	
<input checked="" type="checkbox"/> Barbie Miller, Executive Director, Clearwater RC&D	<input checked="" type="checkbox"/> Robin Ohlgren, Ohlgren Consulting

Call to Order

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

REQUESTS	None
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Approval of September 22, 2016 Meeting Minutes

MINUTES WERE EMAILED ON	December 12, 2016			
CHANGES	None			
MOTION TO APPROVE BY	Jim Boland	SECONDED BY	Alan Martinson	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 December 9, 2016. Alan described the details of the Report, including any discrepancies and negative balances, and stated that reimbursements have been submitted.</p> <p>Tera King asked if the final reports for the CFLRP 11-CS-028 agreement were accepted. Barbie Miller reported that the reports were submitted, and she has not received any feedback.</p> <p>Alan asked about the status of the Region Cost Share 13-CS-031 agreement reimbursements. Barbie reported that it has been quite an undertaking to provide the documentation in the format that is required for the agreement. Barbie and Tera both reported that the requirements under this agreement are excessive compared to the reimbursement requirements for other USFS agreements. Barbie has been working with Kelli Rosellini from the Clearwater Basin Collaborative (CBC) to</p>

compile the information. Barbie also reported that there will be no further funding under this agreement, and that the CBC is seeking alternative funding to replace this agreement.					
MOTION TO APPROVE BY	Alan Martinson	SECONDED BY	Greg Johnson	PASSED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Executive Director’s Report

PRESENTED BY	Barbie Miller
EXECUTIVE COMMITTEE VOTES BY EMAIL	
New Community Fire Assistance BLM Agreement for \$40,000	Approved on October 12, 2016
WHRI Ungulate Research Biologist Professional Services Contract Renewal in the Amount of \$32,000 for Fall/Winter Elk Capture Services	Approved on November 30, 2016
<p>Greg Johnson stated that he had a discussion with the Lewis County Prosecuting Attorney. The attorney reviewed the Council’s ByLaws, and he said he is in favor of the Lewis County representative voting by email since the representative is not making decisions regarding county funds. John Smith said that he received similar feedback, and that he was advised to only reply to sender, not all, for the email votes. Jim Boland stated that the attorney for the City of Moscow also approved email voting.</p>	
ACTIVITIES, ACCOMPLISHMENTS, & UPDATES	
Barbie has wrapped up the CFLRP agreement that expired August 15, 2016.	
Barbie is working with Lonnie Newton from the BLM to prepare the final reports for the Community Assistance agreement. Lonnie has replaced Kristen Sanders for the new BLM Community Assistance agreement.	
Barbie has invested a considerable amount of time revamping the matching non-cash and in-kind contribution tracking system. The old system had become cumbersome to use as the agreements had grown considerably over time.	
Barbie indicated that it was her 1-year anniversary with the Council. She thanked the Council for their support.	

Strategic Planning Presentation by Robin Ohlgren Consulting, LLC

PRESENTED BY	Robin Ohlgren
PRESENTATION NOTES	<p>Robin presented a marketing and outreach strategic plan, which she compiled from her notes, research, and interviews. She presented handouts to support her strategic plan, and reviewed all the strategic topics in detail with the Council members. Her recommendations include exploring a new tagline, updating the design and content of the website, assessing the talent of Council members, providing business cards and name badges, developing a contact information database, identifying target audiences, engaging in the community activities, writing press releases, utilizing social media, and developing marketing collateral. Robin also provided suggestions for new taglines and elevator speeches, and a list of marketing resources.</p> <p>Robin presented a detailed marketing plan to include budget amounts and a timeline for recommended marketing and outreach activities. Robin indicated that she is able to provide further consultation if needed in regards to organizational development, meeting facilitation, and marketing.</p> <p>Robin also recommended that the Council form a committee to provide performance reviews for office staff.</p>

Discussion of Marketing and Outreach Strategy

PRESENTED BY	Tera King		
DISCUSSION	<p>Tera recommended that we take a little time to digest all the information that was presented and break it down into smaller tasks. Greg Johnson suggested we block out time at the January meeting to further discuss the information presented and the strategy. Tera suggested that we dedicate the entire meeting to the discussion, and that we extend the time to 3 hours. Greg stated that it will be a prime opportunity to introduce new Council members. Clyde said that he was invited to meet with the new Idaho County commissioner in January or February. Barbie will send out a Doodle poll to determine best dates for the next meeting.</p> <p>John Smith noted that if we get name badges, that they should be black with white lettering and rounded edges because they will stand out more if worn to the State Capital because that is what the Senators wear.</p> <p>Barbie thanked Robin for her comprehensive work on the strategic plan, and stated that Robin was very in tune to the needs of the Council.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Send Doodle poll to determine next meeting date	Barbie Miller		
Meet to discuss next steps	Tera King and Barbie Miller		

Check Signing Process

PRESENTED BY	Alan Martinson
DISCUSSION	<p>Alan stated that with only three officers now, we should revisit our check signing process. The current process is that we have two officers sign for checks of \$10k. Alan would like people to think on the process, and due to current time constraints, discuss it further at another meeting. Tera King suggests we also expand the Financial Review Committee, as they approve the checks prior to signing.</p>

Ivy Dickinson Resignation

PRESENTED BY	Alan Martinson				
DISCUSSION	<p>Alan shared that Ivy Dickinson has resigned from the Council in order to have more time to volunteer her services for other projects and organizations.</p>				
MOTION TO APPROVE BY	Alan Martinson	SECONDED BY	Clyde Hanson	PASSED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Inland Northwest Food Network Update and Discussion

PRESENTED BY	Barbie Miller
DISCUSSION	<p>Barbie stated that Teri McKenzie, the Executive Director for the Inland Northwest Food Network (INWFN), was previously reimbursed directly for her time through a donation by a private individual. However, that funding has expired, so the INWFN will now pay Teri McKenzie from project funds. Barbie is working with Teri to develop an agreement for her professional services. Teri expressed concern over committing project funds for a one-year term since their budget does not currently have the funds to support that. Teri also questioned and expressed concern to Barbie about acquiring the required general liability insurance. Barbie asked the Council what the minimum we need to require for a written agreement. Greg Johnson suggested we include a stipulation to opt out with a 30-day notice. Alan Martinson and Tera King stated that the Council should not budge on the minimum insurance requirements.</p> <p>Barbie also shared that the INWFN Board of Directors is questioning their roles and responsibilities. Barbie said that, as we move forward with project development, we need to identify and document</p>

	<p>the expectations, roles, and responsibilities for both the projects and the Council. Each project has different needs, and we need to reevaluate what services the Council offers for the administration fee and what other services we can offer for additional fees. Alan Martinson suggested that we may need to perform annual evaluations for the projects, as the needs change over time.</p> <p>Barbie also suggested that we be mindful when pursuing new projects of what realistically the Council can offer. Jim Boland stated that we may need to take somewhat of a cookie cutter approach to services. Tera King agreed that we do need to reevaluate the services that are covered by the admin fee.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Work with Teri McKenzie to develop a professional services agreement	Barbie Miller	

RC&D Office Lease Renewal or Relocate

PRESENTED BY	Barbie Miller				
DISCUSSION	<p>The current lease with The Silos, LLC, expires January 31, 2017. Barbie stated that because the office has very little foot traffic, that it is more of a place for her to have a working space and asked the Council to consider relocating the office to Potlatch, Idaho. Barbie presented the Council with alternative options for office space located in Potlatch. The office spaces available in the Potlatch Depot are not handicap accessible, whereas the office space in the Potlatch City Hall is. The amount reimbursed for travel to monthly Council meetings will increase by approximately \$20 per office staff per month. If the Council were to reimburse for local mileage from Potlatch to Moscow for once-weekly errands to Moscow, the mileage reimbursement would increase by approximately \$97 per month. Barbie stated that the mailing address and office number will remain the same. She will pursue either a cell phone account through Inland Cellular or a VoIP option. Both locations offer an overall monthly cost savings of approximately \$225 to \$235 with local mileage reimbursed, or \$322 to \$332 without local mileage.</p> <p>Barbie expressed that if there are any concerns over not being more closely located to Council members, that she respects those concerns and she wants to consider the needs of the Council over her desire to have a shorter commute. Jim Boland stated that the Council can reevaluate the pros and cons at the end of the new one-year lease, and relocate back to Moscow if needed. Greg Johnson and Alan Martinson reminded the Council of the difficulties of finding office space in Moscow. Tera King stated that maintaining stability in regards to the mailing address and phone number is important, but that should not be an issue with this move. Alan stated that he can check the mail as needed. Barbie plans to make weekly trips to Moscow for bank deposits, mail runs, and check signing. Tera King stated that she would prefer to keep the policy the same and not reimburse for local mileage, as that number would increase with hiring additional employees. Barbie stated that she is okay with that, as it will already be a cost savings and fringe benefit for her not having to commute to an office in Moscow. Clyde Hanson questioned if there may be any concerns over different physical and mailing addresses. Alan and Greg did not think that it would cause any considerable concern.</p>				
CONCLUSIONS	Motion to pursue a lease with the Potlatch City Hall for office space.				
MOTION TO APPROVE BY	Jim Boland	SECONDED BY	Alan Martinson	PASSED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
ACTION ITEMS	PERSON RESPONSIBLE			DEADLINE	
Acquire lease with Potlatch City Hall and email to Executive Committee for approval.	Barbie Miller				

Office Assistant Hiring

PRESENTED BY	Barbie Miller		
CONCLUSIONS	Due to time constraints, Barbie will discuss the hiring plan with Tera and present an updated proposal to the Executive Committee for email vote.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Meet to review job description and hiring plan.	Tera King and Barbie Miller		
Submit proposal to Executive Committee for approval.	Barbie Miller		

Western RC&D Conference

PRESENTED BY	Barbie Miller					
DISCUSSION	The 2017 Western RC&D Association Conference will be held February 19-21, 2017 in Boise, Idaho. The FY2017 budget includes funds to send two people to the conference.					
CONCLUSIONS	Barbie Miller and Clyde Hanson volunteered to represent the Council at the conference. Due to unpredictable weather and inexpensive flight options, the Council members agreed it would be best for Barbie to fly. Clyde will drive, as it will not save much time or be as cost-effective for him to fly. Motion to approve sending two people to the Western RC&D Association Conference.					
MOTION TO APPROVE BY	Greg Johnson	SECONDED BY	Jim Boland	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ACTION ITEMS	PERSON RESPONSIBLE			DEADLINE		
Submit conference registrations.	Barbie Miller			1/15/17		
Make travel arrangements.						

Meeting Adjourned

MOTION TO ADJOURN BY	Greg Johnson	SECONDED BY	Jim Boland	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	AT	3:20 p.m.
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