



Clearwater Resource Conservation and Development Council, Inc.

Council Meeting Minutes

Thursday, March 23, 2017

1:00 p.m. to 3:15 p.m.

Brammer Building, Lewiston, ID

Attendees (*X indicates attendance*)

COUNTY REPRESENTATIVES		CITY REPRESENTATIVES	
<input checked="" type="checkbox"/>	Alan Martinson, Latah County, Secretary/Treasurer	<input type="checkbox"/>	Art Bettge, City of Moscow
<input checked="" type="checkbox"/>	Bob Tippett, Nez Perce County*	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Clyde Hanson, Idaho County, Vice President		AT-LARGE MEMBERS	
<input type="checkbox"/>	John Smith, Clearwater County	<input type="checkbox"/>	Malcolm Dell
<input checked="" type="checkbox"/>	Mike Ponozzo, Lewis County	<input checked="" type="checkbox"/>	Tera King, President
OTHER			
<input checked="" type="checkbox"/>	Barbie Miller, Executive Director, Clearwater RC&D	<input type="checkbox"/>	Alex Irby, Clearwater Basin Collaborative
<input checked="" type="checkbox"/>	Irene Bain, Office Assistant, Clearwater RC&D	<input type="checkbox"/>	Kelli Rosellini, Clearwater Basin Collaborative
<input checked="" type="checkbox"/>	Doug Graves, BLM	<input type="checkbox"/>	

*Bob Tippett arrived at approximately 2:00 p.m.

Call to Order

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

REQUESTS	None
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Approval of January 31, 2017 Meeting Minutes

MINUTES WERE EMAILED ON	March 22, 2017				
CHANGES	None				
MOTION TO APPROVE BY	Clyde Hanson	SECONDED BY	Mike Ponozzo	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 March 22, 2017 (corrected to March 22 from September 30, 2017, as shown on the report). Alan described the details of the Report, including any discrepancies and negative balances, and explained that the reimbursements have been submitted.</p> <p>Alan also presented a year-to-date Budget to Actuals report.</p> <p>Barbie Miller is compiling the documentation for the Region Cost Share agreement reimbursements.</p>

<p>Alan reported the audit for Clearwater RC&D has been processed by Harris and Company. There were no red flags or problems with the audit, and the report was filed on March 5, 2017. This is our third year of the full federal audit.</p> <p>Barbie added that the RMEF (Rocky Mountain Elk Foundation) will provide funding of \$130,000 for the Wildlife Habitat Restoration Initiative.</p>					
MOTION TO APPROVE BY	Alan Martinson	SECONDED BY	Clyde Hanson	PASSED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Review FY 2018 Schedule of Requested Contributions

PRESENTED BY	Alan Martinson		
DISCUSSION	The Schedule of Requested Contributions presented to the Council by Alan shows the contribution levels requested from the Council sponsors. The Council has not raised the levels for the past few years. The requests are to be sent out in May.		
CONCLUSIONS	Consensus is that the letters should go out at the previous level and the Council reconsider an increase a year from now.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Ask Council members for thoughts as to who to add or other updates to the contribution list.	Barbie Miller		
Proceed with the new marketing and outreach ideas so that when we do ask for larger contributions, the contributors will be aware of why they should consider the request.	Barbie Miller		
Get the contribution list updated and start earlier next year, in time to mail out requests by May 2018.	Barbie Miller		

Executive Director’s Report

PRESENTED BY	Barbie Miller	
EXECUTIVE COMMITTEE VOTES BY EMAIL		
Hiring Anthony Hatcher, Eva Colberg, and Deborah Blanscet as Lead Field Botanists at \$14.50 per hour and to recruit 3 additional Field Botanists at the rate of \$12.50 per hour.	Approved February 16, 2017	
Inland Northwest Food Network (INWFN) Executive Director professional services agreement with Teri McKenzie.	Approved February 27, 2017	
Hiring Irene Bain as the temporary, part-time office assistant at \$13 per hour, beginning March 7, 2017, and ending September 30, 2017.	Approved February 27, 2017	
Hiring Channing Weber, Nikki Andersen, and Sabrina Schuler as Field Botanists for the WHRI program at \$12.50 per hour.	Approved February 27, 2017	
CBC CFLRP Coordinator contract renewal with Northwest Management, Inc. (NMI).	Approved on March 16, 2017	
EMAIL VOTE DISCUSSION		
<p>Question arose concerning Public Meeting Law and email voting. The Council is not bound by this law. Not all legal counsel for the Council members agree with this practice. It was agreed that each Council member is to follow their attorneys’ decisions.</p> <p>Barbie Miller will reach out to other RC&Ds to ask how they handle email voting.</p>		

IGNITING INNOVATIONS PROJECT UPDATE

Chris St. Germaine provided an email update. Things are going well with them, and they will hold their third networking meeting on April 6. So far, at each session they've had over a dozen innovators and entrepreneurs.

- October 2016: Basic Entrepreneurship—George Tanner, U of I
- January 2017: Idea to Product Tips and Tricks—Ed Endebroch (local inventor)
- April 2017: Sam Creason, Attorney, will discuss Patents and Intellectual Property protection.
- Next workshop will be a trade-show like atmosphere where we bring in small business funders.
- Malcolm Dell set up a Facebook site developed to promote more regular interaction.

FIRE MITIGATION PROJECT UPDATE

Doug Graves was recently hired by the BLM, and he will replace Kristen Sanders as the Program Officer for the Community Fire Assistance agreement. Barbie and Doug met briefly to discuss the agreement. After June 2017, Doug will have a better idea of how the BLM wishes to utilize the agreement.

COLLECTION BILLS FROM THE FOREST SERVICE

Gil Gale from the Forest Service contacted Barbie Miller this morning about notices of outstanding amounts of \$70,000 as well as \$5,000 due to the Forest Service from Clearwater RC&D. Over the last several months, Alan Martinson and Barbie have reviewed emails and files and have determined that the Collective Agreement expired September 30, 2013, and, in fact, the billing was not received from the Forest Service until nine months after the agreement expired. It is their understanding that the funding was to come from another Forest Service agreement to be passed through to pay the collective agreement. Barbie and Alan will continue to research and communicate with Debbie Church and Gil Gale to get this straightened out and wrapped up.

INWFN PROJECT UPDATE

Teri McKenzie provided an email update:

Five new people joined the INWFN Board of Directors. They have been given use of an office space for \$20/month in Spokane. Working committees are being formed to oversee key functions.

A new intern is helping coordinate a new initiative called the Power of Produce (PoP) Club being launched this summer at the Hayden Farmers Market. The Club is free for children ages 5 -12 to help support their interest in healthy food choices.

They continue to offer the monthly hands-on Seasonal Kitchen cooking classes, Food for Thought Book Club, and Chew on This; and they are developing other programs such as a knife skills class, food preservation, and butchering. In the fall, they will be hosting teen cooking classes.

In March they hosted a successful Seed Swap with over 120 people in attendance to exchange seeds.

Next year they plan a health-farm summit to bring health care professionals and producers in their region together in the hope regional hospitals will begin to source some of their food from local, organic producers.

They are also working on a multi-year project to establish a community farm.

FOREST SERVICE YOUTH ENGAGEMENT PROJECTS

In February the Forest Service was applying for more youth engagement funding for such programs as Forest and Fun Camp. Barbie provided a letter of support on behalf of the Council for that effort. They are looking for more funding for bus drivers' salaries and transportation costs to get the kids into the forest, as well as funding for the Forest and Fun Camp that they are already putting on. They are also looking to reinvigorating and updating a wilderness skills trail curriculum that was used on the Nez Perce and Clearwater National Forests in the late 1990's and early 2000's, calling it Connecting Youth to Cultural and Wilderness Heritage. It will support local students and will be using the Lochsa Historical Ranger Station (LHS) as the setting for the program.

They are asking for \$1100 for the Forest and Fun Camp and \$3,400 for the Connecting Youth program.

OUTREACH ACTIVITY	
<p>Barb Coyner, a Potlatch resident, has been in contact with Barbie. She is a professional writer and editor and used to write for the Ruralite, as well as ag and timber magazines. She is excited that we are in Potlatch now, and she would like to write an article and post it in the Potlatch CIA (Community Information Agency) Newsletter to let people know who we are and what we are doing, without any charge other than the cost of the advertising. She could be helpful for other future outreach efforts as well.</p>	

National RC&D Restructuring Update

PRESENTED BY	Clyde Hanson
DISCUSSION	<p>Clyde was a member of one of three groups assigned the task of coming up with a restructuring plan for the National RC&D. A summary of the new structure:</p> <ul style="list-style-type: none"> • Retains the representation from the 7 Regional Associations. • Institutes three national Nominating Districts that will elect from the membership. • The Board will recruit for confirmation at least two at-large, under-represented community representatives to serve on the Board. • NARC&DC will continue to annually elect its officers, select its committee chairs, and oversee the administration of NARC&DC operations. • The new structure will be in place by June 30, 2017.

Western RC&D Update

PRESENTED BY	Clyde Hanson
DISCUSSION	<p>The February meeting of the Western RC&D was cancelled because there were not enough confirmed attendees. There are items that need to be done, including next year’s budget and bylaw changes, and the next meeting is tentatively scheduled for April 25, 2017.</p>

CBYCC Update

PRESENTED BY	Tera King and Barbie Miller
DISCUSSION	<p>The Clearwater Basin Youth Conservation Corp (CBYCC) season is getting into full swing. We will be doing interviews soon, and the youth employment application is available on the CBC website as well as the Facebook page. So far, there have been presentations in seven schools, and we hired Blue 541, a Coeur d’Alene firm, to design and produce a poster for outreach in promoting the application.</p> <p>In the past, there has been one leader and five youth per CBYCC crew. This year we will also have one or two in a wilderness trail crew and are recruiting for this as well. Ultimately we will have 32 employees!</p> <p>We are focusing on Pierce and Orofino as we were lacking in applications for that area last year. All applicants will be given an interview to give them the opportunity to meet everyone and the experience of presenting themselves. Three-person teams from each town conduct these interviews over an entire week.</p> <p>We have received a Memorandum of Understanding (MOU) from Idaho County Invasive Plant Management to hire CBYCC crews and will be receiving MOUs from BLM, Idaho Firewise, and the National Park Service soon.</p>

Request for Approval of Idaho County MOU for CBYCC Crew Work

PRESENTED BY	Barbie Miller					
DISCUSSION	<p>Idaho County Invasive Plant Management desires to collaborate with CBYCC crews to eradicate, control, and maintain invasive weeds within Idaho County. The Idaho County MOU names as key officials Connie Jensen-Blyth, Idaho County Invasive Plant Management; Barbie Miller, Clearwater RC&D; and Tera King, CBYCC.</p> <p>The MOU lays out the method of payment, liability insurance requirements, observance of minimum wage laws, and other legal payroll requirements. The work plan for the Idaho County projects spans a 3-week period and the allowed cost is a total of \$9,000.</p>					
CONCLUSIONS	Motion to approve the Idaho County MOU for CBYCC work crews.					
MOTION TO APPROVE BY	Alan Martinson	SECONDED BY	Bob Tippett	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Request to Hire Nat Davis for CBYCC Pre-Season Work

PRESENTED BY	Tera King					
DISCUSSION	<p>Last year Nat Davis, one of the CBYCC crew leaders, worked under the Framing Our Community contract to prepare for the CBYCC work season—recruitment in schools, procuring necessary tools, etc. The CBYCC Council desires to put him on the payroll sooner lowering overhead and making it easier to keep track of exact time spent on the pre-season work.</p> <p>Because he has already started, we would need to pay him for work that’s already been done plus reimbursement for mileage. Last year he was paid \$19.08 per hour, all of which is paid through the participating agreements.</p>					
CONCLUSIONS	Motion to hire Nat Davis for CBYCC pre-season work.					
MOTION TO APPROVE BY	Clyde Hanson	SECONDED BY	Alan Martinson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Sustainable Forestry Tour Sponsorship Request

PRESENTED BY	Barbie Miller					
DISCUSSION	Idaho Forest Products is requesting again this year our support for the Sustainable Forestry Tour program in the amount of \$500. Last year we received thank you letters from Idaho teachers as to how successful the program was.					
CONCLUSIONS	Motion to continue sponsorship for the 2017 Idaho Forest Products Sustainable Forestry Tours for \$500.					
MOTION TO APPROVE BY	Clyde Hanson	SECONDED BY	Mike Ponozzo	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Board Development Strategy & Quorum Discussion

PRESENTED BY	Barbie Miller					
DISCUSSION	As part of our strategic planning, we need to recruit Council members to fill vacancies after having lost four members in just the last year. Lack of members is causing the problem of running up against our quorum requirements. Everyone who pays a sponsorship fee is eligible to have a member on the Council and should be reminded of that privilege by putting the information in the sponsorship letters. Several possible individual names were put forward by those present today.					

Strategic Planning

PRESENTED BY	Tera King
DISCUSSION	<p>In our strategic planning discussions, we have talked about our goals, including increasing our staff; improving our processes; marketing and outreach plan; and increasing council membership. Each Council member has been asked to bring at least one project suggestion to the table this year as they come across anything that will fit; it's important to replace some of the funds we have lost.</p> <p>We've discussed the idea of a program manager before. The needs and organization related to this position haven't solidified. Tera mentioned that there are two individuals who are interested in filling this need. After discussion, the Council considered that it might be better to fulfill this need on a contractual basis rather than hiring an additional employee.</p> <p>Tera suggested the Council develop rack cards for outreach activities.</p> <p>Barbie offered to get business cards for the Council members to use when following up with contacts.</p>

Announcements

CEDA Annual Meeting is scheduled for April 20, 2017, 4-8 pm, Lewiston Red Lion. RSVP requested. \$35 per person.
A thank note was received from the Mike Bowman family for flowers.

Meeting Adjourned

MOTION TO ADJOURN BY	Alan Martinson	SECONDED BY	Clyde Hanson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	AT	3:15 p.m.
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