



## Clearwater Resource Conservation and Development Council, Inc.

### Council Meeting Minutes

Thursday, October 26, 2017

1:00 p.m. to 3:00 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 checked="" type="checkbox"/>	Art Bettge, City of Moscow
<input 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 checked="" type="checkbox"/>	Tera King, President
<input checked="" type="checkbox"/>	Mike Ponozzo, Lewis County	<input type="checkbox"/>	
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

#### Call to Order

<b>MEETING CALLED TO ORDER BY</b>	Tera King, President	<b>AT</b>	1:00 p.m.
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#### Agenda Changes

<b>REQUESTS</b>	none
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#### Approval of October 5, 2017 Meeting Minutes

<b>MINUTES WERE EMAILED ON</b>	October 24, 2017		
<b>CHANGES</b>	None		
<b>MOTION TO APPROVE BY</b>	Mike Ponozzo	<b>SECONDED BY</b>	Clyde Hanson
		<b>PASSED</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

#### Treasurer's Report

<b>PRESENTED BY</b>	Alan Martinson		
<b>DISCUSSION (TREASURER'S REPORT)</b>	Alan Martinson presented the Treasurer's Report and the Transaction Report by Class, as of October 15, 2017. Alan described the details of the Report, including any discrepancies and negative balances.		
<b>MOTION TO APPROVE BY</b>	Art Bettge	<b>SECONDED BY</b>	Clyde Hanson
		<b>PASSED</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>DISCUSSION (INDIRECT RATE INCREASE &amp; AUDIT)</b>	<p>We factored an anticipated indirect rate increase into the FY 2018 budget. Barbie will discuss federal requirements with our accountant, Harris and Co., and report back to the Council at a later meeting.</p> <p>In the past, we talked about whether we should have a full audit or just a financial review. Since we are under the \$750,000 federal expenditure threshold for FY 2017, Harris and Co. recommended doing a financial review. However, we may be required to do an audit if we increase our indirect rate to 11%. Barbie will continue to discuss these situations with Harris and Co.</p>		

## Executive Director's Report

PRESENTED BY	Barbie Miller
EXECUTIVE COMMITTEE VOTES BY EMAIL	
There were no votes by email.	
ACTIVITIES, ACCOMPLISHMENTS, & UPDATES	
Barbie is closing the financial side of the CBYCC and preparing the final reimbursement requests.	
Barbie met with Lonnie Newton and Doug Graves from the BLM. Nick Carter with IDL was not able to attend. Those present discussed the BLM Community Fire Assistance agreement. The participants came away from the meeting with a better understanding of each other's roles, and Barbie gave the other attendees a better understanding of what the Council does and who we are.	
Idaho is an offset state, which allows for federal and state agencies to coordinate efforts on wildland fire protection activities. A fire response guide (FRG) for Craig Mountain Joseph Plains area was developed under the previous BLM Community Fire Assistance agreement, and serves as a decision-making tool for agencies responding to fires in the area. The FRG was very effective during the 2017 fire season and received many accolades. As a result, the BLM and IDL want to develop FRGs for the Maggie Creek and Cataldo fire protection districts, too.	
The meeting attendees decided on an action plan for the Maggie Creek FRG: Release an RFP for the Maggie Creek FRG by Thanksgiving, post for two weeks, and award proposal by Christmas. Tentative contract schedule: start work by January; contractor meet with partners in Spring; complete draft by June; work with the draft during the 2018 fire season; and finalize FRG in the Fall. Funding for the Maggie Creek FRG will be provided under the BLM Community Fire Assistance agreement.	
Barbie asked Council members in attendance if they think a scaled down version of the FRG to more local levels could be beneficial. Alan Martinson stated that it probably wouldn't be since municipal and rural fire districts are primarily responsible for structure fire suppression, rather than wildland fires.	
Barbie is planning to get the contribution requests out next week. She asked for the Council's thoughts on the organizations that have not contributed for the last three years. Comments included:	
<ul style="list-style-type: none"> <li>• Council members suggested increasing the contribution amounts, but not so much that we lose contributors. The Council already approved the amounts for FY 2018. Any changes to the amounts will be for FY 2019.</li> <li>• Do we have a sheet to send with the requests showing what we have accomplished and what our projects have done? We included the information in the letters sent in May.</li> <li>• Upon request, we have met with some of the counties/cities explaining who we are and what we do. In some instances, there is more expense involved with driving to the meetings than what we would receive from the contributions. It was suggested that Council members represent the Council in their local areas whenever possible, rather than paying the executive director for her travel.</li> <li>• Tera asked to review the request letter when it is ready.</li> <li>• Once the letters have gone out, we should tackle a plan for future outreach.</li> </ul>	
Barbie joined a non-profit leadership lab discussion workshop, hoping to gain additional nonprofit insight. As a fiscal sponsor, we don't fit the traditional nonprofit role, but there is potential for gleaning additional information applicable to us.	

**CBC WHRI Memorandum of Agreement with WSU**

<b>PRESENTED BY</b>	Barbie Miller					
<b>DISCUSSION</b>	<p>Alex Irby, Randy Doman, and Kelli Rosellini from the CBC attended the July 27, 2017 Council meeting to discuss a proposed Memorandum of Agreement with WSU for the WHRI. The CBC sent the MOA to WSU who made some minor changes and sent it back to them. These changes are on the copy emailed October 24, 2017 to the Council members and included in the meeting packet. The CBC is recommending that we sign this MOA.</p> <p>When we discussed the MOA at the July 27 meeting, the parts that were questionable were on page 2, part 5 (Data, Information, and Publication) and Attachment 2 (Clearwater Basin Collaborative Data-Sharing Agreement). The end of the discussion at that meeting was summarized by this quote from Randy Doman:</p> <p style="padding-left: 40px;">“The bottom line is the CBC doesn’t really care so much about (owning) intellectual property as being able to affect the eco system, and we will have that knowledge to change the eco system to help grow. That’s all we need. CBC doesn’t really need ownership of the intellectual knowledge. It would soon divert us from what we are supposed to do, and we think we will still be able to make some things happen and use it in management decisions to push things in the right direction. That’s our whole goal. We got into research because no one was doing that and everyone was focused on winter range. And we’ve done a 180; it’s going to summer range and it’s changed the whole way we look at the forest and how we manage; and this is what this is about.”</p> <p>The Council and CBC can use any of the information that is created out of this Agreement if the source is cited; and the student can use whatever she creates on her thesis and manuscripts and, potentially, on other work in her research as well. The Council and CBC will review all the manuscripts; the CBC’s technical committee on this project will review the data before it is published.</p>					
<b>CONCLUSIONS</b>	Motion to approve the WHRI Memorandum of Agreement with WSU.					
<b>MOTION TO APPROVE BY</b>	Clyde Hanson	<b>SECONDED BY</b>	Alan Martinson	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**Office Assistant Position**

<b>PRESENTED BY</b>	Barbie Miller					
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• The current office assistant position is a part-time, temporary position. It is a 15-20 hours-per-week position. We need a part-time position a minimum of 20-30 hours-per-week on average. This has been budgeted into the FY 2018 budget.</li> <li>• We have need for a third person (in addition to Executive Director and Office Assistant) for outreach and program coordination but have determined through the budget-planning process that we don’t have the funding for the third person yet.</li> <li>• Increasing the hours for the office assistant position will help free up more time, enabling Barbie to take on a full executive director role.</li> <li>• This part-time position would not be eligible for benefits other than paid holidays and paid time off.</li> </ul>					
<b>CONCLUSIONS</b>	We need to post this office assistant job to be filled as soon as soon as a suitable candidate is found.					
<b>MOTION TO APPROVE BY</b>	Alan Martinson	<b>SECONDED BY</b>	Clyde Hanson	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>ACTION ITEMS</b>				<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Post the part-time, office assistant position			Barbie Miller	10/31/17		

Outreach Discussion

PRESENTED BY	Tera King and Barbie Miller
DISCUSSION	<p>When we were with the NRCS, projects were more plentiful to us. Some of the projects acted as a bridge between the Federal agencies and the private land owners, so using the RC&amp;D removed some of the bureaucracy and regulations. Not having that, how can we progress in growing the RC&amp;D base? Are we ruling out developing our own projects?</p> <p>What were the pros and cons of developing an area plan, as previously required by NRCS?</p> <ul style="list-style-type: none"> <li>• Con – An area plan requires a lot of time to develop.</li> <li>• Pro – It acts as a checklist for developing a strategic plan, expediting the process. We could use it at our meetings to help with guidelines for assignments.</li> </ul> <p>We have previously discussed keeping outreach planning at the forefront of our meetings. Some ideas to consider:</p> <ul style="list-style-type: none"> <li>• Why do federal agencies prefer to use the RC&amp;D to facilitate projects?             <ul style="list-style-type: none"> <li>• Projects contracting directly in financial matters is not always a good option—cumbersome and more expensive. The RC&amp;D allows more flexibility.</li> <li>• Gives them a wider range of contractors. Hiring Federal contractors requires more bureaucracy, making it less timely than with the RC&amp;D.</li> <li>• With the CWMAs, for example, there are many partners contributing to one pot of money that funds the programs.</li> <li>• There is a low investment to pair with the RC&amp;D.</li> </ul> </li> <li>• In what areas could these qualities be beneficial to cities and counties, too?             <ul style="list-style-type: none"> <li>• Recreation, parks, quality of life.</li> <li>• Cities working with the EPA for erosion and pollution of wet areas and creeks.</li> <li>• Water conservation districts.</li> <li>• Inter-government cooperation.</li> <li>• Counties and cities having difficulty managing programs that extend beyond their jurisdiction.</li> </ul> </li> <li>• If we don't have time to do outreach, how can we create that time?             <ul style="list-style-type: none"> <li>• Putting extra hours into the office assistant position is a beginning.</li> <li>• Switch to a bi-monthly meeting schedule.</li> <li>• Council members use that extra time to reach out to prospects with whom they have an "in."</li> <li>• We need to be clear on what our fiscal sponsorship provides to a project and charge appropriately for any additional services.</li> <li>• In order to fully implement an outreach plan, we need additional staff. Since our budget doesn't currently allow that, it's going to mean more Council member time to get the information out there.</li> </ul> </li> </ul> <p>Discussion of changing to a bi-monthly meeting:</p> <ul style="list-style-type: none"> <li>• Frees up time for everyone. Meeting three hours on a bi-monthly basis instead of two to reduce meeting prep time and allow for more strategic discussion.</li> <li>• Saves on travel time and expenses.</li> <li>• Less face time, but urgent business can be conducted by email. Would need to be sure our quorum can be met; not every member can vote by email. Email votes require 50% plus 1 of the Executive Committee.</li> </ul>

	<ul style="list-style-type: none"> <li>• We need to identify what is within Barbie’s authority to approve and document that authority in a written policy. Items that require a vote can be handled by email voting or conference call.</li> <li>• Suggested that Barbie might send an email update the months when we don’t have a meeting.</li> <li>• Agreeing on a bi-monthly meeting does not preclude us from having a monthly meeting if needed.</li> <li>• Do we need to update the Bylaws? Are there other issues that would need to be addressed?</li> <li>• Need to check with members to be sure what dates they could attend bi-monthly. The third Thursday of the month appears to be acceptable for those present today.</li> <li>• When ideas come up at a meeting, we need to decide who’s going to implement the idea and when. Before we leave the meeting, there should be an action plan in place.</li> </ul>	
Action items	Person responsible	Deadline
Work on a policy for executive director and Council approvals	Barbie Miller	
Poll Council members regarding availability for meeting dates	Barbie Miller	
Research the Bylaws to see if the bi-monthly meeting would be allowed.	Barbie Miller	

**Determine November/December Meeting Date**

<b>CONCLUSIONS</b>	Members agreed on either December 6 or 7, 2017. Barbie will check with Council members not in attendance in order to finalize the date.
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**Announcements**

Chris St. Germaine sent information for the Idaho Forest Biomass Workshop to be held November 8–9, 2017. The schedule is included in our meeting packet. Clyde Hanson said he may be able to attend and report back to the Council.
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Meeting Adjourned by Tera King at 3:00 p.m.