



Clearwater Resource Conservation and Development Council, Inc.

Council Meeting Minutes

Wednesday, March 21, 2018

1:00 p.m. to 4:00 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"/>	Brandy Sullivan, City of Moscow
<input type="checkbox"/>	Bob Tippett, Nez Perce County	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Denis Duman, Idaho County		AT-LARGE MEMBERS	
<input checked="" type="checkbox"/>	John Smith, Clearwater County	<input checked="" type="checkbox"/>	Tera King, President
<input checked="" type="checkbox"/>	Mike Ponozzo, Lewis County	<input checked="" type="checkbox"/>	Clyde Hanson, Vice President (via phone)
OTHER			
<input checked="" type="checkbox"/>	Barbie Miller, Executive Director, Clearwater RC&D	<input type="checkbox"/>	Alex Irby, Clearwater Basin Collaborative
<input checked="" type="checkbox"/>	Janelle Poulsen, Office Assistant, Clearwater RC&D	<input checked="" type="checkbox"/>	Kelli Rosellini, Hells Canyon Recreation Collaborative
<input checked="" type="checkbox"/>	Josh Tyree, Harris CPAs (via phone)	<input checked="" type="checkbox"/>	Leslie Anderson, Hells Canyon Recreation Collaborative
<input checked="" type="checkbox"/>	David Hegstrom, Harris CPAs (via phone)	<input checked="" type="checkbox"/>	Monica Smith, Nez Perce Soil & Water Conservation District

Call to Order

MEETING CALLED TO ORDER BY	Tera King, President	AT	1:09 p.m.
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Agenda Changes

REQUESTS	None
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Approval of January 17, 2018 Meeting Minutes

MINUTES WERE EMAILED ON	March 19, 2018				
CHANGES	None				
MOTION TO APPROVE BY	Denis Duman	SECONDED BY	Mike Ponozzo	PASSED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Presentation of Financial Statements and Tax Returns

PRESENTED BY	Josh Tyree & David Hegstrom
DISCUSSION	Josh Tyree and David Hegstrom were present via conference call to present the 2017 Fiscal Year audit that was started in early February. The council was not obligated to do a Federal combined audit for this fiscal year because Federal awards were less than \$750,000. Overall, it was a very clean audit, findings were consistent, and minor changes were reported. The Council's cash assets increased from FY 2016, grants receivables were similar, prepaid expenses increased, and overall net assets were increased. The increase in net assets was largely driven by the increase in

	temporarily restricted funds, or basic grants and funds awarded, that will be available during Fiscal Year 2018.					
MOTION TO APPROVE BY	Denis Duman	SECONDED BY	Mike Ponozzo	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 February 28, 2018. Alan described the details of the Report, including any discrepancies and negative balances.					
MOTION TO APPROVE BY	Mike Ponozzo	SECONDED BY	Denis Duman	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Executive Director’s Report

PRESENTED BY	Barbie Miller					
EXECUTIVE COMMITTEE VOTES BY EMAIL						
Approved hiring a temporary CBYCC and RC&D Program Assistant for 30 hours per week at \$16-20 per hour from April 2, 2018 to August 17, 2018.				Approved on Feb. 5, 2018		
Approved the professional services contract with Ecosystem Management for the Maggie Creek Fire Response Guide.				Approved on Feb. 12, 2018		
Approved to recruit and hire 4 new crew leaders for CBYCC and rehire 2 returning crew leaders for the 2018 season at \$16-20 per hour.				Approved on Mar. 2, 2018		
Approved a cash contribution of \$150 for the Two Degrees Northwest Artisan Trail Guide.				Approved on Mar. 14, 2018		
Approved to recruit and hire 32 new CBYCC crew members for the 2018 season at \$7.25 per hour.				Approved on Mar. 14, 2018		
GENERAL UPDATES						
<p>Don Larson</p> <ul style="list-style-type: none"> The Council wants to show our sympathy for the family of Don Larson, who passed away on March 1, 2018. He was an area forester who was a faithful Council volunteer for many years. We have signed a card that will be sent to his family. 						
<p>Meetings and Association Updates</p> <ul style="list-style-type: none"> There is an upcoming annual CEDA meeting that Denis Duman and Mike Ponozzo will be attending. Barbie Miller and Clyde Hanson both attended the recent Idaho RC&D meeting via conference call. There was discussion of yearly dues for \$200 for each local RC&D to pay for overhead costs. There is an upcoming National RC&D conference in Loomington, Minnesota on September 22-26, 2018. Our Council will not be attending. Barbie Miller got an email stating that the National RC&D has hired new management. Instead of hiring a CEO, they finalized discussions with a state services organization to use their association management services. This is a team of people who have expertise in management, finance and accounting, membership development, communications, marketing, IT and website development, and meeting and event management. 						

Barbie attended a NASCA webinar entitled, “Partnering with Your Resource Conservation & Development Council,” on March 7, 2018. She forwarded notes from the webinar to Council members. This webinar was a great reminder that RC&Ds are valuable in providing the bridge between various government agencies and other organizations.

Sponsor Contributions Update

- All counties have contributed.
- Roughly half of the cities have contributed.
- So far, Grangeville is the only city that has declined to contribute and questioned how the council benefits them.
- Overall, we have received about \$3,840 of the \$5,470 requested.

Audit Updates

- The audit is an ongoing process that will be wrapped up shortly.

Office Assistant Update

- Janelle is still in the process of learning and has come very far.
- Her 3-month performance review is coming up and will be sent out to the Council within the next week or two for approval.

QuickBooks Update

- Barbie and Janelle have been working in QuickBooks to track programs separately from grant funds by assigning classes and jobs. This change will allow us to provide better reporting on projects and better meet the changing requirements for our Forest Service agreements.

PROJECT UPDATES

CBYCC

- Tera has printed several posters to be circulated to different areas to help recruit CBYCC members.
- So far, we have received 5-6 crew leader applications and 12 crew member applications.
- The crew member application process will be open until April 16, 2018.
- Barbie will be hold interviews for these positions, as well as for the program assistant position.

Igniting Innovations

- Igniting Innovations has received their 3D printer, and they are working on getting it set up and getting the proper training on how to use it.

Two Degree Northwest

- Two Degrees Northwest has applied for a grant from Idaho Commerce. If awarded, Clearwater County will sponsor the grant because the funds must be awarded to a city, county, or tribal government.
- The Executive Committee approved a contribution of \$150 to be counted as matching funds.

Community Fire Assistance

- The BLM and the Department of Lands are working on the planning stages of the Maggie Creek Fire Response Guide and will be setting up a meeting in early April.

New Project Proposal: Hells Canyon Recreation Collaborative

PRESENTED BY	Kelli Rosellini & Leslie Anderson
DISCUSSION	Kelli Rosellini and Leslie Anderson came to the meeting to request fiscal sponsorship for the Hells Canyon Recreation Collaborative. The collaborative was formed to help restore and maintain sites for people to utilize the recreation opportunities within Hells Canyon. Their goal is to not see a fee imposed to users and they want to collaborate a volunteer labor crew to help with restoration. They

	have asked for the Council’s fiscal sponsorship for this project because, in order to receive grant funds, it has to be done through a 501(c)(3) organization, and they do not intend to become their own 501(c)(3) anytime in the near future.					
MOTION TO APPROVE BY	Denis Duman	SECONDED BY	Brandi Sullivan	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

CBC USFS Agreement 17-CS-035 Mod 2

PRESENTED BY	Tera King
DISCUSSION	<p>There have been some recent changes and requests asked of the Council from the Forest Service (FS) and these were addressed to the Council by Tera. The FS has requested that any future Clearwater Basin Collaborative (CBC) meeting be open to the public and advertised in advance. They have also become more specific on what they will reimburse to the CBC. There has not been a financial plan structured quite yet because the FS, CBC, and RC&D all need to come to agreed terms on what needs to be implemented and then submitted to the Regional FS office for approval. Once approved, a financial plan will then be sent to the Council for review. There is nothing to be approved at this time, this was just a general update.</p>

Update on NRCS agreement

PRESENTED BY	Barbie Miller
DISCUSSION	<p>After meeting with Tony Sunseri, Barbie updated the Council on the upcoming agreement between the NRCS and the Idaho State RC&D (IRCDA). IRCDA will hold the master agreement and agreements with the RC&Ds, and the RC&Ds will have MOUs with the Soil Conservation Districts in their regions. The Soil Conservation Districts will submit monthly reports to the RC&Ds, and the RC&Ds will compile and submit all reports to NRCS. The NRCS will then issue one reimbursement check to IRCDA, and IRCDA will then issue checks to the RC&Ds.</p> <p>Barbie participated in a conference call for the IRCDA where the cost of monthly dues was discussed, as well as the 3% they would like to claim from the 10% admin fee. Barbie explained in the meeting that the Clearwater RC&D indirect rate is 10%, and we cannot compromise the integrity of our 10% admin by accepting a lower rate.</p> <p>Tony Sunseri made a proposal that the Council moves its office to the NRCS building in Moscow. They would provide rent-free office space in exchange for receptionist assistance a few hours a week. By co-locating in the same building, NRCS could potentially cost share additional hours for the office assistant under the new agreement with IRCDA. After consideration and discussion, it was agreed that we should remain in our current office in Potlatch under the terms of our current lease.</p>

Strategic Planning Session

PRESENTED BY	Tera King
DISCUSSION	<p>In February, Tera and Barbie met with Mike Ponozzo, Lewis County commissioners, NRCS, and Lewis County Soil Conservation Service to work on outreach in the area. They discussed previous RC&D projects and ideas for potential new projects, and shared points of contact.</p> <p>The next outreach trips will be in April with Clearwater and Idaho Counties.</p> <p>Tera asked the Council to disperse CBYCC posters to help recruit for the upcoming season.</p>

Meeting Adjourned by Tera King at 4:04 p.m.