



Clearwater Resource Conservation and Development Council, Inc.

Council Meeting Minutes

Wednesday, May 16, 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 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
OTHER			
<input checked="" type="checkbox"/>	Barbie Miller, Executive Director, Clearwater RC&D	<input checked="" type="checkbox"/>	Alex Irby, Clearwater Basin Collaborative
<input checked="" type="checkbox"/>	Janelle Poulsen, Office Assistant, Clearwater RC&D	<input checked="" type="checkbox"/>	Kelli Rosellini, Clearwater Basin Collaborative
<input checked="" type="checkbox"/>	Lauren Paterson, Program Assistant, Clearwater RC&D	<input checked="" type="checkbox"/>	Monica Smith, Nez Perce Soil & Water Conservation District

Call to Order

MEETING CALLED TO ORDER BY	Tera King, President	AT	1:02 p.m.
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Agenda Changes

REQUESTS	None
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Approval of March 21, 2018 Meeting Minutes

MINUTES WERE EMAILED ON	May 8, 2018		
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	Alan Martinson presented the Treasurer's Report and the Transaction Report by Class, as of April 30, 2018. Alan described the details of the Report, including any discrepancies and negative balances.		
MOTION TO APPROVE BY	Denis Duman	SECONDED BY	Brandi Sullivan
		PASSED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Program Assistant Introduction and Report

PRESENTED BY	Lauren Paterson
DISCUSSION	<p>Lauren Paterson started by introducing herself and presenting her educational experience with digital media. She has been working on several projects for both the Clearwater RC&D and Clearwater Basin Youth Conservation Corp (CBYCC). She started with the time-sensitive tasks with a long-term goal of updating the face of the Council’s website and social media.</p> <p>Lauren has provided the Council staff with several key media contacts as well as potential contacts for Council outreach in Kamiah.</p> <p>The CBYCC youth-parent orientation will be held at the North Fork Ranger Station in Orofino. Lauren is reaching out to her contacts to find someone willing to donate food for this event.</p> <p>On Aug 1st and 2nd the CBYCC will be having an end-of-season barbecue and awards ceremony. Lauren arranged with Idaho Parks and Recreation for this event to be held in the Big Eddy Lodge at no cost in exchange for the crew staining the deck on the facility.</p> <p>Nat Davis and Lauren have created a media plan to promote future seasons. The goal is to capture the moments of success and hard work done from each CBYCC crew. Lauren will be training each crew leader on techniques and features they can use on their cell phones, and they will provide Lauren with photos and videos that she can use, along with her own photos and videos, for CBYCC and Council outreach.</p> <p>Four crew members from the 2017 CBYCC season were hired by the Forest Service this year. This is one of the many goals of the CBYCC program, so Lauren will be reaching out to interview them for success stories.</p>

Executive Director’s Report

PRESENTED BY	Barbie Miller	
EXECUTIVE COMMITTEE VOTES BY EMAIL		
Hire Nat Davis as a backup CBYCC Crew Leader and for logistical support at \$19.08/hr.	Approved on April 5, 2018	
Accept Janelle Poulsen’s performance review and increase her wages to \$11/hr (effective April 1, 2018) with another performance and salary review in 6 months (October 1, 2018).	Approved on April 16, 2018	
New USACE cooperative agreement W912EF-18-2-0002 for \$24,000 funding for 2018 CBYCC program.	Approved on April 18, 2018	
GENERAL UPDATES		
<p>Program assistant update</p> <ul style="list-style-type: none"> Tera and Barbie split the program assistant into 2 positions to cover outreach and program logistics. Nat Davis started on April 11, 2018; he will be providing CBYCC logistical support. Lauren Paterson started on April 19, 2018; she will be supporting outreach efforts on behalf of CBYCC and RC&D. 		
PROJECT UPDATES		
<p>Community Fire Assistance</p> <ul style="list-style-type: none"> Modified the professional services contract with Ecosystem Management to extend the delivery schedule deadlines and contract term to adjust for unanticipated delays in initiation of the Maggie Creek FRG contract. \$45,000 in funding added to BLM Community Fire Assistance agreement L16AC00387 to allocate funding for a Fire Response Guide for the Cataldo Fire Protection District. Lonnie Newton stated that they may also want to initiate a new agreement with the Idaho Panhandle National Forest for additional funding for community assistance and hazardous fuels reduction. 		

<p>CWMA Updates</p> <ul style="list-style-type: none"> • ISDA awarded \$49,402.50 to the Palouse CWMA cost share program. A portion of the award was carryover funds from 2017. • ISDA funds for the Clearwater Basin CWMA will be arriving soon. • Have submitted contribution requests to CWMA partners. 	
<p>Hells Canyon Recreation Collaborative</p> <ul style="list-style-type: none"> • Conference call on April 26, 2018 with Kelli Rosellini (facilitator) and Leslie Anderson (treasurer) to establish AR and AP procedures. • Attended the April 27, 2018 Working Group meeting in Lewiston. • Fully signed Fiscal Sponsorship agreement now in place. • Submitted contribution requests to Working Group members. • Received \$10,000 grant for general operating funds. • Drafting a Challenge Cost Share agreement with Wallowa Whitman National Forest for funding to support the facilitator's salary and volunteer expenses. 	
<p>Two Degrees Northwest</p> <ul style="list-style-type: none"> • Applied for USDA Rural Business Development Grant on 4/30/2018 for funding to support the Artisan Trail Guide. 	
<p>CBYCC</p> <ul style="list-style-type: none"> • CBYCC is in full swing! Everyone is pulling together to develop the curriculum, plan training and orientation sessions, update program materials, order supplies, and plan season-end events. • Crew leaders have been hired for Grangeville, Kooskia, Orofino, and Pierce. We still need to fill Potlatch position, but we have a couple applicants to interview. <ul style="list-style-type: none"> • Crew leaders are now on the payroll and beginning pre-season prep. • Crew leader training will be June 4-8, 2018. • In the process of interviewing crew members. <ul style="list-style-type: none"> • Received 65 applications for 40 positions. • Forest Service would like to add 2 frontliner positions this year; 1 in Kamiah and 1 in Grangeville. • We plan to complete the crew member recruitment by end of May. • Youth-Parent Orientation will be June 9 in Orofino, and crews will begin work on June 11, 2018. • Finalizing the RFQ for the Kelly Forks YCC Crew Support & Cook. Will fly it in the next few business days. • Will need to modify CBYCC 14-PA-071 agreement to add funding to cover additional expenses and modify financial plan to match current needs. • Will circulate for approval a MOU with Idaho County for CBYCC crew work, and perhaps some other MOUs as the curriculum develops. 	

Update on NRCS Agreement

PRESENTED BY	Barbie Miller
DISCUSSION	Barbie recapped the discussion from the March Council meeting. The Idaho Resource Conservation & Development Association (IRCDA) will be holding the master agreement with the NRCS to provide support for the area Conservation Districts. There have been MOUs drafted for this agreement and the IRCDA is looking for feedback. Bill Moore declared that our Council will have to accept only 7% of the 10% indirect rate as 3% will go to IRCDA for their overhead costs.
CONCLUSIONS	The decision to participate in this agreement has been deferred until we get further information from Josh Tyree with Harris and Co. about reducing our indirect rate for this agreement.

IRCD A Dues

PRESENTED BY	Barbie Miller
DISCUSSION	The IRCD A requested \$200 for dues from all Councils in Idaho, and dues must be paid in order to participate in the NRCS agreement. This amount would help cover insurance fees and teleconference fees. The council discussed that we have not budgeted for this amount for FY 2018 and whether the amount would be beneficial. If the Council chooses not to pay this fee, we can still participate in the Western Region RC&D as well as the National RC&D. The Council is hesitant to pay this amount if we will not be participating in the NRCS agreement.
CONCLUSIONS	The decision to pay these dues has been deferred until the Council decides whether to participate in the NRCS agreement.

Contribution Requests

PRESENTED BY	Barbie Miller				
DISCUSSION	The Council received a contribution request from the Sustainable Forestry Tour. In previous years the Council has contributed \$500 to the program. Fiscal Year to date, the Council has donated \$150 of the \$800 budgeted for contributions. The Council members were concerned with fully expending this budget since there has been a reduction in revenue this fiscal year. Brandy Sullivan suggested that the Council donate a smaller amount in order to stay under budget and still support an excellent program.				
CONCLUSIONS	The Council will donate \$100 to the Sustainable Forestry Tour.				
MOTION TO APPROVE BY	Brandy Sullivan	SECONDED BY	Denis Duman	PASSED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

CBC Updates

PRESENTED BY	Kelli Rosellini & Alex Irby
DISCUSSION	Kelli and Alex joined the meeting to give the Council an update on projects they are working on and their financial status. The month of May will be the CBC's 10 th anniversary. Recently, the CBC was approached by the National Collaboration Cadre, which is a strategic planning ground for collaboratives. During this process, the Cadre approached four different areas: people, purpose, processes, and products. From there, they found six items that the CBC would like to work on: Leadership and succession planning, organizational structure and purpose, financial transparency, planning for the future, protocols, and minor operations. After this strategic planning session, the CBC will have new processes, a new plan of work, and a new business model set up by the end of July.

Strategic Planning Session

PRESENTED BY	Tera King
DISCUSSION	During the March meeting, the Council agreed to do an outreach session for both Idaho County and Clearwater County. This was cancelled due to other commitments with the Forest Service. The Council would like for Lauren to help with any contact leads for any future outreach sessions. Tera has been working with several people from the Forest Service for a potential new project regarding workforce development programs.

Meeting Adjourned by Tera King at 4:00 p.m.