



Clearwater Resource Conservation and Development Council, Inc.

Council Meeting Minutes

Thursday, October 11, 2018

7:00 p.m. to 8:00 p.m.

Brava's Restaurant, 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"/>	
AT-LARGE MEMBERS			
<input checked="" type="checkbox"/>	Denis Duman, Idaho County	<input checked="" type="checkbox"/>	Tera King, President
<input checked="" type="checkbox"/>	John Smith, Clearwater County	<input checked="" type="checkbox"/>	Clyde Hanson, Vice President
<input checked="" type="checkbox"/>	Mike Ponozzo, Lewis County	<input checked="" type="checkbox"/>	
OTHER			
<input checked="" type="checkbox"/>	Barbie Miller, Executive Director, Clearwater RC&D	<input checked="" type="checkbox"/>	Shelley Ponozzo, Guest
<input checked="" type="checkbox"/>	Janelle Poulsen, Office Assistant, Clearwater RC&D	<input checked="" type="checkbox"/>	Marietta Hanson, Guest
<input checked="" type="checkbox"/>	Lauren Paterson, Program Assistant, Clearwater RC&D	<input type="checkbox"/>	

Call to Order

MEETING CALLED TO ORDER BY	Tera King, President	AT	7:10 p.m.
-----------------------------------	----------------------	-----------	-----------

Agenda Changes

REQUESTS	None
-----------------	------

Approval of May 16, 2018 Meeting Minutes

MINUTES WERE EMAILED ON	October 10, 2018		
CHANGES	None		
MOTION TO APPROVE BY	Clyde Hanson	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			
Request for Quotation and Qualifications for Youth Conservation Corps Crew Support and Cook.	Approved on June 8, 2018		
Memorandum of Understanding with Idaho County Noxious Weed Department for CBYCC Crew Work.	Approved on July 9, 2018		
Request for Quotation and Qualification for Clear Creek Cross-Drain Culvert Data Collection.	Approved on July 9, 2018		

New CBYCC 18-PA-043 Forest Service agreement to add \$183,000 in funding.	Approved on July 17, 2018
New US Forest Service Stewardship Agreement 18-SA-034 for \$17,000 for Palouse CWMA funding.	Approved on August 15, 2018
New Forest Service Participating Agreement 18-PA-046 for \$71,500 in funding for Recreational Interpretive Program Support.	Approved on August 15, 2018
USDA Rural Business Development Grant for \$13,233 for Two Degrees NW Artisan Trail Guide.	Approved on August 16, 2018

PROJECT UPDATES

- The Council approved the Request for Quotation and Qualifications for the Youth Conservation Corps crew support and cook on July 9, 2018 but the position was not filled. The crew leader performed all of the requested work.
- Nathaniel Davis was awarded the funding for the Cross-Drain Culvert Data Collection CBC's CFLRP project, and he has completed all of the work.
- After the approval for the addition of \$183,000 of funds from the Forest Service for future funding for the Clearwater Basin Youth Conservation Corps, there was a modification for additional funds to extend employment for one Pierce crew member. He has completed his term on the Pierce Trail Crew.
- There was approval for funding for the Recreational Interpretive Program Support project, but the Council will soon be asked for a Council member to help manage this program. This funding is to assist with the Gem Trail and additional recreation work related to Historic National Trails.
- The Council approved a USDA Rural Business Development grant to help fund the Two Degrees Northwest Trail Guide and they are currently working on an updated version of the trail guide. The project leads are hoping to create a mobile application version of this.
- CBC Region 13-CS-031 agreement update
 - Barbie provided the Council with an update on the Region Cost Share Agreement. This has been an ongoing collaboration to gain reimbursement for expenses paid under this agreement. She has worked closely with the Regional office reduce the deficit of unallowable expenses from \$23,674 down to \$10,083. All approved expenses have been reimbursed. The Clearwater Basin Collaborative stated they will raise funds to reimburse the Council for the remaining balance.
 - Moving forward, Barbie, Tera, and Alan will be meeting with the Forest Service offices on November 30, 2018, to review all of the Council's Forest Service agreements. They will be collaborating to talk about consistency, look at financial plans, and rewrite agreements as needed.

GENERAL UPDATES

- Barbie suggested the Council take some time to work together for "reinvention." The Council needs to unite and come up with a plan to help bring in more projects and revenue to continue support for Council operations.

Outreach Report and Discussion

PRESENTED BY	Lauren Paterson & Tera King
DISCUSSION	<p>Lauren's time as a paid employee will be coming to an end on October 15, 2018. From there, she will be considered for media projects, and she will be paid on a project basis.</p> <p>She wrapped up her time by updating the Council on the projects she has worked on throughout the last few months:</p> <ul style="list-style-type: none"> • Adding media contacts to the Council's database. • Continuous updates to the Council's social media websites.

	<ul style="list-style-type: none"> • Attended County Commissioner meetings to assist in outreach. • Press releases to highlight three of our recent projects: Clearwater Basin Youth Conservation, Two Degrees Northwest, and Hells Canyon Recreation Collaborative. • Created a CBYCC Instagram. • CBYCC documentary.
--	--

Treasurer’s Report

PRESENTED BY	Alan Martinson
DISCUSSION	Alan Martinson presented the Treasurer’s Report and the Transaction Report by Class, as of September 30, 2018. Alan described the details of the Report, including any discrepancies and negative balances.

FY 2019 Council Ops Budget

PRESENTED BY	Alan Martinson				
DISCUSSION	Barbie Miller, with review and input from Alan Martinson and Tera King, prepared a bare bones budget based on FY 2018 actual expenditures. Due to the uncertainty of Forest Service funding and CBC projects, Barbie recommends that the Council review the budget again in a couple months.				
CONCLUSION	In addition to the proposed FY 2019 budget, the Council voted to increase the Awards budget line to include an additional \$150 for staff awards.				
MOTION TO APPROVE BY	Clyde Hanson	SECONDED BY	Denis Duman	PASSED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Sponsor Membership

PRESENTED BY	Tera King		
DISCUSSION	Tera stated all the Council’s sponsors and gave her appreciation. The list of FY 2018 sponsors are as follows:		
	<p>Cities</p> <ul style="list-style-type: none"> • Cottonwood • Craigmont • Culdesac • Elk River • Kooskia • Lapwai • Lewiston • Moscow • Nezperce • Peck • Pierce • Potlatch • Troy 	<p>Counties</p> <ul style="list-style-type: none"> • Clearwater • Idaho • Latah • Lewis • Nezperce <p>Other</p> <ul style="list-style-type: none"> • Clearwater County Economic Development Association • Clearwater Economic Development Association • Idaho Soil & Water Conservation District • Ida-Lew Economic Development Council • Latah Soil & Water Conservation District • Lewis Soil & Water Conservation District • Nez Perce Soil & Water Conservation District 	

FY 2018 At-Large Membership

PRESENTED BY	Tera King
DISCUSSION	Tera King read the list of At-Large Members for FY 2018
CONCLUSION	<ul style="list-style-type: none"> • Tera King, Vice President • Clyde Hanson

Financial Review Committee

PRESENTED BY	Tera King
DISCUSSION	With the recent retirement of Bob Tippett, there is a vacancy on the Financial Review Committee. Mike Ponozzo volunteered for this position. Barbie will touch base with Mike to review the processes for this position.
CONCLUSION	Mike Ponozzo is now part of the Financial Review Committee

FY 2019 Election of Officers

PRESENTED BY	Tera King						
DISCUSSION	The officer nominating committee prepared the nominations list for the FY 2019 Board of Officers. Tera King presented the nominations as follows: <ul style="list-style-type: none"> • President: John Smith • Vice President: Tera King and Clyde Hanson • Secretary/Treasurer: Alan Martinson 						
CONCLUSIONS	Having heard the nominating committee report, Tera King asked three times for any additional nominations from the floor for the President position. Hearing none, the call for nominations was closed.						
MOTION TO ELECT PRESIDENT BY	Denis Duman	SECONDED BY	Brandy Sullivan	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
CONCLUSIONS	Having heard the Nominating Committee report, Tera King asked three times for any additional nominations from the floor for the Vice President position. Hearing none, the call for nominations was closed. Tera King was voted to be the Council's FY 2019 Vice President.						
MOTION TO ELECT VICE PRESIDENT BY	Denis Duman	SECONDED BY	Brandy Sullivan	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
CONCLUSIONS	Having heard the Nominating Committee report, Tera King asked three times for any additional nominations from the floor for the Secretary/Treasurer position. Hearing none, the call for nominations was closed.						
MOTION TO ELECT SECRETARY/TREASURER BY	Denis Duman	SECONDED BY	Mike Ponozzo	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

Meeting Adjourned by Tera King at 8:38 p.m.