

CLEARWATER RC&D COUNCIL, INC.
MEETING MINUTES
October 24, 2013
Brammer Building, Lewiston, ID
1:15 p.m. to 3:15 p.m.

ATTENDANCE

Dick Hodge – Executive Vice President of Clearwater RC&D
Jacqui Gilbert – Vice President of Clearwater RC&D
Alan Martinson – Treasurer of Clearwater RC&D
Ivy Dickinson – Secretary of Clearwater RC&D
Drew Blankenbaker – Executive Director of Clearwater RC&D
Ken Roberts – At-Large Member
Loren Whitten-Kaboth – Clearwater County
Clyde Hanson – Idaho County
Mark Schwarzlaender – University of Idaho
Nina Eckberg – Panhandle Lake RC&D Council
Whitney Garrison – Nez Perce Soil & Water Conservation District

CALL TO ORDER ~ INTRODUCTIONS ~ AGENDA CHANGES

- Dick Hodge called the meeting to order at 1:15 p.m. and introductions were made.
- *Ivy Dickinson moved to approve the September 26, 2013 Minutes, as presented. Clyde Hanson seconded. Motion passed.*

Financial/Treasurer's Report

- Alan Martinson presented the Financial Report and the Transaction Report by Class, as of October 18, 2013.
- Alan described the details of the report and any discrepancies or negative balances and that all of the reimbursements have been submitted.
- *Alan Martinson moved to accept the Financial and Treasurer's Report, as presented. Jacqui Gilbert seconded. Motion passed.*

Executive Director's Report

- Drew Blankenbaker reviewed his activities and accomplishments over the month and discussed several upcoming events.
- Drew explained that the Wildlife Habitat Restoration Initiative work was beginning to happen and that several Request for Proposals and Quotes are forthcoming.
- Drew distributed information from the 2013 Palouse Basin Water Summit and discussed an opportunity to attend the National Network of Fiscal Sponsors.
- Drew stated that there were three decisions made by the Executive Committee via email since the Council's September meeting which included:
 - Approval of the Ecosystem Research Group Contract for Services – Modification #3
 - Federal Government Reimbursement and Payment Hold Notification
 - Idaho RC&D Association Fall Meeting Attendance

NEW BUSINESS

Executive Committee Conflict of Interests Forms

- Drew Blankenbaker distributed the Executive Committee Conflict of Interest Forms to be signed and dated for FY 2014 Council activities.

Panhandle Lakes RC&D Dissolution

- Nina Eckberg provided the Council with an update on the process for dissolution of the Panhandle Lakes RC&D Council and explained that a proposal has been made to not dissolve the organization.
- Nina explained that a final decision on the future of the organization will happen at their meeting on November 6.
- In light of Nina's update, the Council discussed their thoughts, concerns, and options for assisting the current projects of the Panhandle Lakes RC&D Council and how the area of north Idaho will be served in the future, if the organization was to dissolve.
- The Council agreed to wait until after the November 6 meeting to take action on any other projects of the Panhandle Lakes RC&D Council.

Noxious Weed Biological Control Development – Project Application

- Mark Schwarzlaender introduced the Project and the funds associated with application.
- Mark explained the history of the project, its association with the RC&Ds, and provided an overview of the potential roles and responsibilities between the Project and the Council.
- Jacqui Gilbert inquired about the types of transactions to be expected with the Project.
- The Council agreed that acting as the fiscal sponsor of the Project would further the Council's mission, purpose, and goals.
- *Ken Roberts moved to accept the Noxious Weed Biological Control Development Project Application, as presented. Clyde Hanson seconded. Motion passed.*
- The Council will discuss a Fiscal Sponsorship Agreement at its next meeting.

The Pearl Theater – Project Application

- Drew Blankenbaker and Nina Eckberg introduced the Project and reviewed the ongoing activities and scope of the Pearl Theater.
- Nina explained that the Pearl Theater has submitted its application to IRS for its own tax-exempt status and that the organization wishes to use the Council for the interim to accept donations and submit grant applications, with the first application being due at the end of October to the Avista Foundation.
- The Council discussed the Pearl Theater's request of an 8% administrative fee and agreed that the scope of work attributed to the Council, as proposed, is minimal, and that any additional scope of work, such as grantwriting services, would be addressed in the terms of the to be developed Fiscal Sponsorship Agreement.
- The Council agreed that acting as the fiscal sponsor of the Project would further the Council's mission, purpose, and goals.
- *Ken Roberts moved to accept the Pearl Theater Project application, as presented. Loren Whitten-Kaboth seconded. Motion passed.*
- The Council will discuss a Fiscal Sponsorship Agreement at its next meeting.

Financial Review Committee

- Alan Martinson reported that he had received the CPA engagement letter from Harris & Co. for the Council's annual review and that we will make a determination on whether the Single Audit will be required for FY 2013.
- Drew Blankenbaker suggested and the Council agreed that the Financial Review Committee convene prior to the next Council meeting and provide recommendations on the reserve

fund strategy, check signing policy, executive director payroll, and the FY 2015 schedule of requested contributions.

Idaho RC&D Association Fall Meeting

- Clyde Hanson and Drew Blankenbaker provided the Council with a report on their attendance at the Idaho RC&D Association Fall Meeting held in Gooding, Idaho on Oct. 21.
- Clyde reported on the election of officers, member dues, as well as the dates, locations and format of the future Idaho RC&D Association meetings.

National Network of Fiscal Sponsors Conference

- Drew Blankenbaker explained to the Council that he would be attending the National Network of Fiscal Sponsors Conference to be held in Boston, MA on November 6.
- Drew requested that the Council provide support for his registration fee to attend the event.
- *Jacqui Gilbert moved to approve the Council's reimbursement of Drew's registration fee for the National Network of Fiscal Sponsors Conference. Ken Roberts seconded. Motion passed.*

OLD BUSINESS

WUI Code Conference - Closeout

- Drew Blankenbaker reported that the WUI Code Conference project was complete and the payment from High Country RC&D was to be expected within the next month.

Marketing and Outreach – Update

- The Council agreed to postpone this agenda item until a future Council meeting.

COMMITTEE REPORTS

Forestry/Fire Committee

- Ivy Dickinson stated that there were no updates from the Forestry/Fire Committee.

Agriculture Committee

- Alan Martinson stated that there were no updates from the Agriculture Committee.

Sustainable Resources Committee

- Jacqui Gilbert reported that there was a Regional Small Business Development Summit on October 17th, and that the Inland NW Food Hub was still developing its business plan.

Ken Roberts moved to combine the November and December Council meetings to be held on December 5, 2013 at the regularly scheduled time.

Ken Roberts moved to adjourn the meeting. Dick Hodge seconded the motion. The meeting adjourned at 3:15 p.m.