

**CLEARWATER RC&D COUNCIL, INC.**  
**MEETING MINUTES**  
October 23, 2014  
Brammer Building, Lewiston, ID  
1:15 p.m. to 3:15 p.m.

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| <b>ATTENDANCE</b> |
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Bob Tippet – President of Clearwater RC&D  
Jacqui Gilbert – Executive Vice President of Clearwater RC&D  
Clyde Hanson – Idaho County  
Malcolm Dell – At-Large Member  
Dick Hodge – At-Large Member  
Loren Whitten-Kaboth – Clearwater County  
Tom Lamar – City of Moscow  
Drew Blankenbaker – Executive Director of Clearwater RC&D

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| <b>CALL TO ORDER</b> | ~ | <b>INTRODUCTIONS</b> | ~ | <b>AGENDA CHANGES</b> |
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- Bob Tippet called the meeting to order at 1:15 p.m. and introductions were made.
- Drew Blankenbaker requested that the “ERG Contract Modification #5” be added to the agenda under New Business.
- *Clyde Hanson moved to approve agenda changes, as presented. Dick Hodge seconded. Motion passed.*
- *Malcolm Dell moved to approve the October 2, 2014 Minutes, as presented. Dick Hodge seconded. Motion passed.*

Treasurer’s Report

- Drew Blankenbaker presented the Treasurer’s Report and the Transaction Report by Class, as of October 17, 2014.
- Drew described the details of the Report, including any discrepancies or negative balances, and stated that all of the reimbursements have been submitted.
- Drew also discussed that preparations are being made for the FY 2014 Audit, to be performed by Harris and Co.
- *Clyde Hanson moved to accept the Treasurer’s Report. Dick Hodge seconded. Motion passed.*

Executive Director’s Report

- Drew Blankenbaker reviewed his activities and accomplishments over the last month and discussed several upcoming events.
- Drew reported that the FY 2015 sponsorship contribution invoices have been distributed and that the FY 2014 has a target completion date of December 11th
- Drew also reported that he attended the Palouse Knowledge Corridor Business Showcase Event, Palouse Basin Water Summit, and the Clearwater Basin Collaborative Working Group Meeting.
- Drew will also be attending a National Forest Foundation conference in Missoula focused on National Forest Management & Collaboration in the Interior Mountain West.
- Drew stated that there were two decisions made by the Executive Committee via email since the Council’s October 2<sup>nd</sup> meeting. This included unanimous approval of the following:
  - Clearwater Basin Collaborative – CFLRP Aquatics RFP Distribution
  - Malcolm Dell IRCDA Fall 2014 Meeting Attendance

## NEW BUSINESS

### Western RC&D Association Outreach Committee

- Malcolm Dell reported that he is now chairing the Western RC&D Association's Outreach Committee.
- Malcolm also explained the award process and the evolving relationships among the State, Western, and National Associations.
- Malcolm requested that members provide feedback on the service activities of the various Associations, especially Western.

### Award Nominations – Western & National Association

- Malcolm Dell reported that award nomination deadlines were approaching and that numerous opportunities exist for the Clearwater RC&D Council.
- Malcolm agreed to check with Andy Gordon regarding Drew's previous award being forwarded to the National Association's award process.
- The Council agreed that award nominations should be made prior to the November 14, 2014 deadline.
- *Malcolm Dell moved that the Council proceed with submitting two award nominations: the Outstanding Council and Outstanding Project categories. Tom Lamar seconded. Motion passed.*

### Financial Review Committee – Member Composition

- Drew provided some background on the current composition of the Financial Review Committee
- Drew asked for clarification from the Council whether the current makeup should continue to serve in this capacity.
- The Council agreed that despite recent changes among Officers, the current composition and members appointed should continue to serve on the Financial Review Committee.

### Clearwater Basin Collaborative – Helicopter Services RFQ

- Drew provided an update on the Helicopter Services RFQ, and reported that the deadline for submissions was extended to October 24, 2014.
- Drew reported that three submissions have been received to-date and that a contractor would be selected within two weeks of the closing date.
- This work is to be completed during the months of November and December of this year.

### Clearwater Basin Collaborative – Aquatics RFP

- Drew reported that a Request for Proposals for the Aquatic Habitat Condition Assessment had been distributed and that proposals were due October 17 2014.
- Drew reviewed the proposals that had been submitted prior to the deadline and informed the Council that a selection would be made several weeks after the closing date.
- The Council will need to review and approve a Professional Services Contract prior to the work commencing. The draft contract will most likely be prepared by the Council's December 11, 2014 regular meeting.

### Clearwater Basin Collaborative – Wildlife Biologist RFP

- Drew presented the Request for Proposals for the WHRI Ungulate Research Biologists. Drew reported that the RFP is ready for distribution, given the Council's approval.
- To qualify for consideration, proposals will be due November 14, 2014.

- Drew also reported that there were four independent work items that contractors can bid on individually or combined into one proposal.
- *Malcolm Dell moved to approve the distribution of the Wildlife Biologist RFP, as presented. Loren Whitten-Kaboth seconded. Motion passed.*

#### Officers Biographies & Photos

- Drew requested that Officers provide a brief biographic paragraph and a photo to be posted on the Council's website.
- Drew reported that this update to the website will begin with Officers, with additional members' information being added later.

#### ERG Contract Modification #5

- Drew presented Contract Modification #5 for the Council's existing Professional Services Contract with Ecosystem Research Group and their work on the Economic and Socio-Economic Data Collection and Analysis.
- The contract modification provides for an extension of the deadline to December 30, 2014, as well as additional funding in the amount of \$8,875.00 to provide for the addition of a 5-Year Report on National Indicators.
- The Council discussed the contract modification and agreed that the terms and conditions were acceptable.
- *Malcolm Dell moved to approve the ERG Contract Modification #5, as presented. Clyde Hanson seconded. Motion passed.*

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| OLD BUSINESS |
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#### Idaho Nonprofit Center Annual Conference

- Drew provided a review and presentation on his attendance at the Idaho Nonprofit Center's Annual Conference in Boise.
- Drew provided Council members with a number of sources of information and links to various conference presentations and recommended that if there was one event for Council members to attend in 2015, that this Conference would be a great use of resources.
- Drew also presented a special report from Steve Peterson, an economist at the University of Idaho, on an updated Idaho Nonprofit Economic Impact Report.

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| COMMITTEE REPORTS |
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#### Financial Review Committee

- No updates were presented.

#### Forestry/Fire Committee

- No updates were presented.

#### Agriculture Committee

- No updates were presented.

#### Sustainable Resources Committee

- Jacqui Gilbert reported that the Greater Palouse Meat Producers held a kick-off meeting earlier in October and will have another meeting in November. Jacqui also reported that the

Inland Northwest Food Hub has been drafting and reviewing its business plan and will be making a presentation in November.

- Bob Tippett stated that he will also be attending this presentation on behalf of the Nez Perce County Commissioners and noted that he will not be supportive of the proposal.

#### Additional Comments

- Clyde Hanson and Malcolm Dell reported on the upcoming Western RC&D Association meeting to be held in Rapid City, SD in January.
- The Council will discuss member attendance at its December 11 meeting.

#### Executive Session

- By motion and order, the Council convened in executive session at 2:50 p.m., to discuss personnel matters. All members present during the Regular Meeting were present during Executive Session. Adjourned from executive session at 3:03 p.m.
- No action was taken during the Executive Session.

#### Regular Meeting – Continued

- *Tom Lamar moved to approve a salary and benefits modification for the Executive Director position, as recommended by the Financial Review Committee and as approved in the FY 2015 Budget, with the effective date being October 1, 2014. Dick Hodge seconded. Motion passed.*

*Dick Hodge moved to adjourn the meeting. Clyde Hanson seconded the motion. The meeting adjourned at 3:12 p.m.*