

**CLEARWATER RC&D COUNCIL, INC.**

**MEETING MINUTES**

May 28, 2015

Brammer Building, Lewiston, ID

1:15 p.m. to 3:15 p.m.

**ATTENDANCE**

Jacqui Gilbert – Executive Vice President of Clearwater RC&D  
Tera King – Vice President of Clearwater RC&D  
Alan Martinson – Treasurer of Clearwater RC&D  
Ivy Dickinson – Secretary of Clearwater RC&D  
Clyde Hanson – Idaho County  
Greg Johnson – Lewis County  
Ken Roberts – At-Large Member  
Dick Hodge – At-Large Member  
Jim Boland – At-Large Member  
Renée Hill – Executive Director of Clearwater RC&D

**CALL TO ORDER**

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**INTRODUCTIONS**

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**AGENDA CHANGES**

- Tera King called the meeting to order at 1:15 p.m. and introductions were made.

Minutes

- April 23, 2015 minutes were emailed out on May 27
- *Clyde Hanson moved to approve the minutes for April 23, 2015 as written. Dick Hodge seconded. Motion passed.*

Treasurer's Report

- Alan Martinson presented the Treasurer's Report and the Transaction Report by Class, as of May 26, 2015.
- Alan described the details of the Report, including any discrepancies and negative balances, and stated that all of the reimbursements have been submitted.
- *Jacqui Gilbert moved to accept the Treasurer's Report. Greg Johnson seconded. Motion passed.*

Executive Director's Report

- Detailed ED report provided in meeting packet.
- Learning a lot, moved into new office.
- Has spent a significant amount of time working on CBYCC employment, employee handbook, and insurance (which will be discussed later in meeting).

**NEW BUSINESS**

Project Deposit-only Account and Petty Cash Policies

- Draft proposed policies are provided in meeting packet
- INFN is struggling with how to handle cash donations they receive. They have been depositing them in a personal checking account, and then writing a personal check to the council so it can be deposited in the project account.

- Alan talked to our bank and determined that they can set up a deposit only account that INFN can use to put deposits in. Deposits must be done in a timely manner, and separated by type (details in draft policy).
- Alan talked to both accounting firms the council works with to determine if this would raise any red flags. Both, felt there was no issue.
- *Ken Roberts moved to accept the Deposit-only Account Policy as written. Dick Hodge seconded. Motion passed.*
- Jacqui mentioned that providing INFN with access to a deposit-only account and petty cash should warrant an update to their project agreement to include these services.
- We should also update our project proposal form to list all services the CRCD offers
- INFN is also interested in establishing a petty cash fund, in order to have access to funds for small everyday expenses.
- Alan also discussed offering this service to our projects with both accounting firms we work with to determine if this would raise any red flags. Both, felt there was no issue.
- If projects want this service, they have to ask for it, and justify it. They also must follow the procedure outlined in the proposed policy. The project must have the funds in their account to cover the expense.
- Max recommended is \$200-\$250.
- Must file a report every month whether or not money is spent. Can only use official receipts, not handwritten receipts.
- Council recommends money be kept in a secure lock box (update item 10 with language)
- *Ken Roberts moved to accept the Petty Cash Policy with an update to item 10 recommending petty cash be stored in a secure lock box. Clyde Hanson seconded. Motion passed.*

#### CBYCC Employee Handbook

- Tera provided background for CBYCC project and handbook development. She explained that we used the handbook that Framing Our Community developed last year as a template, but that CRCD is a little more risk averse than FOC, and we wanted to update the handbook to reflect this.
- Sexual Harassment policy was added.
- HR person that Tera works with recommended that a legal review of the policy be conducted, to ensure that Tera and Renée are not held personally liable as authors of the policy for any issues that come up.
- Policy has been legal reviewed.
- *Ivy Dickinson moved to approve the CBYCC Employee Handbook as written. Alan Martinson seconded. Tera King abstained. Motion passed.*

#### CBYCC Insurance Policies

- Renée is still waiting on a few quotes, but essentially for the CBYCC project we need to have three types of insurance coverage in place: General Liability, Auto for the Crew Leaders, and Workers Comp.
- Workers comp is the most simple, it is based on income and the type of work being performed. ID State Insurance Fund has the best rate and has been easy to work with, so that is what we are going with.
- Still waiting on the auto insurance policy quote, but it looks like we'll be using the same company FOC used last year
- General Liability has been the most complicated. We currently have a GL policy through Beehive, but it is not sufficient to cover the CBYCC project, and they do not offer sexual conduct insurance (which we are not required to have, but are recommended to have when working with teens).

- Renée is still researching. There is a comparison sheet provided in meeting packet.
- New policy may help provide coverage to other projects, which our current policy does not. May provide a benefit that projects are interested in having (i.e. coverage for FW intern, coverage for INFN trainings or events, etc.)
- Vote deferred until Renée can finish compiling information.

#### Idaho Firewise/CRCO Project Agreement Update

- Ivy reported that Idaho Firewise has drafted a new version of their project agreement with the CRCO that includes the provision of general liability insurance and workers compensation insurance for their interns. Since CRCO pays the interns, the insurance must be provided by CRCO, IDFW cannot go out and get the insurance themselves.
- It makes sense for IDFW to reimburse CRCO for the workers comp insurance for their intern, because the amount is very clearly associated with each individual intern or employee. General Liability insurance is set up for the organization, not the individual, so IDFW would like to see it provided as part of the admin fee they pay the council.
- IDFW intern should fall under the umbrella of the base General Liability policy the Council gets, they do not anticipate needing additional insurance coverage (like the CBYCC sexual conduct policy).
- Need to add a discussion item to the agenda for next month about whether or not the council wants to provide General Liability Insurance to projects, and what the limits might be
- Approval of the modified project agreement has been tabled until a decision has been made about the new liability insurance policy.

#### NRC&D Conference Call Update

- Clyde reported that during the Board of Directors Conference call a couple of weeks ago held by the Council Support Staff Andy Gordon from NRC&D provided an update.
- Might potentially be funding available for projects. Eligible Councils will need to have a current annual plan and a current 5 year plan to be eligible.
- Projects will be conservation-type projects, farmers will be eligible for the funding, and CRCO would manage the funds.
- Not sure programs would be applicable in our area, and they would have to be the type of program that there was interest in participating in. More information is needed.

#### CBYCC Agreement Updates Coming Up

- Tera reported that there will be several CBYCC agreements coming up in the next few weeks. The first is with Army Corps of Engineers, and it is not really an agreement, but they will be hiring the crews via a contract, and paying them a set amount to complete their project.
- Participating Agreement from RO in Missoula. Funding is for Youth programs. Will be a modification to add \$48,000 for the year.
- IDFW will be hiring the crews as well, but since they have an existing agreement with the council. Money will just be taken out of the agreement to cover payroll for a two week period.
- There will also be a BLM agreement to hire the crews, but Tera is not sure yet how that one will be structured.

OLD BUSINESS
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#### Idaho Firewise CWI Internship Update

- Already talked about this during the agreement update. Skipped this agenda item.

## COMMITTEE REPORTS

### Financial Review Committee

- Had some initial discussions about the deposit account and petty cash policies, but decided to hold off until the meeting to make decisions.
- Will begin having some budget discussions in the next month or so.
- Check review/approval process is working well

### Forestry/Fire Committee

- There is a lot of Forestry legislation being proposed.
- There is a proposal on the table that a non-profit would be formed to take over some of the management activities on federal lands – not currently looking great
- Clear Creek project update – first time Forest went through objection process rather than the appeal process. It seems like the process went pretty well, but still awaiting decisions.

### Agriculture Committee

- CWMA funding is in, so they're spraying weeds.

### Sustainable Resources Committee

- Greater Palouse Meat Producers have completed the deliverable for their project. Jacqui will check to see if the report is ready to be circulated and will make sure it gets shared with the Council.

## Announcements

### Meeting Time

- Ivy asked if the group could meet at 1:00pm instead of 1:15pm. Group discussed and it sounds like it will work for everyone.
- *Ken Roberts moved that we move our meeting start time to 1:00pm. Clyde Hanson Seconded. Motion passed.*

*The meeting adjourned at 3:00 p.m.*