



Clearwater Resource Conservation and Development Council, Inc.

Council Meeting Minutes

Thursday, March 24, 2016

1:00 p.m. to 3:00 p.m.

Brammer Building, Lewiston, ID

Attendees (*X indicates attendance*)

CLEARWATER RC&D OFFICERS		COUNTY REPRESENTATIVES		AT-LARGE MEMBERS	
<input checked="" type="checkbox"/>	Jim Boland, President	<input checked="" type="checkbox"/>	Alan Martinson, Latah County	<input type="checkbox"/>	Dick Hodge
<input checked="" type="checkbox"/>	Tera King, Executive Vice President	<input type="checkbox"/>	Bob Tippet, Nez Perce County	<input checked="" type="checkbox"/>	Ken Roberts
<input checked="" type="checkbox"/>	Clyde Hanson, Vice President	<input checked="" type="checkbox"/>	Clyde Hanson, Idaho County	<input type="checkbox"/>	Lorie Higgins
<input checked="" type="checkbox"/>	Alan Martinson, Treasurer	<input checked="" type="checkbox"/>	Greg Johnson, Lewis County	<input type="checkbox"/>	Malcolm Dell
<input checked="" type="checkbox"/>	Ivy Dickinson, Secretary	<input type="checkbox"/>	John Smith, Clearwater County		
OTHER					
<input checked="" type="checkbox"/>	Barbie Miller, Interim Exec. Director, Clearwater RC&D	<input checked="" type="checkbox"/>	Alex Irby, Clearwater Basin Collaborative		
<input type="checkbox"/>		<input checked="" type="checkbox"/>	Kelli Rosellini, Clearwater Basin Collaborative		

Call to Order

MEETING CALLED TO ORDER BY	Jim Boland, President	AT	1:00 p.m.
-----------------------------------	-----------------------	-----------	-----------

Agenda Changes

REQUESTS	Table Committee Restructure Planning Discussion due to time constraints
-----------------	---

Approval of February 25, 2016 Meeting Minutes

MINUTES WERE EMAILED ON	March 24, 2016				
CHANGES	None				
MOTION TO APPROVE BY	Clyde Hanson	SECONDED BY	Alan Martinson	PASSED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Presentation of Financial Statement and Tax Return

PRESENTED BY	Josh Tyree, CPA, Harris and Co.
DISCUSSION	<p>Josh Tyree from Harris and Co. called in and presented the Clearwater RC&D Council Fiscal Year 2015 financial statements and tax return.</p> <p>Harris and Co. performed the audit in accordance with generally accepted auditing standards and governmental audit standards. They also performed compliance testing. Josh reported that there were no findings related to the financial statements or federal awards, and the financial statements are in compliance with the granting agency programs. The Council is following normal policies and procedures, and normal accounting treatment. Josh stated that the Council has had no audit findings two years in a row, which is one of the major requirements that qualifies the Council as a low-risk auditee. The audit report will be filed with the Federal Clearing House and routed to all the granting agencies.</p> <p>Josh stated that there is a small change that needs to be made on the tax return to correct an error in the organization name. The tax return is a public document and is completed at the same time as</p>

	<p>the audit so that the information in the audit and tax return is consistent. They also review the questions in the tax return to determine risk for the organization. He stated that the Council’s tax return is considered very conservative in the nonprofit world. He asked that we verify accuracy and spelling of names, particularly in the Board of Director’s section, which should reflect Board standing as of September 30, 2015. Barbie Miller will review and report back to Harris and Co.</p> <p>Josh stated that once the Council approves the statements and tax return, they will assist Barbie Miller and Alan Martinson in submitting the documents through the Federal Clearing House.</p> <p>Josh noted that the single audit requirements have changed for Fiscal Year 2016. In addition to wording and compliance changes, the threshold for single audits increased to \$750,000. Josh does not anticipate much change for the Council as long as the same level of grant awards continue.</p> <p>Josh encouraged the Council to reach out to Harris and Co. throughout the year as needed.</p> <p>Barbie Miller reported that Jake Emery spent 1.5 days in the office to perform the audit. The audit went smoothly, and it was an excellent opportunity to discuss with him current processes and proposed changes.</p>					
CONCLUSIONS	Motion to accept the audit and tax return with corrections to the organization name and phone number.					
MOTION TO APPROVE BY	Clyde Hanson	SECONDED BY	Greg Johnson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Treasurer’s Report

PRESENTED BY	Alan Martinson					
DISCUSSION	<p>Alan Martinson presented the Treasurer’s Report and the Transaction Report by Class, as of March 23, 2016. Alan described the details of the Report, including any discrepancies and negative balances, and stated that all of the reimbursements have been submitted.</p> <p>Alan also stated that the weed management areas will be receiving funds soo</p> <p>Ivy Dickinson stated that there was a large check issued on behalf of Idaho Firewise, resulting in a large negative balance for the Idaho Firewise account. Barbie Miller said she will issue the ASAP request for reimbursement as soon as she mails the check, and that the BLM reimbursements are typically received within a few days of the request.</p>					
CONCLUSIONS	Motion to accept the Treasurer’s Report as presented.					
MOTION TO APPROVE BY	Ivy Dickinson	SECONDED BY	Tera King	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Executive Director’s Report

PRESENTED BY	Barbie Miller
ACTIVITIES, ACCOMPLISHMENTS, & UPDATES	
Barbie Miller transitioned into the role of Interim Executive Director upon Renee Hill’s resignation. Renee and Barbie spent two weeks training.	
Barbie has been involved in 2016 CBYCC program activities, including hiring crew leaders and program preparation.	
Tera King and Barbie Miller prepared and submitted a grant application to US Army Corps of Engineers for funding for the Orofino CBYCC crew.	
Barbie provided an update on the direct deposit option for long-term contractors that was approved at the last Council meeting. There would be additional, unanticipated expenses involved in order to utilize Intuit’s direct deposit service through QuickBooks. However, Umpqua Bank offers ACH as one of their commercial banking services	

at no additional charge based on the account type that the Council has. Barbie will review the process changes that will be needed in order to utilize the service and present the process to the bank account signers for feedback.
Alan Martinson, Ivy Dickinson, Jim Boland, Clyde Hanson, and Tera King are now the signers on the Council's Umpqua bank accounts.
Barbie has been continuing to evaluate and streamline processes in order to increase efficiency, reduce redundancy, and ensure accuracy.
EVENTS & MEETINGS
Process review with Inland NW Food Network – February 18, 2016 Identified communication gaps, refined processes, and implemented event registration form changes in order to automate information processing.
CBYCC overview with Tera King – March 8, 2016
CBC review with Alex Irby, Tera King, and Kelli Rosellini – March 24, 2016 Discussed new Region Cost Share reporting requirements and process improvements.
EXECUTIVE COMMITTEE VOTES BY EMAIL
Interim Executive Director Position – Barbie Miller – Approved March 7, 2016 Idaho Firewise Garden Assistant Contract with Jaqueline Correnti – Approved March 15, 2016

New Business

Orofino Earth Day 2016 Event – Council Sponsorship Request

PRESENTED BY	Alan Martinson				
DISCUSSION	<p>Judy Culver with the BLM requested \$100 sponsorship for the 4th grade Cavendish students to attend the 2016 Orofino Earth Day Event. Barbie Miller noted that the Council provided a \$200 sponsorship for the 2015 event with no specific school designation.</p> <p>Alan Martinson stated that the Council has room in their budget to provide this sponsorship.</p>				
CONCLUSIONS	Motion to provide \$100 sponsorship for 2016 Orofino Earth Day event to be used as needed, with no specific school designation.				
MOTION TO APPROVE BY	Ivy Dickinson	SECONDED BY	Clyde Hanson	PASSED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Clearwater Basin Collaborative CBYCC 2016 Overview

PRESENTED BY	Tera King
DISCUSSION	<p>Tera King provided an overview of the 2016 CBC Youth Conservation Corp program and stated that there will be several things coming through for Council approval. There will be 5 crews this year – 1 in Pierce, 1 in Orofino, 1 in Grangeville, and 2 in Kooskia. There will be 4 youth ages 16-18 and 1 adult crew leader per crew.</p> <p>Tera stated that the legwork Renee Hill did last year to develop the HR and insurance pieces of the CBYCC program has provided a great jumping off point for this year. Barbie Miller is researching additional questions that have popped up for this year. The CBYCC team is reviewing the employee handbook and safety guidelines, and have been putting together crew schedules. Tera reported that the success from previous years has generated enough interest that the program partners are now requesting assistance from the CBYCC rather than the CBYCC having to seek out work. The BLM, Army Corps of Engineers, and US Forest Service will all participate in the program again this year.</p>

	<p>The Department of Labor is offering their WIA Work Experience program again this year, which pays the wages for youth that qualify for the program. Tera spoke with a lady for vocational rehab for the State of Idaho. She said that the legislation that authorizes the WIA program is expiring after this year, but it will be replaced by a similar program that includes assistance for disabled youth. They are interested in having the vocational rehab program sponsor a week long residency through the CBYCC program.</p> <p>Alex Irby reported that the maturity of the CBYCC program is astounding, and he highly encourages everyone to attend the end-of-the-year program if possible. He said that the more that we can offer the youth in the Clearwater Basin, the better.</p> <p>Jim Boland asked if there are plans to have a Palouse crew. Tera explained that it has been discussed, but the primary reasons it has not been offered yet is because it is technically a Clearwater Basin youth corps program and because of the logistics involved in the expanded service area. However, they are developing relationships with the USFS Palouse Ranger District with hopes of being able to expand the program to the Palouse area.</p> <p>Tera stated that Joyce Dearstynne, the CBYCC operations manager, has already begun outreach with the schools. She is reporting increased turnout at the outreach events, so she is predicting an increase in applications. Barbie will be involved in the crew member interview process, which the CBYCC team expects to be a week-long event.</p> <p>CBYCC crew leaders will begin crew leader training June 6, and crew members will begin June 13.</p> <p>Alex Irby said he did some brainstorming with the Forest Supervisor about offering a similar program for young adults. There are many acres of land that require the use of primitive tools, such as cross cut saws. Alex stated that the program could help increase job opportunities by providing a skill set that is not as common now days. The forest supervisor expressed interest in having crews that remain within the districts, providing trail work and fighting fires, rather than travelling all over the world. The future of the CBYCC program is exciting and Tera’s leadership has been outstanding.</p> <p>Tera reported that the crew leaders will acquire chain saw certification through the program this year. Additionally, any 18-year-old crew members will participate in the defensive driving course so that they can provide backup driving assistance.</p> <p>Barbie expressed excitement over the crew members that were interviewed. They all stated that they were inspired by invoking change in the youth and how good leadership can have a positive impact.</p> <p>When asked if the crews will work in the Elk City area, Tera responded that the CBYCC team is trying to keep the travel time for projects to within 1.5 hours one way, which limits the service area.</p>
--	--

Clearwater Basin Collaborative CBYCC 2016 Crew Leader Hiring Recommendation

PRESENTED BY	Tera King					
DISCUSSION	The CBYCC team interviewed 3 strong candidates for the 2 crew leader positions in Orofino and Grangeville. The CBYCC team hoped to be able to have a 6 th crew in Kamiah and would have liked to offer the crew leader position to the 3 rd candidate, but it is not looking like it will work out to have a Kamiah crew this year.					
CONCLUSIONS	Motion to hire Christopher Doupnik as crew leader for the Grangeville-based CBYCC crew at \$18 per hour and Daniel Fleming as crew leader for the Orofino-based crew at \$18 per hour. Tera abstained from the vote.					
MOTION TO APPROVE BY	Clyde Hanson	SECONDED BY	Alan Martinson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ACTION ITEMS			PERSON RESPONSIBLE	DEADLINE		
Present offer letters to crew leaders			Barbie Miller			

Clearwater Basin Collaborative CBYCC Operations Manager Contract Renewal

PRESENTED BY	Tera King					
DISCUSSION	Framing Our Community (FOC) is the operations manager for the CBYCC program. The contract has been in place since 2013. The main change to the contract this year is that time cards will need to be submitted weekly in order to meet the WIA program requirements. FOC is hiring Nathaniel Davis, a 2016 CBYCC crew leader, for some preseason planning assistance. They are paying Nathaniel the same rate that he will be getting as a CBYCC crew leader. FOC will revise the budget portion of the contract to reflect the pay raise that was approved a couple weeks ago.					
CONCLUSIONS	The Council reviewed the contract but will wait to vote on the contract renewal until the revised budget is included.					
MOTION TO APPROVE BY		SECONDED BY		PASSED	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ACTION ITEMS			PERSON RESPONSIBLE	DEADLINE		
Send contract with revised budget to Barbie Miller			Tera King	3/31/16		
Forward the revised contract to the Executive Committee for approval			Barbie Miller			

Clearwater Basin Collaborative CFLRP Coordinator Contract Renewal

PRESENTED BY	Alex Irby					
DISCUSSION	The CFLRP coordinator professional services contract with Northwest Management is up for renewal. The Clearwater Basin Collaborative has been very pleased with the services that Northwest Management has provided for the CFLRP project. The contract remains the same, only the date has changed.					
CONCLUSIONS	Motion to approve to renew the CFLRP coordinator contract with Northwest Management. Tera abstained from the vote.					
MOTION TO APPROVE BY	Alan Martinson	SECONDED BY	Clyde Hanson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Clearwater Basin Collaborative WHRI Field Staff Employment Proposal

PRESENTED BY	Alex Irby and Kelli Rosellini					
DISCUSSION	<p>Alex Irby provided a brief update of the Clearwater Basin Collaborative (CBC) Wildlife Habitat Restoration Initiative (WHRI) project activities. He stated that the project has reached a stage now that expands beyond the elk capture stage. Preliminary studies so far demonstrate the importance of nutrition to animal performance. They would like hire two field crews to go out in the field during the summers of 2016 and 2017 to collect vegetation samples so that the nutritional value can be tested.</p> <p>Kelli Rosellini provided more details and some handouts regarding the vegetation technician program. The technicians will collect samples from random, computer-chosen locations throughout the Clearwater Basin in order to validate the vegetation modeling efforts being conducted. They anticipate the project to occur from mid-May through September. There will be two crews, with a total of five technicians. One technician will be employed by the University of Idaho. Additionally, one of the technicians will remain through October in order to prepare the clippings for the laboratories.</p> <p>The CBC WHRI vegetation technician program will be a collaborative effort with John and Rachel Cook, Idaho Department of Fish and Game (IDFG), the University of Idaho, and the Council. IDFG will recruit applicants, make hiring recommendations, and provide transportation for the crews. John and Rachel Cook and IDFG will develop the collection protocols, supervise, train, and manage the crew. Zach Swearingen, Regional Biologist with IDFG, will supervise the technicians. The CBC would</p>					

	<p>like to model the employment piece of the vegetation technician program after the CBYCC program. They would like for the Council to assume the hiring, HR management, payroll functions, and insurance for the employees. Kelli provided a budget estimate for the HR piece of the program. They anticipate the total expenses incurred by the CBC to be approximately \$76,000. The CBC will pay for the expenses out of their budget. Kelli stated that IDFG will cover all the operational costs, such as vehicles, ATVs, backpacks, equipment, etc. However, CBC will provide actual collection equipment, such as disposables, bags, etc.</p> <p>Ivy Dickinson expressed concerns over making sure that safety precautions are taken due to the nature of working in the back country. Kelli stated that IDFG is required to provide a week's worth of training before they deploy people into the field. ATV training is included. Kelli said that she can get a copy of the standard training program so that the Council is aware of what training is covered.</p> <p>Kelli stated that the technicians they hire must be enrolled in a degree program working towards a biology-related degree. Ivy pointed out that the proposed schedule of working through September may possibly conflict with college schedules.</p> <p>Kelli stated that they would like to model the employee handbook for the WHRI vegetation technician program after the CBYCC employee handbook.</p> <p>Ivy requested that the safety issues be mapped out and that they hire high-caliber employees that have a level of maturity and responsibility that will allow them to safely handle the nature of work involved. She also expressed concern over the low wages. Kelli stated that IDFG's perspective is that there are many young people that enjoy getting out in the backwoods and jump at opportunities such as this because it is like a paid vacation for them.</p> <p>Before the CBC puts more time and effort into planning the program, they would like to get the Council's approval to go forward with the program. They realize there are a few details to work out yet, but the skeleton of the program is already in place. Kelli stated that she will do whatever she can do to make this work, and work closely with Barbie Miller on the HR piece.</p> <p>Jim Boland stated that this program appears to fit into the mission of what the Council does—developing and conserving resources.</p> <p>Ivy requested that we evaluate the amount of Council time involved in order to determine if the 10% admin fee is appropriate compensation for the amount of time spent on the project. Tera King added that the CBYCC program pays for half of the Council's payroll expenses that are directly related to the CBYCC program.</p>					
CONCLUSIONS	Motion to approve to concept the WHRI vegetation technician program and work with the Clearwater Basin Collaborative to work out the details.					
MOTION TO APPROVE BY	Clyde Hanson	SECONDED BY	Greg Johnson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ACTION ITEMS			PERSON RESPONSIBLE	DEADLINE		
Provide copy of IDFG training program and vegetation technician program outline to Barbie so she can forward it to the Executive Committee for approval.			Kelli Rosellini			

Old Business

Committee Restructure Planning Discussion

PRESENTED BY	Ivy Dickinson					
CONCLUSIONS	Motion to table old business until next meeting so that the Executive Committee may deliberate on the Executive Director position.					
MOTION TO APPROVE BY	Clyde Hanson	SECONDED BY	Alan Martinson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Committee Reports

Financial Review Committee

PRESENTED BY	Alan Martinson
DISCUSSION	The Financial Review Committee is functioning as normal. Let Alan know if anyone else is interested in participating on the committee as they are down a member since Jacquie Gilbert is no longer a Council member. The Financial Review Committee is currently composed of Alan Martinson, Ivy Dickinson, and Dick Hodge. Jim Boland, as President, is copied on all committee emails as an FYI. Tera King has never been an official committee member, but has been receiving committee emails. She would prefer not to receive the emails any longer.

Meeting Adjourned

MOTION TO ADJOURN BY	Tera King	SECONDED BY	Clyde Hanson	PASSED	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	AT	2:32 p.m.
-----------------------------	-----------	--------------------	--------------	---------------	---	-----------------------------	-----------	-----------