



## Clearwater Resource Conservation and Development Council, Inc.

**Council Meeting Minutes**  
December 10, 2015  
Brammer Building, Lewiston, ID  
1:00 p.m. to 3:00 p.m.

Attendees (*X indicates attendance*)

CLEARWATER RC&D OFFICERS		COUNTY REPRESENTATIVES		AT-LARGE MEMBERS	
<input checked="" type="checkbox"/>	Jim Boland, President	<input type="checkbox"/>	Alan Martinson, Latah County	<input checked="" type="checkbox"/>	Dick Hodge
<input checked="" type="checkbox"/>	Jacqui Gilbert, Executive Vice President	<input checked="" type="checkbox"/>	Bob Tippett, Nez Perce County	<input type="checkbox"/>	Ken Roberts
<input type="checkbox"/>	Tera King, Vice President	<input checked="" type="checkbox"/>	Clyde Hanson, Idaho County	<input type="checkbox"/>	Lorie Higgins
<input type="checkbox"/>	Alan Martinson, Treasurer	<input type="checkbox"/>	Greg Johnson, Lewis County	<input type="checkbox"/>	Malcolm Dell
<input checked="" type="checkbox"/>	Ivy Dickinson, Secretary	<input type="checkbox"/>	Loren Whitten-Kaboth, Clearwater County		
<b>OTHER</b>					
<input checked="" type="checkbox"/>	Renée Hill, Executive Director, Clearwater RC&D	<input checked="" type="checkbox"/>	Alex Irby, Clearwater Basin Collaborative		
<input checked="" type="checkbox"/>	Barbie Miller, Office Manager, Clearwater RC&D	<input checked="" type="checkbox"/>	Kelli Rosellini, Clearwater Basin Collaborative		
<input type="checkbox"/>	Clarence Binninger, Habitat Group	<input type="checkbox"/>			

### Call to Order

<b>MEETING CALLED TO ORDER BY</b>	Jim Boland, President	<b>AT</b>	1:00 p.m.
<b>AGENDA CHANGES</b>	None		

### Approval of October 29, 2015 Meeting Minutes

<b>MINUTES WERE EMAILED ON</b>	October 28, 2015				
<b>CHANGES</b>	Change type of meeting to "Regular" and location to "Brammer Building, Lewiston, ID"				
<b>MOTION TO APPROVE WITH CORRECTIONS BY</b>	Jacqui Gilbert	<b>SECONDED BY</b>	Dick Hodge	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### Treasurer's Report

<b>PRESENTED BY</b>	Renée Hill presented treasurer's report in Alan Martinson's absence.				
<b>REPORT</b>	<p>Negative balances for CBC and Idaho Firewise are pending reimbursement requests. These have not been submitted due to director training new office manager and director being out of the office a couple days.</p> <p>CBYCC expenses are expenses that were fronted by the Council for the CBYCC program. Account was previously up to \$76,000 negative balance, but is now reconciled. However, due to a few details such as the way payroll is estimate and how insurance is charged then reimbursed, the balance is now -\$112. Renée Hill and Tera King believe it is a minor discrepancy that should be absorbed by the Council as the cost of doing business to allot a large sum of funds to the proper agreements. Renée Hill will continue to try to get the balance closer to \$0.</p>				
<b>MOTION TO APPROVE BY</b>	Ivy Dickinson	<b>SECONDED BY</b>	Jacqui Gilbert	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Executive Director’s Report**

<b>PRESENTED BY</b>	Renée Hill
<b>DISCUSSION</b>	<p>Barbie Miller has been hired as the new Office Manager. She has a lot of great ideas and skills, and has been a great addition to the office.</p> <p>Every Kid in the Park Grant has been awarded by the National Park Service. It is approximately \$3,600. It will pay for transportation for 4<sup>th</sup> graders from classrooms in the Orofino, Kamiah, Kooskia, Pierce and other communities to the Nez Perce-Clearwater Forests. Activities and curriculum will be co-facilitated by partners from Nez Perce-Clearwater National Forests (Idaho Firewise, the tribes, CBC, etc.) to talk about fire recovery and trauma. We are working with the Willow Center in Lewiston to develop counseling-type skill building for dealing with trauma related to fire. The Council will not make any admin fees on this project, but it may bring in other partners. Renée Hill says it has been a cool project to collaborate on, and has allowed her to reach out and get to know more people with the USFS. Kelli Rosellini reported that Renée Hill received high accolades from the USFS members. They were really pleased with the grant and how it came together. This is a brand new program that has potential for future growth.</p> <p>CBYCC 2016 Planning Meeting, Kamiah, ID, November 18, 2015 – Renée Hill reported that it was an excellent meeting, and they made a lot of progress. One of the big decisions was to add an extra crew in Pierce. The Corp of Engineers is working on extra work assignments for the Orofino crew.</p> <p>Fiscal Sponsorship webinar for Washington nonprofits, November 19, 2015 – Basic webinar that provided a lot of information that we have already been doing. One of the recommendations that stood out came from a lawyer on the West side of the state. She recommends an advisory committee that is responsible for maintaining the relationship between the sponsored project and the fiscal sponsor. It would include a couple point people to meet regularly to discuss issues that come up. This topic also came up feedback provide by the Council in their homework assignments. Renée Hill recommends the Council consider adding advisory committees so we can better address the issues that pop up and discuss how we can work together to address everyone’s needs as best as possible.</p> <p>Idaho Firewise Strategic Planning Facilitation, McCall, ID, December 9, 2015 – Renée Hill attended the Idaho Firewise board meeting and facilitated a strategic planning session at no cost as a test run as a potential future services to be offered by the Council. Ivy Dickinson reported that it was good timing for the Idaho Firewise board to go through the strategic planning process because their operating agreement expires in September 2016. It was a good time to regroup as to where they have been and where they want to go, and elevating their projects to the next level. It allowed the entire board to provide input. The board has held video conferences for the past couple years due to the logistics of getting everyone together in one location. By meeting in person, it was great to have the dynamic they don’t usually have. Renée Hill reported that it was also great for her to meet in person all the people she has been working with. Ivy recommends that future strategic planning sessions be spread over 2 days, as there is a lot of information to cover. Ivy reported that the session went really well, but they still have work to do. They discussed the changing funding climate, areas they want to improve, programs they want to develop, and many other things. Some of the main points of discussion revolved around 1 particular relationship that is pretty confusing and is a big part of operations. It gets implemented via a partnership, and the partnership has changed a lot over the years due to personnel changes and the players involved. With new people comes new priorities and philosophies. Ivy and Renée will meet over the next couple weeks to synthesize the information, and the Idaho Firewise board will meet again in January to finish the strategic planning process.</p>
<b>REVIEW OF EXECUTIVE COMMITTEE VOTES BY EMAIL</b>	<p>CBC Idaho GEM Trail contract with Jahn Studios, approved on November 5, 2015 – There was a request for a language change. We will discuss that as an agenda item.</p> <p>CBC Ungulate Biologist contract with National Council for Air and Stream Improvement (NCASI) for helicopter elk capture, approved on December 4, 2015 – They have started work, but efforts have been delayed due to weather.</p>

**New Business**

*Clearwater RC&D Contract Template for General Liability Insurance*

<b>PRESENTED BY</b>	Ivy Dickinson					
<b>DISCUSSION</b>	<p>Jahn Studios, the contractor that was awarded the Gem Trail contract, asked for leniency on the liability insurance coverage requirement since the contract is small and the additional insurance coverage to meet the \$1M minimum requirement would be cost prohibitive. Kelli Rosellini stated that the contractor could not meet the terms of the contract due to this clause.</p> <p>Renee has researched various contracts that the Council has and discovered a lot of variation in the contracts. She noticed that we have two different liability clauses in our contracts. One specifies \$1M Errors and Omissions and Comprehensive Liability Insurance at the contractor’s expense and one that does not specify an amount, just that they shall maintain the coverage at their expense. Because of the variation, she contacted Susan Smith with Beehive Insurance Agency to see if she had any recommendations on what the council should do and how to handle these types of inquiries. Susan recommended that Council require contractors to hold a liability policy in the same amount of the Council (\$1M). This is an industry standard.</p> <p>Ivy asked the Council to consider, in addition to the industry standard, that we are an organization that sponsors small projects, and it may be a hardship for some of our small projects. She advises that we work towards consistency in contract language and have a discussion about when and where to offer leniency since some of the small projects are not considered risky.</p> <p>Kelli Rosellini provided a perspective as one of our small contractors, and asked that we consider that she is an individual with nearly 10% of her income going to insurance. At some point it becomes not worth it. Please keep in mind that often we are dealing with an individual, such as herself, not a company.</p> <p>Alex Irby stated that the contractor claims that it will cost her an additional \$500 per year to meet the insurance requirement. Renée said she explained to our insurance agent, Susan, the nature of the contractor’s work. Susan stated she could write a policy for \$1M and include Clearwater RC&amp;D as an additionally insured for approximately \$150 per year. This policy would cover all the contractor’s business, not just her work with Clearwater RC&amp;D.</p> <p>Renée stated that Susan recommends we include Clearwater RC&amp;D as additionally insured in all our contracts. Renée said it is currently in some, but not all contracts. Susan offered to discuss insurance with any of our contractors or Council members.</p> <p>Alex Irby stated that they would not want to lose the contractor over the insurance requirement, yet he understands the Council’s need for insurance coverage. Jacqui Gilbert said we need to keep in mind the consequences of inadequate liability coverage, and provide referrals to insurance agents that we know that can provide adequate coverage, including naming the Clearwater RC&amp;D as an additional insured. Alex Irby stated that the contractors need to provide a copy of their insurance certificate as soon as the contract is signed. Bob Tippettt stated that from his perspective of protecting the county and the Council, he insists that the minimum insurance requirement be included in all contracts. Ivy Dickinson stated that Idaho Firewise has additional liability coverage for directors and officers.</p> <p>Renée Hill, Jim Boland, and Ivy Dickinson asked that in regards to the Gem Trail contract with Jahn Studios, we consider offering a small stipend to help cover the costs of the increased insurance coverage. She is offering a service at a value well beyond the contract price. Jim Boland asked if we can have a rider on our policy to cover contractors. Renee said our insurance agent said no. Jacqui asked if we have funding to cover this type of activity. Renée said it would be covered under the Project Support budget, which was increased for FY2016.</p>					
<b>CONCLUSIONS</b>	<p>We have identified that there are inconsistencies in our contracts and need to work towards consistency moving forward. Contracts should include a minimum amount of coverage, insurance should name Clearwater RC&amp;D as additionally insured, and contractors need to provide certificate of insurance coverage. Also, we should be open to considering leniency on a case-by-case basis.</p> <p>Bob Tippettt motioned that we give up to a \$250 stipend to cover the minimum \$1M insurance for this contract.</p>					
<b>MOTION TO APPROVE BY</b>	Bob Tippettt	<b>SECONDED BY</b>	Dick Hodge	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>ACTION ITEMS</b>			<b>PERSON RESPONSIBLE</b>		<b>DEADLINE</b>	
Contact Susan Smith to acquire the insurance policy			Jahn Studios (contractor)			
Clearwater RC&D will reimburse Jahn Studios up to \$250 for the policy						

*Clearwater RC&D Internship Proposal*

<b>PRESENTED BY</b>	Ivy Dickinson
<b>DISCUSSION</b>	Tabled discussion until January meeting

*BLM RFP Craig Mountain Fire Response Guide*

<b>PRESENTED BY</b>	Renée Hill					
<b>DISCUSSION</b>	Kristin Sanders, BLM in Cottonwood, ID, submitted a request for proposal. Renée is working with her to get the RFP in the proper format. The request is to hire a contractor to develop a fire response guide, which will include maps and documentation regarding structure protection plans for incident management teams. The BLM has a budgeted amount in mind, but it is not included in the request because they don't want to publicize the amount. The Clearwater RC&D has agreement with the BLM for fire mitigation work that ends Sept 30, 2016. This work falls within that agreement. The final product is to be completed by October 1, 2016.					
<b>CONCLUSIONS</b>	Motion to move forward with the BLM RFP Craig Mountain Fire Response Guide request for proposal.					
<b>MOTION TO APPROVE BY</b>	Ivy Dickinson	<b>SECONDED BY</b>	Jacqui Gilbert	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

*Palouse Prairie Charter School Expedition Proposal*

<b>PRESENTED BY</b>	Renée Hill					
<b>DISCUSSION</b>	As part of the curriculum at the Palouse Prairie Charter School, the classes learn math, science, reading and writing through expeditions. The expeditions last approximately 3 months and involve an authentic audience and have a final product. The 6 <sup>th</sup> grade class began an expedition in forestry economics and will present their economic development plan as their final product in February. They would like to have field day in Clearwater County, meet with the USFS and CBC to discuss economic development and ecological issues. They would analyze economic plans in place and the benefits of logging in the county. They would like to present their final analysis to the Clearwater RC&D in February. There would be minimal Clearwater RC&D involvement—some of Renee's time for coordination of CBC contacts and time at February meeting for their presentation.					
<b>CONCLUSIONS</b>	Motion proposed to allow minimal time for Renée to coordinate contacts for the project and to allow the class to present at the February meeting.					
<b>MOTION TO APPROVE BY</b>	Jacqui Gilbert	<b>SECONDED BY</b>	Clyde Hanson	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

*Palouse Knowledge Corridor Contribution Request*

<b>PRESENTED BY</b>	Ivy Dickinson					
<b>DISCUSSION</b>	Clearwater RC&D received a letter of request from the Palouse Knowledge Corridor (PKC) for contribution. Contributions will help sustain PKC events and promote the Palouse region. The council discussed if it would be appropriate to financially contribute to an organization that is specific to the Palouse region. Renée Hill stated that the Clearwater RC&D former Executive Director, Drew Blankenbaker, participated as a judge at one of the PKC events. Drew told Renée that he saw potential networking opportunities for potential Clearwater RC&D projects. Jim Boland stated that he didn't think the events restricted participation to Palouse area participants, but he said he can talk to Palouse Knowledge Corridor liaison to make sure the request covers all the Clearwater RC&D area. Ivy Dickinson stated that not all projects need to support the entire Clearwater RC&D area. Other council members agreed and concurred that this isn't a project; it is more of an investment that should provide value and opportunity to the other Clearwater RC&D areas.					
<b>CONCLUSION</b>	We need to research more about coverage area in order to determine our level of investment. Tabled for further discussion at January meeting.					
<b>ACTION ITEMS</b>		<b>PERSON RESPONSIBLE</b>		<b>DEADLINE</b>		
Add to January meeting agenda		Renée Hill				
Research coverage of PKC and what their influence in the RC&D 5 counties		Jim Boland				

*National RC&D Governance Committee*

<b>PRESENTED BY</b>	Clyde Hanson		
<b>DISCUSSION</b>	<p>The Pacific Rim Region of the National RC&amp;D strongly feels that changes are needed in the national board structure to improve representation and effectiveness of the RC&amp;D program. The requested that the national board form an advisory committee of not less than 30 council members from different councils nationwide to review and suggest changes in board structure and representation. Clyde was assigned to the committee, and participated in a videoconference on December 2, 2015.</p> <p>The committee was split into 3 groups: Group 1 is to determine if the board, as it is setup now, is adequate for future; Group 2 will determine if the board should be open to other than RC&amp;D council members, such as industry businesses and individuals that paid membership to the National RC&amp;D and do not have voting rights; Group 3 will determine if the board is well represented. Clyde is part of Group 3.</p> <p>The National RC&amp;D wants a wide representation, and it sounds as if they have that.</p>		
<b>CONCLUSIONS</b>	If anyone wants to review the information he has been provided, or would like to provide any input or assistance, please contact Clyde. Committee proposals are due by the July meeting, so please provide any input before then.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Provide Renée Hill with a copy of the policies provided by the National RC&D.	Clyde Hanson		

*CBYCC Video*

<b>PRESENTED BY</b>	Renée Hill		
<b>DISCUSSION</b>	Clay Hays with Twisted Stave Media did an excellent job on the video. The projector is setup, and Renée has the video available to watch. Kelli Rosellini stated that the video will be available on the Clearwater Basin Collaborative website within 4 days, and is also on YouTube.		
<b>CONCLUSIONS</b>	In the interest of time, those that are able to stay can watch the video upon completion of the meeting and others can watch it on their own time.		

**Old Business**

*Clearwater RC&D Office Space Update*

<b>PRESENTED BY</b>	Ivy Dickinson		
<b>DISCUSSION</b>	Ivy Dickinson expressed frustrations in finding office space to rent. Ivy Dickinson, Renée Hill, and Barbie Miller looked at office space in Federal Building this morning. They concurred that they should quickly move forward with that space due to frustrations we have been experiencing with other potential spaces. Rent is \$711 total, which includes utilities, Internet, and 2 parking spaces. Previous budget approval was for \$650 per month. Idaho Firewise will pay a portion of rent, so the amount is well within budget. Ivy just wanted to provide an update. No motion necessary.		

*Officer Bios and Photos – Homework Due*

<b>PRESENTED BY</b>	Renée Hill		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Please email officer bios and photos to Renée Hill for her to post on the Clearwater RC&D website	All Board Members		

## Committee Reports

### *Financial Review Committee*

<b>PRESENTED BY</b>	Renée Hill
<b>DISCUSSION</b>	Alan Martinson was unable to attend the meeting today, but he is wondering if we should restructure the Financial Review Committee to include the President. Discussion tabled until January meeting so we can include as part of the committee ideas discussion.

### *Committee Ideas – Homework Due*

<b>PRESENTED BY</b>	Renée Hill		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Please submit to Renée Hill ideas about restructuring and reformatting Clearwater RC&D committees to be more functional and applicable to current council needs and desires.	Clyde Hanson	Dec 18, 2015	

## Meeting Adjourned

<b>MOTION TO ADJOURN BY</b>	Clyde Hanson	<b>SECONDED BY</b>	Dick Hodge	<b>AT</b>	3:00 p.m.
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