



## Clearwater Resource Conservation and Development Council, Inc.

### Council Meeting Minutes

Thursday, December 7, 2017

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

Brammer Building, Lewiston, ID

Attendees (*X indicates attendance*)

COUNTY REPRESENTATIVES		CITY REPRESENTATIVES	
<input checked="" type="checkbox"/>	Alan Martinson, Latah County, Secretary/Treasurer	<input checked="" type="checkbox"/>	Art Bettge, City of Moscow
<input type="checkbox"/>	Bob Tippett, Nez Perce County	<input type="checkbox"/>	
COUNTY REPRESENTATIVES		AT-LARGE MEMBERS	
<input checked="" type="checkbox"/>	Clyde Hanson, Idaho County, Vice President	<input type="checkbox"/>	Tera King, President
<input type="checkbox"/>	John Smith, Clearwater County	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Mike Ponozzo, Lewis County (attended via phone)	<input type="checkbox"/>	
OTHER			
<input checked="" type="checkbox"/>	Barbie Miller, Executive Director, Clearwater RC&D	<input checked="" type="checkbox"/>	Kelli Rosellini, Clearwater Basin Collaborative
<input checked="" type="checkbox"/>	Denis Duman, Idaho County Commissioner	<input type="checkbox"/>	

Note: Tera King and John Smith provided their votes in advance of the meeting by proxy to the Secretary.

#### Call to Order

<b>MEETING CALLED TO ORDER BY</b>	Clyde Hanson, Vice President	<b>AT</b>	1:03 p.m.
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#### Agenda Changes

<b>REQUESTS</b>	none
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#### Approval of October 26, 2017 Meeting Minutes

<b>MINUTES WERE EMAILED ON</b>	December 5, 2017		
<b>CHANGES</b>	None		
<b>MOTION TO APPROVE BY</b>	Art Bettge	<b>SECONDED BY</b>	Alan Martinson
		<b>PASSED</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

#### Treasurer's Report

<b>PRESENTED BY</b>	Alan Martinson		
<b>DISCUSSION</b>	Alan Martinson presented the Treasurer's Report and the Transaction Report by Class, as of November 30, 2017. Alan described the details of the Report, including any discrepancies and negative balances. Alan added that we are returning the unspent 2017 ISDA CWMA funds.		
<b>CONCLUSIONS</b>	Motion to approve Treasurer's Report.		
<b>MOTION TO APPROVE BY</b>	Alan Martinson	<b>SECONDED BY</b>	Art Bettge
		<b>PASSED</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

#### Executive Director's Report

<b>PRESENTED BY</b>	Barbie Miller
<b>EXECUTIVE COMMITTEE VOTES BY EMAIL</b>	

Approval for the November 2017 modification to the CBC WHRI Ungulate Research Biologists professional services contract.	Approved on November 21, 2017
<b>ACTIVITIES, ACCOMPLISHMENTS, &amp; UPDATES</b>	
Planning for the 2018 CBYCC season is underway. Tera King has initiated a planning meeting with the CBYCC Executive Council and is working on the RFP for the CBYCC Coordinator.	
Chaplain Rayphe from Community Chaplain Corp contacted Barbie to discuss fiscal sponsorship. If he decides to pursue fiscal sponsorship, he will submit a fiscal sponsorship application to the Council.	
Idaho State Insurance Fund conducted a Worker’s Compensation Insurance premium audit on November 6, 2017. The audit was conducted on location at the RC&D office. After discussion with the auditor, the auditor determined that the CBYCC Information Assistant position should have been classified as an administrative position, which resulted in a lesser premium. However, Barbie miscalculated overtime hours when reporting the seasonal employee hours, which resulted in an increase to the premium. The increase was offset by the decrease, resulting in an approximate overpayment of \$5.	
Barbie is actively recruiting for the Office Assistant position, and hopes to fill it as soon as possible. Irene Bain’s last day of work was November 30, 2017.	
Barbie has been studying multiple resources regarding using QuickBooks for nonprofit accounting, and consulting with Harris Co. regarding the best approach to implement changes to track Federal agreements in QuickBooks rather than in external spreadsheets. The external tracking requires additional staff time and introduces additional opportunities for error. She is taking steps to implement process changes in order to improve staff efficiency and accuracy, and standardize financial reporting. Once these changes have been implemented, then the Council can better define their fiscal sponsorship services and what services will be considered additional services.	

**ACH Payments and Online Bill Pay**

<b>PRESENTED BY</b>	Alan Martinson and Barbie Miller					
<b>DISCUSSION</b>	Alan and Barbie would like to switch from a written check process to an electronic payment process, whether by ACH or online bill pay. Barbie will input payments through online banking, and Alan or another officer/account signer will authorize the payments. We will still honor the process of requiring two signers for payments over \$10k. The online system will be configured to not allow any one person to both initiate and approve payments. The cost will range from \$25-\$50 per month, depending on the revenue earnings from our account balance and the number of transactions. This is a minimal cost with significant time and convenience savings for Council staff and check signers, especially since our check signers live and work throughout the RC&D area.					
<b>CONCLUSIONS</b>	Motion to implement ACH services and online bill pay.					
<b>MOTION TO APPROVE BY</b>	Alan Martinson	<b>SECONDED BY</b>	Art Bettge	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**Combined Single Audit vs. Financial Review**

<b>PRESENTED BY</b>	Alan Martinson and Barbie Miller
<b>DISCUSSION</b>	The Council’s audit/financial review will be in early January. Since we are under the federal limit for a combined single audit, the Council needs to decide if we want to pay approximately \$5k for a financial review or continue with a full audit for \$10k. If we have a financial review this year and are required to have a full audit next year, then the cost savings over the 2 years will only be approximately \$2.5k. In addition, if we increase our indirect rate and our federal grantors require an audited overhead rate and we have only had a financial review, then the auditor can provide an indirect rate opinion for approximately \$3.5-\$4k, so we would be up to the full audit price anyway. However, if we anticipate 2 or more years of being under the federal expense threshold, then we

	would realize a cost savings. Our auditor did state that an audit would give us more standing with our grantors than a financial review would.					
<b>CONCLUSIONS</b>	Motion to proceed with a full audit for FY 2017.					
<b>MOTION TO APPROVE BY</b>	Alan Martinson	<b>SECONDED BY</b>	Art Bettge	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**RC&D Council Meeting Schedule**

<b>PRESENTED BY</b>	Barbie Miller on behalf of Tera King					
<b>DISCUSSION</b>	<p>Barbie read a letter from Tera to the Council members. Tera proposes that the Council change to a bi-monthly schedule starting in January 2018 and focus the meetings more on strategic activities and less on operational. During the off months, the Council should redirect their time to focus outreach efforts on the “county of the month” in cooperation with that county’s representative. The Council members agreed that a bi-monthly schedule with a scheduled meeting length of 3 hours would be a more efficient use Council member time.</p> <p>The current Council meeting schedule of the fourth Thursday of the month conflicts with other meetings that Idaho County Commissioner Denis Duman attends. Barbie polled all Council members in advance of the meeting, and all said that they could switch to the 3rd Wednesday of the month.</p>					
<b>CONCLUSIONS</b>	Motion to switch to a semi-monthly meeting schedule as proposed by Tera, starting in January 2018. Meetings will be scheduled for the 3 <sup>rd</sup> Wednesday of the month from 1 pm to 4 pm, and Council members should commit to staying as long as needed to accomplish agenda items.					
<b>MOTION TO APPROVE BY</b>	Alan Martinson	<b>SECONDED BY</b>	Mike Ponzozzo	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**Council Member Appointments**

<b>PRESENTED BY</b>	Clyde Hanson					
<b>DISCUSSION</b>	Idaho County Commissioner Denis Duman will be represent Idaho County on the board going forward. Therefore, Clyde Hanson will no longer be the Idaho County representative. However, Clyde has volunteered to remain on the Council as an at-large member. Denis thanked Clyde for his many years of service as Idaho County representative.					
<b>CONCLUSIONS</b>	Art Bettge called the motion to appoint Clyde Hanson as an at-large member.					
<b>MOTION TO APPROVE BY</b>	Mike Ponzozzo	<b>SECONDED BY</b>	Alan Martinson	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**Executive Director Approval Authority**

<b>PRESENTED BY</b>	Barbie Miller					
<b>DISCUSSION</b>	As discussed at previous Council meetings, the Council would like to determine and formalize what should be within the Executive Director’s authority to approve and what needs Council approval. The Council members agreed that, in general, the Executive Director (ED) has the authority to function within the overall policies and procedures set forth by the Council. More specifically, the ED has authority to implement RFPs, contract extensions, funding agreement modifications, etc. that are within the original scope and terms approved by the Council. Any significant changes to the terms of contracts or agreements must be approved by the Council before being implemented. This also extends to hiring staff and seasonal employees within the terms the Council outlined when they approved the position.					
<b>CONCLUSIONS</b>	Barbie will draft a written policy and email it to the Council members to review and approve.					

**Office Lease Renewal with City of Potlatch**

<b>PRESENTED BY</b>	Barbie Miller					
<b>DISCUSSION</b>	The current lease expires December 31, 2017. Request to renew the lease for \$300 per month for January 1 through December 31, 2018 under the same terms as the 2017 lease. Alan Martinson commented that there have not been any issues with having the office located in Potlatch.					
<b>CONCLUSIONS</b>	Motion to approve office lease renewal with City of Potlatch.					
<b>MOTION TO APPROVE BY</b>	Denis Duman	<b>SECONDED BY</b>	Art Bettge	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**RFP for Maggie Creek Fire Response Guide**

<b>PRESENTED BY</b>	Barbie Miller					
<b>DISCUSSION</b>	Barbie requested approval to release a Request for Proposal for the Maggie Creek Fire Response Guide (FRG). The FRG will be funded under the BLM Community Fire Assistance agreement. Barbie coordinated the RFP with Lonnie Newton and Doug Graves from the BLM and they consulted with other partners that will be involved with the project. We would like to get the RFP posted immediately and award the contract in the first part of the new year, so they can have a working draft of the FRG by the 2018 fire season.					
<b>CONCLUSIONS</b>	Motion to approve releasing the Maggie Creek fire response guide.					
<b>MOTION TO APPROVE BY</b>	Art Bettge	<b>SECONDED BY</b>	Alan Martinson	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**CBC Request to Increase Hells Canyon Helicopter Award**

<b>PRESENTED BY</b>	Kelli Rosellini					
<b>DISCUSSION</b>	Clearwater Basin Collaborative determined that 15 of the 17 elk collars that were deployed in the Lochsa area failed. This resulted in a huge setback in data collection in that area. Kelli shared a written explanation of the budget and information from the Idaho Department of Fish and Game (IDFG) about the failure. In order to obtain a database large enough to be arguable and defensible, the ungulate biologists for the project recommended capturing additional elk to replace the failed collars. The CBC does not expect to be able to recover from the supplier any of the costs associated with the failure. The CBC anticipates exceeding the budget cap by approximately \$4,500, but would like to increase the budget cap by \$10k to allow for any other unforeseen events. Kelli stated that even with the budget cap increase, the final expenses should still come in \$35k-\$40k under the original capture budget that was developed prior to the award.					
<b>CONCLUSIONS</b>	Motion to increase the Hells Canyon Helicopters budget cap to \$70k.					
<b>MOTION TO APPROVE BY</b>	Denis Duman	<b>SECONDED BY</b>	Art Bettge	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

## CBC Update

<b>PRESENTED BY</b>	Kelli Rosellini
<b>DISCUSSION</b>	<p>All elk capture activities for the WHRI should be completed by December 15, 2017. After that, they will retrieve the elk collars when they fall off and capture the data. The vegetation collection activities are done as well. The scientists will develop the vegetation modeling during 2018 and 2019. The models will be given to the US Forest Service to use during their Forest Plan Revision process.</p> <p>The CBC has been actively participating in the Nez Perce-Clearwater National Forests Forest Plan Revision process. They are using a science-based approach, such as the WHRI vegetation models they are developing, for their recommendations on forest management in order to bridge conservation and industry.</p> <p>The CBC has made significant progress on the Idaho GEM Trail. Once the Idaho Transportation Department completes a ramp to cross the highway near the Kooskia bridge, then the segment from Elk City to Pierce will be complete. The entire trail, from Elk City to Avery, will be approximately 240 miles long. The Forest Service has provided GPS equipment to map the trail, so that recreationists will be able to download a real-time map of the trail.</p> <p>The CBC has started working with the National Collaboration Cadre on strategic and succession planning to invest in their future. One topic of discussion has been financial reporting and transparency. In the future, the CBC may request additional support from the Council to provide financial updates directly to the CBC. Barbie stated that it would be beneficial to her to be more actively involved in the CBC budgeting processes as well.</p>

## Western and National RC&amp;D Update

<b>PRESENTED BY</b>	Clyde Hanson
<b>DISCUSSION</b>	<p>Clyde stated that the National RC&amp;D is now accepting nominations for at-large and under-represented board positions on the NARC&amp;DC board of directors. If you, or someone you know, would like to nominate or be nominated please visit <a href="http://www.narcdc.org">www.narcdc.org</a> to download the nomination packet which includes the nomination forms. For more information, contact Pam Herdrich at <a href="mailto:pherdrich@gmail.com">pherdrich@gmail.com</a> or (208) 270-1346.</p>

## Outreach Discussion

<b>PRESENTED BY</b>	Barbie Miller
<b>DISCUSSION</b>	<p>At the January meeting, we will start planning our outreach activities for the year, and identify how Council members and staff can work together to implement our strategic plan.</p>

## Announcements

Next Council meeting will be January 17, 2018 at 1:00 pm at the Brammer Building in Lewiston, Idaho.

Meeting Adjourned by Clyde Hanson at 3:15 p.m.