



Clearwater Resource Conservation and Development Council, Inc.

Council Meeting Minutes

Wednesday, January 17, 2018

1:00 p.m. to 4:00 p.m.

Brammer Building, Lewiston, ID

Attendees (*X indicates attendance*)

COUNTY REPRESENTATIVES		CITY REPRESENTATIVES	
<input type="checkbox"/>	Alan Martinson, Latah County, Secretary/Treasurer	<input type="checkbox"/>	Brandy Sullivan, City of Moscow
<input type="checkbox"/>	Bob Tippet, Nez Perce County	<input checked="" type="checkbox"/>	Jim Boland, City of Moscow
<input checked="" type="checkbox"/>	Denis Duman, Idaho County	AT-LARGE MEMBERS	
<input checked="" type="checkbox"/>	John Smith, Clearwater County	<input checked="" type="checkbox"/>	Tera King, President
<input checked="" type="checkbox"/>	Mike Ponozzo, Lewis County	<input checked="" type="checkbox"/>	Clyde Hanson, Vice President
OTHER			
<input checked="" type="checkbox"/>	Barbie Miller, Executive Director, Clearwater RC&D	<input checked="" type="checkbox"/>	Janelle Poulsen, Office Assistant, Clearwater RC&D

Call to Order

MEETING CALLED TO ORDER BY	Tera King, President	AT	1:03 p.m.
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Agenda Changes

REQUESTS	None
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Approval of December 6, 2017 Meeting Minutes

MINUTES WERE EMAILED ON	January 16, 2018		
CHANGES	None		
MOTION TO APPROVE BY	Clyde Hanson	SECONDED BY	Denis Duman
		PASSED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Treasurer's Report

PRESENTED BY	Barbie Miller on behalf of Alan Martinson		
DISCUSSION	Barbie Miller presented the Treasurer's Report and the Transaction Report by Class, as of December 31, 2018. Barbie described the details of the Report, including any discrepancies and negative balances.		
MOTION TO APPROVE BY	Mike Ponozzo	SECONDED BY	John Smith
		PASSED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Executive Director's Report

PRESENTED BY	Barbie Miller	
EXECUTIVE COMMITTEE VOTES BY EMAIL		
Approval to hire Janelle Poulsen as Office Assistant at \$10.25/hr. for 30 hrs. per week with a start date of 1/2/18 and a performance evaluation with salary review 3 months from her start date.	Approved on December 22, 2017	

GENERAL UPDATES
<p>Office assistant update</p> <ul style="list-style-type: none"> Janelle Poulsen start training for a few hours the weeks of 1/3/18 and 1/8/18, and returned on 1/16/18 to begin her regular 30 hours per week. Janelle has a background in hospitality and is excited to start in a new direction with the Council.
<p>New Council Member Orientation – Conference call scheduled 1/19/18 at 2:15 pm for the new council members.</p>
<p>Umpqua online banking</p> <ul style="list-style-type: none"> Alan and Barbie completed training so that we can offer ACH services. Tera is setup as an approver; need to set Clyde up, too. Will do a test run prior to full implementation.
<p>Annual Audit</p> <ul style="list-style-type: none"> Scheduled for Feb 1-2, 2018. Harris & Co will perform the audit. Audit and tax return will be presented at 3/21/18 Council meeting.
<p>Executive Director approval policy – Barbie will circulate a draft in the next week or two.</p>
<p>Year-end tax reports</p> <ul style="list-style-type: none"> Payroll reports have been filed & W2s mailed. 1099s will be finalized next week.
PROJECT UPDATES
<p>Community Chaplain Corp update</p> <ul style="list-style-type: none"> Not going to pursue 501(c)(3) status at this time but will keep us in mind if they decide to go that way in the future.
<p>Igniting Innovations</p> <ul style="list-style-type: none"> Idaho National Laboratories awarded a Battelle Energy Alliance, Technology Based Economic Development Grant in the amount of \$6,050 to purchase a 3-D printer and CAD software. These tools will help local inventors develop and evaluate prototypes.
<p>Community Fire Assistance</p> <ul style="list-style-type: none"> Received 4 proposals in response to the Maggie Creek Fire Response Guide RFP. Will meet on 1/25/18 to review the proposals.
<p>Discussion with Tony Sunseri from NRCS (update provided by Tony Sunseri)</p> <ul style="list-style-type: none"> NRCS is short on staff due to the hiring freeze, retirements, and turnover, and they do not have the ability to hire staff to fulfill the necessary duties. The funds are available to do this, but they need the help from an RC&D to accomplish these needs. Wanting to enter into a 5-year agreement of \$175,00-\$200,000 with one of the Idaho RC&Ds to provide financial support to the SWCDs across the state. Cannot enter an agreement on the national level because they will not enter into an agreement with any conservation districts under a specified annual amount. Advantages of this agreement – one large agreement for them, versus 18 small agreements; ability to provide needed technical support without additional staffing. Challenges they are trying to overcome – wanting one RC&D to partner with to avoid spreading administration duties to multiple regions; could potentially enter agreements with multiple RC&Ds in the future so wants to maintain a good relationship with all of them; meeting the matching contributions requirement (25% absolute minimum, 50% is standard). There is a framework set up for what the NCRS is expecting of an RC&D and will need them to do the funding aspects of any upcoming projects.

Will be meeting soon with Kelli Rosellini to discuss a new recreation-based collaborative she is helping to establish.

CBYCC

- Youth Council conference call on 12/20/17 to discuss upcoming season:
 - Season will run 6/11/18 — 8/2/18; crew leaders will start earlier.
 - 6 regular crews this year (Grangeville, Orofino, Pierce, 2 in Kamiah/Kooskia, and adding a new crew in Potlatch).
 - Will fill 2-3 positions on the Wilderness Trail Crew, based out of Powell, again this year.
 - No need at this time for an Information Assistant position.
 - FS would like to tie the CBYCC program into their 4-week Residency Program they will be hosting this year at the Kelly Creek Work Station. The program will target nationally recruited youth. Would like for the CBYCC to provide an assistant crew leader/cook.
 - Funding agreements already place with National Park Service and US Forest Service.
 - Working on agreements/MOUs with past partners and pursuing additional partners, particularly in the Potlatch area.
 - Tera has been working on the outreach and program schedule.
 - We plan to begin recruiting for any vacant Crew Leader positions by the end of January and hire by the end of March.
 - Will need to hire a program assistant to replace the Framing Our Community contract. Will discuss more later on the agenda.
 - We plan to complete the crew member recruitment for 43-44 people by early May.
 - Last year we brought in close to \$170,000 from the CBYCC alone.
- Next CBYCC Youth Council conference call scheduled for Friday, 1/19/18.

Idaho RC&D Discussion

PRESENTED BY	Clyde Hanson
DISCUSSION	<p>The Idaho RC&D Association reached out to Clyde Hanson about whether the four RC&D's in Idaho should maintain a state recognition.</p> <p>Cons:</p> <ul style="list-style-type: none"> • Idaho RC&D Association would no longer be represented in the Western Region, therefore our Council would not be represented either. • This could potentially snowball to the National level. If this were to happen, the Council would no longer have a placeholder in the Farm Bill. <p>Pros:</p> <ul style="list-style-type: none"> • Could our Council maintain credibility independently? • We could try to revive the state board by having our Council members step up to maintain it. • We are hopeful that the upcoming changes at the national level will reinvigorate the activity for all RC&Ds.
CONCLUSIONS	Tera King will contact Bill Moore and touch base with him about what our Council should consider doing to maintain the standing in the Western Region.

Program Coordinator Position

PRESENTED BY	Tera King
DISCUSSION	There was a request from the US Forest Service to hire a backup crew leader and camp cook for the residency program. The CBYCC is also in need of a program assistant. Because of this, Tera and Barbie were considering combining the needs into one position but have since concluded that a

	<p>person with all these capabilities may not be easy to find and could create financial hurdles. It was discussed that these needs should be broken up into two separate positions – one for the Kelly Creek cook/crew leader and one for the program assistant. As previously discussed, the Council also has a need for a program assistant to assist with outreach and grant writing to gain more projects. This position was not budgeted for in the current fiscal year, but Tera asked that the council members consider having the Council pay for 10 additional hours per week for the program assistant. This would allow the Council to benefit from the skillset of the CBYCC program assistant without committing to a full-time, long term position. However, if the program assistant is successful in bringing more projects to the Council, the position could be extended to a longer term position.</p> <p>Tera’s given job description for the RC&D Program Assistant:</p> <ul style="list-style-type: none"> • Assist the RC&D Executive Director with implementation of the Council’s marketing strategy by developing promotional and outreach materials, meeting with partners, and soliciting new projects as directed. This will also require grant writing and research to help create and develop new projects on behalf of the Council. Success at grant writing and program development may lead to program management and a higher likelihood of full time employment year-round.
CONCLUSIONS	Tera and Barbie will request approval for the positions when the details are finalized.

Strategic Planning

PRESENTED BY	Tera King
DISCUSSION	<p>Tera reviewed the Council’s goals from 2017 and how far the Council has come in the last year. Goals included:</p> <ul style="list-style-type: none"> • Improving the staffing situation. • Have each board member bring a new project to the table. • Improve services offered to projects. • Begin implementing the marketing strategy. <p>Tera then presented her goals, objectives, and strategies for 2018. These goals are:</p> <ul style="list-style-type: none"> • Increase gross revenue by increasing administration fees for existing projects as well as any new ones. • Increase net revenue by improving operational efficiency of office functions, grant funding, and increasing sponsorship requests. • Expanding our name recognition by targeting agencies and communities with postcards and e-mail distribution and recruiting additional Council members.
CONCLUSIONS	The Council discussed points of contact and strategies to help achieve the discussed goals.

Lewis County Outreach Strategy

PRESENTED BY	Tera King
DISCUSSION	<p>It was discussed with Mike Ponozzo about scheduling a day mid-month, so Barbie and Tera can travel to Lewis County for a full day of outreach. The tag line and elevator speech need to be fine-tuned and examples need to be shown to the audience. It was asked that Mike gather County Commissioners, City Council of Winchester, Craigmont, and Kamiah, and the Mayors to come to a meeting so they can explain what the Council does and attempt to put our name out there.</p>

Meeting Adjourned by Tera King at 3:58 p.m.