

Idaho Resource Conservation & Development Association

Fall Meeting

September 14, 2004

Cascade, Idaho

Dave Johnson opened the meeting at 8:00 a.m. and welcomed the group. Introductions were made.

Present:

Aaron Andres, Wood River RC&D
Bob Bolte, Wood River RC&D
Boyd Bowles, High Country RC&D
Paul Calverley, Southwest Idaho RC&D
Terry Cosby, NRCS
Malcolm Dell, Clearwater RC&D
Kathy Dingman, Panhandle Lakes RC&D
Tammy Egbert, High Country RC&D
Sue Ellis, NRCS
Jody Fagan, NRCS
Scott Ferguson, Bear River RC&D
Kim Golden, Panhandle Lakes RC&D
Gary Grimm, Mountain Visions
Clyde Hanson, Clearwater RC&D
Kyle Hawley, Idaho Assn of Soil Conservation Districts
Dick Hodge, Clearwater RC&D
Jody Hogan, Three Rivers RC&D
Polly Huggins, Wood River RC&D
Brett Ingles, West Central Highlands RC&D
Gerald Jeppesen, High Country RC&D
Dave Johnson, Panhandle Lakes RC&D
Paula Jones, Three Rivers RC&D
Ed Mansfield, West Central Highlands RC&D
Russ Manwaring, West Central Highlands RC&D
Connie McCauley, Mid-Snake RC&D
Sara McCullough, Clearwater RC&D
Bill Moore, Southwest Idaho RC&D
Arin Nesbitt, West Central Highlands and Southwest Idaho RC&D
Rusty Parker, Wood River RC&D
Gary Pfieffe, NRCS
Dan Pierce, Clearwater RC&D
Ken Roberts, West Central Highlands RC&D
Alison Rogers, Great Salt Lake RC&D
Lorraine Simonson, Wood River RC&D
Richard Sims, State Conservationist, NRCS
Heather Sisson, Bear River RC&D
Steve Smart, High Country RC&D
Diana Thomas, West Central Highlands
Julie Thomas, Mid-Snake RC&D
Joe Twitchell, Southwest RC&D
Matt Voile, Idaho State Department of Agriculture
Nels Werner, Utah RC&D Association

NRCS Report

- Richard Sims, State Conservationist, mentioned the 40th anniversary of RC&D.
- Rich presented USDA Honor Awards to the 9 RC&D Coordinators for their work on community wildfire projects. The USDA Honor Award is the highest award in the USDA. On behalf of all the coordinators, Bill Moore accepted a group award plaque from Chief Bruce Knight at the 58th USDA Honor Award Ceremony held in June in Washington, D.C.
- Next, Rich addressed six questions presented to him from the coordinators and councils.
 1. Sara Braasch was selected as Regional Assistant Chief for the West. The West Region includes 14 states. Sara previously worked with the Idaho Rural Partnership, the Idaho Cattle Association, and on Senator Larry Craig's staff. Sara is from Idaho, and is a friend to RC&D. She will help us as much as possible here in Idaho.
 2. RC&D can be involved with the Conservation Security Program (CSP) by serving as ambassadors to inform producers of the program. Information and education is very important to the success of the CSP. This type of communication effort can be done jointly with Councils and Districts, by holding community meetings. There could be 24,000 landowners eligible for this program in Idaho. The technical expertise required for program implementation is outside the realm of the coordinators, it is the field office staff's job.
 3. Idaho conducted outsourcing studies for one RC&D administrative assistant, all soil scientists, and all soil conservation technicians. There were no successful bids in this process. Another study on these positions will be required in five years. Studies on the remaining positions will be required at some point; this may depend on the Administration. In FY 2004, Idaho received \$624,000 in Technical Service Provider (TSP) funds. FY 2005 will be the 3rd year for the TSP program. NRCS has entered into agreements with state entities to perform field work, agreements with the private sector to work on the CRP program, and the private sector working on engineering designs in Minidoka area, Twin Falls and Caldwell. The stipulation for the use of the TSP funds is that it is for Farm Bill program work. Rich welcomes suggestions and ideas from IRCDA.
 4. & 5. Rich discussed the use of government vehicles for RC&D Council business. Rich discussed the difference between Districts and Councils, and what is considered NRCS business. Rich stated that just because the State Conservationist signature is on the RC&D Area plan does not make it NRCS business or activities. Rich explained the process if an accident occurs (over \$2,500) and it goes to the Inspector General, it will be scrutinized if this involved NRCS business. Rich stated that NRCS vehicles cannot be used for Council tours or for IRCDA/Council meetings. NRCS can, however, reimburse Council members at the rate of \$.27 per mile, if the coordinator rides with a council member. It was suggested that NRCS and IRCDA enter into a cooperative agreement (and not take this to the national level) on the use of NRCS vehicles and the mileage reimbursement to Councils.

ACTION: Rich will discuss the issue of a cooperative agreement with the State Administrative Officer.

ACTION: Rich will find out the particulars on the mileage reimbursement; when is the \$.27 per mile allowed (i.e., meetings, tours, etc.)

ACTION: Paula will assist IRCDA in the development of a recommendation to national level on this issue of changing the policy to allow the use of NRCS vehicle for Council activities.
 6. Terry D'Addio is the NRCS National Program Manager for the RC&D Program. For reference, her telephone number is (202) 720-0557.

ACTION: Rich will address the NRCS vehicle use issue with Terry D'Addio.

ACTION: RC&D Coordinators will electronically submit RC&D Council meeting minutes to Rich Sims.

Red Zone Software

- Clark Woodward, from RedZone Software, LLC. gave a presentation on RedZone Software, a tool for local fire districts. Clark described the utilities, mitigation reports available,

availability to see statistics of a community, preparation of rapid evacuation reports, maps. This software is compatible with GIS (palm pilots and GPS units). In Idaho, BLM grants (through the national fire plan) have provided this opportunity to 17 locations. This info can be used at local fire districts/departments. Basic cost for software and hardware is \$4,000. Three Rivers RC&D and Mid-Snake RC&D are familiar with RedZone software.
www.Redzonesoftware.com, 303 386-3955

Interactive Watershed

- Gary Grimm and Katy Flanagan, Mountain Visions, made a presentation to the group on the multi-media website designs that they develop. Through their presentation, the group was able to see the benefits of multi-media and how it can be tailored to Idaho natural resources and how interactive sites can promote projects for a targeted audience and specific users.

Noxious Weed Program

- Matthew Voile, Program Coordinator for the Idaho State Department of Agriculture Noxious Weed Program described the program and the changes he sees for the future. Matt recently replaced Brenda Waters. In the future, there will be a larger staff; and there will more exposure to resource information. The county level funding process will not change; the federal funding sources are all in place and will continue. Idaho's program is being looked at nationally as one of the best programs in the nation as being very successful.

IRCDA Business Meeting

President's Report

- **IRCDA meeting policies.** Malcom Dell made a motion to approve the "Proposed IRCDA policies (attachment) relative to each IRCDA meeting", Ken Roberts seconded, motion passed.
- Memorandum of Understanding between Idaho Economic Development Assn and Idaho RC&D Assn. "Clarifying Roles in Rural Development" was discussed. This document was developed in 1994, and is need of being revised and updated. With an updated MOU, the roles of the planning organizations could be better defined, so that efforts are not duplicated, and this could result in the opportunity to partner more. Steve Smart suggested a committee be established to review the MOU. It was also suggested that each council talk with their individual Economic Development District, and then regroup as IRCDA. Kim Golden suggested that the Idaho Department of Commerce and Labor be added to this MOU. A committee was appointed: Kim Golden, Clyde Hanson, Debbie Dane, Bob Rodman, and Dave Johnson.

Following is the process for updating the MOU:

1. The committee will work on making some revisions
2. Individual Councils will contact their respective EDDs
3. Councils will submit their comments to Clearwater RC&D (part of the committee)
4. Kent Rudeen, as President, will inform respective signatories of this process
5. The draft revised MOU will be reviewed at the spring 2005 meeting.

ACTION: Kent Rudeen, IRCDA President, will notify the partners (by October 15) involved in this MOU of the intent to update.

ACTION Councils will submit comments to the committee by January 1, 2005.

ACTION: Committee will bring draft MOU to spring 2005 meeting.

Nominating Committee.

- A nominating committee is established annually. The committee for the upcoming spring election is: Gerald Jeppesen, Dave Johnson, and Paul Calverley. The positions of Vice-President and Treasurer are up for election.

Council Member Award

- Dave Johnson presented Joe Twitchell with the *IRCDA Council Member of the Year Award*. Dave read a list of Joe's accomplishments (see attachment) with the IRCDA, the Southwest Idaho RC&D and the Western RC&D Association. Congratulations Joe!

Committee Reports

- Paul Calverley presented the Western RC&D Association report. The Western Conference meeting will be January 9-12, 2005 in Casper, Wyoming. The theme: "Linking Economic and Community Development". Paul encourages attendance at the Wyoming meeting. Nebraska is the location for the 2006 meeting instead of Colorado.
- The issue of submitting articles for the Western RC&D Association newsletter was discussed. It was suggested to discontinue the newsletter and try rotating articles on a bulletin board on the Western RC&D Association website. It was the consensus of the group that this is a good idea.
- The importance of communications was discussed. To be successful as an Association, input and response for request for information is crucial (i.e., through articles on website). Email is used as the #1 means of communications, for requesting and submitting information. And for those that do not have access to email, they rely on others to keep them informed.
- Paul reported that the Drought Planning Guide will be released soon. The guide includes 10 steps for drought planning.
- Paul stated that he is currently a member of the National Energy Committee. He would like to see someone else from Idaho on this committee. Anyone interested should let Paul know.
- Paul is stepping down as 1st Vice-President for Western RC&D Association. Paul would like to see someone from Idaho run for the position of 1st Vice-President.

Awards

- Ken Roberts asked for suggestions from the group on how the awards process should be conducted. The Awards Committee: Joe Twitchell, Ken Roberts and Gerald Jeppesen. The six award categories for the Western Awards are: Outstanding Performance by a Council, Outstanding Performance by a Council Member, Outstanding Performance by a Coordinator, Outstanding Performance by a Program Assistant, Outstanding Sponsor Achievement, and Outstanding Youth Involvement Award. Applications are due December 1, 2004 to Western RC&D for the Western awards. It was stated that councils need to be given time to prepare award write-ups. Gerald made a motion to distribute award nomination application forms to Councils, with a response time of December 1, 2004. This date was changed to November 15. Seconded by Ed Mansfield, motion passed. This allows the committee at least 3 weeks for review before submission to Western RC&D Association.

ACTION: Ken Roberts/Arin Nesbitt will send award information to each council.

ACTION: Awards Committee will present a list of deadlines for the awards process at the March 2005 meeting.

Inland Northwest Economic Adjustment Strategy

- Malcolm Dell presented an update on the Inland Northwest Economic Adjustment Strategy (handout). The Inland Northwest Economic Adjustment Strategy (INEAS) is a partnership

between the states of Idaho, Montana, Oregon, Washington and the Affiliated Tribes of Northwest Indians. The goal of INEAS is to strengthen the economic vitality of 137 distressed resource-dependent counties in the Inland Northwest through strategic, cooperative regional action that supports communities as they adjust to new economic realities. The INEAS Steering Committee is comprised of public, private and tribal economic development leaders from the four states. Malcom is the IRCDA representative on this partnership. Malcom stated that the Clearwater RC&D is submitting a project for huckleberries through the INEAS. The INEAS website: <http://www.inlandnwregion.org>

Treasurer's Report

- Treasurer Gerald Jeppesen presented the treasurer's report as of September 11, 2004. There is a balance of \$7,142.10 in the IRCDA account; this does not include the expenses for this (September 2005) meeting. The account balance averages \$5,000. Approval for the treasurer's report comes at the spring IRCDA meeting.

IRCDA Plan of Work

- The IRCDA Plan of Work -2004-2005 was reviewed by the group. Changes and updates were made. Gerald made a motion to delete Action 1. "Form a committee", Objective F, "Fund Raising", Clyde seconded the motion, motion passed.

ACTION: Sue Ellis will forward updated Plan of Work to Steve Smart. **Gerald Jeppesen/Steve Smart** will distribute the revised Plan of Work to Councils prior to the March 2005 meeting. The Plan of Work will be approved at the March 2005 meeting.

Secretary's Report

- Secretary Ken Roberts suggested the group review the minutes from the March 31, 2004 meeting (copy distributed to group). One correction was noted: Add Linda Reed, Wood River RC&D to the list of those present. Clyde Hanson moved to approve the meeting minutes with the addition. Ed Mansfield seconded to approve the minutes with the change. Minutes approved.

Other discussion

- **Resolution process.** Paul made a motion to develop a resolution to take to the Western RC&D Assoc. The motion being for the Western RC&D Assn. to take a resolution to National RC&D Assn on the resolution process. Gerald seconded the motion. Motion passed.

ACTION: Dan Pierce will make reservations for the IRCDA display to be displayed at the IASCD conference, November 2004 in Moscow. Paul Calverley, Joe Twitchell, Aaron Andrews, Bob Bolte stated that they are attending the conference. Joe is responsible for getting the display to Moscow. Others members attending will help with the display.

ACTION: Ken Roberts will acquire a supply of "potato" pins from either the Idaho Potato Commission or the Idaho Department of Commerce and Labor (to have available with the IRCDA display which will be on display at the Western RC&D Assn. meeting in January)

ACTION: Joe Twitchell will provide information on the water quality project to Kathy Dingman to include on the western web site bulletin board.

ACTION: Sue Ellis will distribute minutes from this meeting within one month.

Old business/New business There was no other old business or new business to discuss.

Meeting was adjourned at approximately 4:40 p.m.

Wednesday, September 15, 2004

Dave Johnson opened this meeting at 8:05 am
Introductions were made.

Indirect Costs

- Dr. Lela Pumphrey, Idaho State University, College of Business gave a presentation on the cost principles for non-profit organizations (i.e., RC&D Councils) and how OMB Circular A-122 relates to IRCDA and the Councils (PowerPoint presentation). Dr. Pumphrey will make this presentation available to all Councils through Jody Hogan. Dr. Pumphrey described the allocation of indirect costs, the determination on indirect costs, the development of an Indirect Cost Plan, and the audit process. She stated it is very important to thoroughly read grant agreements, as agreements are specific in the use of the funding. The website www.hhs.gov/grantsnet is an excellent resource for information on grants.

Marketing Plan

- Jody Fagan, NRCS Public Affairs Specialist, stated that she is available to provide assistance to the RC&D's. She can assist with editing, she can include RC&D information in the NRCS Executive newsletters, develop news releases, make contacts to legislative and conservation leaders, conduct training on community relations/marketing, and communications, and include RC&D information on the Idaho NRCS website. She is available to assist individual RC&D's, Councils, and the IRCDA.
- It is important to produce an effective communication plan to be an effective program. The key to communication is an ongoing continuous relationship. It is important to streamline communications. Jody encourages integrating the communication relations/efforts into the business plan. Jody presented the basic step for community relations planning. Jody has worked with Southwest Idaho RC&D Council on a communications plan. She stressed the importance of targeting the specific audience. Assignments need to be made to carry out action items, as we need to be accountable to our plans.

Liability Insurance and D&O

- There was discussion as to if this should be a topic at the March 2005 meeting, and have a speaker present information on this subject. The speaker might be an attorney that deals with non-profits, and/or someone who deals with non-profit organizations.

Suggestions/miscellaneous discussion on the liability issue:

Go through Western RC&D Association to submit a resolution to National on the liability issue with NRCS vehicles.

It was the consensus of the group to pursue the political angle, not the liability issue.

It was discussed to look into general coverage that does not include disability coverage and propose this to NRCS as a state organization. The group was reminded of the "issue" is not necessarily coverage, but what is considered "official NRCS" business.

ACTION: Paula will locate someone to cover the issue of general liability coverage at the March meeting.

ACTION: Polly will contact the Attorney General's office to gather more information.

ACTION: Paula will send out a request to coordinators for input on the need for information on D&O and liability. This will determine presenters for this type of training.

ACTION: West Central Highlands will come up with cost information on insurance and have it available at the March meeting.

March 2005 meeting will be held in Boise.

- There was discussion on topics to include on the agenda. Councils are encouraged to submit agenda topics to Kent Rudeen/Paula.

Suggested agenda topics:

- ✓ Review/bring our partners up to date on other projects beside fire mitigation.
- ✓ Homeland Security
- ✓ Liability & D&O
- ✓ Individual assistance – follow-up on direct/indirect costs
- ✓ Idaho Economic Development Association and Idaho RC&D Association MOU (revised)
It was suggested to have an IRCDA and EDA joint meeting or perhaps have the signatories be invited guests to the meeting.
- ✓ Invite Bob Meinen, new director for Idaho Parks and Recreation (Re: grant process)
- ✓ Invite Dwight Johnson, Idaho Rural Partnership
- ✓ Invite Richard (Rick) Tremblay, Economic Development Administration Representative
- ✓ Invite Roger Matson, Department of Commerce and Labor
- ✓ Invite Congressional representatives

It was suggested an IRCDA representative attend the conference scheduled for May held by the EDA and tourism groups.

Ken Roberts made a motion to hold the IRCDA fall 2005 meeting in Coeur d'Alene, Gerald seconded the motion. Motion approved. The specific month for the meeting was discussed, but not decided.

ACTION: Kim Golden/Dave Johnson will investigate the hotel rates in the Coeur d'Alene/Post Falls area for August, September and October. This will help IRCDA determine which month is most economical for the meeting.

Meeting was adjourned at approximately 12:00 noon.

Ken Roberts
Secretary

Re-cap of Trivia Questions

Who was the 1st IRCDA Vice-President?

Answer: "Buck Ward" Answered by Dan Pierce

Name the one RC&D in Idaho authorized 40 years ago

Answer: "Idaho Washington/Panhandle Lakes RC&D" Answered by Paul Calverley

What RC&D Council worked with alligators?

Answer: "Bear Lake RC&D" Answered by Russ Manwaring

When did the RC&D clerks become permanent part time?

Answer: "October 1994" Answered by Arin Nesbitt

What Year was RC&D created?

Answer: "1964" Answered by Scott Ferguson

Notes prepared by Sue Ellis

Summary of Action Items
Idaho Resource Conservation & Development Association
Fall Meeting
September 14-15, 2004

Action	Who	Due Date
Discuss issue of a cooperative agreement with state administrative officer. re: NRCS vehicle usage for RC&D activities.	Richard Sims	
Address the NRCS vehicle use issue for RC&D Council business with Terry D'Addio, National NRCS RC&D program manager.	Richard Sims	
Investigate the particulars on the mileage reimbursement; when is the \$.27 per mile allowed for NRCS personnel riding in council members' vehicles (i.e. meetings, tours).	Richard Sims	
Electronically submit RC&D Council meeting minutes to Rich Sims.	RC&D Coordinators	On-going
Assist IRCDA in the development of a recommendation to national level on issue of changing the policy to allow the use of NRCS vehicle for Council activities.	Paula Jones	December 15, 2004
Notify the partners involved in the revision on the IEDA/RCDA Memorandum of Understanding.	Kent Rudeen	October 15, 2004
Submit comments/suggested revision to the IEDA/IRCDA MOU to the committee (submit to Clearwater RC&D).	RC&D Councils	January 1, 2005
Have a draft revised IEDA/IRCDA MOU ready for review at the spring 2005 IRCDA meeting.	Committee	March 2005
Distribute award nomination application forms to Councils. Criteria for all six categories is on Western RC&D Assn. website: http://www.westernrcd.org/pdf/awards.pdf	Ken Roberts Arin Nesbitt	Mid-October
Submit 2004 award nomination forms to Idaho Awards Committee.	RC&D Councils	November 15, 2004
Develop a list of deadlines for the awards process to present at the March 2005 meeting.	Awards Committee	March 2005
Distribute updated 2004-2005 IRCDA Plan of Work to Councils prior to March 2005 meeting.	Gerald Jeppesen & Steve Smart	April 2005
Develop a resolution to take to Western RC&D Assn; the resolution being: Western RC&D Assn. take a resolution to the National RC&D Assn on the "resolution process".	Paul Calverley	
Reserve space for the IRCDA display at the IASCD Annual Conference, being held in Moscow, November 7-10, 2004.	Dan Pierce	October 2004
Acquire a supply of "Potato" pins to have available with the IRCDA display at the Annual Western RC&D Assn Conference.	Ken Roberts	January 2005
Provide information to Kathy Dingman on the water quality project to be included on the Western RC&D website.	Joe Twitchell	
Distribute September 2004 meeting minutes to RC&D Councils	Sue Ellis	October 15, 2004
Gather information on speakers to discuss general liability/insurance issues at March 2005 meeting.	Paula Jones Polly Huggins West Central Highlands	January 15, 2005