

**Bear River Resource Conservation and Development
Executive Committee Meeting
Monday, March 21, 2005
The Coppermill, Logan, Utah**

Those in attendance:	Cami King	Those Excused
Lloyd Rasmussen-Chairperson	Aimee Belliston	Suzanne Rees
Lynn Lemon	Heather Sisson	Thomas Weston
Mick Atkinson	Lyle Homgren	
Dallan Nalder	Lisa Coverdale	
Conrad Michaelson	Susan Smith	
Scott Ferguson	Brad Smith	

Welcome, Introductions, and Minutes

Lloyd welcomed all in attendance. The meeting convened at 2:00 p.m. Conrad was introduced as the commissioner from Bear Lake County. Cami is the administrative assistant covering for Heather while she is on maternity leave. Lynn motioned to accept the minutes of the previous meeting, with the exception of a typographical error. Dallan seconded the motion. The motion was unanimously approved.

Mick reminded Scott of a letter he is to write to the irrigation company.

Taxes

Heather reported that Kirk Leetzow confirmed that tax is owed by BR RC&D on a \$5000 grant that was obtained from the Forest Service. Though the money has already been spent, \$649 is to be paid for taxes because it was a taxable grant. Lisa confirmed that non-profit organizations may incur tax liability. The members agreed that in the future the tax must be anticipated before spending. Aimee agreed to tell Joel Merritt about this as it relates to the Cache County Bag-O-Woad program.

Heather reported that five requests for bids to do the taxes for next year have been sent, but only 1 firm (Petersen Allred Jackson) has responded. Kirk Leetzow has not yet submitted his bid, but it is hoped that he will since he will likely charge the least.

Insurance

Susan Smith of Beehive Insurance explained that BR RC&D currently has two insurance policies:

- 1) The Directors and Officers policy is \$750.
 - a) Errors and Omissions. This covers us on decisions we make that could cause us to be sued.
 - b) Employment Practices liability. This protects us if an employee or volunteer sues for discrimination, harassment, etc. Ninety percent of all D&O claims have to do with employment issues.

- 2) The General Liability policy is \$351.
 - a) Protects 3rd parties from our actions (property damage, bodily injury, etc.). The most important thing is that it will cover defense costs.
 - b) Employee dishonesty insurance can be added to our policy if we desire it. Some grants are now requiring this insurance.

Susan strongly recommended that whenever working with an outside contractor that we request a certificate of liability naming BR RC&D as “additional insured”. If possible, we should not be the ones doing the actual work, but transfer the risk to someone who has the appropriate coverage.

The water jet stinger needs to have “use at your own risk” wording added to the contract. Cami will fax Susan the new rental contract and a description of the equipment.

The Youth Camp will need to prepare a contract that includes a release of liability statement for groups using the camp. Lyle agreed to get this prepared.

Beehive Insurance has the sponsorship of the National Association of RC&Ds for Directors and Officers insurance. Without this, a similar policy would cost at least \$1000, according to Susan. Any further questions or concerns about the insurance can be sent to Susan at ssmith@beehiveinsurance.com.

Youth Camp

Lyle reported that the road to the youth camp is in need of improvement. A \$10,000 grant from the Forest Service has been secured. Lyle asked Mick if Franklin County would be willing to contribute to this project. Mick and Lyle agreed to examine the road later in the spring. Lyle reported that the sign for the camp was being repaired by the Forest Service. A kiosk is being built by a boy scout as an Eagle project that will provide a space for information pertinent to the camp.

President’s Bush Budget FY06

Lisa reported that no letters of concern have been received in regards to the proposed federal budget cut that would eliminate BR RC&D. Lynn said that he had sent one to Rob Bishop, but agreed that Hatch and Bennett should also receive one. Letters to Idaho senators were signed. Lisa suggested that the best way to send letters was by fax or email, but not through regular mail.

Lisa suggested that to improve our chances we need to update a 5-year plan, stick with the four priorities (Lisa will send these to Scott), and attend the April 14th meeting. Lisa will notify Scott of the location by Wednesday, March 23. Lynn will determine if he can attend with Scott.

Coordinator’s Report

Scott reported that \$3800 of a \$4500 grant for Highlands weed education program had already been spent (from Monsanto).

Scott will talk to Dennis Godfrey about obtaining some of the \$31,500 obtained by the RC&D for fuels reduction projects.

Scott informed us about his hybrid oak project (handout given). He proposed that seedlings could be sold through the BR RC&D for possibly \$5 to \$10. Lynn made a motion to accept this project. The motion carried.

Financial Report

Aimee gave the financial report showing the bank statements and the balance sheet for the last two months. She asked if BR RC&D wants to renew the dues for the National Association of RC&D Councils for \$400 and the Western RC&D Councils for \$250. Mick motioned that we pay the dues. Conrad seconded the motion and the motion carried.

Next Meeting

Monday, May 16th is the date for the next meeting. It will be held at 1:00 p.m. at the BR RC&D office (1860 North 100 East, North Logan).

Dallan asked about county level RC&D meetings and it was agreed that a discussion on how to operate these would be addressed at the May 16th meeting.

The meeting adjourned at 3:45 p.m.