



**Coordinating Team Meeting – May 21st, 2:00 p.m.
Meridian Wastewater Resource Recovery Facility**

Present: Tamsen Binggeli, Jessi Sherburne, Kathy Peter, Megan Dixon, Liz Paul, Phil Bandy, Mike Homza, Greg Kaltenecker, Jessica Harrold, Charissa Bujak, and guests Jairo Hernandez (independent consultant) and Michael Kasch (HDR).

2:10 Welcome, Call to Order, Agenda Review, Introductions, Approve Minutes

Minutes from last meeting approved

- Tamsen moved to approve, Greg seconded, all in favor, Phil indicates motion is carried

2:15 Update from the Board

Liability Insurance

- Kathy has sent out applications for General Liability (aka “slip and fall”) Insurance and Directors and Officers (D&O) insurance.
 - 90% of the claims reported are related to accidents/ slip trips, and falls.
- She is working with a broker with HD Insurance which specializes in insuring nonprofits – they are part of the Association of Nonprofits for Insurance.
- We will hopefully have multiple bids by the end of this week.
- Kathy will be looking for specific details regarding who makes decisions if a suit is filed, such as if it goes to arbitration and whether BREN would be involved.
- This is an annual policy so will be looking at it again and should also keep in mind any changes to our practices/events. The broker will get together with us annually to do that review.
- Currently we are not applying for automobile insurance.
 - We should have a policy in place to ensure volunteer drivers have insurance.
 - For contractors, we are required to make sure they have insurance.
- We budgeted \$1,600 for General Liability and \$800 for D&O but are hoping to get them both for under \$2,000.
- Last year for BREN Boogie we got insurance through the City. Once we have our insurance in place we can see whether we need this or a combination of coverage.

2:30 Financial Report – Tamsen Binggeli

- We updated to the new QuickBooks Plus through Tech Soup, which will cost us \$50 annually (it is normally \$60/month)
- Tamsen also created the new Chart of Accounts using the Unified Chart of Accounts numbering system. This will make it easier for any accountant to understand our bookkeeping system.

- The 2017 taxes have been completed but not yet submitted. Tamsen filed for an extension in early May. Kathy has an accountant willing to do a brief review before we submit. An entire audit may not be necessary.
- Balance Sheet, Current balance = \$8,591.88
- 2018 Year-to-date: \$6,565.25 income, \$5,70681 expenses, for \$858.44 balance
- \$2,052.25 raised from Idaho Gives! We reached our fundraising goal for individual sponsors.

2:35 Update from the Coordinator – Liz Paul

- Thanks everyone for the amazing work!
- June 6th 4-5:30pm Field trip to Intermountain Bird Observatory
- June 11th 9:30am -12pm We're looking for volunteers to assist new American residents at Hyatt. Email Liz if interested.
- June 12th evening event commemorating the Wild and Scenic River act at Payette Brewery
 - Need help tabling. Jessie and Charissa interested.
- Three events for Founding Members:
 - Field trip to Cottonwood Creek on May 30th 3:30-5:00pm
 - Morning float trip on June 25th 9:00am-12:00pm
 - Private book reading and signing for a children's fly fishing book - location TBD
 - Liz is going to send a private email and invite people.
- **July 18th CT meeting followed by Float** – All agreed to meet in Star at 2pm for our meeting followed by a float trip from 4-6pm. Liz will get the rafts and gear lined up.
- **Last two CT meeting days/times set** – Tuesday, September 25th 2-4:30pm and Tuesday, November 13th 2-4:30pm.

2:45 Project Updates

Hyatt Reserve Project – Tamsen Binggeli

- Over the winter, several groups cared for germination trays from seeds harvested at Hyatt Hidden Lakes the previous fall.
- April 14th was a busy day, in the AM volunteers from the Sage Girl Scout Council and Big Brothers Big Sisters met to transplant the seedlings into cone containers to be planted fall 2018.
- That same afternoon, over 90 volunteers from Rotary Clubs from across the Treasure Valley; Boy Scout Troop; and the Idaho Fine Arts Academy Interact Club – planted over 550 shrubs
- On April 25, Volunteer Weed Warriors dug out thistle, teasel and other weeds with the help of Martha Brabec from the City of Boise
- On May 5th another group of new American residents of Nepalese and Bhutanese descent met to transplant their seeds from over the winter.
- May 19th Kathy was out with Alan (Weed Warrior) and Girls Scouts troop doing more work at Hyatt
- **UPCOMING** – LTTV and the City of Boise are getting a group together to develop an interpretive sign for the Hyatt Hidden Lakes Project – they would love to have one or more people from BREN on board. No dates have been set yet, and they are thinking it will take a few meetings to develop.
 - A BREN rep would go to the meetings, provide feedback and send back some questions to the whole team.
 - Greg and/or Heidi, Jessie and Phil have indicated they would be interested.

Cottonwood Creek Project – Kathy Peter

- Last time we met BOR said they would have comments on the Cottonwood Creek Project. Kathy, the Nationwide TU and local chapter had a phone conference. There was a lot of discussion and the BOR wants more details on the project and a proper scope of work – design, construction, and specific tasks where a budget is connected to each task. Andy Brunelle has committed to getting it to the BOR by May 30th. It would be good if someone had some time to participate and review this.
 - Kathy will email the scope of work out to the CT and Board
- Trout Unlimited has also drafted up an MOU between TU and BREN.
 - Kathy will email the MOU to the CT and Board for feedback
- A BSU group of geophysicists completed the survey to identify buried metal objects in the cottonwood creek project area. This information will be helpful come time of construction.
- Quadrant engineering also did a topographical survey for free in return to be included as a partner on the project signage.
- Kathy would like to have a joint committee with Trout Unlimited, BREN, and the City of Boise to oversee the project. This committee will help manage the project from start to finish. What time and commitment are realistic to be a part of this committee? As BREN, we want to maintain a network and be involved as a community partnership. As recipients of the BOR grant, BREN needs a place at the table and our role in the project is detailed in the BOR grant. TU applied for and received the \$200,000 from the City of Boise. This meets the 50% matching requirement needed for the BOR grant. Rather than cut TU a check for the \$200k, it has been agreed that the best course of action is to have the City keep the money in-house to implement the work. They will use their current procurement process to hire contractor(s) – this procurement process is required by the BOR grant. Overall, the total project cost is estimated at \$400,000.
- We just need one or two people to be the main POC and we can bring in other people with special skills/experience as needed. TU, the City of Boise Parks Department and BREN will be the three primary entities involved.
 - Michael Kasch
 - Jairo Hernandez
 - Mike Homza
 - Phil Bandy
 - Tamsen Binggeli (as Treasurer)
 - Liz Paul
 - Steve Clayton
 - Greg Kaltenecker
- Q: Does there need to be any additional parties that need to be involved. Perhaps it would help to include BSU to build our relationship. Maybe establishing it first and bringing people in later. In the early stages, we will do some documenting, what will we get out of this.
- First, we need to establish a small group that will be the management team and provide continuity, then a wider team could be brought in later for expertise.
- We have to convince the City and TU to convene that kind of committee. Kathy will discuss with the project partners.
- Timing: wouldn't get together until June.

3:00 Guest Speaker, Clint Dolsby, City Engineer for Meridian Public Works

- The City of Meridian's recycled water program is the largest in the Treasure Valley

- 12 years ago, the City started discussing how to address upcoming NPDES permit compliance. They also had a flow cap in place that drove the decision to look into recycled water.
- Started a Pilot program – water is sent to Hero’s Park and irrigates 25 acres park.
- Then they decided to construct full-fledged recycling system (Class A). The recycled water services a nearby car wash year-round and is even used for toilets at public parks.
- Once you get the permit, anyone can use the recycled water. Demand for the recycled water is presumably high, but irrigation water is cheap as is.
- The City would like to expand the recycling program, especially to irrigate Settlers Park. They need an additional holding tank and a new pipeline system. However, their focus has been on upgrading their current facilities to meet the new NPDES permit (finalized in August 2017) that has new phosphorus and ammonia limits. They have a 10-year compliance schedule.
- Recycling water helps to meet flow compliance for compliance with NPDES permit.
- The City of Meridian is growing rapidly – they are building the new facility to process 15 million gallons per day, whereas they currently use 8 million gallons per day.
- They are also looking into a phosphorus trading program. Clint is on the Lower Boise Watershed Council (LBWC) and Watershed Advisory Group (WAG) – they are in the process of developing the trading framework, which must be completed before trading can begin. DEQ has come back with comments at last board meeting that they need to address.
- Any private or public entity can engage in water quality trading if they connect to the Boise River and have phosphorus available for renewal.
- Another water quality trading brown bag program would be great – could give an update on the status of the trading platform.
 - Clint could speak or someone else from the WAG/LBWC
 - Liz, who also serves on the LBWC, will give everyone a written update on the water quality trading framework.
- How about grants for the recycling program? Grants are more difficult as Meridian is more financially stable.
- Given the development growth, will there be more demand for recycled water in the future?
 - Some analysis has been done by EPSCoR on the transition of agriculture to urban lands
 - The USGS and IDWR are finalizing a flow model for our aquifer that will help answer some of these questions.

3:30 Committee Reports

Outreach – Mike Homza

- Rob Tiedeman will talk about River Restoration Practices
- Greg has an IBO field trip/site tour on June 6th meet at 4pm – beers afterwards.
- Liz and Jessie did outreach at the Andrus Center and many volunteers worked the BREN table at the Idaho Whitewater Association sale.
- We have been invited to table at Payette Brewery for the June 12th Wild and Scenic Rivers celebration
- Working on a Boise River visionary event – similar to the Boise River Vision to Reality Workshop from 2011
 - Get back in touch with stakeholders that attended the original workshop as well as new stakeholders
 - We can ask the same questions and solicit feedback – what they think about the river right now, share what has been done, what they need from BREN

- Opportunity to re-engage stakeholders with the Enhancement Plan and original vision for the river.
- This is part of the “Listening Strategy” item on the work plan.

Fundraising – Tamsen Binggeli

- Idaho Gives was a huge success – we raised \$2,052.25!
 - Idaho River Sports was an excellent host for our Idaho Gives Party – be sure to thank them the next time you are in there. We gave away a lot of prizes and Liz posted on Facebook and Instagram, which I think drew a lot of interest for our campaign.
- Friends of BREN and Founders
 - 84 Friends of BREN, 56 are Founding Friends
 - Now \$150 to become a Founding Friend
 - Two upcoming events just for Founders: Cottonwood Creek Tour on May 30th from 3:30 to 5:00pm; Boise River Float June 25, 9:00 am - noon
- We have submitted two grants:
 - Idaho Fish and Wildlife Foundation for \$10,000 to support Cottonwood Creek project
 - Clif Bar grants for \$10,000 to support BREN
- Xylem Stewardship Partner
 - We had our first work day on April 20th where we planted wetland and riparian shrubs and trees along a newly created wetland area in Greenleaf, Idaho. The wetland was created to provide bird and wildlife habitat and to improve water quality. The project was through the NRCS and Erin Brooks was there to lead the project.
 - Our second work day is set for August 10th and will be a float trip river clean-up
 - Check from Xylem is forthcoming
- Business sponsors
 - Ecosystem Sciences Foundation \$250
 - Rotary Club of the Treasure Valley \$500 (Boogie)
- Fundraising subcommittee will be meeting soon to tackle business sponsors and look at new grants. If you come across general support grants, let us know!
- Organizing volunteer events is a huge undertaking. We need to have conversation regarding whether BREN is able and willing to organize the volunteers vs. the catalyst to connect volunteers to opportunities. As Stewardship Partner, Xylem is providing financial support for these services.

Admin – Liz Paul

- Charissa is doing an excellent job keeping up our mail chimp database
- We have a great social media presence with Facebook and Instagram
- Jessi and Liz are working on drafting a Communication Plan.
- Webpage needs to be updated

4:00 Follow up on CT members’ skills and interests survey – Jessie Sherburne

- Jessie sent out a skills and interest survey to the CT. Most have responded to-date.
- The survey shows what skills CT members current have (rated high, medium, and low) and interest to develop those skills (rated high, medium, and low) for a number of categories, such as administration, scientific, leadership, etc.

- From this we can garner what skills are being underutilized or who may be interested in developing new skills. This survey could help match CT members with certain projects or subcommittees.
- Leadership opportunities is something many members would like to improve or engage in.
- We need an easy way to display the information.
 - Tamsen and Jessie will work on data visualization and provide a report at the next CT meeting.

4:15 CT Vacancy Discussion

- The CT seems to be getting along fine without fulfilling this role.
- Let's wait until the July meeting when the Skills & Interests report is out to see if we are missing any particular skills and use that to help decide who to recruit.
- Applications are accepted for the next CT in August, so the election is fast approaching

4:20 2018 Coordinating Team Work Plan Status Review

- Tabling this task for the July Meeting

4:20 Member and Public Comments

Idaho Environmental Forum

- The Idaho Environmental Forum (IEF) approached Liz and Kathy about partnering with BREN for this year's event.
- Tamsen –perhaps we could tie this in to revisiting the findings from the Vision to Reality Workshop/listening strategy that Mike discussed earlier in the meeting.
- Many of the same stakeholders attend EIF and it could be an easy way to follow up with them.
- Last time we had a way for people to vote for enhancement strategies (prioritization) using fake money. We could do a similar exercise to engage people and ask questions about the river.
- Perhaps Bob Kustra would be available to speak as keynote speaker as he did at the original Boise River Vision to Reality Workshop.
- Kathy will connect with Mike Murray to float the idea.

Whitewater Park Phase II

- The Idaho AWRA recently had a talk about the Boise whitewater park phase II. It would be good to host another BREN brownbag on the subject as well.
- There are some design elements that we feel could have been improved.
- How can BREN be more involved up-front on the process of these kinds of projects?
- More and more we are on the radar – for example, the City of Boise invited BREN to the table for the Katheryn Albertson's Park redesign. We were able to send Roger Rosentreter to the field trip and both he and Liz attended the open house.

4:30 Adjourn