

Board Meeting Minutes Attachment (B)

130 N. Washington Ave. Newport, WA 99156

September 12th, 2019

Meeting Began at 5:00 PM.

In Attendance: Randall Leestma, Kevin Bush, David Marcell, Mike Mumford & Mark Simpson.

Official Action Items						
Motion	Motion made by:	Motioned seconded by:	Decision	Who	What	By what date:
Motion to approve the September 12 th , 2019 agenda as presented.	Randall Leestma	Mike Mumford	Carried	NA	NA	NA
Motion to approve the August 8 th , 2019 board meeting minutes as presented.	Kevin Bush	Randall Leestma	Carried	NA	NA	NA
Motion to authorize up to \$1500.00 additional to the walk-in cooler repairs pending WSCC expense eligibility review.	Mike Mumford	Randall Leestma	Carried	David Marcell	Expense eligibility process and completion of repairs.	10/10/19
Motion made to approve the Fowler shoreline stabilization project at a cost share of 75% not to exceed \$5,500.00 for allowable expenses.	Kevin Bush	Randall Leestma	Carried	David Marcell	Draft contract, sign with landowners and district authorized signers.	10/10/19
Motion made to approve the McQuinn shoreline stabilization project at a cost share of 75% not to exceed \$5,500.00 for allowable expenses.	Randall Leestma	Mike Mumford	Carried	David Marcell	Draft contract, sign with landowners and district authorized signers.	10/10/19
Motion made to approve the McGuire shoreline stabilization project cost share at a rate of 75% not to exceed \$5,500.00 for allowable expenses.	Mike Mumford	Kevin Bush	Carried	David Marcell	Draft contract, sign with landowners and district authorized signers.	10/10/19
Motion to approve resolution no. 20190912 approving the "petition for inclusion of additional territory within the Pend Oreille Conservation District," with the Incorporated Town of Metaline.	Randall Leestma	Kevin Bush	Carried	David Marcell	Draft resolution and sign with district authorized signers.	10/10/19
Motion to have district manager David Marcell actively research and report on professional project management certification programs.	Mike Mumford	Kevin Bush	Carried	David Marcell	Research programs; include info on pricing, duration, scheduling and scholarships.	10/10/19
Motion made to approve the August 2019 Treasurer's reports as presented.	Mike Mumford	Kevin Bush	Carried	NA	NA	NA

Public Comments;

None received.

Partner Reports;

Mark Simpson, USDA - NRCS

- Mark reported on how District Conservationists for NRCS will not be at the WACD annual meeting this year. Additionally, discussed was the hire of John George to fill Doug Allen's previous position.

Mike Mumford, WACD

- Mike asked for comments to be sent to him that he may take to the next meeting; David will send comments on legislative days organization and the Metaline annexation process w/ WSCC.

Old Business

- POCD building repairs and renovations were discussed, and a district renovation list was reviewed.
- Set Employee Handbook 19' Revision Schedule

New Business

- Set Policy and Procedures Manual 19-20' Revision Schedule
- Shoreline Project Cost Share Contract Review; Allured, Rochelle, Bozell, Bittle, Montgomery, Woelfel & Harman
- MOA No. 20190808_01 Use of Conservation District walk-in cooler unit by Newport Farmers Market
- MOA no. 20190808_02 Pend Oreille County Public Works Agreement Review
- IGA no. 20190808_03 Pend Oreille County Voluntary Stewardship Implementation FY20-21
- District Small Works Policy Review
- Candace Roman Authorized Signatures Form Section D

Manager's Report

Operations, Topics discussed included:

- POC VSP GIS Staff Update
- Smartsheets Update
- Project Management Certifications
- Employee Evaluation Dec_2019
- Employee Handbook / Policy & Procedures Manual GOAL – March 2020
- Cultural Resource Policy

Projects / Program Updates

Future Dates

Treasurer's Report – Reviewed the August 2019 Treasurers reports. The report was approved after discussion.

Adjourn –6:49 PM.

Guy Strey 10/10/19

David Marcell 10/10/19

POCD Board Supervisor

Date

David Marcell, District Manager

Date