



Board Meeting Minutes Attachment (B)

130 N. Washington Ave.
Newport, WA 99156
January 10th, 2018

Meeting Began at 2:04 PM

In Attendance: David Marcell, Mike Baden, Mark Simpson, George Stuiwenga, Randall Leestma, Mike Mumford & Frank Hruban.

Official Action Items					
Motion	Motion made by:	Motioned seconded by:	Decision:	Assigned to:	Due date:
Motion made to approve the 1/10/2019 board meeting Agenda with the addition of "ad handbook / policy manual update," old business and the ability to take items out of order as needed.	Randall Leestma	Frank Hruban	Motion Carried	NA	NA
Motion made to approve the 12/13/2018 board meeting minutes as written.	Randall Leestma	Frank Hruban	Motion Carried	NA	NA
Motion made to approve MOA no. 2019110 for staff sharing between Ferry Conservation District and Pend Oreille Conservation District	Mike Mumford	Frank Hruban	Motion Carried	NA	NA
Motion to approve tablets and accessory purchases totaling \$8,562.85 plus fees for necessary tablet and smart phone data plans.	Mike Mumford	Frank Hruban	Motion Carried	NA	NA
Motion to approve Verizon Wireless Authorized Usage Agreement NASPO #1907.	Mike Mumford	Randall Leestma	Motion Carried	NA	NA
Motion to approve travel, per diem and lodging for David, John and George to attended legislative days 2019 January 28 th and 29 th , 2019.	Mike Mumford	Frank Hruban	Motion Carried	NA	NA
Motion made to approve the December 2018 Treasurer's report.	Frank Hruban	Randall Leestma	Motion Carried	NA	NA

Public Comments - No comments received.

Mark Simpson, NRCS

- NRCS is still open, but several partners (USFS, USFW, etc.) and sub departments of the USDA are closed, making NRCS work flow difficult.
- Two high tunnel contracts are now on hold since national has halted obligation of funds for the time being.
- Bart Ausland is still working with NRCS as a NE Area Forester until the government shut down is over before he moves on to the USFS. When that does occur, Mark will be taking over his forestry contracts.
- Rocky Gorge wetland restoration project has received its contract and have oral approval from permit agency staff. Implementation is planned for later this year and Mark will let POCD staff and supervisors now of any field trips to the project site.

Mike Baden, WSCC -

- WSCC Director Mark Clark's last day of work is next Friday. There will be an interim director while an interview list is made.
- DNR reps will be at the next commission meeting. This will be a good opportunity to discuss using districts to assist with Firewise and forest health projects.
- The technical assistance budget-ask for 11 million was passed at the 4-million-dollar level in the Governor's budget.
- WSCC asked to put in for an Emergency Management Department's hazard mitigation assistant grant to pay for trainings around Firewise home assessments. WSCC submitted a proposal to include funds for post fire assessments (currently not out there), HIZ assessments and fire risk and resilience messaging /outreach training. Also, for districts who can attend these NFPA trainings, WSCC may provide some funding for achieving Firewise activities within their districts.
- Mike provided a review of our current election status and deadlines.
- Annual Plan of Work for 19-20' will be due in May_2019
- Open Government Training for John, George and Randy Sep 15, 2019, David's is due shortly after. Mike suggested we all get on the same open government training cycle.
- WSCC has a committee working on Implementation (i.e. IM) grant allocation recommendations. That recommendation will be reviewed by WSCC staff next week and if passed, will be send out to District's for comment.

Old Business

- EPA Comment Period Update
 - David provided comments at the Dec. 6th, 2019 EPA public comment hearing and a formal letter by the Dec. 14th deadline.
- FMLA 2019 Research Update
 - It's been determined that POCD staff will need to make the employee contributions starting January 1, 2019.
- PayPal / NRCS Storage Update
 - The MWB 3rd account is finally open and ready to accept PayPal transactions. David will contact Val Vissia for assistance on first couple of payments.
- Handbook/ Policy & Procedure Manual Update
 - Frank Hruban will reply to the law firms' questions regarding the agency goals for personnel.

New Business

- Elections 2019 Update
 - Discussed were the advertisements David has posted in the Newport Miner to date, the election calculator and election advertising on the pocd.org webpage.
- New Business item added by Mark Simpson: Rain Data Calculation, NRCS


- Mark mentioned rain collection data being previously recorded and posted on the POCD website. He would like the district to consider publishing that data once again on their website. David suggested Mark reach out to the Selkirk Alliance for Science to see if they we're able and interested in publishing that data first.
- Ferry Conservation District Memorandum of Agreement
 - MOA for Staff Sharing between POCD and Ferry Conservation District.
- Tablets
 - Reviewed was the tablet and data plan cost analysis and an Authorized Usage Agreement with Verizon Wireless.
- Grant Vouchers
 - It was determined that grant vouchers will be signed by District Manager David Marcell as completed.
- Legislative Days Travel
 - Travel dates and attendees, we're determined.

District Manager's Report

- Audit FY 15-17
 - David reviewed the status of the current 2015-2017 accountability audit. Pending a SAO supervisor approval, the auditor in charge is complete with his work and the exit interview will be arranged shortly. David and Frank will also stay in contact with the SAO regarding the audit representations letter.
- PayPal Account
 - Account is set up and Mountain West Bank "PayPal Transactions," account is now live.
- Shared Staff Interlocal & Intergovernmental Agreements status
 - The status of MOAs with Lincoln and Ferry Conservation Districts and the County Weed Board were reviewed.
- Cultural Resources
 - Discussed was the procedure for utilizing WSCC cultural Resource funds to complete cultural resource surveys on properties where a determination of significance was found through the EZ-1 process. Additionally, it was determined that a MOA with a district that has an archaeologist on staff will be needed before utilizing them on any surveying or construction supervision.

Treasurer's Report Reviewed December 2018 Report

Adjourned – 4:21 p.m.

 2/14/2019
 POCD Board Supervisor Date

 2/14/19
 David Marcell, District Manager Date