



**Pend Oreille Conservation District  
Special Board Meeting MINUTES: 12/28/23  
Meeting Start - 11:00am**

**In attendance at the Pend Oreille County Weed Board: Mary Malone** (*Executive Director, POCD*), **George Stuivenga** (*Board Chair, POCD*), **John W. Floyd** (*Vice Chair, POCD*), **Randy Leestma** (*Treasurer, POCD*), **Alex Case-Cohen** (*District Manager, POCD*), **Stephen Allen** (*Education, Outreach & Administration Coordinator, POCD*), **Corey Brenner** (*Riparian Program Coordinator, POCD*).

**In attendance via “Zoom,”: John Paul Driver** (*Board Supervisor, POCD*), **Amanda Cullin** (*Conservation Ag Specialist, POCD*), **Swarnali Paul Dey** (*Stewardship Forester, POCD*), **Mike Mumford** (*Board Supervisor, POCD*).

<b>Official Action Items</b>				
<b>Motion</b>	<b>Motion made by:</b>	<b>Motioned seconded by:</b>	<b>Decision</b>	<b>Attachment</b>
Motion to approve agenda and take items out of order	John W. Floyd	Randy Leestma	Carried	A
Motion to approve County GIS Contract	John W. Floyd	Randy Leestma	Carried	B
Motion to approve 2024 Elections Resolution	John W. Floyd	Randy Leestma	Carried	C
Motion to approve Small Works Roster Resolution	John W. Floyd	Randy Leestma	Carried	D
<b>Meeting Adjourned at 1:41 PM</b>				

## **New Business**

### **County GIS Contract – See attachment B.**

- Mary discussed that this is a reoccurring contract with Pend Oreille County and is a critical service to conduct services and project development. The only amendments to the contract include an increase in the costs from the county.
  - *John W. Floyd Motions to approve, Randy Leestma Seconds. Motion Carried*

### **Elections Resolution 2024 – See attachment C.**

- Mary presented the new elections resolution to the board and recommended that we conduct mail-in only voting due to the inability to reach the Camas Center to confirm availability for March 9. The board discussed some amended items on the resolution to corrected before submission.
  - *John W. Floyd motions to approve the amended 2024 elections resolution. Randy Leestma Seconds. Motion Carried.*

### **Small Works Roster Resolution – See attachment D.**

- The board discussed some scenarios regarding cost thresholds. We will need to gather clearer language on specific thresholds and listing on the state website. Mike recommends keeping open the ability to adjust the resolution as needed due to rate changes and MRSC advisement.
  - *John W. Floyd motions to approve. Randy Leestma Seconds. Motion carried.*

### **Personnel Policy Discussion– No attachment.**

- Jon Paul discussed the need to revise the remote and in-person working conditions as it pertains to what the executive director sees fit. John W. Floyd believes the client demographic prefers in person contact and this new evaluation should consider that. Corey Brenner comments that the policy states it 2 days hybrid and that the decision to do so quick after hiring new employees could be problematic for a variety of reasons regarding costs and time. Priya commented on this topic seconding Corey's concerns and believed we can establish culture regardless of the time away from the office. Amanda concurs with the previous two comments. Stephen Allen commented that the office is open five days a week currently but the discrepancy between hours of operation and hours the employees are hired to work needs to be addressed as well.

**Treasurer's Report** – *no attachment.*

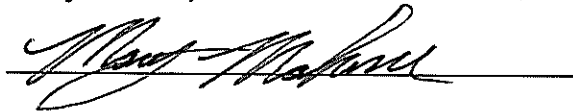
**Operations Report** – *Alex Case-Cohen, See Attachment K*

**Meeting Adjourned: 1:41 PM**

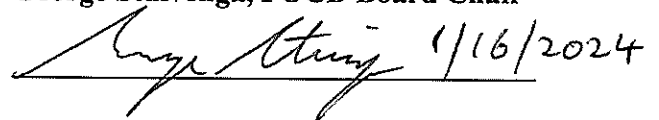
**To Do List:**

- Jon Paul requested a copy of the Line of Credit Policy.

**Mary Malone, POCD Executive Director**

Handwritten signature of Mary Malone in cursive script, written over a horizontal line.

**George Stuiivenga, POCD Board Chair**

Handwritten signature of George Stuiivenga in cursive script, followed by the date "1/16/2024", written over a horizontal line.

