



BOARD MEETING PACKET  
April 9<sup>th</sup>, 2020



Pend Oreille Conservation District  
 Board Meeting AGENDA  
 Attachment (A)

**Location:** Pend Oreille Conservation District (POCD)  
 Resource Offices, 121 N. Washington Ave. Newport, WA99156 (Located upstairs, above Frontier Title & Escrow)  
**Date:** April 9<sup>th</sup>, 2020  
**Time:** 5:00 p.m. - 7:00 p.m.  
**More info:** [www.pocd.org](http://www.pocd.org)

Start Time	Agenda Items	Item Detail	Duration
5:00 PM	Introductions, Current Agenda, Previous Minutes Review and RCW 89.08 review		5 Minutes
5:05 PM	Public Comment	TBD	5 Minutes
5:10 PM	Partner Reports		25 Minutes
		Mark Simpson-USDA NRCS	
		Mike Baden - WSCC	
		Mike Mumford - WACD	
5:35 PM	Old Business		5 Minutes
		Manager / Board Treasurer Schedule 22	
		Employee Handbook Go To Meeting Schedule	
5:40 PM	New Business		55 Minutes
		Purchasing Policy Review	
		Payment Authorization Policy Review	
		Public Record Request Policy	
		WSCC Year End Funding Request	
		POCD Elections and Appointments Update	
6:35 PM	Manager's Report		15 Minutes
		Operations	
		Future Dates	
6:40 PM	Treasurer's Report(s): Feb. & Mar. 2020		5 Minutes
6:45 PM	Adjourn		



Pend Oreille Conservation District  
Board Meeting MINUTES: 4/9/2020  
Attachment (B)

Meeting Start - 5:06 PM

In attendance via "GoToMeeting,": David Marcell, Mike Mumford, Kevin Bush, Frank Hruban, Randall Leestma, Mark Simpson.

Official Action Items						
Motion	Motion made by:	Motioned seconded by:	Decision	Who	What	By what date:
Motion to approve the April 9 <sup>th</sup> , 2020 agenda noting the ability to take items out of order.	Kevin Bush	Mike Mumford	Carried	NA	NA	NA
Motion to approve the March 23 <sup>rd</sup> , 2020 Board meeting minute as presented.	Kevin Bush	Frank Hruban	Carried	NA	NA	NA
Motion to approve policy 2020409-1 allowing for the authorization of Pend Oreille Conservation District checks by a single board member (authorized signer) for the duration of the Washington State Governor's proclamation no. 20-25.1.	Randall Leestma	Kevin Bush	Carried	NA	NA	ASAP
Motion to approve policy 2020409-2 expanding the payment authorization limit for District Manager to \$2,500.00 for the duration of the Washington State Governor's proclamation no. 20-25.1.	Mike Mumford	Frank Hruban	Carried	NA	NA	NA
Motion to send a year end request form for \$10,000.00 to support district operations.	Kevin Bush	Mike Mumford	Carried			
Motion to approve purchase of 3 purple air quality units for within Municipalities one, Metaline and Newport cities to be implement by June 1, 2020.	Mike Mumford	Kevin Bush	Carried	NA		
Motion to approve the February 2020 and March 2020 Treasurer's reports as presented.	Frank Hruban	Randall Leestma	Carried	NA	NA	NA

**RCW 89.08 Review: RCW 89.08.560 Farm Plan – Definition**

Group reviewed and discussed the RCW section.

**Public Comments:** No comment received.

**Partner Reports:**

Mark Simpson

NRCS program contract deadlines are close, a WRP easement meeting / training he will be attending and followed up on the Cusick meadows control structure projects.

Mike Mumford

Mike went over the WACD board meeting and suggested other board members attend the conservation community conference calls held each Friday at 9 am.

**New Business**

POLICIES

Motion made and passed unanimously.

YEAR END FUNDING

Motion made and passed unanimously.

POCD ELECTIONS and APPOINTMENTS

Frank Hruban will not be seeking re-appointment. His last day as a member will be May 15<sup>th</sup>, 2020.

**Treasurer's Report**

The February 2020 and March 2020 Treasurer's reports were discussed by the board and approved by motion.

**Meeting Adjourned – 6:44 PM**

<i>Anything</i>	<i>12/2/2020</i>	<i>DM</i>	<i>5-14-20</i>
POCD Board Supervisor	Date	David Marcell, District Manager	Date



Pend Oreille Conservation District  
 Manager's Report April 9, 2020  
 Attachment (C)

OPERATIONS UPDATE

**\* COVID-19**

Adapting phase

Resources: MRSC, WSCC - [https://scc.wa.gov/covid-19\\_resources/](https://scc.wa.gov/covid-19_resources/)

Program Impacts

Erosion Programs (PUD vs NRI)

VSP -

New outreach material, addressing the virus and our programs ability to

continue.

AQM

Education

Partnerships

Future MOAs to include a COOP clause

Need for partnership more than ever, Conservation Forum must go on.

**\* Annual Plan of Work**

Brainstorming needed to include board member task input and direction. Discuss pivot in workload type given the COVID-19 restrictions on capital project work, navigate through pocd.org programs for context. Plan is due on May 30<sup>th</sup> to WSCC.

Expect a special meeting in late May if the draft annual plan has not been unanimously approved by the board at the May 14<sup>th</sup> regular meeting.

**Pend Oreille County Staff Mentions**

Andy Huddleston and Olly Polasky with POC Community Development should be recognized for their willingness to work directly with POCD on the erosion project implementation process and adapt resources. Also, with new COVID-19 restrictions, Andy Huddleston is still communicating with us and pushing to get project permits in place where possible.

**POCD Apparel**

Lisa worked with me last week to get our new logo on several items in the store. She left early this week for family bereavement leave. We will have things live and ready to order when she returns. \*Demo shop.

**Smartsheets Update**

Board members will need an additional license for smartsheets to access. We are still building our system so the need for the licenses is not urgent but should be ready for use before the close of the fiscal year.

### Project Management Certification

I have not yet begun the program. I confirmed with UW professional certification department staff that the self-pace online course I have applied for can be started and completed at any time. I have a goal start date of May 1, 2020.

### Conservation Partnership Updates ON HOLD UNTIL FURTHER NOTICE.

City of Newport, WA

Petition for inclusion was approved on 3/2/2020 and will be reviewed by WSCC at their March 2020 regular meeting. We should brainstorm some "SMART," project ideas to add to the FY 2021 plan and bring to a future city council meeting.

~~Town of Metaline~~

~~I will be presenting at their meeting April 6<sup>th</sup> where we will go over the engineered design for the bank stabilization project and next steps for getting an Ecology funding proposal started (Proposal due date Oct 2020).~~

North County Chamber of Commerce

I will be presenting on our Pend Oreille valley farm tour webpage at their April meeting. Hopefully we can get some north county farmers to start calling for VSP participation as a result of things.

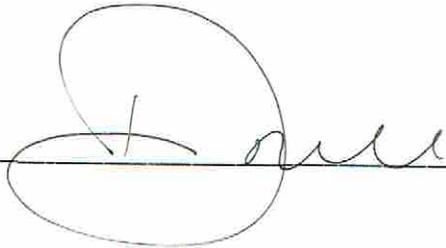
~~PO DNR/EDC~~

~~We have a doodle poll out for a meeting with me, Jessica Walston of DNR and Jamie with the Pend Oreille EDC to discuss DNR contractor based workshops in Pend Oreille County 2020.~~

### FUTURE DATES

- Every Friday there is a COVID-19 webinar call with WSCC and other CDs  
[https://scc.wa.gov/covid-19\\_resources/](https://scc.wa.gov/covid-19_resources/)
- Next POCD Regular Board Meeting, May 14<sup>th</sup>, 2020 5 PM
- Pend Oreille VSP Work Group Meeting, last week of April 2020, TBD.

District Manager



Date

4-9-20