



BOARD MEETING PACKET  
September 10<sup>th</sup>, 2020



Pend Oreille Conservation District  
 Board Meeting AGENDA: September 10<sup>th</sup>, 2020  
 Attachment (A)

In accordance with the Proclamation by the Governor 20-28 Open Public Meetings Act this meeting is being held via Zoom and teleconference ONLY. The public is invited to call in.

Location: Please contact [admin@pocd.org](mailto:admin@pocd.org) to receive an invitation to this meeting

Time: 5:00 p.m. – 6:50 p.m.

More info: [www.pocd.org](http://www.pocd.org)

Start Time	Agenda Items	Item Detail	Duration
5:00 PM	Introductions & Approval of Current Agenda	<i>Regular Meeting, Sept. 10, 2020</i>	<b>5 Minutes</b>
5:05 PM	Previous Meeting Minutes: <i>August 13<sup>th</sup> regular meeting and September 1<sup>st</sup>, 2020 special meeting minutes.</i>		<b>5 Minutes</b>
5:10 PM	Public Comment	TBD	<b>5 Minutes</b>
5:15 PM	Partner Reports		<b>15 Minutes</b>
		<i>Mark Simpson-USDA NRCS</i>	5 Min.
		<i>Mike Baden - WSCC</i>	5 Min.
		<i>Mike Mumford – WACD</i>	5 Min.
5:30 PM	Old Business		<b>30 Minutes</b>
	<i>VSP Report</i>	<i>Alex Case-Cohen – SCCD/POCD</i>	10 Min.
	<i>Update from David Marcell</i>	TBD	10 Min.
	<i>Purple Air Update</i>	<i>Mike Mumford –POCD</i>	10 Min.
6:00 PM	Executive Session	<i>Discuss future hiring proceedings</i>	<b>15 Minutes</b>
6:15 PM	New Business		<b>30 Minutes</b>
	<i>Action Item</i>	<i>Decision on future hiring proceedings</i>	10 Min.
	<i>1-5 Year District Plan</i>	<i>Mike Mumford &amp; John W. Floyd – POCD</i>	10 Min.
	<i>FY2021 Budget Discussion</i>	<i>Candy Lammon – FCD/POCD</i> <i>Alex Case-Cohen SCCD/POCD</i>	10 Min.
6:45 PM	Treasurer's Report: April 2020	<i>Candy Lammon, FCD/POCD</i>	<b>5 Minutes</b>
6:50 PM	Adjourn		



Pend Oreille Conservation District  
 Regular Board Meeting MINUTES: 9/1/2020  
 Attachment (C)

Meeting Start – 5:01 PM

In attendance via “GoToMeeting,”: George Stuivenga, Board Supervisor – Chair; Kevin Bush, Board Supervisor; John W. Floyd, Board Supervisor; Mike Mumford, Board Supervisor; Alex Case-Cohen, SCCD/POCD Natural Resource/Farm Planner;

Official Action Items						
Motion	Motion made by:	Motioned seconded by:	Decision	Who	What	By what date:
Motion to approve the September 1 <sup>st</sup> , 2020 special board meeting agenda	Mike Mumford	Kevin Bush	Carried	NA	NA	NA
Motion to approve revised offer letter and hire Laura Heinse as District Manager	Kevin Bush	Randall Leestma	Carried	NA	Scan, Upload to POCD.org	NA

Public Comments: No comment received.

Executive Session:

Board Members & Invitees: 5:03 to 5:18 PM – Met separately to discuss revised offer letter and new potential hire qualifications

Additional Comments

Board discussed payment in lieu of benefits. See “Payment in Lieu of Benefits Analysis” document.

Meeting Adjourned – 5:45 PM

  
 POCD Board Supervisor

11/19/2020

Date



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PO Box 465, Newport, WA 99156 (509)447-1155

[admin@poed.org](mailto:admin@poed.org)

[www.poed.org](http://www.poed.org)

August 26, 2020

Laura,

The Pend Oreille Conservation District ("District") is pleased to offer you the full-time position of District Manager with a revised anticipated start date of September 16, 2020. This offer is contingent upon your passage of a background check and your submission of a form I-9.

As the District Manager, and only employee of the District, you will be responsible for all duties associated with District operations.

Your duty station will be the District's office located at 121 N. Washington Avenue, Newport, WA 99156. Generally, your work schedule will consist of working 8 hours per day, Monday thru Friday. However, the position of District Manager is classified as FLSA exempt, and successful completion of the District's business may require you to work hours and/or days beyond the general work schedule.

The starting salary for this position is \$60,000 per year. Payment is on a semi-monthly basis (1<sup>st</sup> thru the 15<sup>th</sup> and the 16<sup>th</sup> thru the last day of the month) by direct deposit/check.

The District offers a comprehensive benefits program, which includes:

- Retirement with employer contributions thru the Washington State Public Employee's Retirement System; includes eligibility into the Deferred Compensation Program (voluntary employee only contributions).
- After six-months you are eligible for the health, vision, dental, life, and long-term disability insurance package offered by the District. At this time the District elects to offer payment in lieu of health/dental/vision, long-term disability and basic life insurance benefits. The Uniform Medical Plan (the only plan the Washington State Health Care Authority currently offers in Pend Oreille County) will be used as the basis for determining this payment. It is understood that by exercising this option you are required to sign a waiver that you are accepting payment in lieu of the insurance benefit package and proof of other similar insurance coverage.
- Though this is an exempt position the District will allow you to flex your work hours within a payperiod to accommodate your attempt to hold your hours to eighty (80) in one pay period; it is acknowledged that sometimes this will not be feasible. "Banking" of hours worked over eight (8) hours per day is not approved.

- The District will allow you to work a four-day workweek up through the final pay period of 2020, which ends on December 31, 2020. This schedule is subject to change depending on the workload requirements of the position.
- Sick leave at a rate of eight (8) hours a month. No more than 96 hours of paid sick leave may be carried over into the following year.
- Annual leave at a rate of eight (8) hours a month. No more than 168 hours of annual leave may be carried over into the following year.
- The District will agree to you charging up to a maximum of 20 hours of regular work time to take the business management class you have signed up to take. All other training will happen on a case-by-case basis as a result of an employee career development plan approved by the Board. All training is contingent on the availability of funds and other priorities set by the Board.
- Holidays: ten (10) per year which includes one floating holiday.
- Full membership to a local gym.

Your employment with the District will be on an at-will basis, which means you and the District are free to terminate employment at any time, with or without cause or advanced notice. This letter is not an employment contract, or promise of specific treatment or of employment for any specific duration. Nothing in this letter is intended to modify the at-will relationship between you and the District.

Please confirm your acceptance of this offer by signing and returning this letter via email or regular mail by no later than close of business on August 31, 2020. This offer will expire by its own terms if not accepted by you in the manner required herein by 5 pm on August 31, 2020.

Sincerely,

\_\_\_\_\_  
George Stuiivenga  
Chair, Board of Supervisors

Candidate Signature: \_\_\_\_\_  


Candidate Printed Name: Laura Heinse

Date: 8/31/2020



Pend Oreille Conservation District  
Regular Board Meeting MINUTES: 9/10/2020  
Attachment (B)

Meeting Start – 5:01 PM

In attendance via "GoToMeeting,": George Stuvenga, Board Supervisor – Chair; Kevin Bush, Board Supervisor; John W. Floyd, Board Supervisor; Mike Mumford, Board Supervisor; Mark Simpson, USDA NRCS Resource Conservationist, Alex Case-Cohen, SCCD/POCD Natural Resource/Farm Planner; Mike Baden, WSCC Regional Manager; David Marcell, Former District Manager POCD, PCD Watershed Project Coordinator; Candy Roman, Office Manager, FCD & POCD, Dean Hellie, SCCD

Official Action Items

Motion	Motion made by:	Motioned seconded by:	Decision	Who	What	By what date:
Motion to approve the September 10 <sup>th</sup> , 2020 agenda noting the ability to take items out of order.	Mike Mumford	John W. Floyd	Carried	NA	NA	NA
Motion to approve Board Meeting Minutes for August 13 <sup>th</sup> , 2020.	Kevin Bush	Randall Leestma	Carried	NA	Scan, Upload to POCD.org	NA
Motion to approve the September 1 <sup>st</sup> , 2020 Special Board Meeting Minutes.	Mike Mumford	Kevin Bush	Carried	NA	Scan, Upload to POCD.org	NA
Motion to re-advertise for the position of POCD Manager, beginning September 16 <sup>th</sup> to 5 PM on Wednesday, September 30 <sup>th</sup> . Will reach out to all previous applicants that the position has been re-opened and that they can reapply.	Kevin Bush	Randall Leestma	Carried	NA	NA	NA
Motion to allow Mike to purchase a new printer, not to exceed \$500.	Kevin Bush	Randall Leestma	Carried	NA	NA	NA
Motion to approve the August 2020 Treasurer's report as presented	Mike Mumford	Kevin Bush	Carried	NA	NA	NA

**Public Comments:** No comment received.

**Partner Reports:**

**Mike Baden, WSCC –**

Mike provided a report on the current budget, stating there will be no special legislative session this year. He also requested input on adding WDFW to the Conservation Commission, explained that the elections format may change in the near future, and provided guidance where board members training modules and references can be found.

**Mike Mumford, WACD / POCD –**

Mike discussed updates from the WACD board meeting.

**Old Business**

**Alex Case-Cohen, VSP Update –**

Based on the VSP participation tracker for Fiscal Year 2021, we are on track with 5 slots filled. 15 more slots must be filled by June 30<sup>th</sup>, 2021 to meet our annual participation goals. Projects are well underway; drawings have been completed for the spring development project; construction should begin shortly. Currently, there are 25 landowners that own nearly 6,000 acres.

**Mike Mumford, Purple Air –**

Purple Air requests that the District trouble-shoot the issues, which appear to be related to the power supply. Current readings see a trend towards air quality degradation due to wind and smoke, with readings over 50. Find the map here: <https://www.purpleair.com/map?opt=1/mAQI/a10/cC0#7.75/47.901/-117.312>

**Executive Session:**

**Board Members & Invitees: 6 to 6:15 PM –** “An executive session was convened at 5:58 PM for the purpose of “Evaluating the qualifications of an applicant for public employment” according to RCW 42.30.110. The executive session was announced to last for 15 minutes. Executive Session adjourned at 6:13 PM.”

**New Business:**

**Re-advertising the District Manager Position –**

Will reach out to all previous applicants that the position has been re-opened and that they can reapply.

**1-5 Year District Plan: Mike Mumford & John Floyd**

Discussed ideas for completing 1 and 5 year plans. Dean Hellie provided input on SCCD’s schedule for completing these plans. The board will discuss further at the next board meeting.

**IT Issues: Mike Mumford**

Mike proposed a motion to approve the purchase of a new back-up printer. The printer will cost under \$500. He also discussed the current involvement of ExBabylon and wants to meet with them at a future board meeting. If the October 2020 board meeting must be held virtually, Mike proposes that the board try Zoom again.

Treasurer's Report & Budget Discussion:

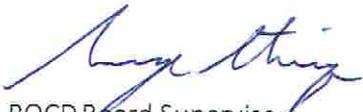
Candy Roman –

The August 2020 treasurer's report was discussed by the board and approved by motion.  
Candy discussed current status of the FY2021 Budget, focusing on the Orca Recovery Fund and VSP.

Next Board Meeting

Staying with current schedule for next board meeting, which will be held on Thursday, September 10<sup>th</sup> @ 5 PM. This meeting will be hosted by WACD using Zoom.

Meeting Adjourned: 6:45 PM

  
POCD Board Supervisor

11/19/2020  
Date

District Manager

Date