



Pend Oreille Conservation District
Board Meeting MINUTES:
 3/19/2024
Meeting Start at 3:59 pm
At Pend Orielle Public Utility District
130 N. Washington Newport, WA 99156

In attendance at PUD (Public Utility District): Stephen Allen (*POCD Education, Outreach and Administration Coordinator*), Analyse Jett (*POCD Administration Specialist*), Mary Malone (*POCD Executive Director*), George Stuivenga (*POCD Board Chair*), Randy Leestma (*POCD Board Treasurer*), John W. Floyd (*POCD Board Vice Chair*), Mark Simpson (*NRCS*), Swarnali Paul Dey (*Stewardship Forester*),

In attendance via “Zoom,”: John Paul Driver (*POCD Board Supervisor*), Mike Mumford (*POCD Board Supervisor*), Jon Paul Driver (*POCD Board supervisor*) Thea Webster, (*Exbabylon*), Corey Brenner (*POCD Riparian Program Specialist*), Shane Flowers (*IT Director for Pend Oreille County*) Josh Shelton (*GIS coordinator for Pend Oreille County*), Mike Baden (*WSCC*), Robert Rosencrans (*POC Commissioner*), Paul Tappel (*Design Engineer*)

Official Action Items				
Motion	Motion made by:	Motioned seconded by:	Decision	Attachment
Motion to approve agenda and take items out of order	John W. Floyd	Randy Leestma	Carried	A
Motion to approve meeting minutes for <i>Special Meeting 2-26-24</i>	Mike Mumford	John W. Floyd	Carried	B
Motion to Approve <i>GIS contract</i>	Randy Leestma	Mike Mumford	Carried	C
Motion to approve FH cost-share, HMP	Mike Mumford	Randy Leestma	Carried	J
Motion to approve <i>Architecture Proposal and Financing</i>	Mike Mumford	Randy Leestma	Carried	D, E

Motion to approve <i>Anchor Qea Contract</i>	Mike Mumford	Randy Leestma	Carried	F
<i>Executive Session-Start 5:27pm and ended 5:52pm</i>			No action	
Motion to Approve <i>Sewell Contract Amendment</i>	Mike Mumford	Randy Leestma	Carried	K, L, M
Motion to Approve <i>Letter of Intent partnership with County on community HMP</i>	Randy Leestma	Mike Mumford	Carried	N, O
Motion to Approve <i>Optional Compressed Work Schedule for Staff</i>	Mike Mumford	Randy Leestma	Carried	P, Q, R
Motion to Approve <i>New Office Hours</i>	George Stuvenga	Randy Leestma	Carried	P, Q, R
Motion to Approve <i>Gym Reimbursement Employee Benefit</i>	Randy Leestma	John W. Floyd	Carried	P, Q, R
Motion to Approve an <i>Increase in Employee health care benefit package to 75%</i>	Mike Mumford	Randy Leestma	Carried	P, Q, R
Motion to Approve <i>Direct Deposit</i>	Mike Mumford	John W. Floyd	Carried	S
Motion to approve <i>October 2023, November 2023, December 2023, January 2024, February 2024 Treasurer's Reports</i>	Randy Leestma	Mike Mumford	Carried	T, U, V, W, X, Y
Meeting Adjourned at 7:42PM				

Partner Reports

Mark Simpson, NRCS

The Northeast WA team has five applications that were preapproved and selected for funding. One was made into a contract and 4 are in Stevens County to then make contracts. NRCS processes applications every 45 days which consist of Caps, High Tunnels and Low tunnels. None have been preapproved in Pend Oreille County. There are 75 contracts statewide currently. There have been several new hires- Program Assistant, and two new Planners. There is a new code for NRCS that is being used for planner positions with a wider range of abilities. Mark is training Priya with Gary Verbrugge to NRCS standards and developing cost share projects with Gary. He has referred Priya to a cost share project for two separate forest management plans. Additionally, he referred Amanda to a high tunnel project. He will be getting training in low tunnels as they are a new practice. Raised beds as well as combustion service is another new practice, which helps landowners get rid of and update old equipment.

Robert Rosencrantz, POCD Commissioner

He acknowledged the Impact of delay in the county getting the Hazard Mitigation program completed.

Mike Baden, WSCC Regional Manager

Mike gave reminders about supplemental budget and additional \$3.5 mil funds for conservation technical assistance that is for the one fiscal year. A new budget package will be discussed in the future. There will be 78K in additional funding for CDs in the new fiscal year which will be added to the Implementation grant. There is an all-conservation district meeting next week. The county is preparing for the next budget audit request. The FH, SRF, SFF (Sustainable Farms and Fields) grants through the Climate Commitment Act have policies and regulations for tribe collaboration, brands requirements. Conservation district appointment positions must be applied for by March 31st. The annual financial report and review will be due by the end of May. There are new positions within WSCC. WSCC is seeking a new VSP (Voluntary Stewardship Program) coordinator, as the current VSP coordinator transitioning to Disaster Assistance Program. There was \$200,000 granted to find two full time employees for admin or various program/grant coordinators.

John W. Floyd-WACD Conference Report

The Northeast area was the spotlight at WACD (WA Association of Conservation Districts) conference. Elsa gave a report on the number of ballots sent out and the turnout for voting has increased. Dave gave a demographic run down of the decrease in farms in WA state. Developers and wolves have had a detrimental impact on the decrease in cattle and farmers. The event was full of information and cross functional relationship building.

Mike Mumford, WACD

Old Business

County GIS Contract– *See attachment C.*

- Mary discussed this is a reoccurring GIS contract and is confirmed to be \$65.59 per hour for continued GIS services. Shane Flowers was a guest present at the meeting and explained the base for the hourly cost is based on the highest paid employee. Mary has recommended to continue contract.
 - ***Randy Leestma motioned to approve the contract. The motion has been seconded by Mike Mumford. Motion carried.***

New Business

Family Forest Fish Passage Project bridge installation_– *See attachment G, H, I.*

Bid Packet presented for West Branch Little Spokane River- Paul Tappel is the design engineer for the project and worked for many FFFPP bridge projects. This project is for one landowner, David Helm, who owns all 3 coverts.

Consensus made to move forward with bid contract.

Forest Health Cost-Share- See Attachment J

- The Home Ignition Zone (HIZ) cost share program was presented as a new project available from POCD. Priya has a goal to help the county with structural planning and add this as a cost-share project for POCD. A site visit will consist of a home risk assessment and include practices that can be implemented to apply for this cost share program. Kalispel Tribe has also mentioned being a partner in outreach for helping implement policy and program.
 - ***Mike Mumford motioned to accept the policy. The motion was seconded by Randy Leestma. Motion carried.***

Executive Session- Started at 5:27pm and ended at 5:52pm

No action made from executive session.

Break from 5:55-6:00pm

Building Update- See Attachment D, E

- Proposals from Two architects:
- HDG Architecture estimate \$3500-\$7000 this proposal still required CAD drawing cost and did not make site visit.
- NAC Architecture estimates a \$11,000 project proposal which includes building code review with a complementary site visit. Plans include ADA accessibility, heating and cooling upgrades, fire escape on the second floor, with necessary electrical and plumbing updates as needed.
- Mary recommends NAC to move forward with design and architecture plans. Next steps are to get plans and then apply for USDA (United States Department of Agriculture) rural development for financing. The project will include a roof update as discussed.
 - ***Mike Mumford motioned to use NAC architecture firm; motion was seconded by Randy Leestma. Motion Carried.***

Anchor Qea Contract- See attachment F.

- VSP has the requirement to complete a monitoring plan. The VSP work group has voted and chosen Anchor Qea as the monitoring plan consultant. Mary recommends using Anchor Qea
 - ***Motion by Mike Mumford to approve Anchor Qea as monitoring plan consultant, seconded by Randy Leestma. Motion Carried.***

Sewell Contract- *see Attachment K, L, M*

- Pelkie/Peroni bank stabilization project is requesting an additional \$4900 and 90-day extension for project. Mary recommends additional contract amendment.
 - ***Motion by Mike Mumford to amend the contract with Sewell to include the \$4900 and to move the extension to June 30th. Reports are required every 30 days. It has been seconded by Randy Leestma. Motion carried.***

Letter of Intent, Partnership with county on community Hazard Mitigation Plan- *See Attachment N, O*

- The county is currently in the process of updating the Hazard Mitigation Plan. This has affected getting the approved FEMA grant in lieu of an expired HMP. A contractor has been hired to construct the litigation and annexes. The community wildfire plan for the county will be worked on by Pria, POCD's Stewardship Forester and she will be the designated point of contact. This CWP will need to be completed through our Forest Health grant and require participation, meeting attendance, and 40-60 hours of work. The CD will have to adopt the plan.
 - ***Motion to approve Letter of Intent to be a partner with county on the HMP and Pria be the point of contact for the county by Randy Leestma, seconded by Mike Mumford. Motion carried.***

Staff and Office Hours, Employee Alternative Schedule, Benefit Increase- *See Attachment P, Q, R*

- It is already established in the employee policy that the default work week is 5- 8-hour days. The choice is on the employee to work 4- 10-hour days or the 5-4-9 compressed work schedule as an option and must be a written request and approved by Supervisor and Executive Director.
 - ***Motion to Approve CWS option in policy for employees, by Mike Mumford and seconded by Randy Leestma. Motion Carried.***
 - ***Motion by George Stuvenga to approve policy changes to office hours be 8am-5pm Monday through Thursday and closed to the public on Friday, seconded by Randy Leestma. Motion Carried.***
- Policy changes request- gym reimbursement increase to be \$55 per employee.
 - ***Motion to approve reimbursing each employee a maximum of \$55 by Randy and seconded by John W. Floyd. Motion Carried.***
- Policy changes to increase contributions for employee benefit package to be 75%. HCA is the current chosen health care program that includes health, dental, vision and short-term

disability. A proposal for optional health care coverage will be in future meeting discussions.

- *Motion to increase POCD benefit package with health care to be covered with 75% by Mike Mumford, seconded by Randy Leestma. Motion carried.*

Direct Deposit- See Attachment

- This new direct deposit feature is available through WaFd Treasury Express for an additional \$25 a month fee that will provide this service transaction.
 - *Motion to get staff checks into a direct deposit pay system through WaFd Treasury Express, by Mike Mumford and seconded by John W. Floyd. Motion carried.*

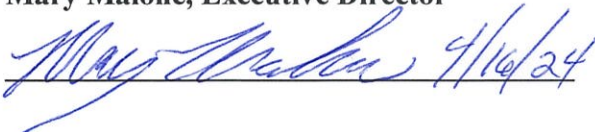
Treasurer's Report for October 2023, November 2023, December 2023, January 2024, February 2024 – See attachment T, U, V, W, X, Y

- *Motion to approve treasurer reports for October 2023, November 2023, December 2023, January 2024, and February 2024 by Randy Leestma and seconded by Mike Mumford. Motion carried.*

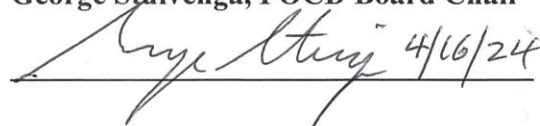
Operations Report – Mary Malone, see attachment Z

Meeting Adjourned: 7:42PM

Mary Malone, Executive Director


4/16/24

George Stuiivenga, POCD Board Chair


4/16/24