



**Pend Oreille Conservation District
Regular Board Meeting MINUTES: 8/15/2023**

Meeting Start – 4:04 PM

In attendance at the CAMAS Center- *George Stuivenga, Board Supervisor – Chair; Randall Leestma, Board Supervisor; John W. Floyd, Board Supervisor; Stephen Allen, POCD admin/ed/outreach coordinator; Alex Case-Cohen, POCD District Manager. Adam Cares, GEO Spatial, Mike Baden, WCC.*

In attendance via “Zoom”: *Robert Rosencrantz, BOCC; Mary Malone, POC Weed Board; Mike Mumford, Board Supervisor.*

Official Action Items				
Motion	Motion made by:	Motioned seconded by:	Decision	Attachment
Motion to approve agenda and take items out of order	Randy Leestma	John W. Floyd	Carried	A
Motion to approve Skookum Creek Fish and Farm Enhancement Project	Randy Leestma	John W. Floyd	Carried	H
Motion to approve GEO Spatial Professional Services Contract	Randy Leestma	John W. Floyd	Carried	H2
Motion to approve Membership Fees & Administrative Contracts	Randy Leestma	John W. Floyd	Carried	I, J, K
Motion to approve POCD YR2024/IMP Addendum	Randy Leestma	John W. Floyd	Carried	L
Motion to approve POC Intergovernmental Agreement	Randy Leestma	John W. Floyd	Carried	N
Motion to approve POCD Resolution 20230815_01	Randy Leestma	John W. Floyd	Carried	O

Motion to approve WSRCO Resolution/Application: FFFPP 19-1753 Helm – WB Little Spokane River	Randy Leestma	John W. Floyd	Carried	P
Motion to approve Proposed Staff Organizational Structure and Compensation	Mike Mumford	Randy Leestma	Carried	C
Motion to approve Proposed Administrative Staff	Randy Leestma	John W. Floyd	Carried	D
Motion to approve Types of Leave Policy Amendment				
Motion to approve July 2023 Treasurer’s Report	Randy Leestma	John W. Floyd	Carried	H
Meeting Adjourned at 7:01 PM				

Partner Reports

Robert Rosencrantz, BOCC; (no report)

Mike Baden, WCC; (no report)

Mary Malone, Noxious Weed Board (no report)

Old Business

Skookum Creek Fish and Farm Enhancement Project, attachment H.

- Adam discussed the proposal that has been submitted and reiterated that the project team details are included in the proposal (*see attachment H*).
 - *Note: Adam will be handling all documents, contracts, and tasks that go to the district directly.*
- Adam walked through each item on the proposal and the circumstances surrounding the project (*see attachment H*).
- Adam confirmed that a feasibility report will be conducted prior to project launch to determine the complete scope and viability of the project.
- A gauging station will be implemented upstream from the ditch to produce data for the report.
 - ***Randy moves to approve the proposal, John W. Floyd. Motion carried.***

Professional Services Contract, attachment H2,

- Adam discussed with the board each line item within the contract (*see attachment H2*).
 - ***Emphasis on the data, documents, and records clause:*** Any data considered confidential must be identified by the district and communicated with the contractor.
 - ***Randy motions to approve, John W. Floyd seconds the motion, motion carried.***

New Business

Membership Fees & Administrative Contracts, attachment I, J, K.

- Alex presented each contract in order and any details or questions about the contracts in the future can be referred to in the corresponding attachments.
- There were no questions or concerns about the contracts during this session.
 - Enduris Insurance
 - WACD Annual Dues
 - Updated PEBB Contract
 - ***Randy motions to approve payment of all 3 items, John W. Floyd seconds, motion carried.***

POCD YR2024/IMP Addendum, attachment L.

- Alex discussed the District Operations & Water Quality funding has increased.
 - ***Randy motions to approve, John W. Floyd seconds, motion carried.***

Pend Oreille County Intergovernmental Agreement, attachment N.

- Alex discussed the carried over standardization of the contract the past four years and discussed budgetary changes.
- This contract will go back to the county and any change made post of approval at the August meeting will come back to the board for further review in future meetings.
 - ***Randy motions to approve, John W. Floyd seconds, motion carried.***

POCD Resolution 20230815_01, attachment O.

- Alex presented and discussed the resolution, which covers cost-share and labor rates.
- The costs of the project are monitored, and receipts are required for reimbursement.
- The increase in labor rates was briefly discussed.
 - ***Randy motions to approve the resolution, John W. Floyd seconds the motion, motion carried.***

WSRCO Resolusion/Application: FFFPP 19-1753 Helm – WB Little Spokane River, attachment P.

- Alex presented this resolution and explained that this authorizes the CD to utilize RCO funding.
 - ***Randy motions to approve the resolution, John W. Floyd seconds, motion Carried.***

PUD Contract for Cost-Share, attachment Q.

- Alex discussed that this is the second part of an already approved project (Ricco approval section).
 - ***Randy motions to approve, John W. Floyd seconds, motion carried.***

Treasurer’s Report for June 2023 – See attachment H.

- **Issue:** Randy discussed a payroll check that had been processed without signatures. The paycheck had been virtually scanned and processed.
- **Resolution:** Payroll & travel checks must be signed before checks can be processed through banking apps or in-person banking.
 - **Randy motions to approve, John W. Floyd seconds, motion carried.**

Proposed Staff Organizational Structure and Compensation, attachment C.

- Stephen opened the discussion explaining the two initial sections of the proposal.
- **Section 1 Equitable Compensation for New Employees:** This establishes salary ranges for each tier within the organizational structure (see attachment C.)
 - The addition of new employees required the district to establish these salary ranges based on research of comparable positions with other agencies.
 - The salary bases set in this attachment are set appropriately with the intention of bringing in quality candidates and being competitive in the job market.
- **Section 2 Compensation Plan for Current Staff:** This section is intended to adjust current employees’ base salary ranges to match section 1 changes.
 - The board presented some questions regarding the validity of the base salaries and if they are respective to the market.
 - Stephen assured the board that the new salary range changes were competitive in the market and sourced the rates to the National Forest Service GS levels as comparative to the districts and as Mike Mumford reiterated “on the low end”.
 - Mike Mumford discussed these salaries as being fair and equitable and a necessity to maintain operations, particularly with the district manager and the overtime exemption. Mike Baden further commented that this organizational structure and base salary resolved all the current and future issues.
 - Mike Mumford also discussed the district is currently hiring two coordinator level positions with these current base salaries and adjusting the current employee’s salary would be required. Mike Baden also stated the new salaries are in line with other CDs in the state comparable to our district.
 - Mike Mumford requested that the additional raise to the riparian coordinator needed to be removed from the proposal for a motion can be brought to the floor.
 - Discussion: Mike Baden reiterated that all CDs are struggling with the issue of being competitive and it should be something we need to move on.
 - **Mike Mumford moves to approve the proposal items 1 & 2 except item bullet point 1 second 2. Randy seconds the motion. Motion carried.**

Proposed Administrative Staff, attachment D.

- Stephen opened the discussion by presenting a part-time and full-time option, which were discussed by the board (pros & cons).
- POCD admin will produce an employee description in September to be approved and funding will be researched to create an effective financial plan moving forward.
 - *Randy motions to approve option #2 on the proposal, John W. Floyd seconds the motion, motion carried.*

Types of Leave Policy Amendment, attachment E.

- Both vacation and sick pay language is to be amended to annual year evaluation
- The board discussed potential issues with the current iteration of the overtime policy so the personal board and administration staff will meet to re-evaluate this.
 - *Randy motions to approve the annual and sick leave with the amended language and exclude the overtime language to be reworked and presented at the next meeting. John W. Floyd seconded the motion, Motion carried.*

Meeting Adjourned: 7:28

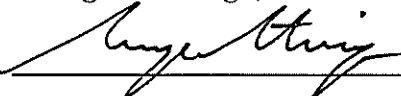
To Do List:

- **Schedule a meeting with the personnel board to discuss overtime policy.**

Alex Gase-Cohen, POCD District Manager

 9/29/2023

George Stuiivenga, POCD Board Chair

 9/29/2023