



**Pend Oreille Conservation District
SPECIAL Board Meeting MINUTES:**

3/29/2024

Meeting Start at 1:00pm

**At Pend Oreille Conservation District Office
121 N. Newport, WA 99156**

In attendance at: *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),*

In attendance via “Zoom,”: *Mike Mumford (POCD Board Supervisor), Robert Rosencranz (Pend Oreille County Commissioner)*

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 <i>2024 NACD Urban AG Grant Resolution as Amended</i>	John W. Floyd	Mike Mumford	Carried	B,C
Motion to approve <i>2024 Supplemental Paid Time Off and adjusted</i>	Mike Mumford	John W. Floyd	Carried	D
Motion to approve <i>Employee PTO</i>	Mike Mumford	George Stuivenga	Carried	
Motion to approve <i>Line of Credit use for needed admin/operating funds</i>	Mike Mumford	John W. Floyd	Carried	
Motion to approve <i>Employee Compressed work schedule postponement</i>	Mike Mumford	John W. Floyd	Carried	
Meeting Adjourned at 2:16PM				

Resolution #3-29.1- 2024 NACD Urban Ag Grant Resolution

- NRCS grant cannot be used for matching funds. We can use volunteers' hours and library garden funds as well as state funds. Mary and Amanda have communicated with the team and there is consensus and approval for the garden project. The resolution is the same but with a new date.
 - ***Motion by John W. Floyd to approve 2024 NACD Urban Ag grant as amended with new date, seconded by Randy Leestma. Motion carried.***

Resolution #3-29.2- 2024 Supplemental Paid Time Off

- Employees started paid family medical leave for 12 weeks of paid family leave enacted last week 3/18/2024.
- There was a Board discussion to consider matching employee salary.
- Decision Part 1: Pay will be awarded as non-accrued supplemental leave benefit to supplement contracted salary pay for any amount not covered by WA paid family medical leave.
- Decision Part 2: Additionally, the employee salary will be adjusted to an hourly rate of \$36.46 on a temporary basis. Said Employee will continue to be on an exempt status.
- The Board will revisit this decision at June 2024 Board Meeting.
 - ***Motion by Mike Mumford to approve non-accrued supplemental paid time off benefit to supplement the contracted salary pay for any amount not covered by PFML and to adjust salary employee to hourly rate of \$36.46 on temporary basis, seconded by John W. Floyd. Motion carried.***

Employee PTO

- Employees requesting wages be compensated for March 18-22 when family medical leave didn't cover hours considered as 'waiting week'. Lost hours included 13 hours at \$36.46 hourly rate, totaling \$473.98.
- There was a discussion about if company policy could conduct an advance on annual leave in the future.
 - ***Motion by Mike Mumford to approve compensation for the week of 3/18 of 3/18 3/22 for 13 hours of lost pay, totaling \$473.98, seconded by George Stuivenga. Motion Carried.***

Line of Credit

There has been a spreadsheet created to estimate VSP and IMP cash flow for present through June 30, 2024 the end of fiscal year.

Currently, the monthly payroll assigned is not going to cover the allotted budget. Payroll costs have created a short-term budget deficit. We have several grants that were applied for and are pending- NRCS, SFF and additional funds that will occur in July. From April to June the district would like to cover payroll expenses through the WaFd secured line of credit account. The additional funds would cover business overhead if necessary, but mostly admin employee payroll expenses. The current Wafed line of credit is \$50,000. The current LOC use is to pay on funds that were already covered by grants. Having an admin accounting specialist will enable the ability to

look further into reimbursement opportunities. Having tenants is the future plan to pay the LOC as needed. The NRCS rental space can be reevaluated. Board ideas to find funds that were distributed or not allocated correctly are as follows:

- Partial payments must be requested, and projects set up in stages to better budget.
- Verify that any past payroll hours are possibly able to be redistributed to other grants.
- Check to see if overhead has been calculated and requested for grants appropriately.
- Communicate with other districts to pay Education and Outreach Coordinator
 - *Motion by Mike Mumford to use LOC funds to pay for operating and admin costs as needed but to be reviewed at every board meeting moving forward as an agenda item for updates and budget analysis on repayment. Motion seconded by John W. Floyd. Motion Carried.*

Employee Work Schedule

The approved compressed work schedule conflicts with current employee standard work week schedule and accounting procedures. Agreement made to suspend CWS of 5-4/9 until further notice.

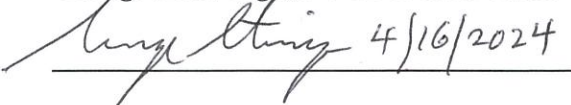
- *Motion by Mike Mumford to suspend the pending work schedule that was previously approved for the 5-4/9 schedules until further review. Seconded by John W. Floyd. Motion Carried.*

Meeting Adjourned: 2:16PM

Mary Malone, POCD Executive Director

 4/16/24

George Stuiivenga, POCD Board Chair

 4/16/2024