



**Pend Oreille Conservation District**  
**Regular Board Meeting MINUTES: 2/20/2024**  
**Location: Create 900 W.4<sup>th</sup> St. Newport, WA 99156**  
**Meeting Start at 4:11pm**

**In attendance at Create:** Stephen Allen (*POCD Education, Outreach and Administration Coordinator*), **Analyse Jett** (*POCD Administration Specialist*), **Mary Malone** (*POCD Executive Director*), **George Stuvenga** (*POCD Board Chair*), **Randy Leestma** (*POCD Board Treasurer*), **John W. Floyd** (*POCD Board Vice Chair*), **Jon Paul Driver** (*POCD Board Supervisor*), **Mike Mumford** (*POCD Board Supervisor*), **Mark Simpson** (*NRCS*), **Jenny Reeder** (*NRCS*)

**In attendance via “Zoom,”:** **Ricki Vang** (*Exbabylon*), **Robert Rosencrantz**, (*POC Commissioner District 2*), **Corey Brenner** (*POCD Riparian Program Coordinator*)

| <b>Official Action Items</b>   |                        |                              |                 |                   |
|--|------------------------|------------------------------|-----------------|-------------------|
| <b>Motion</b>  | <b>Motion made by:</b> | <b>Motioned seconded by:</b> | <b>Decision</b> | <b>Attachment</b> |
| Motion to approve agenda and take items out of order                     | Jon Paul Driver        | Mike Mumford                 | <b>Carried</b>  | A                 |
| Motion to approve meeting minutes for 1-16-2024                          | John W. Floyd          | Randy Leestma                | <b>Carried</b>  | B                 |
| Motion to table updated GIS contract                                     | Mike Mumford           | Randy Leestma                | <b>Carried</b>  | C                 |
| Motion to approve WaFd Authorized Signature Form                         | John W. Floyd          | Randy Leestma                | <b>Carried</b>  | D                 |
| Motion to approve bids for Family Forest Fish Passage Bridge Fabrication | Mike Mumford           | John W. Floyd                | <b>Carried</b>  | E-I               |
| Motion to approve adjusted leave hours for Mary Malone                   | Mike Mumford           | Randy Leestma                | <b>Carried</b>  | No Attachment     |
| Motion to approve Streamline website services proposal                   | Jon Paul Driver        | Mike Mumford                 | <b>Carried</b>  | J                 |
| Motion to approve 60-day cancellation of contract with Alkire Collab.    | Jon Paul Driver        | Mike Mumford                 | <b>Carried</b>  | K                 |
| <b>Meeting Adjourned at 6:59PM</b>                                       |                        |                              |                 |                   |

## Partner Reports

### **Mark Simpson, NRCS**

A new employee out of Colville, Jenny Reeder, is in attendance and introduced herself. Jenny is training with Mark. He is working on processing applications with Jenny and Priya and assisting with their certification process. Mark will be contacting Amanda for high/low tunnel application and to further work with POCD on additional applications.

### **Robert Rosencrantz, POCD Commissioner**

Robert discussed POCD receiving Metaline FEMA Infrastructure grant. He will continue to support the Wagon Wheel project/s working with Corey Brenner.

### **Mike Mumford, WACD**

As the President for WSCC Board- he had a leadership call with the board and discussed the new executive director's meeting with congress. Site potential tree height being evaluated as a standard and all about shading rivers. It will adversely affect Pend Oreille County farmers/landowners severely. The Commission is resisting this and will hold a special meeting work session 3/18. NACD meeting last week with 30 participants from WA. Survey coming out about how districts utilize plants and where they are got from-to help with Conservation District plant resources. He referenced the board to a WACD bill search page to follow the legislature and current bills.

### **Ricki Vang, Exbabylon**

Ricki updated us on receiving legs for the cabinet, which will be installed this week. We discussed a follow-up on a docking station that will be installed and delivered the following week.

## Old Business

- Updated County GIS Contract – *See Attachment C*

Mary discussed this a reoccurring contract with an increase in the cost per hour being fixed. The Question is who will be doing the work and how much we are paying per hour. The Board is awaiting further clarity.

- **Mike Mumford moved to table approval awaiting more information. Randy Leestma seconded the motion. Motion carried.**

## New Business

- Approve Washington Federal (WaFd) authorized signature form- See Attachment D  
Mary Malone is recognized as Executive Director and approved as an authorized signature. Additional signers added for WaFd Account
  - **Motion to approve signature form as signed - John W. Floyd motioned to approve form, motion was seconded by Randy Leestma. Motion carried.**
- Select and Approve bridge fabricator for Family Forest Fish Passage Project- *See Attachment E-I*

Corey Brenner described a project for procurement regarding clients, Helm. Three quotes have been received for bridge work. The quotes are approved by the engineer, and it is recommended POCD accept Wilbert's quote= \$21,899.00 for concrete and RTI Bridge contract for \$80,100.

- **Mike Mumford moved to approve the RTI Bridge project and Wilbert’s concrete project- Motion seconded by John W. Floyd. Motion carried.**

**Executive Session-**

**Started 5:00pm- Ended 5:15pm.**

- Action resulting from executive session: the board discussed adjusting paid time off for Mary Malone
  - **Motion made by Mike Mumford to authorize an additional 6.4 days of paid time off for Mary Malone’s current accruals from POCD General Funds. Randy Leestma seconded motion. Motion carried.**
- New website platform services- See Attachment J

Streamline proposal: Outlined a new website management service. Stephen explained how Streamline would be able to redesign and manage the website through WordPress instead of the current WIX platform. The vendor would help save money with monthly expenditures in marketing from Alkire Collab and Exbabylon.

Streamline serves other conservation and special purpose districts. It is recommended by the executive director to update the website platform services. We will remove Exbabylon for domain services with Streamline as a new website platform.

- **Jon Paul made a motion made to adopt Streamline for services at \$190 month for the Community Pro service level. Mike Mumford seconded motion. Motion carried.**
- Social Media Services- See Attachment K
  - **Jon Paul motions to end contract with Alkire Collab. Mike Mumford seconded the motion.**

**Treasurer’s Report for October 2023**

- October Line of Credit Statement needed to verify Treasurers Report. There is an incomplete assessment of liability. Will be postponed for approval until the next meeting.
  - No vote was made. Motion was postponed.

**Operations Report – Mary Malone, See Attachment P**

Grants Tracking- Jon Paul created a template for grant tracking. Tracking information was computed by Analyse Jett, to give financial overview of current grants. This tool can be used to manage grants and create clarity for employee payroll. The charts will be updated monthly and submitted with the board meeting packet and treasurers report.

Building- architect/engineer needed to draw plans for ADA compliance at POCD office.

HDG was the original architect that provided quotes. NAC architect is doing a site visit on 2/27 for an estimate. \$2200 cost for as-is site plans to provide to the architects so they can construct the plans for the construction company. Engineering plans recommended to be done by the city inspector and the board. Fire code has been discussed and addressed- maximum occupancy of 6 people without additional building changes for upstairs office space. Building permit required for building fire code confirmation with city inspector.

Creative Arts District interested in renting upstairs office space. Deposit requested to get them into space and is currently under discussion.

Grants are being sought for ADA updates and engineer site plans.

Programs

VSP- funds are in admin only. Additional project money is now available. We need projects to get the funds.

The county must update the County Wildfire Protection Plan. The district has been identified as responsible for CWPP and we are seeking information on why this is.

We need to have a monitoring plan by 6/30.

Grant Applications

Waiting to hear from FEMA. Original grant award sent to Alex's email.

Bear Paw grant awarded.

Community Wildfire Defense Grant- submitted in October and still awaiting information.

SCC Salmon Recovery Funds- we applied for additional implementation funds.

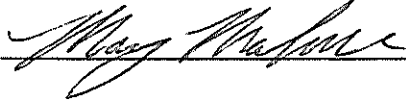
Innovia Grant submitted 2/20 for \$7500.

**Meeting Adjourned: 6:59 PM**

**To Do List:**

- **Mary to send out links for Site Potential Tree Height proposal to Crystal to distribute to CDs.**
- **Mary to follow up with FEMA award- email and call**
- **Requests made for Randy, George and Laura, Jon Paul and Leah, and Analyse to be sent ballots**

**Mary Malone, Executive Director**



**George Stuiivenga, POCD Board Chair**

