



**Pend Oreille Conservation District
Regular Board Meeting MINUTES: 10/17/23
Meeting Start – 4:00pm**

In attendance at the Camas Center: Alex Case-Cohen, POCD District Manager; **Stephen Allen**, POCD Admin & Education Coordinator; **John W. Floyd**, POCD Board Supervisor; **Randy Leestma**, POCD Board Supervisor; **George Stuivenga**, POCD Board Supervisor; **Mary Malone**, POC Weed Board & POCD Interim Operations Director.

In attendance via “Zoom,”: Mark Simpson, NRSC; **Mike Mumford**, POCD Board Supervisor; **Robert Rosencratz**, POC Commissioner

Official Action Items				
Motion	Motion made by:	Motioned seconded by:	Decision	Attachment
Motion to approve agenda and take items out of order				A
Motion to approve meeting minutes 9-29 & 9-19 pending that motion to approve be added to the action item list.	Randy Leestma	John W. Floyd	Motion Carried	B, C
Motion to approve NIAAS Proposal, Mike Mumford Friendly Amendment: Move forward with the proposal as is with an option to terminate with 30-day notice.	Randy Leestma	George Stuivenga	Motion Carried	D
Motion to approve Admin Specialist Job Description	Mike Mumford	Randy Leestma	Motion Carried	F
Motion to approve AAA Red Rose Carpeting Services Proposal	Mike Mumford	Randy Leestma	Motion Carried	G
Motion to approve July & August Treasurer’s Report	N/A	N/A		
Meeting Adjourned at 6:38 PM				

Partner Reports

Mary Malone, POC Weed Board.

The POCWB is wrapping up for winter and attended the WLPA Conference to discuss Aquatic Weeds & Salmon Recovery efforts.

The Finance/Office position interviews will open soon (12 applicants). The Field and Outreach position is being posted to be filled currently.

Mark Simpson, NRCS.

Stan Janowicz, NRSC Director is retiring. Anna Lynch was hired to replace the current resource con. NRCS has contracted a forester to start at Mark's office in September.

The deadline for applications for farm bill funds ends October 20th, 2023. IRA fund related applications do not cost share for as many items as the farm bill does. Mark is still currently working with Corey at the POCD to complete his conservation planning certificate.

Mark is working on a livestock cover application for the first time. Mark also discussed working on applications to convert diesel combustion tractors into clean air combustion tractors (5 applications).

Robert Rosencratz, POC Commissioner.

Robert wanted to comment on the CWDG grant partnership and appreciates the work done toward completing the grant.

Mike Mumford, WSCC Board.

Wednesday the 18th is Northeast Area WACD Meeting @Spokane CD, WACD Annual meeting 11/26-11/29. Mike will send a link to Alex for those interested.

80 Whatcom producers relinquished their CRP contracts. There is little understanding why this is happening.

WSCC hiring committee held a meet and greet with the two candidates and asked questions. A second round of interviews was also held, and questionnaires were completed and collated. A special board meeting will be held once a candidate is selected to be introduced in November.

Reminder that there is a legal resource and CDs are given 1 free hour of consultation. The districts paid the agreed rate thereafter.

Old Business

Action Item NIAAS Proposal: Item Detail – *See attachment D.*

Mike comments that despite current meetings and redirection of service is indicative of past services. Is skeptical about services improving and believes the estimate is incomplete. Mike Mumford requests that we ensure a 30-day cancellation policy.

The board is willing to approve if there is a 30-day notice and critical evaluation of their performance.

Mary's experience was not a good experience in the past but believe that meeting on Friday was productive and deserves an eval period.

Action Item: Item Detail – Executive Director Description, *See attachment E.*

The CD has and is growing more complex, and the position of district manager needs to evolve to an executive director to bring in someone with a larger scope of abilities.

Approving the posting of the job description for an executive director. There will be no district manager in the organizational structure upon hiring of an executive director. This title change will take place Jan 2024.

Mike motions to approve the vacancy announcement/position description for executive director w/ discussed edits. Randy Leestma seconded; motion carried.

Action Item: Item Detail – Admin Specialist Job Description, *See attachment F.*

Mike comments that the WSCC is pursuing technical assistance funding from the legislature which will be applied to payroll.

To-do's:

Put the salary range at the top of the descript (look at the ED job description)

Mike moves to approve administrative specialist description as amended at the 10/17 meeting, Randy Leestma Seconds, motion carried.

New Business

Action Item – Red Rose Carpet Cleaning: Item Detail - See Attachment G.

Mike Mumford moves to approve the contract for the front office, back office and two bathrooms, Randy Leestma seconds, motion carried.

Treasurer's Report for October 2023 – See attachment I, (August & July Treasurers are approved) October & September will be available in November Meeting. Vote N/A

Operations Report – Alex Case-Cohen, See Attachment H

Meeting Adjourned: 6:38 PM

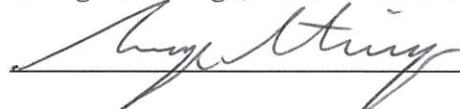
To Do List:

- Put the salary range at the top of the descript (look at the ED job description)

Mary Malone, Interim
~~Alex Case-Cohen, POCD District Manager~~



George Stuiyenga, POCD Board Chair



10/17/23