



Pend Oreille Conservation District
Special Board Meeting MINUTES: 10/18/2022

Meeting Start – 4:30 PM

In attendance at Camas Center - **George Stuvenga**, Board Supervisor – Chair; **Randall Leestma**, Board Supervisor; **Alex Case-Cohen**, POCD District Manager; **John Floyd**, Board Supervisor; **Jon Paul Driver**, Board Supervisor; **Mary Malone**, Education and Outreach; **Mark Simpson**, USDA NRCS; **Shana Joy**, WSCC; **Mike Baden**, WSCC

In attendance via “GoToMeeting,”: **Mike Mumford**, Board Supervisor; **Corey Brenner**, POCD Resource Tech

Official Action Items				
Motion	Motion made by:	Motioned seconded by:	Decision	Attachment
Motion to approve agenda and take items out of order	Jon Paul Driver	Randall Leestma	Carried	A
Meeting Adjourned at 5:26 PM				

Open Discussion:

Discussion ensued regarding bonus vs. retention incentive. Board will reconsider bonus approved at previous meeting on October 26.

Riparian Program Coordinator position update:

See attachment B. Alex briefly discussed application status. Noted she would like to discuss moving current resource tech into a full-time position instead and requested to talk about his performance during executive session.

Third draft of organizational chart:

Alex briefly discussed draft of future organizational chart. Mike M. requested Alex provide two drafts at next meeting – one for current and on for future district employees.

Executive Session

Board moved to executive session at 5:07 p.m. for 15 minutes, pursuant to RCW 42.30.110 (g): “To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.” The regular meeting resumed at 5:22 p.m.

Board Action Resulting from Executive Session

No action was taken. The Board will make a final decision on employment for the Resource Technician during the Oct. 26 meeting, and requested Alex include policy and budget materials, as well as the two organizational charts in the packet for that meeting.

Meeting Adjourned: 5:26 PM


Alex Case-Cohen, POCD District Manager


George Stuiivenga, POCD Board Chair



BOARD MEETING PACKET

October 18th, 2022

- Attachment A: POCD Special Board Meeting AGENDA – October 18th, 2022
- Attachment B: Riparian PgM Coordinator Job Description
- Attachment C: POCD Organizational Chart DRAFT #3
- Attachment D: Natural Resource Specialist Job Description
- Attachment E: POCD Employee Handbook Recruitment & Hiring Procedures

Attachment A
Special Board Meeting
Agenda
October 18th, 2022



Pend Oreille Conservation District
Special Board Meeting AGENDA: Tuesday, October 18th, 2022
Attachment A

This meeting will be held virtually and in-person

In-Person Information

Room 1
 Camas Center for Community Wellness
 1821 LeClerc Rd. N., Cusick, WA 99119

GoTo Meeting Information

POCD Special Board Meeting

Tuesday, August 18th, 4 PM to 5 PM

Meeting link - <https://global.gotomeeting.com/join/302082853>

United States: +1 (408) 650-3123/One-touch: tel:+14086503123,,302082853#

Access Code: 302-082-853

Time: 4:00 to 5:05 PM

More info: www.pocd.org

Start Time	Agenda Items	Item Detail	Attachments	Duration
4:00 PM	Call to Order	<i>George Stuivenga, Board Chair</i>		5 Minutes
4:05 PM	Introductions and Review of Current Agenda		a	5 Minutes
4:10 PM	Riparian Program Coordinator Position Update	<i>Alex Case-Cohen, POCD</i>	b	10 Minutes
4:20 PM	Discuss third draft organizational chart and proposed natural resource specialist job posting	<i>Review proposed org chart for beginning of CY2023 & riparian program coordinator job description</i>	c, d, e	15 Minutes
4:35 PM	Executive Session	<i>Board members will hold executive session to discuss personnel matters</i>		15 Minutes
4:50 PM	Action Item: Vote on hiring natural resource specialist and posting job description	<i>Alex Case-Cohen, POCD</i>		15 Minutes
5:05 PM	Adjourn			

**Attachment B
Riparian PgM
Coordinator
Job Description**



Pend Oreille Conservation District

Riparian Program Coordinator — Employment Opportunity Announcement

Type: Regular, benefits, FLSA exempt

Full-time, 40 hours per week

Note: This position is supported by and contingent upon available grant funding.

Opening Date: September 26th, 2022

Closing Date: Open until filled

Term: December 1st (or sooner) to June 30th, 2023

Position Description

The Pend Oreille Conservation District is seeking a Riparian Program Coordinator to join our team. The position is responsible for the efficient generation and coordination of riparian projects throughout Pend Oreille County (specifically WRIA 62 – Pend Oreille River; and WRIA 55 – Little Spokane River). The successful candidate will demonstrate the ability to: 1) manage complex projects and budgets, 2) communicate effectively with a wide variety of stakeholders, 3) succeed in both team and individual environments, and 4) solve problems to ensure successful planning and design of potential riparian restoration projects.

This position is supervised by the District Manager.

Essential Duties and Responsibilities:

- Manage the coordination, planning and design of multi-year, technically complex aquatic/riparian restoration projects with diverse partners and funding sources.
- Lead achievement of project milestones, reporting requirements, and other required deliverables.
- Develop and implement project management plans, risk assessments and critical path analyses to ensure projects meet milestones and objectives.
- Write grant proposals in collaboration with District team and advocate for proposed projects during selection process to secure funding for priority conservation projects.
- Participate in the development of annual and long-range plans, brainstorm project concepts, complete special projects, etc.
- Use Microsoft or related software to manage projects, collaborate with teams, produce project maps and prepare reports.
- Establish and maintain amicable relationships with clients and partners.

- Participate in workshops, tours and educational opportunities as needed.
- Perform work with the highest ethical standards, in accordance with RCWs 42.23.020-070, 42.17, 42.52 and the District personnel policies, providing courteous service.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the District as the needs of the District and requirements of the job change.

Required Qualifications:

- Bachelor of Science or Arts in environmental related field, with a minimum of four (4) years of ecological restoration or riparian habitat experience OR a Master of Science or Arts in an environmental related field with a minimum of two (2) years of similar experience.
- Demonstrated experience managing projects and using project management processes.
- Must be a self-driven and resourceful team player with the proven ability to solve problems.
- Ability to manage multiple priorities in a fast-paced environment, and work independently.
- Proficient with Microsoft Office Suite.
- Experience using ArcGIS.
- Capacity to communicate, both written and oral, effectively to a diverse audience.
- Valid driver's license, acceptable driving record.
- Willingness to work occasional weekends and more than 40 hours in a week

Desired Qualifications:

- Knowledge and background of planning, design, and permit requirements for riparian restoration projects in Washington State
- Ecological restoration experience in the Pacific Northwest, specifically in areas east of the Cascades Range.
- Knowledge and experience with the Washington State salmon recovery framework including funding sources, policies, networks, and plans.
- Ability to manage and communicate with contractors
- Experience with securing and managing grants.
- Demonstrated experience managing programs.
- Excellent interpersonal and conflict resolution skills.
- Understanding of habitat needs of salmonids, specifically Bull trout, Westslope cutthroat trout and other regional aquatic species of importance.

Physical and Mental Working Requirements

Requires frequent sitting, standing and walking. This position frequently requires continuous hand and finger movement. This position requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position regularly requires the ability to calculate mathematical problems and conduct field site visits in challenging terrain. In addition, this position may require the ability to lift up to 50 lbs. and perform manual labor in all weather conditions. Frequent standing, walking, bending, and lifting are required.

Hybrid; work will be split between a home office, a headquarters office in Newport, WA and frequent field trips to project areas which include difficult terrain.

Compensation

\$45,000 - \$55,000 annual salary (dependent upon qualifications and experience)

Benefits: After a 60-day probationary period, the District provides a comprehensive benefits package with medical, dental and vision coverage for regular employees and eligible dependents.

- Vacation accrual begins at eight (8) hours per month and increases based on years of service.
- The District recognizes ten (10) holidays per year, which includes one (1) personal holiday.
- Sick leave accrues at eight (8) hours per month.
- The District and its employees participate in the Washington State Public Employees Retirement System (PERS).
- The District offers medical and dental insurance premiums through the Public Employee Benefits Board (PEBB) paid at a rate of 70%.
- Premiums for a single membership to the Camas Center for Community Wellness paid at a rate of 100%.

Employment Application: Send a cover letter, resume and references electronically to: admin@pocd.org

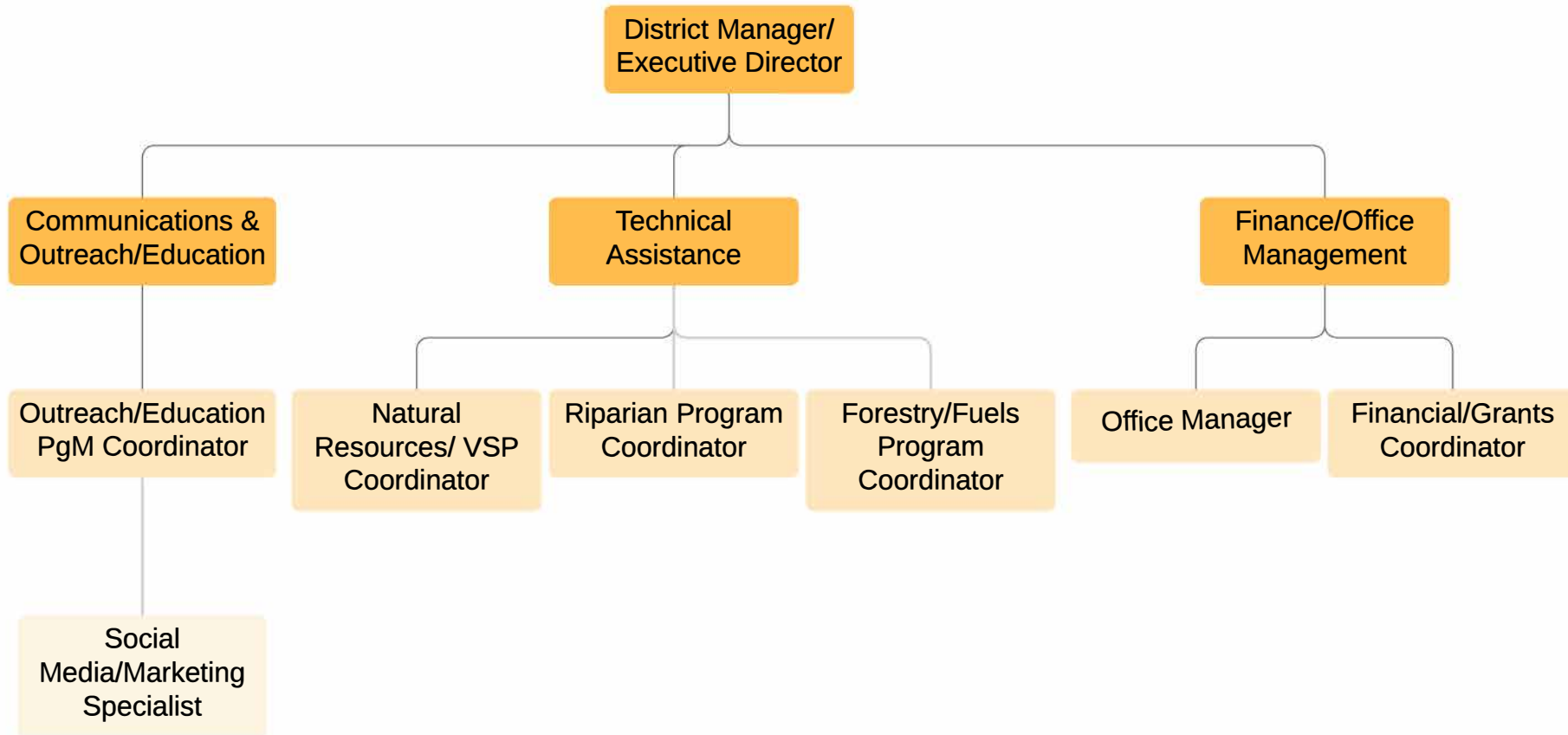
Pend Oreille Conservation District is an Equal Opportunity Employer.

POCD is an equal opportunity employer and does not discriminate against any person on the basis of race, religion, color, sex, age, national origin, marital status, veteran status or the presence of any sensory, physical or mental disability or the use of a trained guide dog or service animal by a disabled person. Please let us know if you need any accommodation to participate in the application process.

Attachment C
Organizational Chart
DRAFT #3

POCD Org Chart

Alex Case-Cohen | October 13, 2022



Attachment D
Natural Resource
Specialist
Job Description



**Pend Oreille Conservation District
Natural Resource Specialist — Employment Opportunity Announcement**

Type: Regular, benefits, FLSA exempt
Full-time, 40 hours per week

Note: This position is supported by and contingent upon available grant funding.

Opening Date: October 19th, 2022

Closing Date: Open until filled

Term: November 1st to June 30th, 2023

Vacancy Announcement: *Natural Resource Specialist*

Position Summary

This position will be full-time (40 hours/week) and will assist the District Manager with the implementation of various conservation programs. These include the Voluntary Stewardship Program, the Riparian Bank Stabilization and Planting Program, Air Quality Program, and other programs as they arise. This position requires a candidate who is adaptable and flexible, able to stay organized while wearing many hats.

Primary Job Responsibilities

Pend Oreille County Voluntary Stewardship Program

- Create and implement the POC VSP monitoring program
- Perform on-the-ground surveys of Best Management Practices (BMPs) and critical areas (wetlands, fish/wildlife habitat, steep slopes, etc.) using Esri's Field Map App
- Assist district manager with farm plan creation and implementation, which includes:
 - Work with landowners and district clients over the phone, email, office and in the field
 - Identify resource concerns, needs, and goals for the property
 - Identify and research solutions to natural resource concerns
 - Assist with the development of project plans, budgets and applications for grants, cost-share and permitting.
- Conduct soil health & soil fertility sampling with VSP participants
- Conduct effectiveness monitoring of previously implemented cost-share projects
- Help with VSP outreach and engagement events

Riparian Bank Stabilization and Planting Program

- Develop and implement a Quality Assurance Project Plan (QAPP) for water quality monitoring on the Pend Oreille River near the Sandy Shores/Sunnyside neighborhood
- Write bank stabilization engineering grant applications and assist area engineer with surveys
- Assist district manager with cataloging potential bank stabilization projects
- Support Riparian outreach and engagement events

Assisting with other programs: Air Quality Monitoring, Forestry, Aquatic Invasives, etc.

- Ability to master project planning/reporting software programs (CPDS, PRISM, EAGL, Spreadsheets,

etc.)

- Support district manager and other staff in grant writing/reporting
- Basic proficiency with ArcGIS Pro (creating maps, designing projects, cataloging metrics, etc.)
- Perform Duties as Assigned
 - May include, but not limited to: cleaning and basic administrative tasks (file organization, scanning, printing, etc.

Minimum Qualifications

- BA or BS in agriculture, natural resources or other related field with at least 1 year of field experience. 5 years of relevant experience may substitute for education
- Proficient with computers, tablets, internet browsers, Outlook suite, and spreadsheets.
- Organizational, report and informational writing and research skills
- Knowledge of a broad range of soil and water conservation principles, techniques, and practices to apply and install conservation systems, which involve complex and diverse land uses and regulations.
- Must be able to effectively communicate verbally and in writing with a diversity of cooperators, co-workers, and others.
- Ability to coordinate multiple projects and timelines with flexible scheduling
- Ability to maintain accurate records regarding time-keeping and authorized expenses
- Ability to organize and plan own schedule of activities related to work goals set by the District Manager.
- Have, or be able to obtain, a valid Washington State driver's license

Preferred Qualifications

- Knowledge of the Conservation District and the Voluntary Stewardship Program (VSP). VSP is the protection and enhancement of critical areas while maintaining agricultural viability.
- Basic skill in using Arc GIS mapping software.
- Knowledge of eastern Washington plant communities and ecology
- Knowledge of a broad range of soil and water conservation principles, techniques, and practices to apply and install conservation systems, which involve complex and diverse land uses and regulations.
- Knowledge and skills in riparian function and restoration processes to improve water quality and aquatic habitat
- Experience developing, writing, and administering applications and projects funded by grants.
- Positive demeanor and ability to interact effectively with coworkers.
- Attention to detail and willingness to learn new skills (computer mapping techniques, soil sampling protocol, etc.)
- Patience and diligence with monotonous work routines.
- Can work independently and communicate needed support with supervisors.
- Ability to maintain accurate records regarding timekeeping
- A functional vehicle

Physical Requirements and Working Conditions

Requires frequent sitting, standing and walking. This position frequently requires continuous hand and finger movement. This position requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position regularly requires the ability to calculate mathematical problems and conduct field site visits in challenging terrain. In addition, this position may require the ability to lift up to 50 lbs. and perform manual labor in all weather conditions. Frequent standing, walking, bending, and lifting are required.

Hybrid; work will be split between a home office, a headquarters office in Newport, WA and frequent field trips to project areas which include difficult terrain.

Compensation & Benefits

\$35,000 - \$45,000 annual salary (dependent upon qualifications and experience)

Benefits

After a 60-day probationary period, the District provides a comprehensive benefits package with medical, dental and vision coverage for regular employees and eligible dependents.

- Vacation accrual begins at eight (8) hours per month and increases based on years of service.
- The District recognizes ten (10) holidays per year, which includes one (1) personal holiday.
- Sick leave accrues at eight (8) hours per month.
- The District and its employees participate in the Washington State Public Employees Retirement System (PERS).
- The District offers medical and dental insurance premiums through the Public Employee Benefits Board (PEBB) paid at a rate of 70%.
- Premiums for a single membership to the Camas Center for Community Wellness paid at a rate of 100%.

POCD is an Equal Opportunity Employer

POCD is an equal opportunity employer and does not discriminate against any person on the basis of race, religion, color, sex, age, national origin, marital status, veteran status or the presence of any sensory, physical or mental disability or the use of a trained guide dog or service animal by a disabled person. Please let us know if you need any accommodation to participate in the application process.

To Apply

Screening of applications for this position begins April 6th; the position is open until filled.

Applicants must submit the following:

- 1) An application letter that specifically demonstrates how the applicant meets the minimum and preferred qualifications for this position,
- 2) A detailed resume or CV that shows all work/volunteer experience in enough detail to demonstrate how the applicant meets qualifications, and
- 3) The names and phone numbers of three professional references.

All applications must be submitted electronically in PDF format to admin@pocd.org. Failure to submit all required materials will remove an applicant from consideration.

The projected start date for the position is early November

For further information, visit pocd.org/job-opportunities or contact Alex Case-Cohen, District Manager at 509-447-1155 or by email at: alexcc@pocd.org.

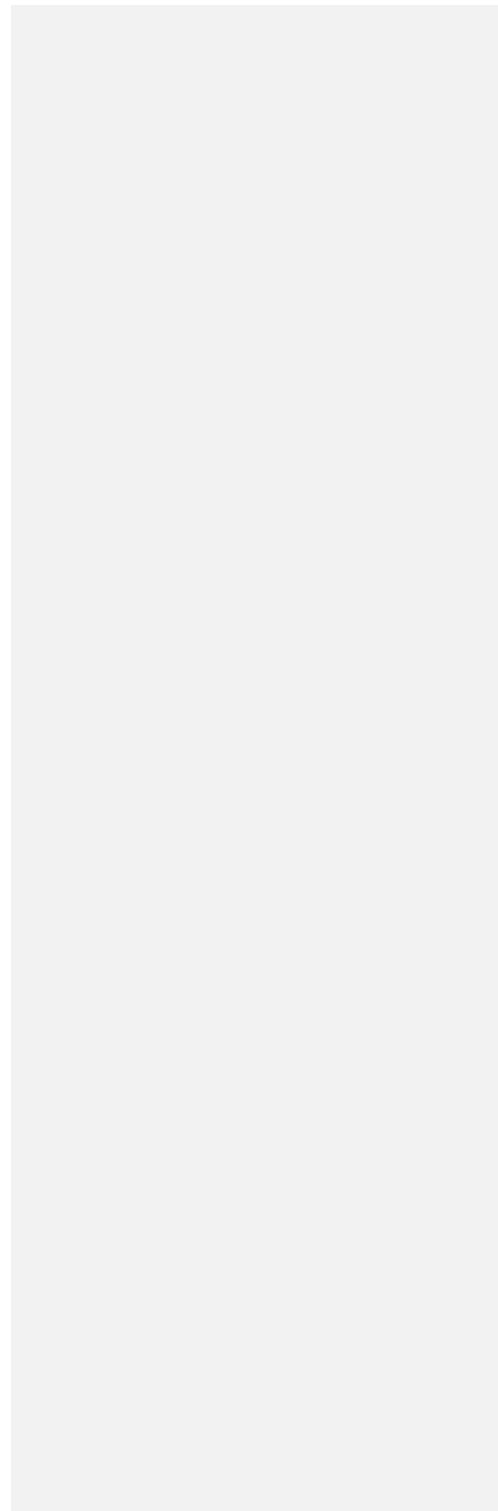
Attachment D
Employee Handbook
Hiring & Recruitment
Procedures



The Pend Oreille Conservation District
Employee Handbook

DRAFT

Last Updated: 5/14/2020
Last Reviewed by Legal: 6/13/2019



RECRUITMENT & HIRING PROCEDURES

Prior to initiating any recruitment and hiring process, the District Board will determine a strategy and timeline for hiring staff to fulfill their workload requirements. It is the practice of the District to advertise open positions for a minimum of two weeks, although the Board reserves the right to deviate from this practice.

Applications will typically be reviewed and evaluated by a selection committee. The committee will interview and conduct reference checks for the top three or four applicants being considered and make a recommendation to the Board, who will make the final decision to hire. The process for hiring seasonal or temporary project employees may deviate from this practice.

A letter of employment will be sent to the applicant selected. The letter will include the employment start date, wage, benefits, work hours, and any other agreed upon items relating to employment.

As grant projects and workloads change, the District Board may grant in-house job transfers to employees or change an employee’s job duties when it is beneficial to do so. The Board will also give consideration to employees who may wish to change from full-time to part-time status, or vice versa.

NEPOTISM POLICY

The District is committed to providing a working environment which fosters the equitable treatment of all employees. Hiring of members from the same family is not prohibited; however, certain restrictions apply. Family members are prohibited from exercising supervisory capacity over other family members and will not be employed in positions that may create a conflict of interest or any other problem resulting from patronage or favoritism.

EMPLOYMENT OF MINORS

Federal and state laws regulate the employment of minors (persons under age 18).

Before a minor can be employed, he/she must obtain a permit to work from the Department of Labor & Industries, which must be signed by a parent and appropriate school authority. In addition, the District must obtain a permit to employ minors from the Department of Labor & Industries.

STATE PATROL CHECK

It is anticipated that most District employees may have public contact with school age children. Because of this, District employees may be subject to a Washington State Patrol check at the discretion of the District Manager. In the event any crime has been committed against a child, the employee will be dismissed without provision for appeal. Washington State Patrol checks may be conducted at the time of hire and periodically during employment as deemed necessary by the District Manager or the Board.

NEW EMPLOYEE PROBATIONARY PERIOD

Unless otherwise determined by the Board of Supervisors, there is a six-month introductory period for all new employees. During this period, if the employee fails to adapt successfully to the requirements of the position, or the District as a whole, employment will be terminated immediately or the introductory period will be extended. The decision to terminate or extend the introductory period will be made by the Board of Supervisors. The Board may consult the Conservation Commission’s Regional Manager or appropriate District staff when making these decisions.

ORIENTATION

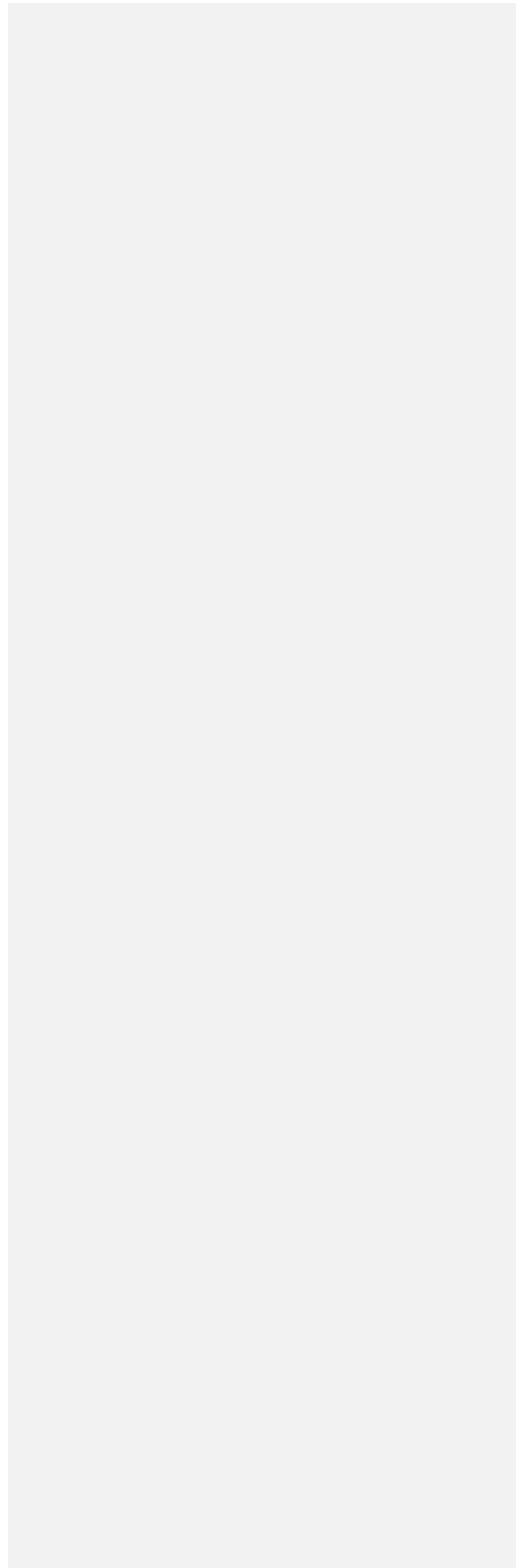
Orientation will be provided to new staff by the District Manager and/or other appropriate District staff, normally within the first three days of employment, but no later than one week after the employee begins work. This may include or be followed up by orientation from the Conservation Commission Regional Manager.

At the time an applicant accepts a position, or shortly afterward, the following information, to the extent particular items are applicable, will be provided:

- Job title
- Job description
- Job duties
- Designated supervisor
- Starting wage
- Performance review criteria/frequency
- Work schedule
- Overtime requirements
- Holidays observed
- Vacation
- Sick leave
- Retirement
- Health insurance
- Planner options

All employees will receive orientation materials and required employment forms, such as:

- The District’s Employee Handbook with Certification of Receipt
- Semimonthly timesheets [access](#)
- IRS Form W-4
- Immigration Form I-9
- Drug-Free Workplace Act Certification
- Emergency Information Form
- Certification Statement for Operation of Government Owned or Leased Vehicles



- Building Access Information
- Other Informational Materials

Orientation will also include, as necessary, use of the computer network, telephone and office machines.

While the District strives to follow these guidelines, it may not always be possible to do so. Accordingly, employees of the District should not view these as a contractual agreement or obligation.

TRAINING

For employees to most effectively perform their jobs, it is necessary for them to be kept up to date in areas that affect their work. The employee and the District share in the responsibility for career planning, maintenance of professional awareness, and motivation to work to peak capabilities.

When training needs are identified by either a staff member or their supervisor, a Request for Training should be submitted to the District Manager. The District Manager will evaluate and approve training requests based on available funding and as they pertain to the District’s needs and the employee’s career path.

Training must be approved in advance by the District Manager and, if necessary, by an appropriate grant project officer. Documentation of training will be retained in the employee’s file as requested.

Mandatory training may also be required by granting or other agencies. Staff will be notified when these trainings will take place.

STANDARDS OF EMPLOYEE BEHAVIOR/CONDUCT

The District strives to provide a safe and enjoyable work experience for all employees. Good work and safety habits, and courtesy given to coworkers and the public, help ensure a productive and pleasant work environment for everyone.

Some guidelines for on-the-job behavior:

- Know job requirements and area of responsibility;
- Be willing to learn; show interest and initiative in the job;
- Do your best every day; strive for quality and efficiency;
- Demonstrate cooperation and respect for Board Members and supervisors;
- Strive for and maintain a positive, cooperative working environment;
- Show consideration and respect for the property of the District and co-workers;

- Conduct all work performed on behalf of the District or its employees with honesty and integrity;
- Speak honestly and tactfully about the District, NRCS, coworkers, customers and other agencies. Refrain from making malicious, false, or derogatory statements that could damage the integrity or reputation of the District, NRCS, coworkers, customers, or other agencies.

Inappropriate behavior or conduct will be handled as follows:

1. Conduct normally resulting in counseling, assistance, or corrective action as deemed necessary by the employee's immediate supervisor or the District Manager:

- Excessive absences or tardiness;
- Neglect or abuse of District property;
- Unintentional violation of safety rules;
- Unauthorized personal use of the phone, District computer or other equipment (including playing computer games and personal use of the Internet or email during work hours);
- Use of abusive language;
- Dishonesty;
- Drug or alcohol abuse on the job;
- Conflict of interest;
- Unethical conduct;
- Conduct which disrupts the District's business.

2. Conduct that may justify immediate suspension or termination (the District Board will make this decision):

- Falsification of documents;
- Sexual harassment;
- Workplace violence;
- Theft of District property or that of other employees;
- Insubordination;
- Intoxication, including the effects of illegal drugs, during working hours;
- Deliberate misuse of District property;
- Any other illegal activity.

CONFLICT OF INTEREST & ETHICAL CONDUCT

The District may limit an employees' ability to engage in outside employment as allowed by law.

Employees are not to use the District's name, equipment (including telephones and computers), data or vehicles for personal gain.

No employee shall accept anything of value from the public for or because of any official act he or she has performed or will perform. No employee shall solicit or accept directly or indirectly any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value from members of the public with whom he or she has an official relationship.

The following are exempt from the above restrictions:

- Food and refreshments of nominal value on an infrequent basis;
- Unsolicited promotional items of nominal value, such as pens, pencils, note pads, calendars, etc.;
- Awards for merit or achievement in public service given by a charitable, religious, professional, social, fraternal, nonprofit, public service, or government organization.

No employee or supervisor of the District shall participate in the award or administration of a contract if a conflict of interest should arise. Such a conflict of interest would arise when the employee or supervisor, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the above, has a financial or other interest in the firm solicited.

Employees are prohibited from inducing by any means any person employed or otherwise involved in any District project to give up any part of the compensation to which he or she is otherwise entitled to, or receive any fee, commission or gift in return for award of a subcontract.

The District's officers, employees, or agents must not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or other parties to contracts.

Unauthorized employee solicitation of funds, sales of tickets/merchandise, posting of notices, and distribution of literature and solicitation of membership in organizations in District facilities during work hours is prohibited.