

MASON CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes
March 18, 2021

The meeting of the Mason Conservation District Board of Supervisors was called to order by Jason Ragan at 4:02 pm.

Board Members present (via telephone conference): Jason Ragan, Michael O'Day, Larry Boltz, and Myron Ougendal

Board Members absent: Mark Woytowich

Staff present: Evan Bauder, John Bolender, and Rhonda Nydegger.

Members of the public present: Anne Baxter – DOE

Meeting Minutes – January 21, 2021: The minutes were reviewed and approved as presented.

(M – O'Day, S – Ougendal, Passed – Unanimously)

Financial Report – January: Myron Ougendal reviewed the financial report with detail of balances for all funds and checks (18458-18483, + EFT) executed during period.

(M – O'Day, S – Ougendal, Passed – Unanimously)

Financial Report – February: Myron Ougendal reviewed the financial report with detail of balances for all funds and checks (18484-18511 + EFT) executed during the period including two voided checks (18505, 18507).

(M – O'Day, S – Ougendal, Passed – Unanimously)

PROGRAM & STAFF UPDATES

DOE Update –

Anne reported on the assistance that DOE has been giving the county on a couple of things including the DOH sampling sites in Annas Bay.

Staff Update –

Staff present updated the Board on program activities in the past month as well as efforts under development. Staff also updated the Board on the District Engineer position that will come open on April 1st due to staffing changes. Staff will be searching for a new District Engineer but in the meantime, Evan is arranging for a team to assist on an as needed basis over the next 8 weeks.

OLD BUSINESS –

COVID-19 Operations Update – With the county moving to Phase 3 on March 22nd, employees will be encouraged to start transitioning back into the office through the end of March with alternating schedules available and appropriate measures still in place. Staff has asked for permission to keep the office closed to the public through at least Phase 3.

Jason Ragan

5-10-2021

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2021 District Election – Only one candidate ran for 2021, Andrea Miller. She was unanimously elected. The results have been submitted to WSCC and once they are verified at the meeting in May 2021 she will join the board in the position being vacated by Mark Woytowich.

Skokomish River Road Enhancement Project – Evan gave an update regarding the project. Staff asked the board to approve the amendment and having the amendment signed by the Chairman with Cardno with the stipulation that it not exceed \$350,000. Myron asked for the source of the funds, which will come from an existing grant.

(M – Boltz, S – O’Day, Passed – Unanimously)

NEW BUSINESS

District Policy Update 1 – Staff presented a draft of the updated Employee Handbook. The former handbook was approved in 2015, pre PFMLA and DRS substantial policy updates. Staff updated those sections with MRSC language that has been used by other municipalities. John has asked Enduris to review it for any insurance issues. Staff asked the board to place approve adoption on an interim basis as John, Rhonda, and Evan have seen the updates which were also based on staff input.

(M – O’Day, S – Boltz, Passed – Unanimously)

District Policy Update 2 – Staff presented an updated Purchasing Manual. Mason CD has policies in place but they have been fairly shallow in depth. This is a more formal structure using guidelines developed from WSCC, MRSC as well as other CDs. After discussion by the board to make a couple of changes regarding listing specific equipment, staff recommends the board approve adoption for now of the Purchasing Manual.

(M – O’Day, S – Boltz, Passed – Unanimously)

Long Range Plan – Staff gave a brief mention to the board that the long range plan will be required to be updated in 2021.

Annual Plan of Work – Staff reminded the board that an annual update is necessary for 2021.

Executive Session - Executive session occurred lasting 40 minutes. An executive session was held and the board came out as of 5:40 with no decisions or actions taken.

District Manager – Motion made to appoint Evan Bauder as the District Manager effective April 1, 2021 as well as Acting District Manager in the event John is out of the office on leave prior to that date.

(M – Ragan, S – Boltz, Passed – Unanimously)

With no further business for the good of the order the meeting adjourned at 5:52 pm.

Juan Ragan