



November 1, 2024 Board Meeting Agenda 1:00pm – 3:00pm PST

This is a hybrid meeting- participants have the option to attend virtually using the Microsoft Teams information or in-person at the LCFRB office address below.

LCFRB office
11018 NE 51st Cir
Vancouver, WA 98682

Microsoft Teams meeting

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Meeting ID: 295 674 854 502

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ROLL CALL

PUBLIC COMMENTS

PARTNER REPORTS

DIRECTOR'S REPORT

BOARD BUSINESS

Item #1 Consent Agenda

Item #2 Open the Small Grants Program -POV grant round

Item #3 2025 Regular Monthly Board Meeting Schedule

Briefing: Position descriptions and salary schedules

GOOD OF THE ORDER

If you need special accommodations to participate in this meeting please call 360 425-1555



November 1, 2024
Board Meeting
Webinar and In-Person Meeting
WSDOT, Room 124
11018 NE 51st Circle, Vancouver WA 98682

Minutes
Approved: December 13, 2024

Present: Scott Brummer, Dan Cothren, Dalton Fry, Marylynne Kostick, Sue Marshall, Nathan Phillips, Sandra Staples-Bortner, Robert Sudar, Don Swanson, Dennis Weber, and Lynda Wilson.

Absent: Asa Leckie, Troy McCoy, Todd Olson, and Jade Unger. Chairman excused absent members.

Staff: Steve Manlow, Denise Smee, Amelia Johnson, Steve West, and Lorie Clark

ANNOUNCEMENTS: No announcements were offered.

PUBLIC COMMENTS: No public comments were offered.

PARTNER REPORTS: No partner reports were offered.

DIRECTOR'S REPORT: Director Manlow stated the Director's Report was sent out with the Board materials. Please let him know if you have any questions.

BUSINESS MEETING

Item #1 Consent Agenda

Member Staples Bortner moved and Member Cothren seconded to approve the Consent Agenda as submitted.

No discussion. Motion carried.

Item #2 Open the Small Grants Program - POV Grant Round

Mr. Manlow presented the item. Funds for this program were awarded in November 2023 in accordance with the Board's September 7, 2023 decision to accept them. Per a November 14, 2023 consent decree entered with the U.S. District Court for the Western District of Washington, the defendants provided \$500,000 in settlement funds to the LCFRB with the stated purpose to benefit water quality in the Columbia River. Staff has developed materials for the grant round including a program guide, application, and scoring evaluation questions with a focus on stormwater and water quality.

Mr. Manlow stated this may be a two-year grant program and project applications will have a minimum request of \$50,000 and a maximum of \$480,000. Staff will utilize \$20,000 for administrative costs over the two years.

Member Staples Bortner moved and Member Swanson seconded to:

- 1 – Adopt the proposed program guide and application materials for the Port of Vancouver (POV) Small Grants Program;
- 2 – Authorize opening the implementation of the 2025 POV Small Grants Program; and
- 3 – Authorize the Director to enter into contracts for project implementation upon project selection.

No Discussion. Motion Carried.

Item #3 2025 Regular Monthly Board Meeting Schedule

Mr. Manlow stated staff conducted a survey of all Board members on their preferred meeting dates and times. Most of the survey respondents said they would like to continue meetings on the same day and time in 2025. One of the main reasons cited by multiple citizen representatives was that they work four 10-hour days during the week and moving the meeting from Fridays would require them to use personal leave or vacation time to attend Board meetings.

Member Weber moved and Member Marshall seconded to continue to keep the Board meeting on the first Friday of the month from 1pm-3pm as their regularly scheduled meeting day in 2025.

No discussion. Motion carried.

BRIEFING: Position Descriptions and Salary Updates

Ms. Smee presented the information in the memo as a Power Point presentation.

Ms. Smee provided background information on the process. At the February 2024 Board meeting, the Board authorized staff to work on updating position descriptions, salary ranges and salary schedules and approved up to \$5,000 for consulting services to assist in the process and provide a third-party review.

Ms. Smee worked with the consulting firm HR Answers, from Portland Oregon, to help complete the work, including reviewing elements staff prepared and providing recommendations and feedback. This is the same consulting firm the Board used when it updated position description and salaries in 2014.

The memo provides a brief on the information that was compiled and evaluated, the methods used, and the resulting staff recommendations for position descriptions, salary ranges and schedules, and adjustments for staff compensation.

Staff also conducted an internet search for open position postings in 2023-24, and directly requested available information from partner organizations. Information from this approach makes up the

majority of our comparable salary range data since it represents actual positions available to our staff if they choose to seek equivalent work or positions elsewhere. The open positions were reviewed and, if comparable, logged into a spreadsheet with additional information about the position. Ms. Smee compiled the information and compared with current employee salaries, which are estimated to be 5-20% below the industry average.

The memo provides a brief on the position description and salary update process. Ms. Smee asked the Board to provide feedback to her by November 27, 2024 to help inform the 2025 operating budget. Adding that the Board will be asked to make a decision at their December 2024 Board meeting on the recommendations provided in the memo.

GOOD OF THE ORDER:

- Member Weber will be retiring at the end of the year and leaving the Board.
- Member Swanson stated WDFW is seeing reds in the EF Lewis.

Adjourned at 2:25 p.m.
/lc



Approved in open session on 12/13/2024

Signed: _____
Todd Olson, Chairman