



Pend Oreille Conservation District
Regular Board Meeting MINUTES: 9/20/2022

Meeting Start – 4:10 PM

In attendance at Camas Center - George Stuvenga, Board Supervisor – Chair; Randall Leestma, Board Supervisor; John Floyd, Board Supervisor; Jon Paul Driver, Board Supervisor; Alex Case-Cohen, POCD District Manager; Becky Walrath, WaFd.

In attendance via “GoToMeeting,”: Mike Mumford, Board Supervisor; Robert Rosencrantz, Pend Oreille County Commissioner; Mary Malone, Education and Outreach; 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	John Floyd	Randall Leestma	Carried	A
Motion to approve the August 16, 2022, regular meeting minutes	John Floyd	Randall Leestma	Carried	B
Motion to approve the August 30, 2022, special meeting minutes	Randall Leestma	Mike Mumford	Carried	C
Motion to increase Alex’s salary by 6% with an additional one-time 6% bonus, and increase the district’s insurance contribution to 70%	Jon Paul Driver	Randall Leestma	Carried	D, E, F
Motion to approve advertisement of job description for riparian program coordinator position	Randall Leestma	John Floyd	Carried	H, I , J, K
Motion to approve agreement with Sewell & Associates for engineering project	Mike Mumford	John Floyd	Carried	L
Motion to approve August Treasurer’s Report	Randall Leestma	John Floyd	Carried	Q
Meeting Adjourned at 6:49 PM				

Partner Reports

Mike Mumford, WACD

Mike noted that he attended a board meeting last night where they had a presentation by Palouse staff member about the City Nature Challenge between three cities. The other thing she talked about was grants. They outsourced a grant writer – Mike asked about her success before and after, and she said it was around 60%. They had also talked about voting at the annual meeting and how to handle delinquent dues, and if you can't vote, can you still present a resolution. Board didn't take any action. It seems a district not in good standing can introduce one, but not take the lead at the annual meeting. Regarding a letter previously discussed, the Board voted to have two members contact the CDs and identify the problem. The Board elected to have a 2-hour listening session at the annual meeting.

Robert Rosencrantz, POCC

Commissioner Rosencrantz said he had a meeting with Alex today and they talked about employee and contract sharing, increased wage, shared forester or resource manager, maybe with PUD as well. Commissioner Smiley is working on the job description. The current county forester is leaving. Alex added it is through the community wildfire defense grant, and noted that the county has also hired a grant writer who can help.

Old Business

Becky Walrath, Washington Federal Bank line of credit –

Becky Walrath from WaFd answered questions from Alex and the Board regarding secured vs. unsecured lines of credit and interest rates.

Alex Case-Cohen, Salary Raise Recap –

See attachments D, E, F. Alex noted that there was a special meeting held regarding this topic, but it was tabled until all board members are present. She added that she did include a 70/30 split in benefits as requested by Mike M.

Executive Session

Board moved to executive session at 5:01 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." At 5:17 p.m. The board extended the executive session by 15 minutes. The regular meeting resumed at 5:32 p.m.

Action resulting from executive session

Jon Paul moved to increase Alex's salary by 6% and offer a one-time 6 % bonus, and increase the Conservation District's insurance contribution to 70%. Seconded by Randy. Motion carried.

Old Business Cont.

Alex Case-Cohen, *Organizational Chart & Riparian Program Coordinator Job Description* –

See attachments G-K. Alex discussed the current draft of the organizational chart and the addition of a riparian program coordinator position, noting that POCD has received the salmon recovery funding needed to fund the position. Alex noted the job description states it is supported and contingent upon available grant funding. She anticipates at least two years. Mike suggested it run through June 30, then extend if the funding is available. Alex will talk to Mike B. to find out if a half-year position working 40 hours/week is 1.0 FTE or 0.5 FTE. She amended the description to a term from December 1, 2022 (or sooner) through June 30, 2023. Randy moved to approve the advertisement for the coordinator. John seconded. Motion carried.

Alex Case-Cohen, *Agreement with Sewell & Associates for Engineering Project*–

See attachment L. Mike moved to approve the agreement, seconded by John. Motion carried.

Alex Case-Cohen, *Discuss Oct. 18th-20th plans* –

See attachments M-O. Alex noted the only time the regional managers are available is Oct. 18 at 1 p.m. Mike M. is busy but will be available part of the meeting. George proposed to move the board meeting to the following week. Discussed carpooling to NE area meeting. John F. asked Alex to make the reservations for the WACD conference Oct 27-30.

Alex Case-Cohen, NRI Project discussion –

See attachment P. Alex noted there are a couple landowners who could qualify for NRI funds. She described one of the projects and said there is funding available.

Mike Mumford, Seasonal position–

Mike requested the board consider at a future meeting turning seasonal position into 6-month, full-time position that includes benefits.

Treasurer's Report for August – See attachment Q

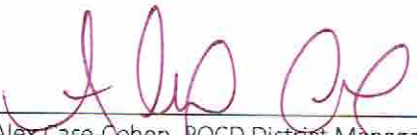
R

Operations Report – Alex Case-Cohen, See Attachment R

To Do List:

- Talk to Mike Baden to find out if a half-year position working 40 hrs/week is 1 FTE or 0.5 FTE.
- Make reservations for the WACD conference Oct. 27-30
- Talk to landowner on Hwy 211 as discussed by board
- Add seasonal position to next agenda as requested by Mike M.

Meeting Adjourned: 6:49 p.m.



Alex Case-Cohen, POCD District Manager



George Stdivenga, POCD Board Chair



BOARD MEETING PACKET

September 20th, 2022

Attachment A: POCD Regular Board Meeting AGENDA – September 20th, 2022

Attachment B: POCD Regular Board Meeting MINUTES – August 16th, 2022

Attachment C: POCD Special Board Meeting MINUTES – August 30th, 2022

Attachment D: Case-Cohen Composite Rate Comparisons – August 26th, 2022

Attachment E: 8-26-2022_POCD FY2023 Annual Operating Budget -- Rolling

Attachment F: Manager/Director Composite Rate Comparisons – Eastern WA

Attachment G: Organizational Chart – Draft 2

Attachment H: Riparian Program Coordinator Job Description

Attachment I: Riparian Restoration Manager – Mt. Vernon example

Attachment J: POCD Salmon Recovery Funding Request -- WSCC

Attachment K: Composite Rate Estimated – POCWB Contracted Staff

Attachment L: Sewell & Associates PSA #09.20.2022-1

Attachment M: NE Area Meeting INFO/RSVP 2022

Attachment N: POCD 5 Year Plan – 2017-2022

Attachment O: Long-Range Plan Survey – SurveyMonkey

Attachment P: 2-10-2022 NRI Addendum FINAL

Attachment Q: August-September Operations Report

Attachment R: August 2022 Treasurer's Report



**Pend Oreille Conservation District
Regular Board Meeting AGENDA: Tuesday, September 20th, 2022**

Attachment (A)

This meeting will be held virtually and in-person

In-Person Information

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

GoTo Meeting Information

Meeting link - <https://global.gotomeeting.com/join/960196629>

United States: +1 (872) 240-3212 - One-touch: tel:+18722403212,,960196629#

Access Code: 960-196-629

Time: 4:00 p.m. – 7:15 p.m.

More info: www.pocd.org

Time	Agenda Items	Item Detail	Attachment	Duration
4:00 PM	Introductions & Approval of Current Agenda	<i>Regular Meeting: September 20th, 2022</i>	Attachment A	5 Minutes
4:05 PM	Approve Previous Meeting Minutes:	<i>Regular Meeting Minutes: August 16th, 2022; Special Meeting Minutes: August 30th, 2022</i>	Attachments B, C	10 Minutes
4:10 PM	Partner Reports			40 Minutes
		<i>Robert Rosencrantz -- POC</i>		
		<i>Mike Baden – WSCC</i>		
		<i>Mark Simpson-USDA NRCS</i>		
		<i>Mike Mumford – WACD</i>		
4:50 PM	Old Business			50 Minutes
	Line of Credit Q & A	<i>Becky Walrath, WAFed</i>		15 Min.
	Salary Raise Recap: Review requested figures and discuss as a group; discuss proposed raises for	<i>Alex Case-Cohen, POCD</i>	Attachments D, E, F	10 Min.
	Executive Session	<i>Board members will hold executive session to discuss personnel matters</i>		15 Min.
	Action Item: Vote on proposed raise	<i>Alex Case-Cohen, POCD</i>		10 Min.
5:40 PM	Break			5 Minutes
5:45 PM	Old Business Continued			75 Minutes
	Discuss second draft organizational chart, contracted staff, and proposed riparian program coordinator	<i>Review proposed org chart for beginning of CY2023 & riparian program coordinator job description</i>	Attachments G, H, I, J, K	25 Min.
	Action Item: Vote on Riparian PgM Coordinator position	<i>Alex Case-Cohen, POCD</i>		10 Min.
	Action Item: Vote on agreement with Sewell & Associates for Engineering Project	<i>Alex Case-Cohen, POCD</i>	Attachments L	15 Min.
	Discuss October 18 th – 20 th plans	<i>Alex Case-Cohen, POCD</i>	Attachments M, N, O	15 Min.
	NRI Project Discussion	<i>Alex Case-Cohen, POCD</i>	Attachments P	10 Min
7:00 PM	Treasurer’s Report	<i>August 2022 Treasurer’s Report</i>	Attachment Q	5 Minutes
7:05 PM	Operation’s Report	<i>Review previous month’s activities</i>	Attachment R	10 Minutes
7:15 PM	Adjourn			

**Attachment B:
POCD Regular Board
Meeting MINUTES –
August 16th, 2022**



Pend Oreille Conservation District
Regular Board Meeting MINUTES: 8/16/2022

Meeting Start – 4:02 PM

In attendance at Camas Center - George Stuvenga, Board Supervisor – Chair; Randall Leestma, Board Supervisor; John Floyd, Board Supervisor; Mike Baden, WSCC; Alex Case-Cohen, POCD District Manager; Mary Malone, Education and Outreach.

In attendance via “GoToMeeting,”: Mike Mumford, Board Supervisor; Jon Paul Driver, Board Supervisor; Robert Rosencrantz, Pend Oreille County Commissioner

Official Action Items				
Motion	Motion made by:	Motioned seconded by:	Decision	Attachment
Motion to approve agenda and take items out of order	John Floyd	Randall Leestma	Carried	A
Motion to approve June meeting minutes	John Floyd	Mike Mumford	Carried	B
Motion to approve ILA No. 20220816-01, POCD-PUD agreement for cottonwood enhancement and erosion mitigation	John Floyd	Randall Leestma	Carried	C
Motion to approve WACD dues invoice for FY2023	John Floyd	Jon Paul Driver	Carried	D
Motion to approve Washington State Conservation Commission FY 2023 addendum, amended to add Air Quality	John Floyd	Randall Leestma	Carried	L
Motion to approve PSA No.20220816-01, Aquatechnex Contract for DOE WQAIP	John Floyd	Jon Paul Driver	Carried	M
Motion to approve April, May, June and July Treasurer Reports	Randall Leestma	John Floyd	Carried	N,O,P,Q
Meeting Adjourned at 6:39 PM				

Partner Reports

Mike Mumford, WACD

Area and annual meetings: Mike said he believes the area meetings are all in October, but said to go to the Hub or they may be posted on the website as well. Of the six area meetings, only one has not decided if it will be hybrid or not. Instead of having monthly board meetings over the summer, WACD took a hiatus for two months. Will be back at it in September. They will be looking at annual meeting, which will be in Wenatchee and virtual. Also, they currently have task forces working on harmful algae bloom, livestock, and more. Working on first phase of DEI resolution that was passed last November. Another thing is they need to have a position statement in place on large solar arrays on shrub-steppe and ag lands. Working on investments and have a financial investment plan in place. WACD annual meeting will start on November 28th (Mike will double check to confirm date) – would need to arrive Sunday Nov. 27th. Mike also noted it was announced a couple of weeks ago that Okanagan Envirothon are the state winners, will be going to national competition.

John Skoog, Sunvek

John from Sunvek gave an overview of roofing material used by his company. It is a foam roofing and sprays across entire roof leaving it seamless. Quoted at longest warranty available of 15 years, which did increase the cost some. An inch and a half of foam gives it an R10 insulated value, then coated with silicone. Could also save money by silicone coating without foam. Primary reason for using the foam is it is a complete roof system with insulation and seamless. Won't get damaged from walking on it, but could be damaged by shovels. Will handle around 200 pounds per square inch. Should sweep it off, since snow shouldn't stick to the silicone. Silicone offers sun resistant coating, but foam adds insulation and strength to the roof. Both are fully adhered roof system in the end. Would need to do foam at no lower than 50 degrees. Silicone could possibly go up in slightly lower temps.

Mike Baden, WSCC

Mike discussed items from the Commission side regarding status of the roll out of programs related to the supplemental budget as well as current budget development efforts. Mike noted that Alex was

able to help get going on some manager's roundtables, which have been valuable and he hopes it continues. There have been several apps for salmon recovery funding, and districts are encouraged to submit if they have a compelling project - riparian planting component is important. About to submit budget packages for next biennium, which are due by end of September. Elections will be coming up again with George and John from POCD who will be up this round. Mike said he will meet with Jon Paul for orientation soon. Paige DeChambeau is the new Laura (communications director for WSCC), and other new people coming in as well. The long-range planning session will be held in conjunction with the board meeting on Oct. 18 - Rescheduling the board meeting is an option as well. Community meeting could be held in advance, but may be tough to get that in before Oct. 18. Could do a survey to send out to partners, put on website, etc.

Robert Rosencrantz, POCC

Commissioner Rosencrantz said they were visited yesterday by State Sen. Shelly Short & Rep. Jacquelin Maycumber. The one issue that is troubling is the degree to which legislation next year may impede water rights and water usage. Would like a better understanding of this but sounds like it is going to make life difficult. Mike M. discussed current water rights laws and current issues. There was an attempt made to change the law but it didn't go anywhere because not all stakeholders were on board.

New Business

Action Item: Approve POCD-PUD ILA for EC/CW Funding Lake – See attachment C. Alex briefly discussed ILA No. 20220816-01, POCD-PUD agreement for cottonwood enhancement and erosion mitigation, noting that it is the same agreement approved in previous years. John moved to approve the agreement, seconded by Randy. Motion carried.

Action item: Approve WACD dues payment for FY2023– See attachment D. Mike Mumford recused himself from the vote. John moved to approve the dues payment of \$3,488.89, seconded by Jon Paul. Motion carried.

Discussion item: District Manager Raise – See attachments E-H. Alex discussed why a raise is warranted at this time. Due to increased revenue and successful grant writing, we have doubled if not tripled potential funding. She has also completed a management certificate program. This has been budgeted into the annual budget. Mike asked Alex to find out the average and median wage of district managers in the state. He would also like to see a composite rate with a 70-30 split for the benefits, in addition to the current 60-40 split. George asked for an executive session at the next meeting to discuss.

Discussion item: Riparian Program Coordinator – See attachments G-K. Alex explained the need for a riparian planner and the funding to be used. Mike M. would like to see an organizational chart with this position, as well as the field tech from part time to full time; salaries and duties, and list priorities.

Additional Discussion item: Field tech from part time to full time – Alex wants someone to run the monitoring program – measure effectiveness of bank stabilization projects (water temp, water quality, etc.). Also monitoring for VSP. Would depend on the salmon recovery funding. No formal proposal ready at this time.

Action item: SCC IM FY2023 Addendum Approval – See attachment L. Alex briefly explained the addendum. John moved to approve, seconded by Randy. The motion was amended to add Air Quality. Motion carried.

Action item: Aquatechnex Contract Approval for DOE WQAIP – See attachment M. The Board discussed the contract and asked Alex to check the applicators license, insurance and workers compensation coverage. John moved to approve the contract, seconded by Jon Paul. Motion carried.

Discussion item: Special Meeting Date – Alex noted that the board needs to hold a special meeting on Oct. 18 at 1 p.m. for long-range planning. Board discussed whether to hold the regular meeting on the same day or reschedule the regular meeting. Majority want to split up the meetings. Alex will send out a Doodle Poll for rescheduling the regular meeting.

Discussion item: WACD NE Area Annual Meeting travel plans – The Board discussed carpooling to the meeting. John, George and Alex will carpool for sure, with Jon Paul as a tentative yes.

Treasurer's Report for April, May, June & July – See attachments N-Q

Randy moved to approve all four months, John seconded. Motion carried. (Note: provide Randy with printed copies in advance in the future).

Operations Report – Alex Case-Cohen, See Attachment R

To Do List:

- Mike M. wants Alex to find out average and median wage of district managers
- George would like executive session at the next meeting to discuss Alex's salary. Provide board with a composite of 70-30 split in benefits as well.
- Prepare organizational chart with this riparian planner position & field tech from part time to full time – show management flow, etc. Can propose several. Salary and duties. List priorities – admin, riparian, field tech, etc.
- Check applicators license and insurance, workers compensation coverage of Aquatechnex
- Discuss Line of Credit at September meeting
- Provide Randy with printed copies of treasurer's reports
- Get minutes signed and on website (Mary)
- Communicate Hazard Mitigation project for Metaline
- Give Mike Baden Jon Paul's contact information
- Send out Doodle Poll to Board for rescheduling October regular meeting

Meeting Adjourned: 6:39 p.m.

Alex Case-Cohen, POCD District Manager

George Stuvenga, POCD Board Chair

**Attachment C:
POCD Special Meeting
MINUTES
August 30th, 2022**



Pend Oreille Conservation District
Special Board Meeting MINUTES: 8/30/2022

Meeting Start – 4:03 PM

In attendance at Camas Center: **George Stuvenga**, Board Supervisor – Chair; **Randall Leestma**, Board Supervisor; **Alex Case-Cohen**, POCD District Manager; **Mary Malone**, Education and Outreach

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

Official Action Items				
Motion	Motion made by:	Motioned seconded by:	Decision	Attachment
Motion to approve agenda and take items out of order	Mike Mumford	Randall Leestma	carried	A
Motion to table raise decision for Alex Case-Cohen until such time as all five board supervisors are available to discuss.	Mike Mumford	Randall Leestma	carried	B, C, D
Motion to table job description to a riparian program coordinator decision until such time as all five board supervisors are available to discuss.	Mike Mumford	Randall Leestma	carried	E, F, G
Meeting Adjourned at 5:19 p.m.				

Alex Case-Cohen, Salary Raise Recap: Review requested figures and discuss –

See attachments B, C, D. Alex briefly discussed attachments and increases for all staff.

Executive Session

Board moved to executive session at 4:23 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 4:38 p.m.

Board Action Resulting from Executive Session

Action tabled until such time that all five supervisors are present. Moved by Mike, seconded by Randy. Motion carried.

Alex Case-Cohen, *Review proposed organizational chart for beginning of CY2023 & riparian program coordinator job description–*

See attachments E, F, G. Alex noted that the additional position is dependent on Salmon Recovery Funding. She briefly discussed the organizational chart. Will change it to separate district employees from contracted employees. Mike M. discussed an organizational chart he drafted. Mike M. suggested possibly changing Alex's title to executive director in the future. Discussion ensued over monitoring program. Mike moved to table pending having all five supervisors present for discussion, seconded by Randy. Motion carried.

Alex Case-Cohen, *Discuss agreement with Sewell & Associates for Engineering Project–*

See attachment H. Alex briefly discussed the need for additional engineering services for streambank stabilization.

To Do:

Alex will ensure all licensing, bonding, insurance etc. is valid according to what is stated in the contract and let George know any thoughts or issues by Friday and bring it back at September meeting.

Meeting Adjourned: 5:19 p.m.

Alex Case-Cohen, POCD District Manager

George Stuiwenga, POCD Board Chair

**Attachment D:
Case-Cohen
Composite Rate
Comparisons**

From: SCCgrants@scc.wa.gov
To: [Alex Case-Cohen](#)
Subject: Composite Rate Form (Full & Part Time)
Date: Wednesday, January 19, 2022 11:47:22 AM

Alex's current composite rate:
Approved January 13th, 2022

Washington State Conservation Commission, Grant & Contract Compensation Data

Today's Date: Jan 19, 2022

Effective Date: [01/01/2022](#)

Conservation District: [Pend Oreille](#)

Submitted By: alexcc@pocd.org

Employee Name: [Alexandra Case-Cohen](#)

Employee Position: [Manager / Director](#)

Is Employee Overtime Eligible: No

Is Employee Part Time: No

If yes, How many hours per day:

Total part time hours per year: 0

**If yes, How many hours per month:
Security:** Yes

Does the conservation district pay into Social

Leave & Holidays

Annual Leave Hours Each Month: 8.00

Total Annual Leave Hours Each Year: 96.00

Sick Leave Hours Each Month: 8.000

Total Annual Sick Leave Hours Each Year: 96.000

Holiday Days Per Year: 10.00

Total Holiday Hours Each Year: 80.00

Total Full-Time Leave Hours: 272.00

Total Part Time Leave Hours:

Average Hours Worked Each Month: 150.67

Part Time Hours Each Month:

Average Hours Worked Each Year: 1808.00

Part Time Hours Each Year:

Wages

Monthly Salary: 4408.34

Part-Time Hourly Wage:

Part-Time Wages Per Month:

Employer Paid Benefits

Social Security: 273.32

Medicare: 63.92

Unemployment Insurance: 51.14

Health Insurance Premiums: 542.65

Retirement Benefits: 427.08

Labor & Industries:

Office Hours: 100.000

Office Rate: 0.230900

Office Benefit: 23.09

Field Hours: 50.000

Field Rate: 1.634000

Field Rate: 81.70

Total Labor & Industries: 104.79

Non-Social Security Benefit:

Other Employee Paid Benefits: FLMA 19.37

Monthly Benefit Costs: 1482.27

Monthly Employee Costs & Compensation Hourly Rate

Total Monthly Cost to Employer: 5890.61

Total Annual Cost to Employer: 70687.32

Hourly Compensation Rate: 39.10

Overtime Compensation Rate: 53.05



8-16-2022 Alex Case-Cohen

Proposed Raise

Composite Rate Form DRAFT

Contracting Entity*

Pend Oreille CD

Your Email*

alexcc@pocd.org

Current Date

Aug 03 2022

Employee Name*

Alex

Employee Position*

Manager / Director

Effective Date*

08 16 2022

First Name

Case-Cohen

Last Name

Is this employee Overtime Eligible?*

Yes No

Is this employee Part Time?*

Yes No

Does the entity pay into social security?*

Yes No

Notes - If Applicable.

Leave Hours (old lines 1b)

Annual Leave Hours Each Month

8.00

Sick Leave Hours Each Month

8.00

Holiday Days Per Year

10.00

Total Annual Leave Hours Each Year

Total Sick Leave Hours Each Year

Total Hours Worked Per Day*

Total Leave Hours Each Year

96.00

96.00

8.00

272.00

Average Hours Worked Each Year

1808.00

Average Hours Worked Each Month

150.67

Total Holidays Hours Each Year

80.00

Wages - (old line 2)

Monthly Salary*

\$ 4959.00

Employer Paid Benefits

Social Security - Wage Cap \$142,800 (old line 3a)

Salary Social Security*

\$ 307.46

Medicare - No Wage Cap (old line 3b)

Salary Medicare

\$ 71.91

Unemployment Insurance - Rate (old line 5)

\$ 0.011600

\$ 57.52

Wage Base \$56,500

Employer Paid Retirement - (old line 7)

\$ 636.24

Health Insurance Premiums - (old line 6)

\$ 542.65

Labor & Industries - Employer Paid Share Only - total hours may not exceed 160 hours. (old line 4)

Total Labor & Industries

\$ 104.79

Office Hours

100.000

For Part Time - Combined Hours Must EQUAL Total Part Time for Labor & Industries

LI Office Rate

\$ 0.230900

LI Office Benefit

\$ 23.09

Field Hours

50.000

For Part Time - Combined Hours Must EQUAL Total Part Time for Labor & Industries

LI Field Rate

\$ 1.634000

LI Field Benefit

\$ 81.70

Other Emp Paid Benefits (define) (old line 8)

Other Employer Paid

\$

Subtotal Employer Paid Benefits - per month

\$ 1720.57

Monthly Employee Costs

Total Monthly Cost to Employer - (old line 9)

\$ 6679.57

Total Annual Cost to Employer - (old line 10)

\$ 80154.84

Hourly Composite Rate - (old line 11)

\$ 44.33

Overtime Hourly Composite - (old line 12)

\$ 61.10

I have checked these numbers and to the best of my knowledge, they are correct. *

- Yes
- No

Submit Form (you will receive an email in a few minutes with a printable copy of all the data).

Please fill in a valid value for all required fields

Fields: **Effective Date, Is this a new district employee?, Is this employee Overtime Eligible?, Is this employee Part Time?, Does the conservation district pay into social security?, I have checked these numbers and to the best of my knowledge, they are correct.**



Washington State Conservation Commission

8-26-2022 Alex Case-Cohen

Proposed Raise + 70% covered insurance

Composite Rate Form DRAFT

Grant and Billing Composite Rate Form

Complete one form and submit for each employee.

A new form must be updated and submitted any time rates, wages, and/or benefit numbers change.

Select your Conservation District*

Select your Conservation District ▼

Your Email*

alexcc@pocd.org

Current Date

Aug ▼ 26 ▼ 2022 ▼

Employee Name*

Alex

First Name

Case-Cohen

Last Name

Employee Position*

Select Staff Role ▼

Effective Date*

09 ▼ 01 ▼ 2022 ▼

Is this a new district employee?*

Yes

Is this employee Overtime Eligible?*

Yes No

No

Is this employee Part Time?*

Yes No

Does the conservation district pay into social security?*

Yes No

Notes - If Applicable.

Composite rate form including 70/30 insurance split

Leave Hours (old lines 1b)

Annual Leave Hours Each Month

8.00

Sick Leave Hours Each Month

8.000

Holiday Days Per Year

10.00

Total Part Time Leave Hours

272.00

Total Annual Leave Hours Each Year

96.00

Total Sick Leave Hours Each Year

96.000

Total Hours Worked Per Day*

8.00

Total Leave Hours Each Year

272.00

Average Hours Worked Each Year

1808.00

Total Holidays Hours Each Year

80.00

Total Part Time Hours Each Year

-272.00

Part Time Hours Each Month

0.00

Wages - (old line 2)

Monthly Salary*

\$

4959.00

Part Time Hourly Wage

\$

Part Time Wages Per Month

\$

0.00

Employer Paid Benefits

- Social Security - Wage Cap \$147,000 (old line 3a)
-

Salary Social Security*

\$

307.46

Hourly Social Security

\$

0.00

Medicare - No Wage Cap (old line 3b)

Salary Medicare

\$

71.91

Hourly Medicare

\$

0.00

Unemployment Insurance - Rate (old line 5)

\$

57.52

\$

0.0116

Wage Base \$62,500

\$

0.00

Employer Paid Retirement - (old line 7)

\$

636.24

Health Insurance Premiums - (old line 6)

\$

632.80

Labor & Industries - Employer Paid Share Only - total hours may not exceed 160 hours. (old line 4)

Total Part Time HOURS for L&I

-22.67

Total Labor & Industries

\$

104.79

Office Hours

100.000

For Part Time - Combined Hours Must EQUAL Total Part Time for Labor & Industries

LI Office Rate

\$

0.230900

LI Office Benefit

\$

23.09

Field Hours

50.000

For Part Time - Combined Hours Must EQUAL Total Part Time for Labor & Industries

LI Field Rate

\$

1.634000

LI Field Benefit

\$

81.70

Other Emp Paid Benefits (define) (old line 8)

Other Employer Paid

\$

Subtotal Employer Paid Benefits - per month

\$

1810.72

\$

1373.83

Monthly Employee Costs

Total Monthly Cost to Employer - (old line 9)

\$

6769.72

\$

1373.83

Total Annual Cost to Employer - (old line 10)

\$

81236.64

\$

16485.96

Hourly Composite Rate - (old line 11)

\$

44.93

\$

-60.61

Overtime Hourly Composite - (old line 12)

\$

61.10

I have checked these numbers and to the best of my knowledge, they are correct.*

Yes

No

Submit Form (you will receive an email in a few minutes with a printable copy of all the data).

**Attachment E:
FY2023 Annual Operating
Budget
8/26/2022 update**

FY2022	Staff	Alex	Mary	Candy	Lisa	Dyana	Monitoring/plant prop coord.	Riparian Pgm Coordinator	Total*
	Hourly rate	\$ 45.00	\$ 40.65	\$ 38.00	\$ 35.00	\$ 39.10	\$ 36.50	\$ 39.10	
	work status	Full-Time	Part-Time/ Contracted	Part-Time/ Contracted	Part-Time/ Contracted	Part-Time/ Contracted	Full-Time	Full-Time	
	new average hours per week	40	20	10	7.25	16	40	40	
	new average hours per month	173	87	43	31	69	150.67	151	
	salary per month	\$ 7,800.00	\$ 3,523.00	\$ 1,646.67	\$ 1,099.58	\$ 2,710.93	\$ 6,326.67	\$ 6,777.33	\$ 29,884.18
	overhead amount	25%	14.5%	20%	n/a	14.5%	25.0%	25.0%	\$ 1.24
	total new overhead per month	\$ 1,950.00	\$ 510.84	\$ 329.33	n/a	\$ 393.09	\$ 1,581.67	\$ 1,694.33	\$ 6,459.25
	New Travel per month	\$ 500.00	\$ 250.00	\$ 100.00	n/a	n/a	\$ 500.00	\$ 500.00	\$ 1,850.00
	new travel per year	\$ 6,000.00	\$ 4,000.00	\$ 1,200.00	n/a	n/a	\$ 6,000.00	\$ 6,000.00	\$ 23,200.00
New total cost per month	\$ 10,250.00	\$ 4,283.84	\$ 2,076.00	\$ 1,099.58	\$ 3,104.02	\$ 8,408.33	\$ 8,971.67	\$ 38,193.44	
new total cost per year	\$ 123,000.00	\$ 51,406.02	\$ 24,912.00	\$ 13,195.00	\$ 37,248.22	\$ 50,450.00	\$ 107,660.00	\$ 407,871.24	

Funding Sources FY2022	Grants/ Funding Source	IM	VSP	NRI	PUD	SOS Archive Grant	DOE -- BLCWA	NACD UA Grant	DOE Clean Water/319 Grant	Riparian Enhancement	SFF	FFPPP	SRF Board Fish Screen	SRF Board -- SCFFEP	General Fund**	Totals
	Total Allocation/ Funds Available	\$ 117,853.00	\$ 217,500.00	\$ 99,927.00	\$ 23,000.00	\$ 5,200.00	\$ 11,122.50	\$ 15,719.37	\$ 56,605.80	\$150,000	\$48,000	\$10,000	\$35,000	\$40,000	\$ 154,861.04	\$ 984,788.71
	Status	Approved	Approved	Approved	Approved	Application Approved	Grant Approved -- need to sign	Grant Approved -- need to sign	Grant Approved -- need to sign	Approved -- To Be Allocated	Approved -- To Be Allocated	In Process	In Process	In Process		
	Start Date	7/1/2022	7/1/2022	7/1/2022	7/1/2022	7/1/2022	7/1/2022	7/1/2022	7/1/2022	7/1/2022	7/1/2022	9/1/2022	9/1/2022	9/1/2022	9/1/2022	
	Staff	\$ 80,398.00	\$ 113,762.00	\$ 23,251.00	\$ 5,500.00	\$ 5,200.00	\$ 1,122.50	\$ 12,869.37	\$ 48,605.80	\$ 70,995.80	\$ 24,324.48	\$ 8,687.50	\$ 14,031.25	\$ 6,525.00	\$ 4,376.88	\$ 419,649.58
	Cost Share	n/a	\$ 78,738.00	\$ 74,276.00	\$ 17,500.00	n/a	\$ 10,000.00	\$ -	\$ -	\$ 50,000.00	\$ 20,000.00	\$ -	\$ 19,900.00	\$ -	\$ -	\$ 270,414.00
	Maintain District Operations	\$15,000.00	\$ 5,000.00	n/a	n/a										\$ 4,920.00	\$24,920.00
	Supplies	\$ 5,000.00	\$ 5,000.00				\$ 2,250.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350.00	\$ 18,600.00
	Additional Travel	\$ 3,000.00	\$ 6,000.00	\$ 2,400.00			\$ 600.00	\$ 3,000.00	\$ 2,400.00	\$ 2,400.00	\$ 1,200.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 24,000.00
	Contracted Services	\$ 5,700.00	\$ 9,000.00							\$ 17,200.00				\$ 32,000.00	\$ 60,000.00	\$ 123,900.00
Utilities & Subscriptions	\$ 8,755.00													\$ 2,148.00	\$ 10,903.00	
Total funds spent	\$ 117,853.00	\$ 217,500.00	\$ 99,927.00	\$ 23,000.00	\$ 5,200.00	\$ 11,122.50	\$ 15,719.37	\$ 56,605.80	\$ 140,595.80	\$ 46,724.48	\$ 9,887.50	\$ 34,931.25	\$ 39,525.00	\$ 73,794.88	\$ 892,386.58	
Total Funds Remaining	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,404.20	\$ 1,275.52	\$ 112.50	\$ 68.75	\$ 475.00	\$ 81,066.16	\$ 92,402.13

**Includes 25% overhead (6,610.67/month for 12 months) and rent from Frontier: (\$725/month for 6 months), and NRCS: (\$500/month for 12 months)

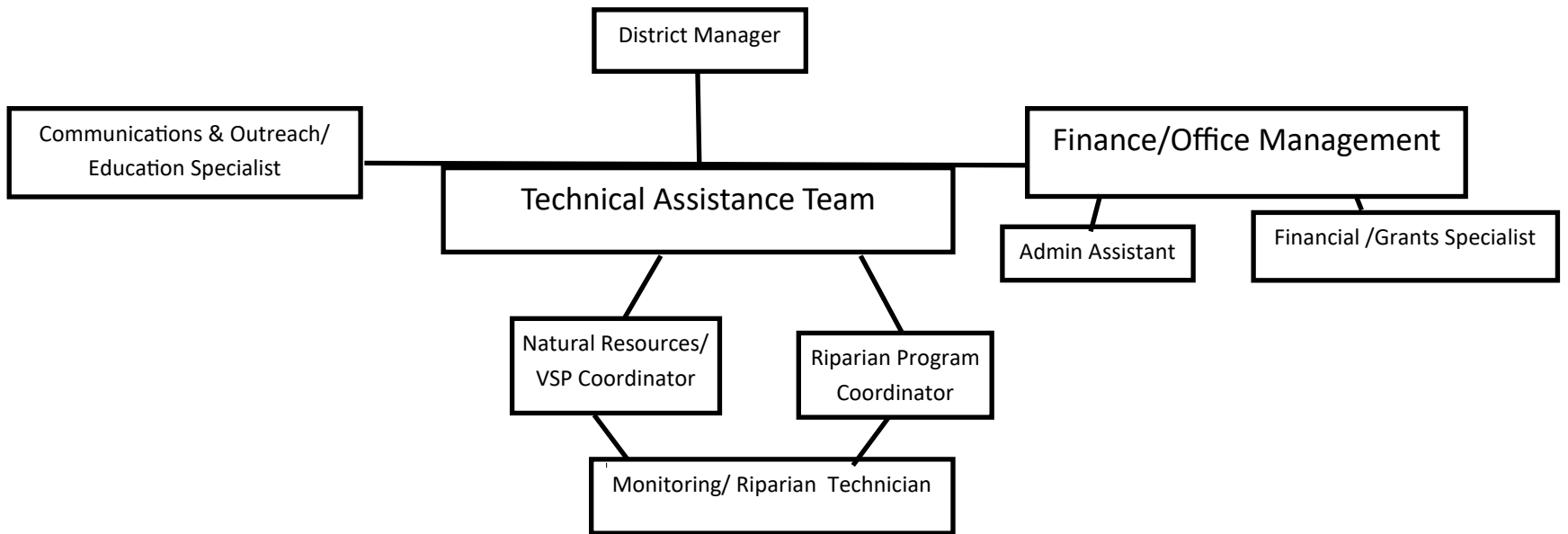
**Attachment F:
Manager/Director
Compostie Rate
Comparisons – Eastern WA**

*row highlighted in yellow is Alex's ranking amongst other area CD managers/directors

*row highlighted in green is Alex's proposed salary

Employee Position	Effective Date	Monthly Salary	Salary Base Hourly Rate	Is this employee Overtime Eligible?	Does the conservation district pay into social security?	Annual Leave Hours Each Month	Sick Leave Hours Each Month	Holiday Days Per Year	Total Annual Leave Hours Each Year	Total Sick Leave Hours Each Year	Total Hours Worked Per Day	Total Leave Hours Each Year	Average Hours Worked Each Year	Average Hours Worked Each Month	Total Holidays Hours Each Year
Manager / Director	1-Jan-22	\$ 4,000.00	\$ 27.03	No	Yes	9.33	8	12	111.96	96	8	303.96	1776.04	148	96
Manager / Director	1-Nov-21	\$ 4,140.00	\$ 27.97	Yes	Yes	8	8	14	96	96	8	304	1776	148	112
Manager / Director	1-Jan-22	\$ 4,333.34	\$ 29.02	No	Yes	8	8	12	96	96	8	288	1792	149.33	96
Manager / Director	1-Jan-22	\$ 4,408.34	\$ 29.26	No	Yes	8	8	10	96	96	8	272	1808	150.67	80
Manager / Director	1-Jan-22	\$ 4,472.00	\$ 30.00	Yes	Yes	8	8	11	96	96	9	291	1789	149.08	99
Manager / Director	1-Jul-21	\$ 4,810.00	\$ 33.32	No	Yes	13	8.66	11	156	103.92	8	347.92	1732.08	144.34	88
Manager / Director	16-Aug-22	\$ 4,959.00	\$ 34.20	No	Yes	8	8	10	96	96	8	272	1808	150.67	80
Manager / Director	1-Jan-22	\$ 5,000.00	\$ 34.44	No	Yes	13	8	10.75	156	96	8	338	1742	145.17	86
Manager / Director	1-Jan-22	\$ 5,126.93	\$ 34.80	Yes	Yes	10	8	12	120	96	8	312	1768	147.33	96
Manager / Director	1-Feb-22	\$ 5,284.00	\$ 35.07	No	Yes	8	8	10	96	96	8	272	1808	150.67	80
Manager / Director	1-Jan-22	\$ 5,720.00	\$ 35.23	Yes	Yes		4.33	10	0	51.96	8	131.96	1948.04	162.34	80
Manager / Director	1-Jan-22	\$ 5,942.00	\$ 40.70	No	Yes	12	8	11	144	96	8	328	1752	146	88
Manager / Director	1-Jan-22	\$ 6,008.33	\$ 42.51	No	Yes	12	12	12	144	144	8	384	1696	141.33	96
Manager / Director	1-Jan-22	\$ 6,534.00	\$ 46.28	No	Yes	17	8.5	10	204	102	8	386	1694	141.17	80
Manager / Director	1-Jan-22	\$ 6,638.53	\$ 44.85	No	No	10	8	11	120	96	8	304	1776	148	88
Manager / Director	1-Jan-22	\$ 6,765.00	\$ 47.20	No	Yes	14.67	8	11	176.04	96	8	360.04	1719.96	143.33	88
Manager / Director	1-Jan-22	\$ 6,967.00	\$ 47.72	No	Yes	12	8	11	144	96	8	328	1752	146	88
Manager / Director	1-Jan-22	\$ 7,626.67	\$ 53.46	No	Yes	16	8	10	192	96	8	368	1712	142.67	80
Manager / Director	1-Oct-21	\$ 7,670.00	\$ 53.02	No	Yes	14	8	10	168	96	8	344	1736	144.67	80
Manager / Director	1-Feb-22	\$ 7,916.66	\$ 52.78	No	No	8	8	11	96	96	8	280	1800	150	88
Manager / Director	2-Jan-22	\$ 7,936.58	\$ 54.61	No	Yes	12	8	12	144	96	8	336	1744	145.33	96
Manager / Director	1-Jan-22	\$ 12,549.09	\$ 88.37	Yes	Yes	16	8	11	192	96	8	376	1704	142	88
Financial / Administrative	1-Jan-22	\$ -	\$ -	Yes	Yes	8	3	12	96	36	5.5				66
Averages		\$ 6,183.26	\$ 41.90			11.28571429	8.067727273	11.03409091							
Median		\$ 5,942.00	\$ 37.97			12	8	11							

**Attachment G:
Organizational Chart –
version 2**



**Attachment H:
Riparian Program
Coordinator
Job Description**



Pend Oreille Conservation District

Riparian Program Coordinator — Employment Opportunity Announcement

Type: Regular, benefits, temporary*

Full-time, 1.0 FTE (40 hours per week)

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

Opening Date: September 22, 2022

Closing Date: Open until filled

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 2 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.

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 60%.
- 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.

Please let us know if you need any accommodation to participate in the application process.

**Attachment I:
Riparian Restoration
Manager
Mt. Vernon Example**

Click for a hub of Extension resources related to the current COVID-19 situation.

[COVID-19 Resources](#)

[Natural Resources Job Board](#)

[Menu](#)

Riparian Restoration Manager: Mount Vernon, WA

Agency Skagit Fisheries Enhancement Group

Location Mount Vernon, WA

Job Category Full time Positions

Salary \$54,000 to \$64,000 annually (depending on qualifications and experience) plus benefits (medical, vision, retirement, vacation, sick and holiday pay)

Start Date 07/20/2022

Last Date to Apply 06/24/2022

Website <http://www.skagitfisheries.org>

Description

Position Title: Riparian Restoration Project Manager
Supervised By: Restoration Ecologist
Supervises: Restoration Technicians (regular and seasonal), contract restoration crews,

Volunteers and Interns involved in planting, nursery maintenance and vegetation monitoring

Classification: Regular Full-Time, -Exempt (salary)

Work Schedule: Generally, works five 8-hour days (Monday through Friday) with flexibility to work some remotely from home, as well as flexibility to work seasonally 4-ten hour days (Monday-Thursday).

Pay Range: \$54,000 to \$64,000 annually (depending on qualifications and experience) plus benefits (medical, vision, retirement, vacation, sick and holiday pay)

Position Summary:

The Riparian Restoration Project Manager is responsible for planning and implementing all of the Skagit Fisheries Enhancement Group's (SFEG) riparian restoration projects. These projects include grant funded projects, contract work with partners, community volunteer events, and school plantings within the SFEG's regional boundaries (i.e. the Skagit and Samish River watersheds, northern Whidbey Island, and San Juan Islands). This involves oversight of 4-8 separate grants/contracts with cumulative annual budgets of more than \$1 million. The Riparian Restoration Project Manager also supervises two regular Restoration Technicians, and up to three seasonal restoration technicians, and directs and oversees AmeriCorps contract crews from the Washington Conservation Corps (full time 6-person crew) and EarthCorps (occasional 6-person crew).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Works with the Restoration Ecologist and Stewardship Coordinator to identify potential planting sites.
2. Works with Restoration Ecologist and Executive Director to develop grants, contracts and budgets for riparian planting projects.
3. Effectively communicates and coordinates work activities with Restoration Ecologist, Executive Director, and Outreach Manager
4. Develops planting plans and budgets; prepares grant applications for riparian planting projects.
5. Represents SFEG with landowners and project partners. Performs outreach to educate landowners about healthy riparian areas and to secure permission to do riparian restoration

work.

6. Follows SFEG purchasing guidelines to order plants, planting materials, and rental equipment.
7. Recruits and supervises up to five Restoration Technicians including daily work planning, timesheet tracking and approval, and annual performance evaluations
8. Oversees SFEG's WSC IP and volunteers to effectively operate and maintain SFEG's native plant nursery. Provides a report on nursery operations to the Restoration Ecologist annually.
9. Develops work scopes, schedules and manages contracts for crews from the WCC, Whatcom County Corrections, EarthCorps or other organizations.
10. Conducts QA/QC inspections to confirm that work performed by staff and crews is consistent with SFEG standards.
11. Ensures that daily log records of field activities are kept, maintained and shared with Restoration Program Coordinators and Restoration Ecologist on a regular basis.
12. Generates crew invoices and updates match database monthly to document cost share contributions.
13. Coordinates SFEG's vegetation monitoring program, including writing grants to secure funding, recruitment and training of interns and volunteers, and preparing annual reports describing the results to funders.
14. Coordinates, directs, and attends weekend planting and nursery work parties with volunteers in spring and fall.
15. Works with SFEG's Outreach Manager to plan and complete school service learning planting projects.
16. Maintains riparian planting GIS database to provide record of the location and other relevant data for all planting sites.
17. Accurately tracks deliverables and budgets for multiple grants. Reviews requests for reimbursement for grants and contracts pertaining to riparian programs and provide progress reports as needed.
18. Perform other related duties as assigned.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING FOR POSITION:

- Bachelor's degree in botany, forestry or other watershed science related field with an

emphasis on habitat restoration.

- Two years professional experience in planning, implementation, maintenance, and monitoring of riparian or habitat restoration projects.

REQUIRED SKILLS/KNOWLEDGE/ABILITIES FOR POSITION:

- Proficient knowledge of native plant species and growing conditions.
- Demonstrated ability to secure grant funding, manage grants and be fiscally responsible by preparing budgets, working within them, and following purchasing guideline requirements.
- Knowledge and experience related to identification and treatment techniques of invasive species specifically those associated with riparian and floodplain areas.
- Understanding of habitat needs of salmonids.
- Familiarity with native plant growing needs in a nursery setting.
- Demonstrated ability to communicate effectively both in verbal and written format.
- Ability to interact positively with and motivate a wide range of people, including staff, volunteers, landowners, public agencies and other stakeholders. Conveys information clearly and concisely.
- Experience supervising and providing leadership to field technicians and restoration crews.
- Ability to manage and communicate with contractors.
- Ability and willingness to work Saturdays in March, April, and November to lead community planting events and at other Saturdays as needed (e.g. vegetation monitoring training workshop).
- Experience training and directing volunteers.
- Ability to operate four wheel drive truck with trailer.
- Experience preparing written progress reports in an accurate and timely manner.
- Experience applying herbicides according to Washington State laws. Ability to oversee the application of herbicides according to Washington State laws.
- Willingness to perform duties in all types of weather and terrain. Able to perform physically demanding manual labor outdoors, at remote locations, on difficult and hazardous terrain in all types of weather.
- Proficient with computers and the use of Microsoft Office and ARCGIS software
- Must be able to provide own transportation when SFEG vehicles are not available. Approved mileage will be reimbursed.

- Strong ability to work both independently and as part of a multidisciplinary team.
- Ability and willingness to follow direction and take initiative while maintaining a positive attitude.

REQUIRED LICENSES OR CERTIFICATIONS:

- Must have and maintain throughout employment a valid Washington State Driver's License
- Current CPR and First Aid Certification. If not current must be able to successfully complete certification within 6 months of employment.
- Washington State Herbicide applicator certification required; if certification is lacking, must demonstrate willingness to obtain certification within 6 months.
- As per SFEG's personnel policies, SFEG will conduct a background check on any volunteers or employees who will work with children and other vulnerable populations
- SFEG is a fully vaccinated employer, so the successful candidate must show documentation of full vaccination against Covid-19 before beginning employment.

PHYSICAL REQUIREMENTS (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.):

- Able to perform frequent, physically demanding work, in the outdoors, at remote locations, on difficult terrain in all types of weather.
- Must be able to lift 40 lbs into and out of trucks
- Walk up to 3-miles over steep or uneven terrain
- Capable of performing repetitive tasks (planting trees, using hand or power tools, working at computer keyboard) for extended periods of time with appropriate breaks and PPE.

Qualifications

REQUIRED EDUCATION, EXPERIENCE AND TRAINING FOR POSITION:

- Bachelor's degree in botany, forestry or other watershed science related field with an emphasis on habitat restoration.
- Two years professional experience in planning, implementation, maintenance, and monitoring of riparian or habitat restoration projects.

TO APPLY:

A complete application includes: a letter of interest, resume, answers to the attached supplemental questions, and a list of three professional reference contacts.

Send application materials to:

EMAIL-preferred (as one pdf document) to (due to risk of viruses, only pdf's will be opened):

kmurray@skagitfisheries.org

Subject Line: Riparian Restoration Project Manager position

This position is open until filled. The first review of applications will begin June 24, 2022 in preparation for interviews being scheduled for June 29 and 30.

For more information please visit www.skagitfisheries.org

or contact Kristin Murray at 360-336-0172 x302 or kmurray@skagitfisheries.org

Supplemental Questions for

Riparian Restoration Project Manager Position:

Please provide answers to the following three supplemental questions with your application.

Please do not to exceed 2 pages of writing using standard font and margins.

1. The Riparian Restoration Project Manager position requires working with partners and landowners to develop projects, and preparing grant proposals to fund that habitat restoration work. Tell us how you would approach development of a project to restore riparian habitat: How would you identify potential project sites? What are key factors that need to be evaluated and why? What aspects of the project would you highlight to make the project stand out and be competitive for grant funding?
2. Climate change is predicted to alter habitat conditions in western Washington, including the Skagit River basin over the next 50 years. Describe the changes that you believe might be expected to occur in our region and the key physical, biological and social attributes that need to be addressed to develop a riparian restoration project that addresses climate change.

3. One of the major factors impacting riparian habitat in the Skagit basin is the prevalence of invasive plant species such as knotweed and Himalayan blackberry. How would you approach controlling these and other weed species on a large (>10 acre) restoration site in support of a planting project. How would you deal with concerns of neighboring landowners about things like use of herbicide, or the spread of agricultural weeds from the restoration area to neighboring agricultural properties.

Contact Person Kristin Murray

Contact Phone 3603360172

Contact eMail kmurray@skagitfisheries.org

Bookmark the [permalink](#).

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State Link Policy

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Veterans Benefits

Military Families

Risk, Fraud & Misconduct Hotline

Texas Homeland Security

Veteran's Portal

Financial Disclosures

Open Records/Public Information

**Attachment J:
Salmon Recovery Funding
Request
Submitted 8-10-2022**

Salmon Recovery Funding Request Submission – August 10th, 2022

District: Pend Oreille

Name: Alex Case-Cohen

Job Title: District Manager

Email: alexcc@pocd.org

1. **How much funding is being requested?** \$138,313.31
2. **How much funding is requested for technical assistance?** \$34,528
3. **Project Name:** Pend Oreille Potential Salmon Recovery Planning & Design Project
4. **Location:** Pend Oreille River (WRIA 62); Little Spokane River (WRIA 55)
5. **Please indicate the stage of the project for which funding is being requested: Outreach:** Project Planning/Design
6. **Please describe the project(s) that are proposed. Include what types of eligible project(s) you are proposing to do and how much of the requested funding will be applied to each project. In the project description, please identify in detail the eligible activities that will be utilized, the resource concern(s) addressed and the anticipated outcome(s) of the project relative to the resource concern(s):**

We propose a 10-month planning, design, and outreach/engagement project within two prominent watershed in Pend Oreille County: the Pend Oreille River (WRIA 62) and the Little Spokane River (WRIA 55). With limited staff and capacity, POCD has been able to garner interest and support for riparian restoration and bank stabilization within both watersheds. At present and at our current capacity, we implement over 1000 feet of bank stabilization/restoration, 500 feet of fence, and over 1,000 native and riparian plantings per year. We also spend 15% of our time conducting necessary outreach and engagement to garner more potential riparian restoration projects. By utilizing a planning, design, and outreach/engagement grant, we will increase our capacity to generate at least 10 multi-landowner projects, protecting and enhancing up to 10,000 feet of shoreline along either the Pend Oreille River or the Little Spokane River in the near future.

The intended BMPs we hope to plan and design for include, but are not limited to: Riparian Forest Buffer (391), Fence (382), Wetland Enhancement (659), Wetland Restoration (657), Bulkhead Removal (SCC16), Riparian Herbaceous Cover (390), Tree/Shrub Establishment (612), Beaver Dam Analogue (SCC3), Aquatic Organism Passage (396), Grade Stabilization Structure (315), Herbaceous Weed Control (315), LWD Structure (SCC26), Root Wads (SCC45), Bank Reshaping/Channel Modification (SCC48), and Live Stake Revetments (SCC54). These BMPs will help to address bank erosion from streams and shorelines; elevated water temperature; sediment transported to surface water; plant structure and composition; plant productivity and health; plant pest pressure; and aquatic habitat for fish and other organisms.

By addressing these resource concerns, we can simultaneously begin to implement the temperature TMDL identified in the Pend Oreille River, the dissolved oxygen and pH TMDLs in the Little Spokane River, as well as decreasing turbidity and sedimentation which impact both watersheds. By installing practices to reduce temperature, increased dissolved oxygen, regulate

pH, and reduce sedimentation, we can restore habitat for important salmonids found in eastern Washington. These species include, but are not limited to Bull trout, a vulnerable species; Westslope cutthroat trout; mountain whitefish, and Redband trout.

7. Please explain how your proposal addresses the criteria for SRF funding published in the guidelines:

POCD's planning and design proposal hopes to address priorities 2.2.1, 2.2.2, 2.2.4, 2.2.5, 2.2.7, and 2.2.8.

2.2.1: Multiple documents outline the need to restore habitat for bull trout and other salmonids. These include the Strategy for Protection and Improvement of Native Salmonid Habitat in the Pend Oreille Watershed, WA WRIA 62 (Pend Oreille Salmonid Recovery Team, 2007) and the Bull Trout Habitat Limiting Factors for WRIA 62 (Andonaegui, 2003). Both reports explain that while Bull trout and other salmonids were abundant in the Pend Oreille River Watershed until the late 19th century, their populations have declined in the main stem of the Pend Oreille River and its tributaries due to habitat degradation caused by forest management practices, fire, flood control, livestock grazing, road construction and riparian land development; fish passage barriers installed in the tributaries of the Pend Oreille River; non-native fish species introduction and management (brown trout, rainbow trout and eastern brook trout); and the construction of three hydroelectric facilities on the mainstem of the Pend Oreille River (Andonaegui, 2003; Pend Oreille Salmonid Recover Team, 2022).

The Final Report for Redband Trout Status and Evaluation Project (Ashbrook et al., 2009) states that within the Little Spokane River Watershed, redband trout populations are expected to decline as habitat degrades due to anthropogenic causes.

2.2.2: Both WRIA 62 and WRIA 55 are 303(d) listed and have a WA Department of Ecology TMDL implementation plan. For WRIA 62, one TMDL for temperature has been proposed, and has a 303(d) listing of a category 5 for pH and temperature, category 4A for total dissolved gas, and category 4C for invasive exotic species (WA DOE). WRIA 55 has a TMDL for dissolved oxygen, pH, and total phosphorus. The watershed also has 303(d) listings of category 5 for PCBs, dissolved oxygen and pH; category 4A for temperature, turbidity and bacteria; and category 4C for invasive exotic species.

These reports suggest that efforts are needed to improve overall water quality in both the Pend Oreille River Watershed and the Little Spokane River Watershed.

2.2.4: In both watersheds, we intend to prioritize projects that work with at least 3 landowners with adjoining parcels for the purposes habitat continuity for salmon recovery.

2.2.5: For WRIA 62, these documents include:

- the Strategy for the Protection and Improvement of Native Salmonid Habitat in the Pend Oreille Watershed, WA WRIA 62 (Pend Oreille Salmonid Recovery Team, 2007)
- Pend Oreille Watershed Management Plan (Golder Associates Inc., 2005)

For WRIA 55: these documents include:

- WRIA 55 – Little Spokane River & WRIA 57 – Middle Spokane River Watershed Management Plan (Golder Associates, Inc, et al., 2006).
- Little Spokane (WRIA 55) Watershed Plan Addendum (Einberger & Haller, 2020).

2.2.7: Both our annual plan and long-range plan prioritize water quality and supply, specifically prioritizing larger-scale projects within both WRIA 62 and WRIA 55.

2.2.8: We will prioritize proposed projects that implement BMP 392, Riparian Forest Buffers.

7a. Name of watershed or sub-basin: WRIA 62 & WRIA 55

7b. Is the area of the project an area with listed salmonid species? if yes, identify the species:

Bull trout

7c. Is the area of the project an area listed with an impairment under the state's 303(d) list? If yes, what is the nature of the impairment:

Yes;

WRIA 62: 303(d) list impairments: pH & temperature (category 5), total dissolved gas (category 4A), and invasive exotic species (category 4C).

WRIA 55: 303(d) list impairments: PCBs, dissolved oxygen and pH (category 5); temperature, turbidity and bacteria (category 4A), invasive exotic species (category 4C).

7d. Is the project adjacent to or within the same sub-basin as another salmon recovery project funded through another fund source? Yes

7e. Is the project being grouped with another salmon recovery project in the watershed or sub-basin? if yes, identify project and where located to the proposal: We hope to group this project with other salmon recovery projects; we are now prioritizing the Skookum Creek sub-watershed and in conjunction with aquatic fish barrier removal through the FFFPP program on the Little Spokane River.

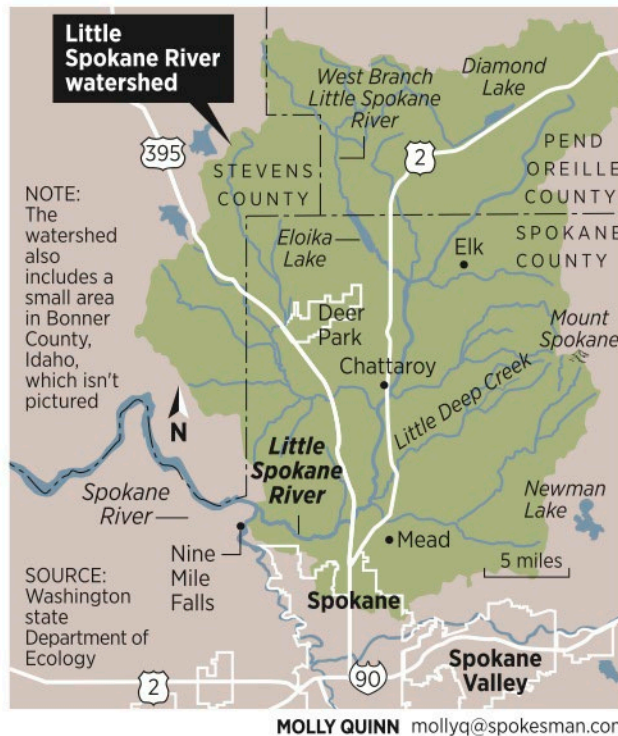
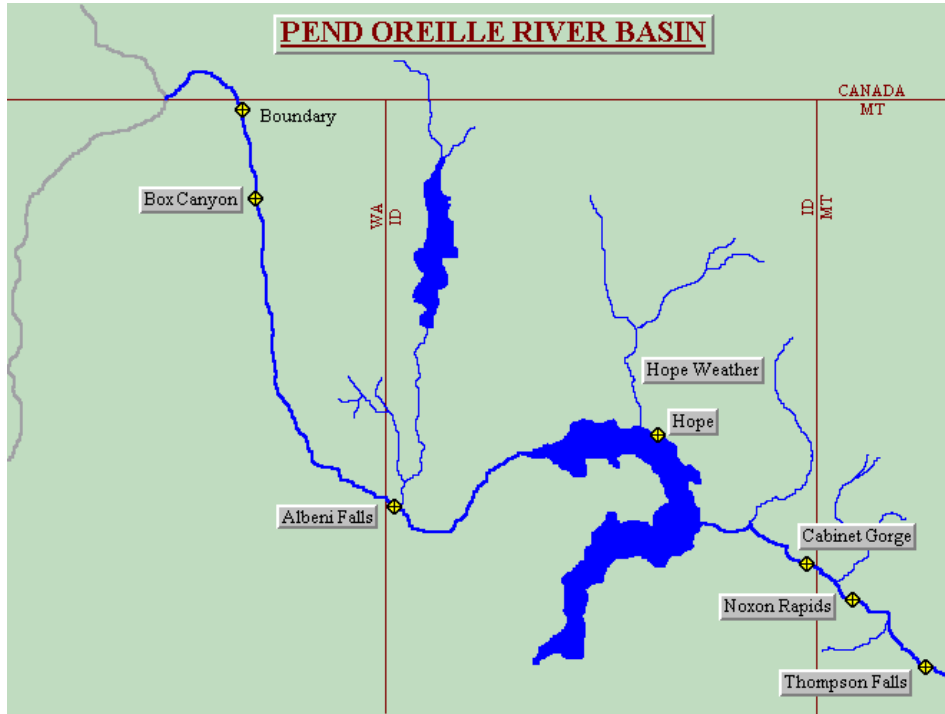
7f. Will the project leverage other resources? If yes, please describe: Yes, we've received a water quality combined funding grant from the Department of Ecology to implement at least 1000 ft. of bank stabilization within the Sandy Shores/Sunnyside neighborhood (just north of Newport, WA). We've received nearly \$330,000 in funding for this projects; these funds will be leveraged to hire new staff to implement riparian restoration project planning and design. We also partner with the Pend Oreille PUD to implement 10 bank stabilization projects and 10 cottonwood and other riparian planting projects along the Pend Oreille River; up to \$55,000 per year can be leveraged from this grant.

Finally, we will leverage some Natural Resources Investment and Implementation funds from the Commission to help supplement any additional required costs.

7g. is the project part of the conservation district annual or long-range plan? Yes.

8. Please acknowledge that you understand that all cost-share projects must utilize CPDS and all other types of completed work must be entered into CPDS: Yes

9. Please acknowledge that you understand that all work must be completed by June 30th, 2023: Yes.



**Attachment K:
Composite Rate Estimate
POCWB Contracted Staff**

From: [Loretta Nichols](#)
To: [Alex Case-Cohen](#)
Subject: RE: Composite rate for raises for contracted staff
Date: Friday, August 26, 2022 1:17:53 PM
Attachments: [image001.png](#)

Hi Alex,

The new 2023 rate for Mary with \$3.00/hour increase is \$40.65 her new rate without the #3.00/hour increase is \$36.46.

The new 2023 rate for Dyana with \$3.00/hour increase is \$42.38.

Loretta Nichols
Programs Manager
Pend Oreille County Noxious Weed Control Board
227 S Garden Ave, suite B
Newport WA 99156
509 447 6908

[Weed Board – Pend Oreille County](#)

This email is subject to disclosure as a public record pursuant to RCW 4

From: Alex Case-Cohen <alexcc@pocd.org>
Sent: Friday, August 26, 2022 12:48 PM
To: Loretta Nichols <LNichols@pendoreille.org>
Subject: Composite rate for raises for contracted staff

External Email Warning!

Hey Loretta,

Can you calculate the proposed composite rates for May and Dyana if they received \$3/hour raises?

Thanks!

Alex Case-Cohen, MES

District Manager
Pend Oreille Conservation District
121 N. Washington Ave.
Newport, WA 99156
Cell: 509-671-5085
Office: 509-447-1155

**Attachment L:
Sewell & Associates
PSA #09.20.2022-1**

**Personal Services Agreement
BETWEEN
THE PEND OREILLE CONSERVATION DISTRICT
AND
James A. Sewell & Associates, LLC**

No. 09.20.2022-1

This Contract is made and entered into by and between the Pend Oreille County Conservation District, hereinafter referred to as the "AGENCY", and the below named firm, hereinafter referred to as "CONTRACTOR,"

James A. Sewell & Associates, LLC

Phone: (509) 447-3626

Email: admin@jasewell.com

WA State UBI No: 602678237

PURPOSE

The purpose of this contract is for the CONTRACTOR to conduct an engineering survey and complete a stamped site plan of the over 200 feet of eroding shoreline at two separate properties owned by Sherri Spencer (1692 Ashenfelter Bay Rd., Newport, WA 99156) and Dwayne Phinney (1862 Ashenfelter Bay Rd., Newport, WA 99156) located in Township 31, Range 45, Section 12.

SCOPE OF WORK

The CONTRACTOR will provide services, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

As included in the CONTRACTOR's Proposal dated October 18th, 2022 attached as Exhibit B.

Exhibit A contains the General Terms and Conditions governing work to be performed under this contract, the nature of the working relationship between the AGENCY and the CONTRACTOR, and specific obligations of both parties.

The CONTRACTOR shall produce the following written reports or other written documents (deliverables) by the dates indicated below:

October 18th, 2022

See Attached Exhibit B.

All written reports required under this contract must be delivered to Alex Case-Cohen, the Contract Manager, in accordance with the schedule above.

PERIOD OF PERFORMANCE

Subject to other contract provisions, the period of performance under this contract will be from September 20th, 2022 to October 30th, 2022 or date of execution, whichever is later, through December 31st, 2022, unless sooner terminated or extended as provided herein.

COMPENSATION AND PAYMENT

AGENCY shall pay an amount not to exceed \$9,600.00 for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Work. CONTRACTOR'S compensation for services rendered shall be based on the following rates or in accordance with the following terms:

See Exhibit B, attached.

BILLING PROCEDURES AND PAYMENT

AGENCY will pay CONTRACTOR upon receipt of properly completed invoices, which shall be submitted to the Contract Manager not more often than monthly. The invoices shall describe and document to the AGENCY'S satisfaction a description of the work performed, the progress of the project, and fees. To receive reimbursement, CONTRACTOR must provide a detailed breakdown of authorized expenses, identifying what was expended and when. A receipt may be required for any single expenses in the amount of \$50.00 or more at the request of the AGENCY.

Payment shall be considered timely if made by the AGENCY within thirty (30) days after receipt of properly completed invoices. Payment shall be sent to the address designated by the CONTRACTOR.

The AGENCY may, in its sole discretion, terminate the contract or withhold payments claimed by the CONTRACTOR for services rendered if the CONTRACTOR fails to satisfactorily comply with any term or condition of this contract.

CONTRACT MANAGEMENT

The Contract Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this Contract.

CONTRACTOR Contract Manager	AGENCY Contract Manager
Zach Stewart James A. Sewell & Associates, LLC 600 4 th Street West Newport, WA 99156 Phone: (509) 447-3626 Email: zstewart@jasewell.com	Alex Case-Cohen, MES Pend Oreille Conservation District 121 N. Washington Avenue Newport, WA 99156 Phone: (509) 447-1155 Email: admin@pocd.org
CONTRACTOR Business Manager/Part Owner	AGENCY Board of Supervisors Chair
Kathy Burgess James A. Sewell & Associates, LLC 600 4 th Street West Newport, WA 99156 Phone: (509) 447-3626 Email: kburgess@jasewell.com	George Stuvenga Pend Oreille Conservation District 121 N. Washington Avenue Newport, WA 99156 Phone: (509) 447-1155 Email: admin@pocd.org

INSURANCE

The CONTRACTOR shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the CONTRACTOR, its agents, representatives, or employees.

No Limitation. CONTRACTOR's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the CONTRACTOR to the coverage provided by such insurance, or otherwise limit the District's recourse to any remedy available at law or in equity.

The CONTRACTOR shall provide insurance coverage which shall be maintained in full force and effect during the term of this Contract, as follows:

1. Commercial General Liability Insurance Policy – Provide a Commercial General Liability Insurance Policy, including contractual liability, in adequate quantity to protect against legal liability arising out of contract activity but no less than \$1,000,000 per occurrence, \$2,000,000 general aggregate. Additionally, the CONTRACTOR is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.
2. Automobile Liability – In the event that services delivered pursuant to this contract involve the use of vehicles, either owned or unowned by the CONTRACTOR, automobile liability insurance shall be required. The minimum limit for automobile liability is:

\$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the state of Washington.
4. Professional Liability insurance appropriate to the CONTRACTOR's profession. This Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
5. The insurance required shall be issued by an insurance company/ies authorized to do business within the state of Washington, and shall name the state of Washington, its agents and employees as additional insureds under the insurance policy/ies. All policies shall be primary to any other valid and collectable insurance. CONTRACTOR shall instruct the insurers to give AGENCY 30 days advance notice of any insurance cancellation.
6. The CONTRACTOR's insurance coverage shall be primary insurance as respect to the District. Any insurance, self-insurance, or insurance pool coverage maintained by the District shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

CONTRACTOR shall submit to AGENCY within fifteen days of the contract effective date, a certificate of insurance which outlines the coverage and limits defined in the Insurance section. CONTRACTOR shall submit renewal certificates as appropriate during the term of the contract.

ASSURANCES

AGENCY and the CONTRACTOR agree that all activity pursuant to this contract will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

ORDER OF PRECEDENCE

Each of the exhibits listed below is by this reference hereby incorporated into this contract. In the event of an inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions as contained in this basic contract instrument
- Exhibit A – General Terms and Conditions
- Exhibit B - Contractor's Proposal dated October 18, 2022
- Any other provision, term or material incorporated herein by reference or otherwise incorporated

ENTIRE AGREEMENT

This contract including referenced exhibits represents all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part hereof.

IDEMNIFICATION / HOLD HARMLESS

The Contractor shall defend, indemnify and hold the District, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the negligence of the District.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the District, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

CONFORMANCE

If any provision of this contract violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

APPROVAL

This contract shall be subject to the written approval of the AGENCY'S authorized representative and shall not be binding until so approved. The contract may be altered, amended, or waived only by a written amendment executed by both parties.

THIS CONTRACT, consisting of four pages and two attachments, is executed by the persons signing below who warrant that they have the authority to execute the contract.

**Zach Stewart, Engineer in Training
A James A. Sewell & Associates**

**Alex Case-Cohen, Manager
Pend Oreille Conservation District**

Signature Date

Signature Date

**Kathy Burgess, Business Manager/Part Owner
James A. Sewell & Associates, LLC**

**George Stuvenga, Board of Supervisors Chair
Pend Oreille Conservation District**

Signature Date

Signature Date

EXHIBIT A

GENERAL TERMS AND CONDITIONS

DEFINITIONS - As used throughout this contract, the following terms shall have the meaning set forth below:

- A. "Agency" shall mean the Pend Oreille Conservation District, of the state of Washington, any division, section, office, unit or other entity of the Agency, or any of the officers or other officials lawfully representing that Agency.
- B. "Agent" shall mean the Manager, and/or the delegate authorized in writing to act on the Manager's behalf.
- C. "Contractor" shall mean that firm, provider, organization, individual or other entity performing service(s) under this contract, and shall include all employees of the Contractor.
- C. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this contract under a separate contract with the Contractor. The terms "Subcontractor" and "Subcontractors" means Subcontractor(s) in any tier.
- D. "Personal Information" means information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers. Personal Information includes "Protected Health Information" as set forth in 45 CFR § 164.50 as currently drafted and subsequently amended or revised and other information that may be exempt from disclosure to the public or other unauthorized persons under either Chapter 42.17 RCW or other state and federal statutes.

ACCESS TO DATA - In compliance with RCW 39.29.080, the Contractor shall provide access to data generated under this contract to AGENCY, the Joint Legislative Audit and Review Committee, and the state auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Contractor's reports, including computer models and methodology for those models.

Contractor agrees to make personal information covered under this agreement available to Agency for inspection or to amend the personal information. Contractor shall, as directed by Agency, incorporate any amendments to the personal information into all copies of such personal information maintained by the Contractor or its subcontractors.

ADVANCE PAYMENTS PROHIBITED - No payments in advance of or in anticipation of goods or services to be provided under this contract shall be made by the Agency.

AMENDMENTS - This contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35 - The Contractor must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

ASSIGNMENT - Neither this Contract, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of the Agency.

ATTORNEYS' FEES - In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorneys fees and costs.

CONFIDENTIALITY / SAFEGUARDING OF INFORMATION - The Contractor shall not use or disclose any information concerning the Agency, or information which may be classified as confidential, for any purpose not directly connected with the administration of this contract, except with prior written consent of the Agency, or as may be required by law.

CONFLICT OF INTEREST - Notwithstanding any determination by the Executive Ethics Board or other tribunal, the Agency may, in its sole discretion, by written notice to the Contractor terminate this contract if it is found after due notice and examination by the Agent that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the Contractor in the procurement of, or performance under this contract.

In the event this contract is terminated as provided above, the Agency shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the contract by the Contractor. The rights and remedies of the Agency provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the Agent makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this contract.

COPYRIGHT PROVISIONS - Unless otherwise provided, all Materials produced under this contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by the Agency. The Agency shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, Contractor hereby irrevocably assigns all right, title, and interest in Materials, including all intellectual property rights, to the Agency effective from the moment of creation of such Materials.

Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the contract, but that incorporate pre-existing materials not produced under the contract, Contractor hereby grants to the Agency a nonexclusive, royalty-free, irrevocable license (with rights to sublicense others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to the Agency.

The Contractor shall exert all reasonable effort to advise the Agency, at the time of delivery of Materials furnished under this contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this contract. The Agency shall receive prompt written notice of each notice or claim of infringement received by the Contractor with respect to any data delivered under this contract. The Agency shall have the right to modify or remove any restrictive markings placed upon the data by the Contractor.

COVENANT AGAINST CONTINGENT FEES - The Contractor warrants that no person or selling agent has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established agents maintained by the Contractor for the purpose of securing business. The Agency shall have the right, in the event of breach of this clause by the Contractor, to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.

DISPUTES - Except as otherwise provided in this contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with Agent.

1. The request for a dispute hearing must:
 - Be in writing;
 - State the disputed issue(s);
 - State the relative positions of the parties;
 - State the contractor's name, address, and contract number; and
 - Be mailed to the agent and the other party's (respondent's) contract manager within 3 working days after the parties agree that they cannot resolve the dispute.
2. The respondent shall send a written answer to the requester's statement to both the agent and the requester within 5 working days.
3. The Agent shall review the written statements and reply in writing to both parties within 10 working days. The Agent may extend this period if necessary by notifying the parties.
4. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this Contract shall be construed to limit the parties' choice of a mutually acceptable ADR method in addition to the dispute resolution procedure outlined above.

GOVERNING LAW - This contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

IDEMNIFICATION / HOLD HARMLESS

The Contractor shall defend, indemnify and hold the District, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the negligence of the District.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the District, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

INDEPENDENT CAPACITY OF THE CONTRACTOR - The parties intend that an independent contractor relationship will be created by this contract. The Contractor and his or her employees or agents performing under this contract are not employees or agents of the Agency. The Contractor will not hold himself/herself out as or claim to be an officer or employee of the Agency or of the state of Washington by reason hereof, nor will the Contractor make any claim of right, privilege or benefit which would accrue to such employee under law. Conduct and control of the work will be solely with the Contractor.

INDUSTRIAL INSURANCE COVERAGE - The Contractor shall comply with the provisions of Title 51 RCW, Industrial Insurance. If the Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, Agency may collect from the Contractor the full amount payable to the Industrial Insurance accident fund. The Agency may deduct the amount owed by the Contractor to the accident fund from the amount payable to the Contractor by the Agency under this contract, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the Contractor.

LICENSING, ACCREDITATION AND REGISTRATION - The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards, necessary for the performance of this contract.

LIMITATION OF AUTHORITY - Only the Agent or Agent's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Contract. Furthermore, any alteration, amendment, modification, or waiver or any clause or condition of this contract is not effective or binding unless made in writing and signed by the Agent.

NONCOMPLIANCE WITH NONDISCRIMINATION LAWS - In the event of the Contractor's non-compliance or refusal to comply with any nondiscrimination law, regulation, or policy, this contract may be rescinded, canceled or terminated in whole or in part, and the Contractor may be declared ineligible for further contracts with the Agency. The Contractor shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

NONDISCRIMINATION - During the performance of this contract, the Contractor shall comply with all federal and state nondiscrimination laws, regulations and policies.

OVERPAYMENTS AND ASSERTION OF LIEN - In the event that the Agency establishes overpayments or erroneous payments made to the Contractor under this contract, the Agency may secure repayment, plus interest, if any, through the filing of a lien against the Contractor's real property or by requiring the posting of a bond, assignment of deposit or some other form of security acceptable to the Agency or by doing both.

PRIVACY - Personal information collected, used or acquired in connection with this contract shall be used solely for the purposes of this contract. Contractor and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the Agency or as provided by law. Contractor agrees to implement physical, electronic and managerial safeguards to prevent unauthorized access to personal information.

The Agency reserves the rights to monitor, audit or investigate the use of personal information collected, used or acquired by the contractor through this contract. The monitoring, auditing or investigating may include but is not limited to "salting" by the Agency. Contractor shall certify the return or destruction of all personal information upon expiration of this contract. Salting is the act of placing a record containing unique but false information in a database that can be used later to identify inappropriate disclosure of data contained in the database.

Any breach of this provision may result in termination of the contract and the demand for return of all personal information. The Contractor agrees to indemnify and hold harmless the Agency for any damages related to the Contractor's unauthorized use of personal information.

PUBLICITY - The Contractor agrees to submit to the Agency all advertising and publicity matters relating to this Contract wherein the Agency's name is mentioned or language used from which the connection of the Agency's name may, in the Agency's judgment, be inferred or implied. The Contractor agrees not to publish or use such advertising and publicity matters without the prior written consent of the Agency.

RECORDS MAINTENANCE - The Contractor shall maintain books, records, documents, data and other evidence relating to this Contract and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Contract, shall be subject at all reasonable times to inspection, review or audit by the Agency, personnel duly authorized by the Agency, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

REGISTRATION WITH DEPARTMENT OF REVENUE - The Contractor shall complete registration with the Washington State Department of Revenue and be responsible for payment of all taxes due on payments made under this contract.

RIGHT OF INSPECTION - The Contractor shall provide right of access to its facilities to the Agency, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this contract.

The Contractor shall make available information necessary for Agency to comply with the client's right to access, amend, and receive an accounting of disclosures of their Personal Information according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or any regulations enacted or revised pursuant to the HIPAA provisions and applicable provisions of Washington State law. The Contractor's internal policies and procedures, books, and records relating to the safeguarding, use, and disclosure of Personal Information obtained or used as a result of this contract shall be made available to Agency and the U.S. Secretary of the Department of Health & Human Services, upon request.

SAFEGUARDING OF INFORMATION - The Contractor shall not use or disclose Personal Information in any manner that would constitute a violation of federal law, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or any regulations enacted or revised pursuant to the HIPAA provisions and applicable provisions of Washington State law. The Contractor agrees to comply with all federal and state laws and regulations, as currently enacted or revised, regarding data security and electronic data interchange of all Personal Information.

The Contractor shall protect Personal Information collected, used, or acquired in connection with this Contract, against unauthorized use, disclosure, modification or loss. The Contractor shall ensure its directors, officers, employees, subcontractors or agents use it solely for the purposes of accomplishing the services set forth in this agreement. The Contractor and its Subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make it known to unauthorized persons without the express written consent of AGENCY or as otherwise required by law. The Contractor agrees to implement physical, electronic, and managerial policies, procedures, and safeguards to prevent unauthorized access, use, or disclosure of data in any form. The Contractor shall make the Personal Information available to amend as directed by Agency and incorporate any amendments into all the copies maintained by the Contractor or its Subcontractors.

The Contractor shall certify its return or destruction upon expiration or termination of this Contract and the Contractor shall retain no copies. If the Contractor and Agency mutually determine that return or destruction is not feasible, the Contractor shall not use the Personal Information in a manner other than those permitted or required by state and federal laws.

Agency reserves the right to monitor, audit, or investigate the use of personal information collected, used or acquired by the contractor through this contract. The monitoring, auditing, or investigating may include, but is not limited to, "salting" by Agency. Salting is the act of introducing data containing unique but false information that can be used later to identify inappropriate disclosure of data.

The Contractor shall notify Agency in writing within 5 working days of becoming aware of any unauthorized access, use or disclosure. The contractor will take steps necessary to mitigate any known harmful effects of such unauthorized access including, but not limited to sanctioning employees, notifying subjects, and taking steps necessary to stop further unauthorized access. The Contractor agrees to indemnify and hold harmless Agency for any damages related to unauthorized use or disclosure by the Contractor, its officers, directors, employees, Subcontractors or agents.

Any breach of this clause may result in termination of the contract and the demand for return of all Personal Information.

SAVINGS - In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, the Agency may terminate the contract under the "Termination for Convenience" clause, without the ten day notice requirement, subject to renegotiation at the Agency's discretion under those new funding limitations and conditions.

SEVERABILITY - The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

SITE SECURITY - While on Agency premises, Contractor, its agents, employees, or subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

SUBCONTRACTING - Neither the Contractor nor any Subcontractor shall enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval of the Agency. In no event shall the existence of the subcontract operate to release or reduce the liability of the Contractor to the Agency for any breach in the performance of the contractor's duties. This clause does not include contracts of employment between the contractor and personnel assigned to work under this contract.

Additionally, the Contractor is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this agreement are carried forward to any subcontracts. Contractor and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as provided by law.

TAXES - All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the Contractor or its staff shall be the sole responsibility of the Contractor.

TERMINATION FOR CAUSE – In the event the Agency determines the Contractor has failed to comply with the conditions of this Contract in a timely manner, the Agency has the right to suspend or terminate this Contract. Before suspending or terminating the Contract, the Agency shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 days, the Contract may be terminated or suspended. In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original Contract and the replacement or cover Contract and all administrative costs directly related to the replacement Contract, e.g., cost of the competitive bidding, mailing, advertising and staff time. The Agency reserves the right to suspend all or part of the Contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by the Agency to terminate the Contract. A termination shall be deemed to be a "Termination for Convenience" if it is determined that the Contractor: (21) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence. The rights and remedies of the Agency provided in this Contract are not exclusive and are in addition to any other rights and remedies provided by law.

TERMINATION FOR CONVENIENCE - Except as otherwise provided in this contract, the Agency may, by 10 days written notice, beginning on the second day after the mailing, terminate this contract, in whole or in part. If this contract is so terminated, the Agency shall be liable only for payment required under the terms of this contract for services rendered or goods delivered prior to the effective date of termination.

TERMINATION PROCEDURES - Upon termination of this contract, the Agency, in addition to any other rights provided in this contract, may require the Contractor to deliver to the Agency any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

The Agency shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by the Agency, and the amount agreed upon by the Contractor and the Agency for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services which are accepted by the Agency, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Agent shall determine the extent of the liability of the Agency. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. The Agency may withhold from any amounts due the Contractor such sum as the Agent determines to be necessary to protect the Agency against potential loss or liability.

The rights and remedies of the Agency provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Agent, the Contractor shall:

1. Stop work under the contract on the date, and to the extent specified, in the notice;

2. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
3. Assign to the Agency, in the manner, at the times, and to the extent directed by the Agent, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case the Agency has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts.
4. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Agent to the extent Agent may require, which approval or ratification shall be final for all the purposes of this clause;
5. Transfer title to the Agency and deliver in the manner, at the times, and to the extent directed by the Agent any property which, if the contract had been completed, would have been required to be furnished to the Agency;
6. Complete performance of such part of the work as shall not have been terminated by the Agent; and
7. Take such action as may be necessary, or as the Agent may direct, for the protection and preservation of the property related to this contract which is in the possession of the Contractor and in which the Agency has or may acquire an interest.

TREATMENT OF ASSETS -

- A. Title to all property furnished by the Agency shall remain in the Agency. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in the Agency upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in the Agency upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by the Agency in whole or in part, whichever first occurs.
- B. Any property of the Agency furnished to the Contractor shall, unless otherwise provided herein or approved by the Agency, be used only for the performance of this contract.
- C. The Contractor shall be responsible for any loss or damage to property of the Agency which results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
- D. If any Agency property is lost, destroyed or damaged, the Contractor shall immediately notify the Agency and shall take all reasonable steps to protect the property from further damage.
- E. The Contractor shall surrender to the Agency all property of the Agency prior to settlement upon completion, termination or cancellation of this contract.
- F. All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

WAIVER - Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by authorized representative of the Agency.

EXHIBIT B

See September 20, 2022 proposal from James A. Sewell & Associates representative

Dwayne Phinney - Shoreline Stabilization Contract Hours Summary

Surveying Work

1 full day for two person crew
\$150/ hour for 8 hours = **\$1,200**

Drafting Work

Engineering work for shoreline development
\$96/ hour for 12-16 hours = **\$1,152 to \$1,536**

Topographic site plan

\$96/ hour for 2-4 hours = **\$192 to \$384**

Site Visit(s)

\$96/hour for 1-4 hours (mileage negligible)= **\$96 to \$384**

Day to Day Project Coordination/Phone Meetings

\$96/hour for 4-5 hours = **\$384 to \$480**

Preliminary details/Contract Drafting

\$96/hour for 1.5-2 hours = **\$144 to \$192**

Permitting Application Completion

\$96/hour for 2-3 hours = **\$192 to \$288**

Professional Engineering Review

\$123/hour for 2-3 hours = **\$246 to \$369**

Total Cost Estimation:

Surveying work:	\$ 1,200.00		
Drafting work:	\$ 1,152.00	-	\$ 1,536.00
Topo Site Plan:	\$ 192.00	-	\$ 384.00
Site Visit(s):	\$ 96.00	-	\$ 384.00
Typical Project Coordination/Meetings	\$384.00	-	\$480.00
Preliminary Details/Contract Drafting	\$ 144.00	-	\$ 192.00
Permitting Application Completion	\$ 192.00	-	\$ 288.00
Professional Engineering Review	\$ 246.00	-	\$ 369.00

Total Cost Est.	\$ 3,606.00	-	\$ 4,833.00
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There will also be a \$450 permitting fee through the county not included in this estimate.

Typical Substantial Shoreline Development Project Sequence of Work

Step 1:	Preliminary Details/Contract Drafting
Step 2:	Field Topo Survey
Step 3:	Base Map Preparation and Riverbank Stabilization Design
Step 4:	Permit Application Paperwork A. Jarpa for USACE and County B. SEPA for County C. Biological Assessment for Bull Trout
Step 5:	Project Submittal and Coordination to County and USACE
Step 6:	County and USACE Site Visits
Step 7:	Approved Permits from County and USACE sent over to WDFW for approval
Step 8:	After Approval from WDFW, County and USACE Construction may begin

Sharalyn and Gary Spencer - Shoreline Stabilization Contract Hours Summary

Surveying Work

1 full day for two person crew
 \$150/ hour for 8 hours = **\$1,200**

Drafting Work

Engineering work for shoreline development
 \$96/ hour for 12-16 hours = **\$1,152 to \$1,536**

Topographic site plan

\$96/ hour for 2-4 hours = **\$192 to \$384**

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Professional Engineering Review	\$ 246.00	-	\$ 369.00

Total Cost Est. \$ 3,606.00 - \$ 4,833.00

There will also be a \$450 permitting fee through the county not included in this estimate.

Typical Substantial Shoreline Development Project Sequence of Work

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Step 8:	After Approval from WDFW, County and USACE Construction may begin



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/06/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

Table with 2 main columns: PRODUCER (USI Insurance Services NW PR) and INSURED (James A Sewell & Associates LLC). Includes sub-sections for CONTACT NAME, PHONE, E-MAIL ADDRESS, and INSURER(S) AFFORDING COVERAGE (Sentinel, Hartford, Berkley).

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Main coverage table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The General Liability and Automobile Liability policies includes an automatic Additional Insured endorsement that provides Additional Insured status to Pend Oreille Conservation District...

Table with 2 columns: CERTIFICATE HOLDER (Pend Oreille Conservation District) and CANCELLATION (Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. Authorized Representative: Jean A. Ryan).

DESCRIPTIONS (Continued from Page 1)

Automobile Liability, Workers Compensation and Professional Liability policies provide a Blanket Waiver of Subrogation when required by written contract, except as prohibited by law. Umbrella Liability follows form.

Amendatory Endorsement - Washington

In consideration of the premium paid for this Policy, it is understood and agreed that Section VII. Conditions is amended as follows:

1. H. Notice of Cancellation and Nonrenewal is deleted and replaced with the following:

H. **Notice of Cancellation and Nonrenewal**

This Policy may be canceled by the Named **Insured** identified in the Declarations, by notifying us or our authorized representative in one of the following ways:

1. surrender of the Policy;
2. written notice by mail, fax or email; or
3. verbal notice.

Upon receipt of such notice, we will cancel this Policy effective on the later of:

1. the date on which notice is received or the Policy is surrendered, or
2. the date of cancellation requested by the **Insured**.

We will not cancel this Policy except for nonpayment of premium, fraud or material misrepresentation in procuring this insurance or in relation to any **Claim**, or changes in law affecting this Policy. If we cancel this Policy, we will mail or deliver written notice of cancellation to the first Named **Insured**, as well as any other **Insured**, person or entity endorsed onto the Policy as having an interest in any **Claim** or **Circumstance**. The notice will include the reason for cancellation. We will provide you at least ten (10) days-notice before the effective date of cancellation if we cancel for nonpayment of premium. If we cancel for any other reason, we will provide at least sixty (60) days-notice before the effective date of cancellation.

If this Policy is canceled, we will send the first Named **Insured** any premium refund due. The refund will be pro rata. The cancellation will be effective even if we have not made or offered a refund.

We will give the first Named **Insured** and any other **Insured** endorsed onto the Policy written notice sixty (60) days prior to the expiration of this Policy if we do not intend to renew this insurance subject to any state requirements. The notice will include our reason for nonrenewal. Proof of mailing will be sufficient proof of notice.

2. J. Subrogation is deleted and replaced with the following:

J. **Subrogation**

In the event of any payment under this Policy, we shall be subrogated to all of your rights of recovery against any person or organization. You must do everything reasonably necessary to secure such rights and must do nothing after a **Claim** is made to jeopardize them. We hereby waive our subrogation rights against a client of yours to the extent that you had, prior to a **Claim** or **Circumstance**, entered into a written agreement to waive such rights. Any recovery shall first be paid to you to the extent of any **Damages** or **Claim Expenses** paid by you and the balance shall be paid to us. We will be entitled to recovery only after you have been fully compensated for the loss sustained, including your deductible. Our right of subrogation will not exceed the amount of our payment for Damages or Claim Expenses.

3. K. First Named Insured as Sole Agent is deleted and replaced with the following:

K. **First Named Insured as Sole Agent**

The first Named **Insured** in Item 1 of the Declarations will be the sole agent and will act on behalf of all **Insureds** for the payment or return of premium, receipt and acceptance of any endorsements, notices or provisions of this Policy, giving notice of cancellation to us or our authorized representative, the payment of any deductibles, and to exercise the rights provided in Section Q Extended Reporting Period Option.

Whenever printed in this Endorsement, the boldface type terms shall have the same meanings as indicated in the Policy Form. All other provisions of the Policy remain unchanged.

Insured James A. Sewell & Associates, LLC	Policy Number AEC-9055441-00
Effective Date of This Endorsement 02/14/2022	Authorized Representative

**Attachment M:
NE Area Meeting 2022
Info/RSVP**



Northeast Area
Washington Association of Conservation Districts

MEMORANDUM

To: All Northeast Area Conservation Districts and Interested Persons
From: Lincoln County Conservation District, 2022 Area Meeting Host
Date: August 22, 2022

NOTICE OF FALL AREA MEETING

The 2022 Annual Fall Meeting for the **Northeast Area Association of Conservation Districts** will be held this year as follows:

Date: Thursday, October 20, 2022
Time: 9:00 am to 3:30 pm
Location: Davenport Memorial Hall, 511 Park St., Davenport, WA
Directions: See attached directions and map

An agenda, directions, and accommodations information for the meeting is attached.

Resolutions proposed for action at this year's meeting should be **mailed or emailed to Lincoln County Conservation District not less than three weeks** in advance of the meeting. Not less than two weeks before the meeting, either the host district or WACD will provide to district managers in the area a copy of all resolutions submitted so that attendees will have time before the meeting to review, consider and prepare for discussion. The proponent should bring enough copies of each proposed resolution for everyone present (about 40) to the meeting. Please be sure to use the attached resolution format.

Area Door Prize – Please bring one or two small items to donate for the area door prize that represents your District or County. Thank you.

Please RSVP no later than **Tuesday, October 11th**, on the enclosed form, indicating your expected attendance at the meeting so we can plan for your participation. The cost for the day will be **\$19.00** per person. Please send your prepayment with your RSVP and **make checks payable to Lincoln County Conservation District**. Any cancellations must be received by **noon on October 14th**, to receive a refund. No refunds will be made after that time.

Thank you for your participation. We look forward to seeing you at the meeting.

Please Note: This notice has been sent to all supervisors and associate supervisors within the Northeast Area.

Sincerely,

Jeff Schibel, Chair
Lincoln County Conservation District, Area Meeting Host



RSVP

WACD Annual Northeast Area Meeting

Hosted by: Lincoln County Conservation District

Date: October 20, 2022

Place: Davenport Memorial Hall,
511 Park St., Davenport, WA

Please help us make suitable arrangements for this meeting by letting us know if you plan to attend. We need to have your reservation by: **October 11th**

Please complete the Area Meeting RSVP form below and mail to:

**Lincoln County Conservation District
PO Box 46, Davenport, WA 99122**

NORTHEAST AREA MEETING RSVP

Names:

Contact Person:

Conservation District:

Contact Address:

Contact E-mail
Addresses:

Phone:

Please note any dietary
restrictions:

Number of persons we may expect:

Cost: \$19.00 per person x

= \$



AGENDA

WACD Annual Northeast Area Meeting

Date: October 20, 2022

Place: Davenport Memorial Hall
511 Park St., Davenport, WA

Zoom:

<https://us02web.zoom.us/j/87535633209?pwd=ZDBodllxU1kxbkpVenk4K3RLVjNyQT09>

TIME	AGENDA ITEM
8:30	Registration
9:00	Welcome and Self-Introductions - LCCD Chair
9:15	Conservation Leadership Forum – Includes brief summaries from: <ul style="list-style-type: none"> ❖ Washington State Conservation Commission – Chair and Executive Director ❖ Washington Association of Conservation Districts – President, Area Director and Executive Director ❖ Natural Resources Conservation Services – State Conservationist
9:45	Question and Answer Interactive Panel Session for Audience and WSCC, WACD, and NRCS Leadership
10:30	Break
10:45	Resolutions
12:30	Lunch (<i>provided</i>)
1:00	Area Awards
1:15	District Issues and Presentations
2:15	Area Business - LCCD Chair <ul style="list-style-type: none"> ❖ Approve Minutes of 2021 Area Meeting (<i>see attached</i>) ❖ Amendment of Area Articles and By-Laws (<i>if needed</i>) ❖ Election of Area Director (<i>position held by Jeff Schibel, Lincoln</i>)
3:30	Adjourn

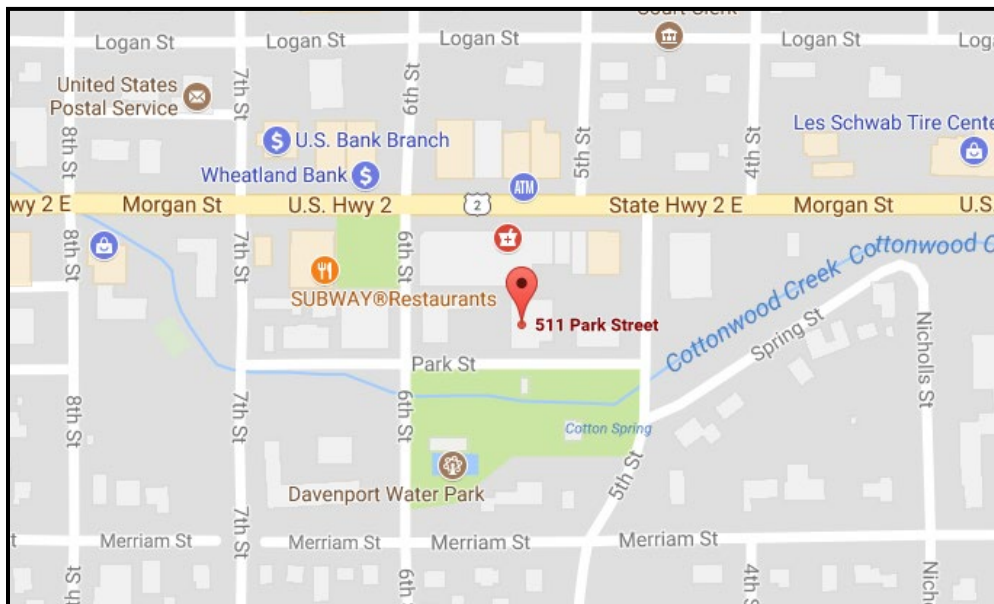
Directions to the Meeting Location

WACD Annual Northeast Area Meeting

Date: October 20, 2022

Place: Davenport Memorial Hall
511 Park St., Davenport, WA

- Enter the City of Davenport via Hwy 2 either direction.
- Turn South on Harker St. (5th on map)
- In one block, turn west (right) on Park St., Davenport Memorial Hall is directly across from the City Park entrance.
- Park along street.





WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

RESOLUTION FORMAT

Resolution No. 2022-(please leave blank)

Title: Changes in procedure to remove area from a district, to dissolve a district, and concerning debts of a dissolved district.

Problem:

Current law is unclear concerning the procedure for areas such as municipalities to remove themselves from a conservation district. This has led to the claim that a municipality may remove itself from its district by a simple vote of the city council. The law needs to be clarified in this regard and needs to provide a more substantial process for the deannexation of areas from districts.

Additionally, recent lawsuits have suggested that in the event of the insolvency of a district, current law may only require that the district be dissolved for the Conservation Commission to become liable for the outstanding debt. This creates a risk to the Commission because current law only requires a petition of 100 land occupiers to require an election to dissolve a district. There needs to be a change in the law to assure that districts may not be so easily dissolved and to protect Conservation Commission (and district) funds from depletion through possible litigation.

Recommendation:

WACD should support legislative action to clarify that removal of territory such as a municipality from a district requires a more substantial process for de-annexation than just a vote of the city council.

WACD should support legislative action to increase the requirements for the dissolution of a district and to remove the liability of the Conservation Commission for the debts of dissolved districts.

Format/Set-Up for Resolution:

Font: Times New Roman – 12pt.

Page – Margins:

Top	1”
Left	1”
Bottom	.8”
Right	.8”

Presented by

Northeast Area Meeting

WACD Annual NE Area Meeting Minutes October 20, 2021

Host: Ferry Conservation District

Attendees:

Washington State Conservation Commission: Kirk Robinson, Mike Baden, Larry Cochran,

Washington Association of Conservation Districts: Tom Salzer, Ryan Baye, Doug Rushton,

Natural Resource Conservation Service, Nathan Gallahan, Ben Bonella, Richard Edlund, Roylene Comes at Night, Nick Vira,

Ferry County Conservation District: Dave Hedrick, Eric Bracken Chair, Jim Rochelle supervisor, Candy Roman, Alex Reyes NRCS.

Lincoln County Conservation District: Elsa Bowen, Braidy Haden, Jeff Schibel, Chris Laney, Delaini Disher, Conner Nikkola, Dean White. Jim Baye, Josh Sherwood.

Pend Oreille Conservation District: Mike Munford, Alex Case-Cohen, John Floyd, George Stuvenga,

Spokane Conservation District: Jerry Scheele, Vicki Carter, Hilary Sepulveda, Wendy Knopp, Cori Turntine,

Stevens County Conservation District: Dean Hellie, Tom McKern, Andy Kroiss, Cheri Carrigan, Stan Janowicz NRCS, Mark Simpson NRCS,

Welcome and Introductions Eric Bracken, Ferry Conservation District Chair opened the meeting at 8:00, Zoom Conference line. He welcomed the group and invited everyone to introduce themselves.

Washington State Conservation Commission: Mike Baden, **State Budget request:**

1) SFF, 2 million dollars (operational). **2)** Conservation equality engagement 500K (operational). **3)** FPLA, 2 million (capital). **Elections:** Need legislation action, next year 2023. Four points, 1. Every other year. 2. Four-year term. 3. All districts held during same month. 4. Option to be on general election. **Personnel:** Carol Smith is retiring.

Interim Director Kirk Robinson, job posting, rank candidates, November interviews, December final interviews, appointment made by end of December. Two new positions, IT policy & planning manager. Melissa Vander Linden moving on Vander Linden moving on. **Long Range plan, 2022-2027** working on.

Ryan Baye and Tom Salzer gave a progress report from WACD.

The WACD Annual Conference is scheduled through the month of November, on Tuesday/Thursday/Saturdays, Virtual. Special committee working during the year, DEI and Elections. Legislative Recap. PMC report. Bylaw proposals

Question and Answer Interactive Panel Session for Audience and WSCC, WACD, and NRCS Leadership

Questions were asked throughout the presentations

Resolutions

**NEAA 2021-01 Stevens County CD,
Livestock Water Rights.**

Tom McKern moved to adopt the resolution

Jerry Scheele seconded. Motion carried.

**NEAA 2021-02 Lincoln County CD,
Establish Area Cost Share Rates.**

Jeff Schibel moved to adopt the resolution

Braidy Haden seconded. Motion carried.

NEAA 2021-03 from the Floor Mike Mumford

NE Area Endorses resolution from Thurston CD to establish a WACD long-term sustainable funding committee.

Mike Mumford moved to adopt the resolution

Jerry Scheele seconded. Motion carried.

District Issues and Presentations

Mtg presentation for Lincoln CD

1. Introduce the District, mission statement and service region
2. VSP -- last year we implemented and completed 4 VSP projects, and currently have 5 in the works. Last year alone we had 14 additional projects interested in funding and placed on a waitlist. Overall, \$40,000 of cost share dollars were implemented in FY2021.
3. LCCD has taken on another task order in partnership with NRCS to assist with CRP. This spring we completed 280 plans and 50 field review checks for CRP56. This summer we completed an additional 104 field stand evaluations in Lincoln County and are set to administer the completion of an additional 223 checks in Adams County.
4. Continued progress on our 3 active Department of Ecology grants -- This spring saw the end of our initial well monitoring project, and we have finalized an agreement with the Bureau of Reclamation to continue well monitoring activities in partnership with WSU. Our existing Direct Seed grant has provided more than \$100,000 in cost share to farmers in the practice, and after a year of virtual meetings we were able to attend the PNW Direct Seed Association conference in person. We were also awarded another 3-year Direct Seed grant to continue providing this cost share to new farmers. The Mielke Wetland and Riparian Restoration project with Ducks Unlimited in Pend Oreille County is being monitored to make sure that the riparian buffers that were planted are thriving. The project has been very successful so far in providing habitats for a variety of waterfowl and wading birds.
5. We have several active grants focusing on wildfire prevention and recovery and have recently added an additional Firewise Community within Lincoln County. Part of our fire mitigation efforts include completing 10 home ignition zone assessments for landowners, assisting with the creation and presentation of a second wildfire risk mitigation seminar, and to continue providing homeowners with free home address markers
6. Spring projects -- With the assistance of the DNR crew, we planted 5,200 trees at an ongoing planting project and installed a windbreak at the WSU Wilke farm in Davenport. We also held our annual tree sale, where we saw more individual orders than ever before. At the end of the 2021 school year, we led a field trip to Audubon Lake for Reardan middle school to identify plant and bird species native to Eastern Washington.

Dave Hedrick, Director of Ferry CD

Dave shared a presentation Gardinier Family Forest Fish passage project. Opened up 17 miles of habitat. Completed thinning and reseeded projects to enhance habitat for wildlife and pollinators while reducing fire danger. Tested Curlew Lake and developed solutions for increased nutrients. Worked with Curlew School District to support their water quality education program.

Alex Case-Cohen, District Manager of Pend Oreille CD

VSP review: Total Technical Assistance conducted: Engage with at least 35 producers, Conduct at least 25 landowner site visits, Complete at least 20 VSP Checklists, Complete/Draft at least 15 ISPs. **Project Highlights:** Nearly 1500 ft. of Riparian Fencing. **Off-Channel Watering Facilities:** 1 water trough with 500+ ft. of livestock pipeline, 1 solar pump for a future watering facility, 1 spring development for livestock and irrigation. **No-Till Planting:** 45 acres of no-till Timothy/alfalfa planting for

2 landowners. **Herbaceous Weed Control:** 1 acre of weed cloth on a lavender farm, 10 acres of reed canary grass management in a highly sensitive critical area ecosystem. **Bank Stabilization/ Riparian Plantings:** Completed 4 projects, stabilized over 500 ft of moderate/severe shoreline, Completed 6 engineered site plans for future projects. **Managing Aquatic Invasive Species:** Assisted the Weed Board with Outreach & Education Grant, helped to eradicate Eurasian Milfoil at Bead Lake. **On to the Next One...** Strengthen Partnerships & Meet Local Needs. Potential VSP Project Priorities – FY2022-2023, Bank Stabilization Project Priorities. Sunnyside/Sandy Shores Application. Riverside Ave. – Metaline, WA.

Vicki Carter, Director of Spokane CD

Spokane CD's presentation included an introduction to the entire SCD staff and an update on their new building and campus. Vicki Carter, Director, also reported on the SCD's 80th birthday celebration which took place on September 26, 2021, the NASCA Tour on October 4, and mentioned the Rocks to Roots podcast and Farm and Food conference with keynote speaker, Ray Archuletta.

Dean Hellie, Director of Stevens County CD

Completed 9 small scale soil health demonstration projects, cover cropping and livestock bale grazing. Hosted 8, 3-hour workshops and farm tours (5 virtual and 3 in person). Assisted 90 percent of dairies in Stevens County with technical assistance and nutrient management plan updates. Livestock Barriers without wire.

Area Business Approve minutes of 2020 Area Meeting

Jerry Scheele moved for approval; Tom McKern seconded. Minutes approved.

Amendment of Area Articles and By-Laws

There are none for the NE Area at this time.

Election of Area Director

Jerry Sheele nominated Mike Mumford, (position currently held by Jon Birnbaum) from Pend Oreille CD. Wendy Knopp, seconded. Motion carried.

Lincoln Conservation District will host the 2022 WACD NE Area Meeting.

Jerry Scheele moved to adjourn the meeting, Tom McKern, seconded. Motion carried.

The meeting adjourned at 12:17 p.m.

At the NE Area Annual Meeting:

Spokane CD was awarded the Conservation District of the Year Special recognition award. Jerry Scheele. Spokane CD Supervisor Special recognition Dave Hedrick Ferry CD manager.

**Attachment N:
POCD Long-Range Plan
2017-2022**



5-Year Plan (2017 to 2022) Pend Oreille Conservation District

For More Information Contact: David Marcell; 509.447.1155; davidm@pocd.org



Organization of the Pend Oreille Conservation District

A political subdivision of the State of Washington – authorities, powers and structure contained in RCW 89.08.

- *The Pend Oreille Conservation District was formed in 1949.* □
- *A five-member board of volunteer supervisors, three elected locally and two appointed by Washington State Conservation Commission, provides leadership to address local resource conservation issues.*

Function of the Pend Oreille Conservation District

To make available technical, financial and educational resources, whatever their source, and focus or coordinate them so that they meet the needs of the local land manager with conservation of soil, water and related natural resources.

Mission of the Pend Oreille Conservation District

The mission of the Pend Oreille Conservation District is to protect and enhance all natural resources including, but not limited to, air, soil, forest, wildlife, water, and land in the district for all people in the district through education, partnering, and implementation using best management practices and financial/technical assistance.

Vision of the Pend Oreille Conservation District

- *Staff of up to 5 FTE (Full Time Equivalents)*
- *Everyone in POCD to know who we are where we are and what we do*
- *Identify sources of funding, that people will accept, to address resource concerns*

Values of the Pend Oreille Conservation District

- *Outdoor Education*
- *Keeping farm and forest land continuous and productive*
- *Conserving resources*
- *Public Service*

Natural Resource Data & Information:

The following internet links are the sources of data for POCD in both identifying natural resource concerns and addressing them:

- [Ecology 303\(d\) Listing](#)
 - [Kalispel Natural Resource Department geodatabase](#)
 - [Natural Resources Conservation Service \(NRCS\) - Field Office Technical Guide \(FOTG\)](#)
 - [USDA Web Soil Survey](#)
 - [US Forest Service](#)
 - [Washington Department of Fish and Wildlife](#)
 - [U. S. Department of Education](#) and [Washington Superintendent of Public Instruction](#)
 - [U. S. Fish and Wildlife Service](#)
 - [WSU Extension](#)
 - [Watershed Management Plan \(WRIA 62\)](#)
 - [U. S. Geological Survey](#)
 - [U. S. National Oceanic & Atmospheric Administration](#)
 - [Washington Department of Natural Resources](#)
 - [Washington State Department of Agriculture](#)
 - [USDA Farm Services Agency](#)
 - [U. S. Army Corps of Engineers](#)
 - [Pend Oreille County PUD](#)
-

Criteria for Selecting Conservation Priorities:

- *Climate trends*
 - *Who it affects*
 - *Funding to address it*
 - *Political environment*
 - *Public vs private landownership/duties*
 - *Public demand and priorities*
 - *Proximity of the bulk of the public to that resource*
 - *Is there a focused area or reach that could be enhanced to produce measurable results?*
-

Priority Natural Resource Conservation Needs & Geographic Areas, Measures of Success and Goals:

Priority Natural Resource Conservation Need

- *Forest Health/Wildland-Urban Interface*
 - *Until 2022 POCD will have an annual increase of 10% of acres or property owners under assessment/contract for Firewise.*
 - *POCD will have a presence promoting district programs highlighting Firewise/forest health at least 3 public events each year.*
 - *By 2020 POCD will have developed a strategy to help provide forest stewardship management plans to landowners.*
 - *By 2019 POCD will coordinate with the County Weed Board on management of noxious weeds.*
- *Agricultural land/soil preservation, enhancement, and management*
 - *Continue to participate in local discussions on land use planning and VSP.*
 - *By 2019 provide assistance to agricultural landowners to help protect a mile of riparian area and increase by 50 percent each year.*
 - *By 2018, become the lead agency implementing VSP.*
 - *By 2019 utilize a certified conservation planner to work with agricultural landowners.*
 - *By 2019 POCD will coordinate with the County Weed Board on management of noxious weeds.*
 - *Continue to work with the county to develop a strategy to help landowners preserve their agricultural land.*
 - *By 2020 provide at least one workshop per year on opportunities for reduced tillage practices.*
 - *By 2020 develop an outreach program dealing with small acreage agricultural production and conservation opportunities.*
- *Lifelong education of people on conservation and natural resources*
 - *By June 30, 2017 recruit one member of the Kalispel Tribe Natural Resource Department to attend the America Wilderness Leadership School to bring back information that POCD can put “on the ground.”*
 - *Continue to participate in the Indian Creek Forest Advisory Committee.*
 - *Develop at least one PSA to be broadcast throughout the year.*
 - *Put on at least one workshop per year with each local school.*
 - *By 2020 create a strategy for the development of an environmental learning center in POCD.*
 - *Promote the creation of a water festival in POCD.*
 - *Promote participation by a local high school in Envirothon.*
- *Water quality/supply*
 - *Become involved in the discussions related to the development of a water bank as well as the wise use of water in POCD.*
 - *By June of 2018 develop a list of high priority reaches in the Little Spokane River to concentrate conservation activities and provide assistance to the landowners there.*
 - *By June of 2018 develop a list of high priority reaches in the Pend Oreille River to concentrate conservation activities and provide assistance to the landowners there.*

- *Develop partnerships with the Pend Oreille County PUD, WDFW, Army Corps of Engineers, Ecology, County Public Works Department, and neighboring conservation districts to jointly meet and develop work plans on mutual projects.*
- *By 2019 provide assistance to agricultural landowners to help protect a mile of riparian area and increase by 50 percent each year.*
- *By June of 2017, work with Whitworth University and St. George's School to re-establish water quality monitoring annual reports.*
- **Habitat**
 - *By 2018, re-establish the POCD native tree/shrubs sale to encourage volunteer efforts for creating habitat.*
 - *Encourage native fire-resistant landscaping and plantings.*
 - *Encourage the use of downed large woody debris material and standing snags to enhance habitat.*
 - *By June of 2018 develop a list of high priority reaches in the Little Spokane River to concentrate conservation activities and provide assistance to the landowners there.*
 - *By June of 2018 develop a list of high priority reaches in the Pend Oreille River to concentrate conservation activities and provide assistance to the landowners there.*
 - *By 2019 provide assistance to agricultural landowners to help protect a mile of riparian area and increase by 50 percent each year.*
 - *Investigate the existence of threatened and/or endangered species and develop a strategy to help address them.*

Priority Natural Resource Geographic Area

- *High risk areas for fire – forest health*
- *Small Landownerships – South County – Wildland Urban Interface (WUI)*
- *Little Spokane River – water quality*
- *Pend Oreille River - erosion*
- *Farmland – Calispel Flat – water quality*

Information – Education & District Operations Priorities, Measures of Success, and Goals:

- *By fall of 2017, develop an operating, interactive website to help inform POCD citizens and cooperators.*

District Operations Priorities Measures of Success, and Goals:

- *By 2022, have a fully functioning office space that can comfortably hold up to 5 employees.*
- *Develop measures that will help maintain office space and evaluate and correct safety concerns as needed.*
- *By 2020 build an operating reserve for the district of 6 months or \$50,000.*
- *By 2020 pay off commercial loan debt.*
- *Maintain good relationships with renters.*
- *By 2018 approach non-member cities (Cusick, Metaline, and Newport) and discuss becoming part of the district.*
- *Apply for grants that will help bring local partners together (e.g. NACD Urban Ag Grant)*

Staffing Needs (up to 5 FTE)

- *District Manager*
 - *Administrative Assistant*
 - *Planner/Grant Writer*
 - *2 Resource Technicians*
-

Key Partners and Decision Makers

Local

- *Pend Oreille County Commissioners*
- *Kalispel Tribe*
- *County Weed Board*
- *Fire Departments*
- *Cooperative Extension*
- *Neighboring CDs*
- *Pend Oreille County PUD*
- *St. George's School*
- *Library District*
- *Whitworth University*
- *Local School Districts*

Statewide

- *Washington State Conservation Commission*
- *Washington Department of Natural Resources (DNR)*
- *Washington Department of Ecology*
- *Washington Department of Fish and Wildlife (WDFW)*
- *Washington State Department of Agriculture (WSDA)*
- *Washington Conservation Corps*
- *Washington State Legislators*
- *Fire Adapted Community Network*
- *Washington Recreation & Conservation Office (RCO)*
- *Washington Association of Conservation Districts (WACD)*

National

- *USDA – Natural Resources Conservation Service (NRCS)*
- *US Fish and Wildlife Service*
- *Army Corps of Engineers*
- *Federal Legislators*
- *Ducks Unlimited*
- *Trout Unlimited*
- *Wild Turkey Federation*
- *Safari Club International*
- *National Association of Conservation Districts (NACD)*

Washington Conservation Districts assisting land managers with their conservation choices



**Attachment O:
POCD Long-Range Plan
2023-2028
Survey**

POCD 5 Year Plan

1. Have you worked with the Pend Oreille Conservation District before?

Yes

No

2. What should we focus on in the next 5 years?
Please rank from most to least important.

Organization

Becoming fully staffed

Remaining Active/Open

Increase funding

Public education

Well known to community

Strong partnership with other organizations and agencies

Accessibility to the public

Other (please specify)

3. What should be included in the mission of the POCD?

- Public Education
- Build Volunteers
- Community based projects
- Cleaner air
- Agriculture
- Please specify

4. What do you hope we accomplish in the next 5 years?

- Build an active volunteer base for district activities/programs
- Remain open and active
- Increase in education & outreach
- Break down of barrier between district staff and landowners
- Better relationship with legislators and decision makers
- Cleaner water
- Healthier forest
- Maintained wetlands

- Wildfire resiliency education expanded
- Growth in active project acreage and/or number
- Other (please specify)

5. What are the actions/projects you'd like for us to prioritize in the next 5 years?

- K-12 and adult education on conservation methods
- Timber
- Forest health
- Water availability and conservation
- Water quality
- Forestry
- Soil health and conservation
- Firewise property education/funding
- Fish and wildlife habitat
- Agricultural land preservation
- Invasive species / weed control
- Air quality
- Other (please specify)

6. Which of the following are you most supportive to see the POCD take action on?

- Utilize Americorps volunteers
- Secure funding
- Take earlier action
- Reporting to public on projects/conditions
- Increase in Newsletters
- More programs/ resources on website
- Building a volunteer base
- Increase staffing capabilities so that the district can do more for the community
- Other (please specify)

7. Which area best describes your location?

- Newport
- Cusick
- Ione
- Elk
- Diamond Lake
- Sacheen/Davis Lake

Metaline/Metaline Falls

Other (please specify)

Done

Powered by



See how easy it is to [create a survey](#).

[Privacy & Cookie Notice](#)

Attachment P
NRI Addendum – FINAL

From: Commission@scc.wa.gov
To: [Alex Case-Cohen](#)
Subject: FORM 4: Addendum
Date: Monday, February 14, 2022 2:28:29 PM

Washington State Conservation Commission

FORM 4: ADDENDUM

Feb 14, 2022 2:28 PM

Conservation District: Pend Oreille

GRANT PROGRAM: Natural Resource Investments

Overhead Rate: 25%

Submitted By: Alex Case-Cohen

Email: alexcc@pocd.org

Total Grant Award: 99927.00

Basic Allocation Award (if applicable):

Total to be obligated under this Addendum: 99927.00

Intermediate Outcome #1: 24981.75

Technical Assistance work to be performed for all planned projects including planning, engineering, design, cultural resources, contracting where appropriate, permitting, travel and reporting

Intermediate Outcome #2: 16875.00

Cost share project with Ricco Family (508 Ibbetson Dr. S., Ione, WA 99139)

Landowner ID: 18303

BMPs --

410 Grade Stabilization Structure (Rip Rap Toe Protection)

566 Recreation Land Grading and Shaping (Bank re-sloping/naturalization)

468 Lined Waterway or Outlet (Erosion Control fabric/coconut coir)

612 Tree and Shrub Establishment (Native Riparian Vegetation)

Intermediate Outcome #3: 16875.00

Cost share project with Boyce-Hood Family (503 Ibbetson Dr. S., Ione, WA 99139)

Landowner ID: 18303

BMPs --

410 Grade Stabilization Structure (Rip Rap Toe Protection)

566 Recreation Land Grading and Shaping (Bank re-sloping/naturalization)

468 Lined Waterway or Outlet (Erosion Control fabric/coconut coir)

612 Tree and Shrub Establishment (Native Riparian Vegetation)

Intermediate Outcome #4: 14625.00

Cost share project with McGuire Family (404777 Highway 20, Cusick, WA 99119)

Landowner ID: 18303

BMPs --

410 Grade Stabilization Structure (Rip Rap Toe Protection)

566 Recreation Land Grading and Shaping (Bank re-sloping/naturalization)

468 Lined Waterway or Outlet (Erosion Control fabric/coconut coir)

612 Tree and Shrub Establishment (Native Riparian Vegetation)

Intermediate Outcome #5: 26570.25

Ag-related project(s) to be determined

Total of Intermediate Outcomes: 99927.00

Attachment Q
August-September 2022
Operations Report



Pend Oreille Conservation District
Operations Report
August-September 2022

OPERATIONS UPDATE

- **Building Maintenance** – Fortunately, no major building issues at this time. We are patiently waiting for Frontier Title to leave the front office, but no news on that yet. I hope they don't wait until the last minute, but it is possible.
- **Staffing** – In order to successfully implement bank stabilization projects along the Pend Oreille River and the Little Spokane River, we need to hire a riparian program coordinator. I will use PUD, NRI, DOE, and the SCC Salmon Recovery funds to hire a person to help us prepare shovel-ready plans for the multiple potential projects in both watersheds. I am also planning to hire a full-time resource technician to assist with monitoring for both VSP and water quality, as well.
- **Budget** – Please see Attachment 5
- **ExBabylon/IT** – I've had a ton of issues connecting to the wifi; after many visits from ExBabylon staff and countless phone calls, we've set up a new wireless router. Our September bill from ExBabylon will be pricier than normal, but it was certainly worth it.

PROGRAMS

1.) **WSCC Implementation Funding Activity:** Our addendum was successfully submitted, and we've been working away at this grant.

2.) **WSCC Natural Resource Investments Funding Activity:**

Construction has been completed for one of our bank stabilization projects; we must now implement a planting plan so that we can sign off on their project and complete it. The stabilization turned out well and we think this will help prevent further erosion and sedimentation into the Pend Oreille River. The other two projects are scheduled to take place within the next few weeks.

We really need to start thinking about how to best water riparian plants once they've been planted. This is the biggest hurdle to long-term success, especially since many landowners use these properties as vacation homes. Maybe the District could purchase a few solar pumps and lease them out to landowners to use for 1-2 years, depending on soil type and need, to ensure that the plants are well-established. We will discuss this at our meeting.

I need to spend the remaining funds and would like to spend it on an agricultural project. I've been in communication with a landowner who wants to provide a watering facility for his livestock. At this board meeting, I'll see if the board is open to re-drilling a well for a landowner for off-channel watering.

3.) **POPUD Erosion Control and Cottonwood Funding:**

We will have 3 erosion control and cottonwood planting projects to reimburse this year.

4.) **WSCC Professional Engineering Funding Activity:**

Corey and I went out with Gary on August 31st to survey two site visits and to speak with prospective participants. We are also in the process of contracting with Sewell & Associates for two landowners in Ashenfelter Bay. Two additional projects were multi-landowner projects along the Pend Oreille River: at least 4 landowners on Bear Paw Drive and at least 4 parcels on LeClerc Rd. S. We will coordinate these site visits for October.

5.) **POC Voluntary Stewardship Implementation Funding Activity:**

- **Program Management:** We finally held a VSP Work Group meeting on September 1st. All 6 potential projects were approved conditionally.
- **Outreach:** We are partnering with The Stevens County Conservation District, WSU Extension, Stevens County Weed Board, and other organizations for the 2nd Annual Farm & Forest Field Day to be held on Saturday, September 17th. I'll present on cover crops with Gregg Deponte, local small ruminant grazer and regenerative agriculture enthusiast.
- **Technical Assistance:** The commission announced that an additional \$2 million will be available for VSP cost share projects that prioritize salmon recovery. There are 6 potential projects: 3 riparian exclusion fencing + watering facility projects, and 3 wetland enhancement/restoration projects. The majority of these projects are south of Newport with 1 potential project in Dalkena.

- **Monitoring:** Corey and I need to come up with a VSP monitoring plan. I've been in communication with Levi Keesecker with the Commission and Leslie Michel with WSDA to see what we need and how to best create a template that suits all districts/watershed work groups.

6.) NACD Urban Ag Grant – Newport Library Community Garden: I gave a soils presentation at the Garden as part of our education series and we had about 20 participants! Our next event will be on Thursday, September 15th and we'll talk about composting!

7.) DoE's WQAIP Grant with the Bead Lake Clean Water Association (BLCWA):

Surveying and spraying has taken place at Bead Lake. Last week, most of the POCD crew was on-site to record a video for our YouTube channel. We showed Aquatechnex surveying and spraying, spoke with Eileen Nave with the Bead Lake Clean Water Association, and offered advice for lake-goers on how to identify Eurasian Watermilfoil and how to prevent it's spread.

8.) Secretary of State Archives Grant

Dyana continues to work hard on going through our extensive backlog of archives. We are currently on hold since she's been out for surgery, but we are on schedule to complete this grant in time.

9.) Grant Applications

- **Salmon Recovery Funding (SRF) Board Irrigation Efficiencies Grant Application:** There are some updates that need to be made before work begins.
- **Ecology Water Quality Combined Funding:** Still waiting to hear back from Curtis Johnson, our project manager. Hopefully we'll have a grant to sign by our October meeting!
- **FEMA Hazard Mitigation Grant Program:** Everything's been submitted... now we wait!

10.) Shared Employee Reports

- **Mary's Monthly Report: Attachment 1**
- **Corey's Report: Attachment 2**
- **Lisa's Monthly Report: Attachment 3**
- **Candy's Monthly Report: Attachment 4**
- **Dyana's Monthly Report: not attached; she's been out for surgery and is recovering well.**

11.) To do list from meeting:

Mike M. wants Alex to find out average and median wage of district managers: This was completed at the special meeting
George would like executive session next meeting to discuss Alex's salary. Show composite of 70-30 split in benefits as well: This was done at our special meeting. We will revisit this at September's meeting.

Mike wants to see organizational chart with this position & field tech from part time to full time – show management flow, etc. Can propose several. Salary and duties. List priorities – admin, riparian, field tech: This was completed, and I will send out a second draft for the upcoming meeting.

Check applicators license and insurance, workers compensation coverage of Aquatechnex: This was completed. Again, I would like to establish a procedure for future contractors. I will reach out to Elsa and Vicki for more advice/guidance on this.

Discuss Line of Credit at September meeting: Becky Walrath will be joining us to discuss line of credit options

Provide Randy with printed copies of treasurer's reports: Will do!

Get minutes signed and on website: Thanks to Mary, these have all been signed and uploaded to the website!

Communicate Hazard Mitigation project for Metaline: We will hold off on this until we hear more from FEMA. Now, we cross our fingers and wait!

Give Mike Baden Jon Paul's contact information: This has been done!

FUTURE DATES

- **September 17th:** 2nd Annual Fall Farm & Forest Field Day at Vetter Farm
- **September 21st-28th:** Alex on vacation
- **September 23rd-October 7th:** Mary on vacation
- **October 18th:** POCD Regular Board Meeting
- **October 19th:** POCD Long Range Planning Session
- **October 20th:** NE Area Annual Meeting in Lincoln County

District Manager _____ Date _____

Mary's Report for August 2022



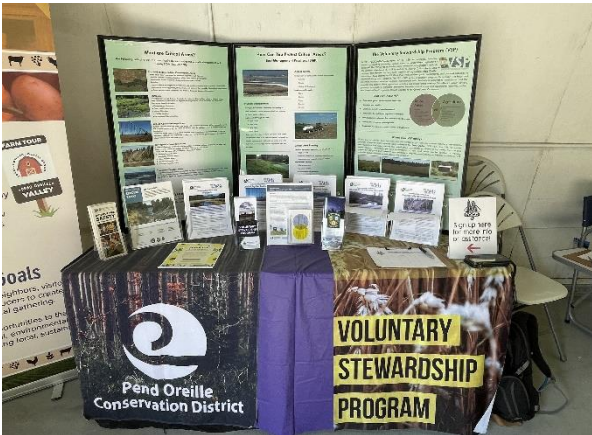
What Mary has been up to:

- County Fair!
- Forest Legacy
- Community Garden Meetings & Events (flyers, handouts, press releases, etc.)
- Conservation Planner course on AgLearn
- Press release & handout design for upcoming Fall Farm & Forest Field Day
- Board Meeting/Minutes
- VSP Meeting/Minutes
- Staff Meetings, Office Work, Office Cleaning, etc.
- CD Educators Meeting

Soil Basics for Gardening Event – First educational event at the Newport Community Garden



Setup at the County Fair



Thank
You

Corey Brenner

Month of September and August Work Projects

- VSP Site Visit, and VSP Projects Meeting
- 3 or more VSP Grant Proposal Submissions for Bank Stabilization Projects
- Community Garden Urban Agriculture Grant, Technical Assistance, Irrigation Maintenance
- NRCS Conservation Planner 1 Classes, 2 class to left complete
- Technical Development Drone Class, Researched field applications and working on Faa certification, looking into applicability of utilizing drones for Riparian Monitoring Projects
- Assisting Civil Engineer on 2 sites mapping projects
- Public Outreach for the VSP projects for the POCD at the Cusick Fair
- Administration Tasks, Mailing Payments, Collection of Board Member Signatures, Payroll

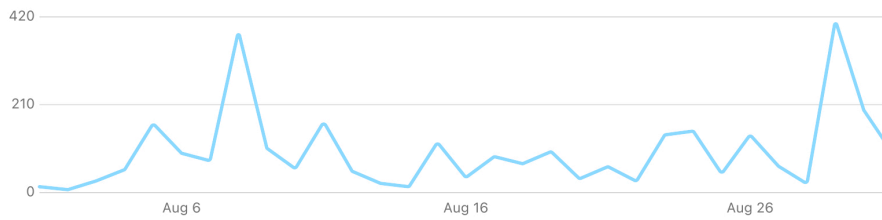
Alkire Collab August Monthly Report 2022

Social Media Report

Facebook Page Reach ⓘ

1.5K

↑ 121.3% over last 31 days



Instagram Reach ⓘ

141

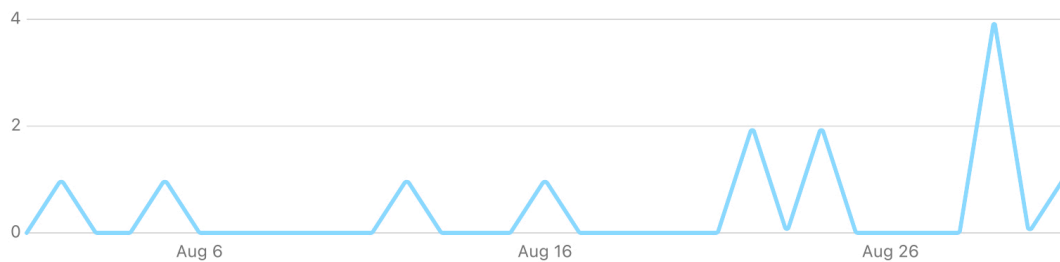
↑ 1.7K% over last 31 days







New Facebook Page Likes ⓘ

13











↑ 160% over last 31 days



Top Performers

 Facebook Post Reach 654	 Instagram Post Reach 6	 Facebook Post Likes and Reactions 24	 Instagram Post Likes and R 1
---	--	--	--

Sort by Reach ▾

	According to the Farmers Almanac, this is their prediction for us this year! What do you think? "Winter temperatures will be milder than normal, with slightly below-normal precipitation and sn... >
 Post • Aug 29, 2022	
Reach 654	Reactions 17
	Comments 9
	Shares 8
	It's no secret that we here at the POCD love Larch trees. The gold speckled in with forest green in the fall makes our whole day! However a few of you may have noticed that some larches are alre... >
 Post • Aug 8, 2022	
Reach 442	Reactions 24
	Comments 6
	Shares 2
	We're getting excited, will we see you there?! Let the countdown begin! >
 Post • Aug 4, 2022	
Reach 296	Reactions 11
	Comments 0
	Shares 3
	JOIN US! At the Newport Community Garden behind the Pend Oreille County Library in Newport! >
 Post • Aug 11, 2022	
Reach 188	Reactions 2
	Comments 0
	Shares 1
	We had a great time at our workshop at the Pend Oreille County Library District yesterday! We got these messages in our inbox right after the event! 😊 >
 Post • Aug 26, 2022	
Reach 176	Reactions 12
	Comments 1
	Shares 0

Facebook reach and engagement went up a lot last month than the month prior! I was actually surprised as a lot of our audience seems to be in agriculture and they were BUSY last month. We also started to create more videos (REELS) for our social media. Which makes our posts show up in more algorithms than others. It was a hunch we acted on and we believe we were right! Videos take a lot more time to create but are worthwhile for the POCD. In comparison to Spokane County and Stevens County, our page is outperforming theirs by nearly 70% now. I believe it is because of our effort toward the video algorithm and our networking with other organizations and groups.

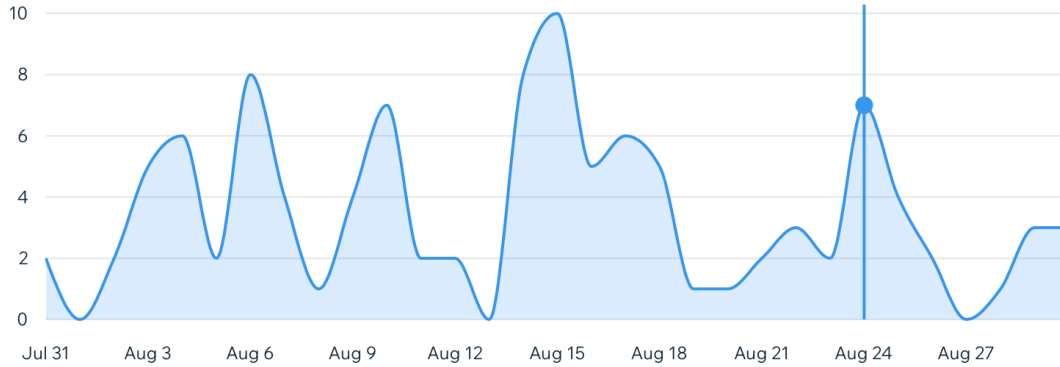
Website Report

Site sessions
108 ↑ 69%

Unique visitors
79 ↑ 36%

Avg. session duration
2m 22s ↓ 54%

Sessions over time



[See full report](#)

New vs returning visitors



[See full report](#)

Sessions by device



[See full report](#)

Traffic category	Traffic source	Site sessions	Page views	Unique visitors
Organic search	Google	31	104	24
Direct	Direct	32	72	25
Referral	scc.wa.gov	23	62	14
Organic search	Bing	7	24	5
Referral	prod.uhrs.playmsn.com	8	11	8
Organic search	DuckDuckGo	5	9	3
Social	Facebook	2	4	2
Referral	pendoreilleco.org	1	2	1
Referral	cccmilk.org	1	1	1

Our website had an increase of visitors and site sessions compared to last month! The Air Quality page is our second most popular page and had a huge rate of return visitors as well.

August 2022 admin report

First of the month, finish paying all bill from the pervious month.

Print all checks and get them ready for signatures.

Print grant vouchers for each grant.

Set up new Fiscal year grants in BIAS.

Copy all items for each grant to get ready to scan and email out.

Payroll draw on the 15th of each month.

Last day of month payroll and travel.

End of each month pay 941 tax, for prior month by the 15th., and Dept of retirement report and payment done on Aug 4th paid on Aug 15th.

Transfer reports and grant information to shared drive.

First week of the month do bank reconciliation from prior month with all deposits and charges accounted for. Print.

Print treasures report, warrant report, receipt report, and employee accrual report.

Scan and upload all information to shared drive for monthly board meeting.

Organize all payment vouchers with original receipts, Mailing to POCD, for board member's signature. File one that have all signatures. (When I'm in the office)

File all grant vouchers in each grant binder. Copy deposit slip and EFT deposit with copy of receipt and put it with each voucher month & number, showing the voucher has been paid. File deposit slip in quarterly file. (When I'm in the office.)

IM Fiscal Year 2022 Budget Analysis

IM Budget September 1 - June 30, 2023		Funds Available: \$ 96,822.14		
Funding For:	Task	Monthly Rate	August 2022 Expenses	Rest of FY total
Staff Time	Admin Tasks (Alex)	\$ 1,000.00	\$ 2,130.95	\$ 9,869.05
	Water Quality Tasks (Alex)	\$ 1,000.00	\$ 1,681.30	\$ 10,318.70
	Admin Tasks (Dyana)	\$ 500.00	\$ 570.89	\$ 5,429.11
	Admin/Financials (Candy)	\$ 1,000.00	\$ 878.41	\$ 11,121.59
	Mary (Outreach/TA)	\$ 1,000.00	\$ 1,188.85	\$ 10,811.15
	Corey (WQ)	\$ 500.00	\$ 228.90	\$ 5,771.10
	Lisa (Outreach/Education)	\$ 550.00	\$ 550.00	\$ 6,050.00
POCD Overhead	25%	\$ 625.00	\$ 1,010.30	\$ 6,489.70
Other Expenses	Travel	\$ 500.00	\$ 119.68	\$ 5,880.32
	Contracted Services	\$ 200.00	\$ 1,480.19	\$ 919.81
	Supplies	\$ 285.00	\$ 29.07	\$ 3,390.93
	Utilities/Subscriptions	\$ 900.00	\$ 7,142.16	\$ 3,657.84
	Maintain District Operations	\$ 1,500.00	\$ 887.16	\$ 17,112.84
Total		\$ 9,560.00	\$ 15,766.91	\$ 96,822.14

Remaining IM Funds	\$96,822.14
FY Expense Estimates (Other Expenses)	\$ 25,081.42
Staff Time	\$ 71,740.72
Available Balance	\$ -

VSP Budget September 1 - June 30, 2023

Table 1				
Remaining VSP Funds:		\$	128,228.58	
Funding For:	Task	Monthly Rate	Total spent in August 2022	Rest of Biennium total
Pend Oreille Conservation District	Outreach (Lisa)	\$ 600.00	\$ 550.00	\$ 5,450.00
	Technical Assistance (Alex)	\$ 1,000.00	\$ 703.80	\$ 9,296.20
	Outreach/Education (Mary)	\$ 1,815.00	\$ 1,364.60	\$ 16,785.40
	Admin & Finance (Candy & Dyana)	\$ 1,500.00	\$ 1,513.15	\$ 13,486.85
	Program/Grant Management (Alex)	\$ 1,000.00	\$ 1,231.65	\$ 8,768.35
	Resource Technician (Corey)	\$ 2,500.00	\$ 1,536.90	\$ 23,463.10
	Travel	\$ 500.00	\$ 142.19	\$ 4,857.81
	Overhead (25%)	\$ 1,125.00	\$ 868.09	\$ 10,381.91
	Implementation Advertising/Supplies	\$ 200.00	\$ 180.59	\$ 1,819.41
	POC GIS Help	\$ 85.00	\$ -	\$ 850.00
Total		\$	8,090.97	\$ 95,159.03

Table 2	
Potential Cost Share Funds	
Total Potential Projects	Total Cost Share (75%) to be spent
3-4 projects	\$ 20,000.00

Table 3	
Remaining VSP Funds (Funds to be Spent)	\$128,228.58
Expense Estimates (Travel, Advertising/Supplies, GIS Help)	\$ 17,909.13
Overhead	\$ 10,381.91
Staff Time	\$ 77,249.90
Cost Share Allocation	\$ 20,000.00
Monitoring Funds	\$ 5,000.00
Buffer Funds	(\$2,312.36)

Table 4	
Supplemental Funding Total Request	
Total Projects (as of September 1)	Total Cost Share (75%) allocated as of September 1
6	\$ 105,274.50

NACD UA Budget September 1st - June 30, 2023

Remaining VSP Funds:		\$17,803.51		
Funding For:	Task	Funds spent in August 2022	Task Cost	Rest of Biennium total
Pend Oreille Conservation District	Outreach/Education (Mary)	\$ 683.43	\$ 7,922.00	\$ 7,238.57
	Outreach/Education (Corey)	\$ 850.00	\$ 5,800.00	\$ 4,950.00
	Admin (Alex)	\$ 156.40	\$ 354.24	\$ 197.84
	Admin (Candy)	\$ -	\$ 500.00	\$ 500.00
	Admin (Mary)		\$ 424.44	\$ 424.44
	Supplies	\$ 482.66	\$ 1,000.00	\$ 517.34
Supplies	Friends of the Library Innovia Grant	\$ -	\$ 2,000.00	\$ 2,000.00
Match	In-Kind Match	\$ -		\$ 3,279.79
Total		\$ 2,172.49		\$ 19,107.98

NRI Budget August 1st - June 30, 2023

Remaining VSP Funds:		\$ 99,106.46		
Funding For:	Task	Monthly cost	Funds spent in August 2022	
			2022	Rest of Biennium total
Pend Oreille Conservation District	Technical Assistance	\$ 2,208.86	\$ 136.25	\$ 24,161.21
Bank Stabilization Project	Teresa & Ken McGuire	\$ 14,625.00	-	\$ 14,625.00
	Vanessa Boyce	\$ 16,875.00	-	\$ 16,875.00
	Bryan & Cami Ricco	\$ 16,875.00	-	\$ 16,875.00
Potential Ag Projects	TBD	\$ 26,570.25	-	\$ 26,570.25
Total			\$ 136.25	\$ 99,106.46

WQAIP BLCWA Budget September 1st - June 30, 2023

Remaining VSP Funds:		\$ 30,067.19	
Funding For:	Task	Funds spent in previous month	Rest of Biennium total
Pend Oreille Conservation District	Admin Tasks		\$ 1,382.70
	in-kind match	\$ -	\$ 500.00
Bead Lake Clean Water Association & Aquatechnex	Invasive Aquatic Plant Survey & Management	\$ 9,815.51	\$ 3,684.49
	in-kind match	\$ -	\$ 4,500.00
Total		\$ 9,815.51	\$ 10,067.19

SOS Archives Budget September 1st - December 31st, 2022

Remaining Archives Funds:		\$	1,856.05	
Funding For:	Task	Monthly Expenses	Funds spent in August 2022	Rest of Biennium total
Supplies	Archiving Supplies	100	\$ 170.00	\$ 330.00
Staff Time	Dyana Staff Time	550	\$ 1,223.95	\$ 1,526.05
Total			\$ 1,393.95	\$ 1,856.05

PUD EC/EC Budget September 1st - June 30, 2023

Remaining VSP Funds:		\$59,687.20	
Funding For:	Task	Funds spent in August 2022	Rest of Biennium total
Pend Oreille Conservation District	Admin/Outreach	\$ 312.80	\$ 4,687.20
Potential Projects	Teresa & Ken McGuire	\$ -	\$ 5,500.00
	Vanessa Boyce	\$ -	\$ 5,500.00
	Bryan & Cami Ricco	\$ -	\$ 5,500.00
Total		\$ 312.80	\$ 21,187.20

Attachment R
August 2022
Treasurer's Report

TREASURER'S REPORT

Fund Totals

Pend Oreille Conservation District

08/01/2022 To: 08/31/2022

Time: 11:20:36 Date: 09/13/2022

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	37,303.86	5,500.63	6,368.16	36,436.33	927.34	-707.95	0.00	36,655.72
080 PUD FY18	163.77	0.00		163.77	0.00	0.00	0.00	163.77
130 WSCC FY22	-4,406.64	20,520.45		16,113.81	0.00	0.00	0.00	16,113.81
131 22-38-NRI	272.04	0.00	76.30	195.74	0.00	0.00	0.00	195.74
240 VSP 2021-2022	-3,673.33	11,489.44	6,883.40	932.71	3,019.93	1,560.53	0.00	5,513.17
241 ACRHIVES	0.00	0.00	1,223.95	-1,223.95	1,223.95	0.00	0.00	0.00
242 NACD	-1,754.78	3,929.84	1,546.18	628.88	1,097.69	44.90	0.00	1,771.47
243 WSCC FY 23	-6,767.90	0.00	12,792.37	-19,560.27	12,669.00	1,422.19	0.00	-5,469.08
320 20 PUDECCW	-0.02	0.00		-0.02	0.00	0.00	0.00	-0.02
440 H-Z FY22	168.04	0.00		168.04	0.00	0.00	0.00	168.04
510 WQAIP-2021	96.72	0.00		96.72	0.00	0.00	0.00	96.72
	21,401.76	41,440.36	28,890.36	33,951.76	18,937.91	2,319.67	0.00	55,209.34

TREASURER'S REPORT

Account Totals

Pend Oreille Conservation District

08/01/2022 To: 08/31/2022

Time: 11:20:36 Date: 09/13/2022

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 Mountain West	412.66	0.00	0.00	412.66	0.00	0.00	412.66
3 PayPal- NRCS	-1,383.07	0.00	0.00	-1,383.07	0.00	0.00	-1,383.07
4 Wash Fed Sav	5,038.43	0.83	0.00	5,039.26	0.00	0.00	5,039.26
5 Wash Fed Ck.	17,333.74	41,439.53	28,890.36	29,882.91	0.00	21,257.58	51,140.49
Total Cash:	21,401.76	41,440.36	28,890.36	33,951.76	0.00	21,257.58	55,209.34
	21,401.76	41,440.36	28,890.36	33,951.76	0.00	21,257.58	55,209.34

TREASURER'S REPORT

Outstanding Vouchers

Pend Oreille Conservation District

08/01/2022 To: 08/31/2022

As Of: 08/31/2022 Date: 09/13/2022

Time: 11:20:36 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	289	08/17/2022	Claims	5	2261	DeVries	170.00	Record Destruction Purge/ SOS Archives
2022	290	08/17/2022	Claims	5	2262	Exbabylon	452.34	IT Management / General Fund
2022	288	08/17/2022	Claims	5	2263	Enduris	6,255.00	Insurance. IMP/D.O.
2022	242	07/29/2022	Claims	5	2264	WACD	3,488.89	WACD Dues 2022/2023 IMP/D.O.
2022	291	08/31/2022	Claims	5	2265	Corey Brenner	170.01	Travel Aug/vsp-IMP-NACD
2022	292	08/31/2022	Payroll	5	2266	Corey Brenner	778.19	Corey Brenner 8/16-31/2022
2022	293	08/31/2022	Payroll	5	2267	Alexandra Case-Cohen	1,541.48	Alex Case-Cohen Aug 2022
2022	307	08/31/2022	Claims	5	2270	Ferry Conservation District	3,026.30	Admin/ VSP-IMP-D.O.
2022	309	08/31/2022	Claims	5	2271	Pend Oreille County Weed Board	5,375.37	IMP/VSP/NACD.SOS Aug 2022
							21,257.58	

Fund	Claims	Payroll	Total
001 General Fund	927.34	-707.95	219.39
240 VSP 2021-2022	3,019.93	1,560.53	4,580.46
241 ACRHIVES	1,223.95	0.00	1,223.95
242 NACD	1,097.69	44.90	1,142.59
243 WSCC FY 23	12,669.00	1,422.19	14,091.19
	18,937.91	2,319.67	21,257.58

TREASURER'S REPORT

Signature Page

Pend Oreille Conservation District

08/01/2022 To: 08/31/2022

Time: 11:20:36 Date: 09/13/2022
Page: 4

We the undersigned officers for the Pend Oreille Conservation District have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
Chairman / Date District Administrator / Date

WARRANT/CHECK REGISTER

Pend Oreille Conservation District

Time: 11:21:11 Date: 09/13/2022

08/01/2022 To: 08/31/2022

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
222	08/01/2022	Claims	5	EFT	Washington State Department of Revenue	279.27	2Q Leaseholder Tax 2022
255	08/10/2022	Payroll	5	EFT	Department Of Retirement Systems	732.22	07/01/2022 To 07/31/2022 - PERS 2
256	08/15/2022	Payroll	5	EFT	United States Treasurer	1,394.42	941 Deposit For 07/01/2022 - 07/31/2022
257	08/03/2022	Claims	5	EFT	Verizon Wireless	265.92	Cell Phone/lpads/Jet Pack August 2022 IMP/D.O.
283	08/03/2022	Claims	5	EFT	Lisa Alkire	1,100.00	Web Management / IMP/D.O.- VSP
284	08/10/2022	Claims	5	EFT	WIX.COM	51.56	Event Calendar IMP/D.O.- VSP
285	08/11/2022	Claims	5	EFT	Pend Oreille PUD	90.51	Power/ IMP-D.O.
286	08/12/2022	Claims	5	EFT	US Bank Corporate Payment Systems	132.74	Lucidchart.com / IMP-D.O.
287	08/16/2022	Claims	5	EFT	IFIBER Communications	296.50	Phone/internet IMP/D.O.
297	08/19/2022	Claims	5	EFT	City of Newport	123.25	Water/ IMP-D.O.
298	08/24/2022	Claims	5	EFT	Ace Hardware #14204	52.97	NACD Garden Supplies Aug 2022
299	08/10/2022	Claims	5	EFT	Safeway	21.53	Supplies IMP/D.O.
300	08/24/2022	Claims	5	EFT	Super 1	14.55	NACD, Supples Aug 2022
301	08/25/2022	Claims	5	EFT	Safeway	4.84	NACD Supplies
302	08/25/2022	Claims	5	EFT	Super 1	20.94	NACD/supplies
311	08/16/2022	Claims	5	EFT	Arlo	16.20	Arlo Secure Plus Multi Camera IMP/D.O.
312	08/10/2022	Claims	5	EFT	WIX.COM	12.92	Website Aug 2022/ IMP/D.O.
305	08/16/2022	Claims	5	2249	Pend oreille Conservation District	3,488.89	Check For WACD,
272	08/04/2022	Payroll	5	2257	Health Care Authority	904.42	07/01/2022 To 07/31/2022 - Health Care Authority
281	08/14/2022	Payroll	5	2258		1,500.00	Aug 2022 Mid Month Draw
282	08/16/2022	Payroll	5	2259		618.02	Corey Brenner 8/1-15/2022
289	08/17/2022	Claims	5	2261	DeVries	170.00	Record Destruction Purge/ SOS Archives
290	08/17/2022	Claims	5	2262	Exbabylon	452.34	IT Management / General Fund
288	08/17/2022	Claims	5	2263	Enduris	6,255.00	Insurance. IMP/D.O.
291	08/31/2022	Claims	5	2265	Corey Brenner	170.01	Travel Aug/vsp-IMP-NACD
292	08/31/2022	Payroll	5	2266		778.19	Corey Brenner 8/16-31/2022
293	08/31/2022	Payroll	5	2267		1,541.48	Alex Case-Cohen Aug 2022
307	08/31/2022	Claims	5	2270	Ferry Conservation District	3,026.30	Admin/ VSP-IMP-D.O.
309	08/31/2022	Claims	5	2271	Pend Oreille County Weed Board	5,375.37	IMP/VSP/NACD.SOS Aug 2022
						6,368.16	
001 General Fund						6,368.16	
131 22-38-NRI						76.30	
240 VSP 2021-2022						6,883.40	
241 ACRHIVES						1,223.95	
242 NACD						1,546.18	
243 WSCC FY 23						12,792.37	
						28,890.36	
						Claims:	21,421.61
						Payroll:	7,468.75

WARRANT/CHECK REGISTER

Pend Oreille Conservation District

Time: 11:21:11 Date: 09/13/2022

08/01/2022 To: 08/31/2022

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
-------	------	------	--------	-------	----------	--------	------

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the ??? and that I am authorized to authenticate and certify to said claim.

() Chairman () Auditing Officer _____ Date: _____

RECEIPT REGISTER

Pend Oreille Conservation District

Time: 11:21:33 Date: 09/13/2022

08/01/2022 To: 08/31/2022

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
260	08/03/2022	Tr Rec	201266		5	Frontier Title & Escrow	12,214.44	Rent August 2022/VSP June 2022#13
280	08/08/2022	Tr Rec	201272		5	WSCC	20,520.45	IMP FY22-38 June 2022 #12
294	08/23/2022	Tr Rec	201273		5	Ferry Conservation District	1,281.91	Repayment Of Tax Paid By Using Wrong Bank Account
295	08/31/2022	Tr Rec	201274		4	Washington Federal	0.83	Savings Interest Aug 2022
296	08/31/2022	Tr Rec	201275		5	Washington Federal	4.00	Checking Interest Aug 2022
304	08/16/2022	Tr Rec	201276		5	Pend oreille Conservation District	3,488.89	WACD/Check Deposit
310	08/19/2022	Tr Rec	201277		5	NACD	3,929.84	NACD Grant Urban Conservation Initiative

340 Charges For Services	4,770.80
360 Misc Revenues	729.83
001 General Fund	5,500.63
330 State Generated Revenues	20,520.45
130 WSCC FY22	20,520.45
330 State Generated Revenues	11,489.44
240 VSP 2021-2022	11,489.44
360 Misc Revenues	3,929.84
242 NACD	3,929.84
	41,440.36

The above listed revenues were deposited in WaFed bank account as indicated, a federally insured institution.
ATTESTED TO:

Signature & Title

Date

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 11:18:44 Date: 09/13/2022

08/01/2022 To: 08/31/2022

Page: 1

5 Wash Fed Ck.

Date	Balance Forward	29,715.96
08/03/2022		12,214.44
08/08/2022		20,520.45
08/16/2022		3,488.89
08/19/2022		3,929.84
08/23/2022		1,281.91
08/31/2022		4.00
	Total Credits:	41,439.53

Year	Trans#	Date	Type	Chk#	Vendor	
2022	227	07/07/2022	Payroll	2244	Health Care Authority	904.42
2022	228	07/07/2022	Claims	2245	US Bank Corporate Payment Systems	15.00
2022	234	07/11/2022	Claims	2246	Randy Shuckle	1,129.88
2022	221	07/29/2022	Payroll		Department of Labor & Industries	177.07
2022	241	07/29/2022	Claims	2250	John Floyd	117.00
2022	243	07/29/2022	Claims	2251	Menk Jackson Beyer, LLP	757.50
2022	247	07/29/2022	Payroll	2252	Corey Brenner	659.81
2022	248	07/29/2022	Payroll	2253	Alexandra Case-Cohen	1,541.98
2022	249	07/29/2022	Claims	2254	Corey Brenner	76.27
2022	259	07/29/2022	Claims	2256	Pend Oreille County Weed Board	1,757.57
2022	253	07/31/2022	Claims	2255	Ferry Conservation District	1,756.83
2022	222	08/01/2022	Claims		Washington State Department of Revenue	279.27
2022	257	08/03/2022	Claims		Verizon Wireless	265.92
2022	283	08/03/2022	Claims		Lisa Alkire	1,100.00
2022	272	08/04/2022	Payroll	2257	Health Care Authority	904.42
2022	255	08/10/2022	Payroll		Department Of Retirement Systems	732.22
2022	284	08/10/2022	Claims		WIX.COM	51.56
2022	299	08/10/2022	Claims		Safeway	21.53
2022	312	08/10/2022	Claims		WIX.COM	12.92
2022	285	08/11/2022	Claims		Pend Oreille PUD	90.51
2022	286	08/12/2022	Claims		US Bank Corporate Payment Systems	132.74
2022	281	08/14/2022	Payroll	2258	Alexandra Case-Cohen	1,500.00
2022	256	08/15/2022	Payroll		United States Treasurer	1,394.42
2022	282	08/16/2022	Payroll	2259	Corey Brenner	618.02
2022	287	08/16/2022	Claims		IFIBER Communications	296.50
2022	305	08/16/2022	Claims	2249	Pend oreille Conservation District	3,488.89
2022	311	08/16/2022	Claims		Arlo	16.20
2022	297	08/19/2022	Claims		City of Newport	123.25
2022	298	08/24/2022	Claims		Ace Hardware #14204	52.97
2022	300	08/24/2022	Claims		Super 1	14.55
2022	301	08/25/2022	Claims		Safeway	4.84
2022	302	08/25/2022	Claims		Super 1	20.94

Total Debits: 20,015.00

Reconciled Bank Balance: 51,140.49

Outstanding Credits:

2022	242	07/29/2022	Claims	2264	WACD	3,488.89
2022	288	08/17/2022	Claims	2263	Enduris	6,255.00
2022	289	08/17/2022	Claims	2261	DeVries	170.00
2022	290	08/17/2022	Claims	2262	Exbabylon	452.34
2022	291	08/31/2022	Claims	2265	Brenner, Corey	170.01
2022	292	08/31/2022	Payroll	2266	Brenner, Corey T	778.19
2022	293	08/31/2022	Payroll	2267	Case-Cohen, Alexandra Loree	1,541.48

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 10:19:53 Date: 09/14/2022

08/01/2022 To: 08/31/2022

Page: 2

2022	307	08/31/2022	Claims	2270	Ferry Conservation District	3,026.30
2022	309	08/31/2022	Claims	2271	Pend Oreille County Weed Board	5,375.37
Outstanding Debits:						21,257.58
Reconciled Book Balance:						29,882.91

CERTIFICATION; I the undersigned do hereby certify under penalty of perjury that the materials have been furnished and services rendered or labor performed as described herein, that the claims a just, due and unpaid obligation against Pend Oreille Conservation District, and that I am authorized to authenticate and certify said claim.



Statement of Account

PAGE 1 OF 5

Statement End Date August 31, 2022
 Statement Begin Date August 1, 2022
 Account Number 62763959434

To report a lost or stolen card,
 call 800-324-9375.

For 24-hour telephone banking,
 call 877-431-1876.

PEND OREILLE CONSERVATION DISTRICT
 121 N WASHINGTON AVE
 NEWPORT, WA 99156-9271

32236 *

*For questions or assistance with your account(s),
 please call 800-324-9375, stop by your local branch,
 or send a written request to our Client Care Center
 at 9929 Evergreen Way, Everett WA 98204.*

Business Interest Checking Summary - # 62763959434

Annual Percentage Yield Earned for this Statement Period	0.098%
Interest Rate Effective 08/01/2022	0.050%
Interest Rate Effective 08/03/2022	0.100%
Interest Earned/Accrued this Cycle	\$4.00
Number of Days in this Cycle	31
Date Interest Posted	08-31-2022
Year-to-Date Interest Paid	\$21.29

Beginning Balance	\$29,715.96
Interest Earned This Period	+4.00
Deposits and Credits	+41,435.53
Checks Paid	-15,227.59
ATM, Electronic and Debit Card Withdrawals	-4,725.55
Other Transactions	-61.86
Ending Balance	\$51,140.49

	Total for This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Add 2% cashback
 to your grocery list.



Receive 2% on qualified gas,
 grocery, and pharmacy purchases
 as an automatic statement credit.
 Plus, earn **1% cashback** on all
 qualified purchases with your
 WaFd Bank Credit Card.
Apply today.

*Subject
 to credit
 approval*



Visa may provide updated debit card information, including your expiration date and card number, with merchants that have an agreement for reoccurring payments. You may opt out of this service by calling 1-800-324-9375.



Statement of Account

Statement End Date August 31, 2022
 Statement Begin Date August 1, 2022
 Account Number 62763959434

For 24-hour telephone banking
 1-877-431-1876



Interest Earned This Period

Date	Description	Amount
08-31	Credit Interest	4.00
Total Interest Earned This Period		4.00

Deposits and Credits

Date	Description	Amount
08-03	Deposit	12,214.44
08-08	External Deposit WA ST SCC 4710220804GP05500000 - VENDOR PAY 400663!	20,520.45
08-16	Deposit	3,488.89
08-19	External Deposit NATASSCONSERV - NACD PendOreille-WA	3,929.84
08-23	Deposit	1,281.91
Total Deposits and Credits		41,435.53

Checks Paid

Number	Date	Amount	Number	Date	Amount
2244	Aug. 1	904.42	2253	Aug. 4	1,541.98
2245	Aug. 2	15.00	2254	Aug. 5	76.27
2246	Aug. 2	1,129.88	2255	Aug. 17	1,756.83
2249*	Aug. 16	3,488.89	2256	Aug. 16	1,757.57
2250	Aug. 5	117.00	2257	Aug. 16	904.42
2251	Aug. 18	757.50	2258	Aug. 18	1,500.00
2252	Aug. 4	659.81	2259	Aug. 19	618.02
Total Checks Paid				\$15,227.59	

* All of your recent checks may not be on this statement, either because they haven't cleared yet, they were listed on one of your previous statements, or they were converted to an electronic withdrawal and may be listed below.

ATM, Electronic and Debit Card Withdrawals

Date	Description	Amount
08-01	External Withdrawal LABOR&INDUSTRIES - L&I ELF 16716500-02JDZE	177.07
08-02	External Withdrawal WA DEPT REVENUE - TAX PYMT 9491688	279.27
08-04	POS Signature Purchase IN *LISAALKIRE 509-2027582 WAUS Card #9045	1,100.00
08-05	External Withdrawal ACHMA VISB 800-922-0204 - BILL PYMNT	116.27
08-05	External Withdrawal ACHMA VISB 800-922-0204 - BILL PYMNT	149.65
08-10	External Withdrawal WA DEPT RET SYS - DRS EPAY 4298000	732.22
08-10	POS Signature Purchase WIX.COM 1010228519 WWW.WIX.COM CAUS Card #9045	12.92
08-11	External Withdrawal PEND OREILLE PUD UTILITY BILL - PUD 5271	38.22
08-11	External Withdrawal PEND OREILLE PUD UTILITY BILL - PUD 6157	52.29
08-11	POS Signature Purchase WIX.COM 1010100383 WWW.WIX.COM CAUS Card #9045	51.56



Statement of Account

Statement End Date PAGE 3 OF 5
August 31, 2022
Statement Begin Date August 1, 2022
Account Number 62763959434

For 24-hour telephone banking
1-877-431-1876

Date	Description	Amount
08-12	External Withdrawal U.S. BANK - PAYMENT 448559455562237	132.74
08-15	External Withdrawal IRS - USATAXPYMT 270262760199180	1,394.42
08-16	POS Signature Purchase ARLO TECHNOLOGIES I408-638-3750 CAUS Card #9045	16.20
08-17	External Withdrawal IFIBER COMMUNICA PURCHASE 866-284-3842	296.50
08-19	External Withdrawal CITY OF NEWPORT 509-447-5611 - UTILITY 4973580	123.25
08-25	POS Signature Purchase SELKIRK ACE OLDTOWN IDUS Card #9045	52.97
Total ATM, Electronic and Debit Card Withdrawals		4,725.55



Other Transactions

Date	Description	Amount
08-10	POS Pinned Purchase SAFEWAY #1159 NEWPORT WAUS Card #9045	21.53
08-24	POS Pinned Purchase OLDTOWN SUPER 1 FOOLDTOWN IDUS Card #9045	14.55
08-25	POS Pinned Purchase SAFEWAY #1159 NEWPORT WAUS Card #9045	4.84
08-25	POS Pinned Purchase OLDTOWN SUPER 1 FOOLDTOWN IDUS Card #9045	20.94
Total Other Transactions		61.86

THIS CHECK HAS A COLORED BACKGROUND AND CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

WASHINGTON FEDERAL BANK
224 S. WASHINGTON AVE
NEWPORT, WA 99156

2244

07/07/2022

Health Care Authority
PO Box 94265
Seattle, WA 98124-5565

Nine Hundred Four and 42/100

Health Care Authority
PO Box 94265
Seattle, WA 98124-5565

06/01/2022 To 06/30/2022 Health Care Authority

MEMO

*****904.42

DOLLARS

Authorized Signature

⑆002244⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2244 Date 08/01/2022 Amount \$904.42

THIS CHECK HAS A COLORED BACKGROUND AND CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

WASHINGTON FEDERAL BANK
224 S. WASHINGTON AVE
NEWPORT, WA 99156

2251

07/29/2022

Menk Jackson Beyer, LLP

Seven Hundred Fifty Seven and 50/100

Menk Jackson Beyer, LLP
807 N. 39th Ave.
Yakima, WA 98902

Legal Work For Lease On Building G/F

MEMO

*****757.50

DOLLARS

Authorized Signature

⑆002251⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2251 Date 08/18/2022 Amount \$757.50

THIS CHECK HAS A COLORED BACKGROUND AND CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

WASHINGTON FEDERAL BANK
224 S. WASHINGTON AVE
NEWPORT, WA 99156

2245

07/07/2022

US Bank Corporate Payment Systems

Fifteen and 00/100

US Bank Corporate Payment Systems
PO BOX 790428
St Louis, MO 63179

Service Charge For Processing Fee Of Closed Check

MEMO

*****15.00

DOLLARS

Authorized Signature

⑆002245⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2245 Date 08/02/2022 Amount \$15.00

THIS CHECK HAS A COLORED BACKGROUND AND CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

WASHINGTON FEDERAL BANK
224 S. WASHINGTON AVE
NEWPORT, WA 99156

2252

07/29/2022

Corey T Brenner

Six Hundred Fifty Nine and 81/100

Corey T Brenner
1110 S Walnut Pl Apt 2
Spokane, WA 99204

Corey Brenner 7/16-31/2022

MEMO

*****659.81

DOLLARS

Authorized Signature

⑆002252⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2252 Date 08/04/2022 Amount \$659.81

THIS CHECK HAS A COLORED BACKGROUND AND CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

WASHINGTON FEDERAL BANK
224 S. WASHINGTON AVE
NEWPORT, WA 99156

2246

07/11/2022

Randy Shuckie

One Thousand One Hundred Twenty Nine and 88/100

Randy Shuckie
Newport, WA 99156

VSP Cost-share, July 2022

MEMO

*****1,129.88

DOLLARS

Authorized Signature

⑆002246⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2246 Date 08/02/2022 Amount \$1,129.88

THIS CHECK HAS A COLORED BACKGROUND AND CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

WASHINGTON FEDERAL BANK
224 S. WASHINGTON AVE
NEWPORT, WA 99156

2253

07/29/2022

Alexandra Loree Case-Cohen

One Thousand Five Hundred Forty One and 99/100

Alexandra Loree Case-Cohen
3222 Crest Dr.
Chewelah, WA 99109

Alex Case-Cohen 7/01-31/2022

MEMO

*****1,541.98

DOLLARS

Authorized Signature

⑆002253⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2253 Date 08/04/2022 Amount \$1,541.98

THIS CHECK HAS A COLORED BACKGROUND AND CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

WASHINGTON FEDERAL BANK
224 S. WASHINGTON AVE
NEWPORT, WA 99156

2249

07/29/2022

WACD

Three Thousand Four Hundred Eighty Eight and 89/100

WACD
16564 Bradley Road
Bow, WA 98232

WACD Dues 2022/2023 IMP/D.O.

MEMO

*****3,488.89

DOLLARS

Authorized Signature

⑆002249⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2249 Date 08/16/2022 Amount \$3,488.89

THIS CHECK HAS A COLORED BACKGROUND AND CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

WASHINGTON FEDERAL BANK
224 S. WASHINGTON AVE
NEWPORT, WA 99156

2254

07/29/2022

Corey Brenner

Seventy Six and 27/100

Corey Brenner
Newport, WA 99156

Travel July 2022 VSP/NACD

MEMO

*****76.27

DOLLARS

Authorized Signature

⑆002254⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2254 Date 08/05/2022 Amount \$76.27

THIS CHECK HAS A COLORED BACKGROUND AND CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

WASHINGTON FEDERAL BANK
224 S. WASHINGTON AVE
NEWPORT, WA 99156

2250

07/29/2022

John Floyd

One Hundred Seventeen and 00/100

John Floyd
501 Herbs Dr. Newport, WA 99156
Newport WA 99156

Travel Q 2022 G/F

MEMO

*****117.00

DOLLARS

Authorized Signature

⑆002250⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2250 Date 08/05/2022 Amount \$117.00

THIS CHECK HAS A COLORED BACKGROUND AND CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

WASHINGTON FEDERAL BANK
224 S. WASHINGTON AVE
NEWPORT, WA 99156

2255

07/31/2022

Ferry Conservation District

One Thousand Seven Hundred Fifty Six and 83/100

Ferry Conservation District
PO BOX 1045
Republic, WA 99166

VSP/IMP-D.O. July 2022

MEMO

*****1,756.83

DOLLARS

Authorized Signature

⑆002255⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2255 Date 08/17/2022 Amount \$1,756.83



THIS CHECK HAS A COLORED BACKGROUND AND CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

WASHINGTON FEDERAL BANK
224 S. WASHINGTON AVE
NEWPORT, WA 99156

2256

Rec'd 8/12/2022

PAY TO THE ORDER OF Pend Oreille County Weed Board \$ *****1,757.57

One Thousand Seven Hundred Fifty Seven and 57/100 07/29/2022 DOLLARS

Pend Oreille County Weed Board
PO BOX 5085
Newport, WA 99156

MEMO IMP/D.O. - VSP#2- IMP/WQ-HMGP July 2022

AUTHORIZED SIGNATURE

⑆00 2256⑆ ⑆325070980⑆ 62763959434⑆

Check 2256 Date 08/16/2022 Amount \$1,757.57

THIS CHECK HAS A COLORED BACKGROUND AND CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

WASHINGTON FEDERAL BANK
224 S. WASHINGTON AVE
NEWPORT, WA 99156

2257

PAY TO THE ORDER OF Health Care Authority \$ *****904.42

Nine Hundred Four and 42/100 08/04/2022 DOLLARS

Health Care Authority
PO Box 84265
Seattle, WA 98124-5565

MEMO 07/01/2022 To 07/31/2022 - Health Care Authority

AUTHORIZED SIGNATURE

⑆00 2257⑆ ⑆325070980⑆ 62763959434⑆

Check 2257 Date 08/16/2022 Amount \$904.42

THIS CHECK HAS A COLORED BACKGROUND AND CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

WASHINGTON FEDERAL BANK
224 S. WASHINGTON AVE
NEWPORT, WA 99156

2258

PAY TO THE ORDER OF Alexandra Loree Case-Cohen \$ *****1,500.00

One Thousand Five Hundred and 00/100 08/14/2022 DOLLARS

Alexandra Loree Case-Cohen
3222 Crest Dr.
Chewelah, WA 99109

MEMO Aug 2022 Mid Month Draw

AUTHORIZED SIGNATURE

⑆00 2258⑆ ⑆325070980⑆ 62763959434⑆

Check 2258 Date 08/18/2022 Amount \$1,500.00

THIS CHECK HAS A COLORED BACKGROUND AND CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

WASHINGTON FEDERAL BANK
224 S. WASHINGTON AVE
NEWPORT, WA 99156

2259

PAY TO THE ORDER OF Corey T Brenner \$ *****618.02

Six Hundred Eighteen and 02/100 08/16/2022 DOLLARS

Corey T Brenner
1110 S Walnut Pl Apt 2
Spokane, WA 99204

MEMO Corey Brenner 8/1-15/2022

AUTHORIZED SIGNATURE

⑆00 2259⑆ ⑆325070980⑆ 62763959434⑆

Check 2259 Date 08/19/2022 Amount \$618.02



BANK RECONCILIATION

Pend Oreille Conservation District

Time: 10:15:50 Date: 09/08/2022

08/01/2022 To: 08/31/2022

Page: 1

4 Wash Fed Sav

Date	Balance Forward	5,038.43
08/31/2022		0.83
	Total Credits:	0.83

Year	Trans#	Date	Type	Chk#	Vendor
------	--------	------	------	------	--------

Total Debits:	0.00
---------------	------

Reconciled Bank Balance:	5,039.26
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Outstanding Credits:	
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Outstanding Debits:	
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Reconciled Book Balance:	5,039.26
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CERTIFICATION; I the undersigned do hereby certify under penalty of perjury that the materials have been furnished and services rendered or labor performed as described herein, that the claims a just, due and unpaid obligation against Pend Oreille Conservation District, and that I am authorized to authenticate and certify said claim.



Statement of Account

PAGE 1 OF 1

Statement End Date August 31, 2022
 Statement Begin Date August 1, 2022
 Account Number 62763959483

To report a lost or stolen card,
 call 800-324-9375.

For 24-hour telephone banking,
 call 877-431-1876.

PEND OREILLE CONSERVATION DISTRICT
 121 N WASHINGTON AVE
 NEWPORT, WA 99156-9271

32237 *

*For questions or assistance with your account(s),
 please call 800-324-9375, stop by your local branch,
 or send a written request to our Client Care Center
 at 9929 Evergreen Way, Everett WA 98204.*

Business Savings Summary - # 62763959483

Annual Percentage Yield Earned for this Statement Period	0.194%
Interest Rate Effective 08/01/2022	0.100%
Interest Rate Effective 08/03/2022	0.200%
Interest Earned/Accrued this Cycle	\$0.83
Number of Days in this Cycle	31
Date Interest Posted	08-31-2022
Year-to-Date Interest Paid	\$3.76

Beginning Balance	\$5,038.43
Interest Earned This Period	+0.83
Ending Balance	\$5,039.26

Add 2% cashback
 to your grocery list.



Receive 2% on qualified gas,
 grocery, and pharmacy purchases
 as an automatic statement credit.
 Plus, earn **1% cashback** on all
 qualified purchases with your
 WaFd Bank Credit Card.
Apply today.

*Subject
 to credit
 approval*



Interest Earned This Period

Date	Description	Amount
08-31	Credit Interest	0.83
Total Interest Earned This Period		0.83

WF-01 (8/19)

Visa may provide updated debit card information, including your expiration date and card number, with merchants that have an agreement for reoccurring payments. You may opt out of this service by calling 1-800-324-9375.

Employee Accrual Cost

Pend Oreille Conservation Dis

Time: 13:55:46 Date: 09/08/2022

As Of: 08/31/2022

Page: 1

	Beginning	Earned	Used	Ending	Rate	Cost
Brenner, Corey T						
Sick Pay	14.00	2.00		16.00	21.80	348.80
				16.00		348.80
Case-Cohen, Alexandra Loree						
Vacation	103.50	8.00	24.00	87.50	39.10	3,421.25
Sick Pay	82.50	8.00	1.00	89.50	39.10	3,499.45
				177.00		6,920.70
Report Total:				193.00		7,269.50

August 2022 admin report

First of the month, finish paying all bill from the pervious month.

Print all checks and get them ready for signatures.

Print grant vouchers for each grant.

Set up new Fiscal year grants in BIAS.

Copy all items for each grant to get ready to scan and email out.

Payroll draw on the 15th of each month.

Last day of month payroll and travel.

End of each month pay 941 tax, for prior month by the 15th., and Dept of retirement report and payment done on Aug 4th paid on Aug 15th.

Transfer reports and grant information to shared drive.

First week of the month do bank reconciliation from prior month with all deposits and charges accounted for. Print.

Print treasures report, warrant report, receipt report, and employee accrual report.

Scan and upload all information to shared drive for monthly board meeting.

Organize all payment vouchers with original receipts, Mailing to POCD, for board member's signature. File one that have all signatures. (When I'm in the office)

File all grant vouchers in each grant binder. Copy deposit slip and EFT deposit with copy of receipt and put it with each voucher month & number, showing the voucher has been paid. File deposit slip in quarterly file. (When I'm in the office.)