



Pend Oreille Conservation District
Regular Board Meeting MINUTES: 11/18/2021

Meeting Start – 3:00 PM

In attendance via “GoToMeeting,”: George Stuiivenga, *Board Supervisor – Chair*; Randall Leestma, *Board Supervisor*; Alex Case-Cohen, *POCD District Manager*; John Floyd, *Board Supervisor*; Kevin Bush, *Board Supervisor*; Mike Mumford, *Board Supervisor*; Mike Baden, *Washington State Conservation Commission*; Mark Simpson, *USDA NRCS*; Mary Malone, *Education and Outreach*

Official Action Items				
Motion	Motion made by:	Motedioned seconded by:	Decision	Attachment
Motion to approve agenda and take items out of order	John Floyd	Mike Mumford	Carried	A
Motion to approve October 14, 2021 minutes	John Floyd	Randall Leestma	Carried	B
Motion to approve purchase of Arlo security system	Kevin Bush	John Floyd	Carried	C
Motion to approve 3-day office week on a trial basis while COVID restriction are in place – trial basis will end March 1 to be reviewed at that time, along with a telework policy if not reviewed sooner.	Mike Mumford	Randall Leestma	Carried	N/A
Motion to approve SOS Archiving Grant contract	John Floyd	Kevin Bush	Carried	D&E
Motion to approve IGA with POC Weed Board for administrative assistance/office management – amended to correct one date to June 30.	Mike Mumford	Kevin Bush	Carried	F
Motion to approve Treasurers Reports for September & October	Mike Mumford	John Floyd	Carried	I&J
Meeting Adjourned at 5:54 PM				

Partner Reports

Mike Baden, WSCC

Elections: For the upcoming election cycle Kevin is up for election. Noted that Alex mentioned POCD will pass resolution at the December board meeting for a mail-in election next March. Just an early reminder to keep in mind the due notice requirement to post the first notice for your adopted election resolution in the paper within 7 days of the resolution being adopted. The second notice must be posted at least a week later.

Discussion about providing the opportunity for candidates to provide optional candidate statements. Again, this is not something that is required to be offered but as discussed, might be helpful in providing information about candidates to voters. If the district is going to offer this option, then the district should adopt a policy about the candidate statements that set the various parameters for the statements that candidates have to follow. That policy would need to be passed at, or before, the meeting where you adopt your election resolution. The Elections guide contains some information to be considered in candidate statement policies. Spokane recently drafted a policy they will be taking to their board next month and I know they would be willing to share as food for thought. The Whatcom CD also has a policy that they use. It might be helpful to take a look at those policies as you develop yours. However, you must take care that the policy is on that the district can implement and are comfortable putting into place this election cycle as it will be the district's responsibility to make sure that submitted statements adhere to policy and that candidates are aware of the opportunity.

We try to stay on top of various COVID developments that may affect districts. Should have seen a general update come out through GovDelivery a couple weeks ago. You all have likely seen or heard of the WA L&I rule that backs up the Governor's proclamations and requirements in those proclamations for employers. This is basically rule making within L&I for authorities that they already had to follow up on workplace safety complaints and they do have the authority to issue fines to employers. I just encourage districts to continue to monitor developments that may be of importance to your operation.

DOE Stockwater Policy Revisions: Opportunity to comment on the DOE Stockwater policy revision. We are hearing concern about this and there was a resolution that was passed in the NE Area and has gone on to the state WACD meeting regarding this. Wade mentioned that it might be good for the district to comment as this could affect producers in your district. Also, as mentioned, this will

be a likely topic during the “Water Issues” discussion during next Tuesday’s WACD Conference Session.

Mark Simpson, USDA NRCS

Conservation security program renewals – helping process renewal in Stevens County. Deadline was Monday, so all have been processed. Wilson WRP restoration has run into some issues with permitting agencies, so trying to work those out. There is an upcoming virtual meeting Steve Wilson will be attending with Alex. With the president’s passage of the infrastructure bill, Mark heard the USDA budget may double throughout the nation. May include a conservation planner in Colville, and possibly Newport as well. Funding could be available to help with partnerships as well.

Mike Mumford, WACD

Ongoing annual meeting sessions, including commission training tonight. The annual business meeting will be Nov. 30 with a dinner on the 29th. Overall session attendance has not been as good as hoped. This was a trial to mitigate “Zoom butt,” spreading out the sessions rather than a full day or two, however it did not go as well as well as planned, because people are either too busy or forget. Mike Encouraged board members to attend the business meeting to vote. All officers of WACD are up for election.

Old Business

POCD Building Committee, Building Update

Discussed contractor options. Alex is waiting to hear back from a qualified contractor she recently reached out to. Mike Baden noted that Alex could reach out to Mike Tobin with North Yakima to find out who they worked with; if it doesn’t work out with the one she has reached out to.

Alex Case-Cohen, District out-of-office solutions (Security camera) ACTION ITEM

See Attachment C. Alex gave brief overview of security camera options that would allow her to see who is at the office door, as well as to speak with them even when she is not in the office. Board discussed the pros and cons of different options. Kevin motion for Alex to purchase Arlo security system – seconded by John. Motion carried.

Alex Case-Cohen, Office hours ACTION ITEM

Discussion on 3-day week staffing at the office on a trial basis. Mike Mumford noted there would need to be a telework policy for the district. Mike Mumford made a motion to approve 3-day office week on a trial basis while COVID restrictions are in place – trial basis will end March 1 to be reviewed at that time, along with a telework policy if not reviewed sooner. Randy seconded. Motion carried.

Alex Case-Cohen, Fall Grant Application Update

Alex gave brief overview of the ecology grant submitted in October; SARE grant – did not meet the deadline, two hazard mitigation proposals - one for Metaline and one for 50 landowners (one-page proposals due at end of the month).

Mary Malone, Alex Case-Cohen, Purple Air Update

Alex updated board on upcoming meeting with Selkirk Alliance for Science and other agencies on Dec. 15. Mary updated board on upcoming meeting at Diamond Lake fire district on Dec. 2 to install monitor. Mary will reach out to Town of Metaline for update on their monitor.

New Business

Action item: Approve SOS Archiving Grant Contract – See attachments D & E. Alex gave overview of archiving grant, project and deliverables. Discussion on retaining district history. Applied for \$8k – awarded \$16k. Need to clarify with grant manager. John made a motion to enter into agreement with SOS for archives and record management grant. Seconded by Kevin. Motion carried.

Action item: Approve IGA with POC Weed Board for administrative assistance/office management – See attachment F. Continue to work with Dyana James for archiving project and admin assistance, and Mary Malone for outreach and education. Mike Mumford made a motion to approve the contract as amended with the June 30 date correction. Kevin seconded. Motion carried.

2022 Elections – See attachment G. Discuss 2022 timeline for elections. Alex proposed election date of March 17, 2022. Kevin's position is up for election. Discussion on mail-in vs. polling station;

candidate bios – policy? Alex will reach out to Spokane on their policy and come back to the board.

Manage Lessees – See attachment H. Alex noted that she could not find a current lease with Frontier Title or NRCS. Last one with Frontier Title was 2015-2020. Proposed new lease with increase in rent from \$725 to \$1,000/month for Frontier Title. Board asked to change from a five-year lease to a two-year lease, or possibly month to month. Tabled until after building inspection. Alex will reach out for legal guidance.

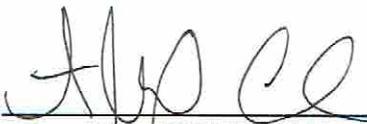
Treasurer's Report for September and October – See attachments I & J. *Mike Mumford moved to approve, seconded by John.*

Operation's Report – *Alex Case-Cohen.* See Attachment K. *Mary – work with Alex to add no till/low till seeder to webpage get John Dinner time for 29th.*

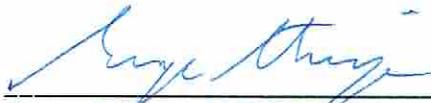
To do list from meeting:

- Alex reach out to Mike Tobin with North Yakima to find out who they worked with (contractor)
- Alex to work on telework policy
- Alex to research candidate bios - reach out to Spokane to look at policy
- Mary reach out to Metaline for update on Purple Air Monitor
- Alex reach out for legal guidance on leases
- Mary and Alex to add no till/low till information to seeder page

Meeting Adjourned: 5:54 PM



Alex Case-Cohen, POCD District Manager



George Stuvenga, POCD Board Chair



BOARD MEETING PACKET

November 18th, 2021

Attachment A: POCD Regular Board Meeting AGENDA – November 18th, 2021

Attachment B: POCD Regular Board Meeting MINUTES – October 14th, 2021

Attachment C: Best Buy – Arlo Pro 4 Spotlight Camera

Attachment D: SOS Archiving Grant Agreement

Attachment E: SOS Archiving Grant Gantt Chart

Attachment F: 4th IGA Amendment with POCWB

Attachment G: 2022 Election Calculator

Attachment H: POCD Commercial Lease Agreement 2015-2020

Attachment I: September 2021 Treasurer's Report

Attachment J: October 2021 Treasurer's Report

Attachment K: Operation's Report

**Attachment B:
POCD Regular Board
Meeting MINUTES –
October 14th, 2021**



Pend Oreille Conservation District
Regular Board Meeting MINUTES: 10/14/2021

Meeting Start – 3:00 PM

In attendance via “GoToMeeting,”: **George Stuivenga**, Board Supervisor – Chair; **Randall Leestma**, Board Supervisor; **Alex Case-Cohen**, POCD District Manager; **John Floyd**, Board Supervisor; **Kevin Bush**, Board Supervisor; **Mike Mumford**, Board Supervisor; **Mark Simpson**, USDA NRCS; **Mary Malone**, POCD/Weed Board Education and Outreach; **Robert Rosencrantz**, Pend Oreille County Commissioner; **Sharon Sorby**, Weed Board Coordinator.

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	Attachment A
Motion to approve September meeting minutes	Mike Mumford	Kevin Bush	Carried	Attachment B
Motion to approve Alex looking into and reporting back on rates and charges option for district contract with POC for VSP implementation, amended to have the report back by February Board Meeting.	Kevin Bush	John Floyd	Carried	Attachment E
Motion to approve district contract with POC for VSP implementation	John Floyd	Randall Leestma	Carried	Attachment C
Motion to table treasurer’s report to next meeting	Mike Mumford	Randall Leestma	Carried	Attachments G
Meeting Adjourned at 5:26 PM				

Partner Reports

Mark Simpson, NRCS

Mark noted that the FY22 deadline for EQUIP ended earlier than normal this year (normally doesn't end until mid-November) with 14 applications submitted – he had hoped for more as NRCS wants each planner to have about 30 active contracts. Steve Wilson's wetland restoration on Rocky Gorge moved forward with a lot of earthwork done in the last month. Planting will hopefully occur next spring.

Commissioner Rosencrantz asked about river project with the Tribe at Cusick Meadows. Mark noted that it was completed last fall.

Robert Rosencrantz, Pend Oreille County Commissioner –

Commissioner Rosencrantz noted that this is a modestly challenging budget year for the county – will be ok without slashing any budgets too deeply. Moving forward with broadband action team to bring high-speed internet particularly to the northern part of the county. Being a new commissioner, he said there are a lot of issues he is still trying to get a clear picture on and which are the highest priority. One thing that came into focus quickly is how in Pend Oreille County and Northeast Washington, how interrelated and codependent people and issues are – not much room for error. As a result, you have to take all of the issues seriously because, at some point, that issue will be vital to the region. Noted that he will be asking lots of questions and taking lots of notes.

Mike Mumford, WACD

Mike noted that this is the month of area meetings, with the second of six held today. The meeting next week will be important for supervisors to attend. The WACD has some changes to bylaws – suggested the supervisors go to the hub to view the proposed changes. One thing that came out of the southwest was a resolution that will be acted on at the annual meeting, which has to do with sustainable funding and putting together a committee. Mike thought it was going to be a task force, but it sounds like they are recommending a standing committee. Mike said there are unsubstantiated reports that he may be the president of WACD after the annual meeting. If that happens, it will impact his time with POCD and he would need advance notice on things.

Mark asked about the NAACD meeting and if it will be virtual – Mike noted that the annual meeting will be hybrid. Alex noted that some board members are interested in attending WACD in person. Will be on agenda for approval at next meeting.

Old Business

Alex Case-Cohen, *Streambank Stabilization Project Update* –

Two potential projects – one starts Monday and will be done by Saturday. Another may not happen. Jim Taylor received bid that was too expensive, so he was included on the ecology grant application. Montgomery and O'Brien were completed last month – Scott Jungblom said they will qualify for funding as long as they do planting. PUD will survey previously implemented projects on November 5.

Metaline is interested in applying for a bigger pot of money and there is another potential streambank stabilization project just south of Lone. The latter is rated as severe, because it has extreme, steep erosion. They have been approved for engineering funds.

Alex Case-Cohen, *Building Update* –

Inquiries have been sent to two contractors. One responded that they are not taking any new projects at this time. John said he saw an advertisement in the Miner for a general contractor. Mike recommended mold testing be done before moving forward with anything else.

Alex Case-Cohen, *Mary Malone, Purple Air Quality Update* –

Alex noted that Ryan Bay from WACD asked that we speak about our program during conference. Mary noted that she has been in touch with the Diamond Lake fire chief regarding putting a Purple Air monitor there. He initially responded, but she is waiting to hear back on setting up on-site meeting. Metaline still does not have theirs working at Town Hall.

Alex Case-Cohen, *Grant Application Update* –

Submitted DOE grant proposal on Tuesday for bank stabilization projects in the Sandy Shores/Sunnyside neighborhood. Alex briefly went over the five phases of the project. The next grants are the Western SARE to look at different grass or plant species for drought tolerance; and a Hazard Mitigation grant for bank stabilization

projects in Town of Metaline – pre-proposal due November 30, and final grant due April 2022.

Mike Mumford, Cash Advance Update –

Mike updated on cash advance for projects funded through WSCC. Alex will research cash advance up to 50% and assignment of payment.

New Business

Rates and Charges – (See attachment E) Alex briefly discussed background on assessment potential for Weed Board, with POCD possibly doing a Rates and Charges in conjunction with the WB assessment. WB Coordinator Sharon Sorby shared historical background in her experience with POCD, noting that she would like to see the district with some permanent funding to help maintain a District Manager. She would like to build a campaign together to sell to the community and the commissioners. Noted that Weed Board is will to lower proposed assessment rates to allow room for POCD. Alex briefly explained the rates and charges process, and that she is seeking approval to move forward in pursuing rates and charges. Kevin moved to have Alex look into rates and charges and come back with a report, seconded by Randy; amended to have report back by February board meeting. Motion carried.

Contract with Pend Oreille County for VSP Implementation – (See attachment C) Alex noted the only change from previous agreement is the amount, now \$235,000.

Office re-opening and hours – Alex noted that with limited staffing, site visits, webinars, etc., it would be difficult to keep regular office hours. Also noted safety concerns. The office is currently open by appointment only. Discussion of various options and how to address safety concerns ensued. For telework, a policy would need to be put in place. Alex and board will look into security options, staying open by appointment only at this time. No action required.

Proposed Resolutions for upcoming meetings – (See attachment F) Alex discussed Lincoln CD resolution that addresses issue she proposed to WACD regarding an area-based cost-share rate for equipment, labor, etc. Mike M. discussed Thurston CD resolution regarding sustainable funding committee.

Operations Report – *Alex Case-Cohen, See Attachment H*

Treasurer's Report for September – *See Attachment G: Tabled to November Meeting. Motion made by Mike M., seconded by Randy. Motion Carried.*

To Do List from Meeting:

- Mold testing of POCD building – John Floyd will look into contractor listed in Miner Extra
- Alex will research WSCC cash advance up to 50% and assignment of payment
- Mike M. will find out how many districts have rates and charges (Board approved Alex moving forward with a report on R&C by February).
- Look into security options for the building (security cameras?)
- Reschedule November meeting to November 18 at 3 p.m. due to Veterans Day holiday.
- Print treasurers report for Randy
- Mary or Lisa to provide context on Facebook and Web analytics at next meeting

Meeting Adjourned: 5:26 PM

Alex Case-Cohen, POCD District Manager

George Stuiivenga, POCD Board Chair

Attachment C

Best Buy – Arlo Pro 4 Spotlight Camera

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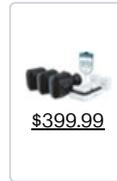


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Attachment D

SOS Archiving Grant

Agreement

**GRANT AGREEMENT
BETWEEN
THE STATE OF WASHINGTON,
OFFICE OF THE SECRETARY OF STATE,
ARCHIVES AND RECORDS MANAGEMENT DIVISION,
AND
PEND OREILLE CONSERVATION DISTRICT**

This Grant Agreement (this "Agreement") is entered into between the state of Washington, Office of the Secretary of State, Division of Archives and Records Management (hereinafter referred to as "OSOS"), and **Pend Oreille Conservation District** (hereinafter referred to as "Grantee").

RECITALS

WHEREAS, a local government grants program was authorized and funded by Chapter 303, State of Washington Laws of 2017; and

WHEREAS, the purpose of this program is to help local governments use technology to improve their records retention, management and disclosure of public records processes, as authorized under RCW 40.14.026, through the Archives and Records Management Division's Local Records Grant Program (hereinafter referred to as the "Program");and

WHEREAS, the Program was established to provide funds to local entities to accomplish the Program's purposes; and

WHEREAS, by virtue of a competitive process, Grantee was conditionally identified for award of the Grant Amount (as hereinafter defined); and

WHEREAS, OSOS and Grantee desire to set forth in detail the terms and conditions governing the award and disbursement of the Grant Amount to Grantee.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, or attached and incorporated and made a part hereof, OSOS and Grantee mutually agree as follows:

1. STATEMENT OF WORK

Grantee will provide services and staff, and otherwise do all things necessary for or incidental to the performance of the work. Grantee will perform the work as described in the Award Determination attached hereto as Exhibit A and incorporated herein by this reference.

The Program requires both the narrative and financial components of Program progress reports be completed during the project period. Documentation of expenditures is required. Grantee shall submit reports to:

Marnie McGrath, Coordinator
Local Records Grant Program
Washington State Archives
1129 Washington St SE
Olympia, WA 90504-0238

Upon completion of the project work and prior to disbursement of the Grant Amount, Grantee shall participate in a survey conducted by OSOS.

2. PERIOD OF PERFORMANCE

Subject to the other provisions of this Agreement, the period of performance of this Agreement shall commence on date of execution and be completed no later than **12/2/2022**, unless terminated sooner as provided herein.

3. PAYMENT

No grant funds will be disbursed in advance to Grantee. All grant funds will be held by OSOS. In consideration for the work conducted as described in Exhibit A, and Grantee's compliance with the other terms and conditions of this Agreement, Grantee shall submit invoices for completed work to the OSOS Project Manager for processing by OSOS. Subject to the other provisions of this Agreement, this grant is not to exceed the amount of **\$8,300.81** (the "Grant Amount") as set forth on Exhibit A.

Payment for approved and completed work will be made by warrant or account transfer by OSOS within 30 calendar days of a satisfactorily completed invoice and Grantee's compliance with all other terms and conditions of this Agreement. Satisfactorily completed is defined as having all the information required for processing by OSOS Financial Services. In addition to a Federal Tax ID number, Grantee must provide OSOS a Statewide Vendor Number (SWV#). Payment cannot be made without these numbers on file. **The Contract number G-7268 and Statewide Vendor number must be referenced on each reimbursement claim in order for the claim to be processed.**

Costs incurred prior to the effective date of this Agreement shall be disallowed. Should Grantee incur costs prior to the effective date of this Agreement, it does so at its own risk. WAC 434-670-020.

4. RECORDS MAINTENANCE AND MONITORING PROJECTS FOR PROGRAM AND FISCAL COMPLIANCE

Specific accounting requirements for the Program include but are not limited to:

- All changes to the approved project (project scope, budget, personnel), must be requested in writing to, and approved by, the State Archivist.
- Imaging completed as a result of this grant must meet the Washington State Standards for Production and Use of Microfilm.
- Grant work must be monitored in progress. OSOS staff may visit the work site for review at any time during the project.
- Grantee is responsible to adhere to its own applicable purchasing policies and requirements.
- Grantee must participate in a survey conducted by OSOS following completion of the project work.

5. GRANT MANAGEMENT

The Project Manager for each of the parties identified below shall be the contact person for communications regarding the performance of this Agreement. Invoices shall be sent to the OSOS Project Manager. Should questions arise during the processing of invoices, send inquiries to payables@sos.wa.gov.

Alex Case-Cohen

**Pend Oreille Conservation District
121 N. Washington Ave.
Newport, WA 99156
509-447-1155
alexcc@pocd.org**

Marnie McGrath

Office of the Secretary of State
Washington State Archives and Records Management
1129 Washington St. SE
Post Office Box 40238
Olympia, Washington 98504-0238
Phone: 360-586-7810
E-mail address: marnie.mcgrath@sos.wa.gov

6. INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of

APPROVED AS TO FORM

Attorney General's Office

GRANT # 2021EA713

OSOS Contract No. G-7268

EXHIBIT A

AWARD DETERMINATION
PEND OREILLE CONSERVATION DISTRICT

The following table illustrates the grant budget as proposed by your agency - with the items that were funded, and the items that were awarded with conditions.

Budget Item	Amount Requested	Amount Funded	Stipulations/Conditions
Temporary Personnel/ Supplies/ Destruction Services	\$16,102.85	\$16,102.85	<p>Increased hours for existing part-time staff, boxes, shelving, and records destruction services required to inventory and organize the agency's paper/analog records, and to disposition any paper/analog records that have met minimum required retention period.</p> <p>Upon approval from Washington State Archives, Agency may reallocate funding to cover:</p> <ul style="list-style-type: none"> • File cabinets • Washington State Archives boxes • Other supplies necessary for project <p>Funds will not be used for any ineligible expenses, including but not limited to:</p> <ul style="list-style-type: none"> • Existing FTE hours • Overtime hours (any time exceeding 40 hours per week) • Any staff time spent: <ul style="list-style-type: none"> ○ scanning/digitizing records ○ organizing digital records ○ responding to public records requests • Capital improvements • Non-Washington State Archives records boxes • Unapproved shelving <p><i>All reimbursement requests to be submitted by December 2, 2022.</i></p>
TOTAL		\$16,102.85	Not to exceed amount listed.

Attachment E: SOS Archiving Grant Gantt Chart

Program	Task	Sub Task	Sub Task Detail	September	October	November	December	January	February	March	April	May	June	Total Hours Per Sub Task Annually FY 2020	Who	Comp. Rate	with 14.5% overhead	Total Cost Per Task Annually FY 2020	FY2022 Totals by Task	
Secretary of State Archives Local Records Grant -- Fiscal Year 2022																				
1 - Researching And Set-Up for Records Retention																				
			Researching Records Management Protocol in WA state & POCD											16						
			Webinars	2										2	Dyana	\$ 35.69	\$ 40.87	\$ 81.73		
			Researching Available information on Managing State Records webpage	4	4									8	Dyana	\$ 35.69	\$ 40.87	\$ 326.92		
			Purchasing and Setting Up New Cabinets											6			\$ -			
			Purchase new Materials		2									2	Dyana	\$ 35.69	\$ 40.87	\$ 81.73		
			Assembling new Cabinets			2								2	Dyana	\$ 35.69	\$ 40.87	\$ 81.73		
			Create and Follow a Records Inventory											22			\$ -			
			Create Records Inventory			6						4	4	14	Dyana	\$ 35.69	\$ 40.87	\$ 572.11		
						4						2	2	8	Mary	\$ 35.57	\$ 40.73	\$ 325.82	\$ 1,795.86	
Total Hours for Task 1														44						
2 -- Implement Records Retention Protocol and Complete Project																				
			Sort and Organize Paper Records											66						
			Pull all existing Records Together			6	2							8	Dyana	\$ 35.69	\$ 40.87	\$ 326.92		
			Sort and Organize Paper Records			2								2	Mary	\$ 35.57	\$ 40.73	\$ 81.46		
			Destroy non-archival records			6	6	6	6	6	6	6		42	Dyana	\$ 35.69	\$ 40.87	\$ 1,716.33		
			Destroy non-archival records			2	2	2	2	2	2			14	Mary	\$ 35.57	\$ 40.73	\$ 570.19		
			Preparing Archival Records for Transfer											32						
			Prepare Archival Records for Transfer							6	6	6	6	24	Dyana	\$ 35.69	\$ 40.87	\$ 980.76		
										2	2	2		8	Mary	\$ 35.57	\$ 40.73	\$ 325.82		
														28						
											6	6	6	24	Dyana	\$ 35.69	\$ 40.87	\$ 980.76		
											2	2		4	Mary	\$ 35.57	\$ 40.73	\$ 162.91	\$ 5,145.15	
Total Hours for Task 2														126						
WEEKLY TOTAL HOURS NEEDED				0	0	8	0	8	2	0	4	10	8	0	8	0	10	8	8	0
				0	10	8	8	0	8	8	0	8	8	0	8	8	0	8	8	0
				0	8	6	6	0	6	6	0	0	0	0	170					\$ 6,941.01

Materials			
Item	Quantity	Individual Cost	Total Cost
waterproof bins	20	\$30.00	\$600.00
Archive Boxes (includes 7.6% tax)	5	\$31.96	\$159.80
metal shelves	2	\$300.00	\$600.00
Total Materials Cost			\$1,359.80
Total Project Cost			\$ 8,300.81

**Attachment F:
4th IGA Amendment
POCWB**

CY 2021-CY 2022 FOURTH AMENDMENT TO INTERGOVERNMENTAL COOPERATION AGREEMENT (A2018-70) BETWEEN PEND OREILLE COUNTY AND THE PEND OREILLE CONSERVATION DISTRICT

- A. This fourth amendment is being made to update the funding amount, shared employee cost breakdown and effective date of funding as it relates to the scope of work for (1) Outreach and Education Service and (2) Administrative Services.

- B. AMENDMENT OF TERMS AND CONDITIONS, the following is hereby amended and updated for:
 - 1. Outreach and Education Services
 - a. The District’s budget allocation for Outreach and Education services for the second half of fiscal year (FY) 2022 (January 1, 2022 – June 30, 2022) shall not exceed \$23,000.
 - b. For fiscal year 2022, the Shared Employee Cost Breakdown for Outreach and Education Services is outlined in Attachment B-1, which is hereby incorporated by reference.
 - 2. Administrative Services
 - a. The District’s budget allocation for Administrative services for the period of November 16, 2021 through June 20, 2022, shall not exceed \$12,000.
 - b. For fiscal year 2022, the Shared Employee Cost Breakdown for Administrative Services is outlined in Attachment B-2, which is hereby incorporated by reference

- C. This Amendment is incorporated in and made a part of the Intergovernmental Cooperation Agreement (A2018-70). Except as amended herein, all other terms and conditions of the Intergovernmental Cooperation Agreement (A2018-70) and the prior amendment (R2021-36) remain in full force and effect. The parties acknowledge and accept the terms of this Amendment as identified above, effective on the final date of execution below. By signing this Amendment, the signatories warrant they have the authority to execute this Amendment.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment

PEND OREILLE CONSERVATION DISTRICT
PO Box 456/ 121 N. Washington Ave.
Newport, WA 99156

By: _____
George Stuivenga, POCD Board Chair

Dated: _____

PEND OREILLE COUNTY BOARD OF COMMISSIONERS
PO Box 45025/625 West 4th Street
Newport, WA 99156

Brian Smiley, Chair

Dated: _____

John Gentle, Vice Chair

Robert Rosencrantz, Member

ATTEST: _____
Clerk of the Board

Approved as to Form Only:

Prosecuting Attorney

Attachment B-1

**Shared Employee Cost Breakdown
Administrative Services
Fiscal Year 2022
January 1st – June 30th, 2022**

Hourly compensation rate: \$35.37

Hours per week: 20

Overhead: 14.96%

Travel Allocation per month: \$100/month

Total compensation rate per month (includes overhead + travel): \$3,515.55

Total estimated for proposed period (26 weeks): \$21,743.90

Not to exceed: \$23,000.00 total

Attachment B-2

**Shared Employee Cost Breakdown
Administrative Services
Fiscal Year 2022
November 16th, 2021 – June 30th, 2022**

Hourly compensation rate November 22, 2021-December 31, 2021: \$35.01

Hourly compensation rate January 1, 2022-June 30, 2022: \$35.42

Hours per week: 8

Overhead: 14.96%

Total compensation rate through December 31, 2021 (includes overhead): \$1,931.88

Total compensation rate per month January 1, 2022-June 30, 2022 (includes overhead): \$1,368.15

Total compensation rate for proposed period (32 weeks): \$10,140.78

Not to exceed: \$12,000 total

Attachment G: 2022 Election Calculator

2022 Election & Appointment Deadline Calculator

Enter election date:

3/17/2022

Your election must be held between January 1 and March 31, 2022!

Enter date above using the following format: MONTH / DAY / YEAR (XX / XX / XXXX)

When	Date	Who	Action	Form, Checklist or Appendix	WAC	Guide Page #
No later than:	1/31/22	ES	Decide if the notice of a full-term appointed position vacancy will be combined & published along with the notice adopted election resolution. If not, you must remember to publish the appointed vacancy notice before February 28	Appendix B	Best Practice	16
No later than:	1/31/22	BOS	Hold the BOS meeting to adopt the election resolution*	Appendix D	135-110-210	20
No later than:	2/7/22	ES	Publish the first notice of the adopted election resolution not later than 7 days after the BOS meeting (at least 6 days before the 2nd notice below)*	Appendix B	135-110-220(2)	16
No later than:	2/14/22	ES	Publish the second notice of the adopted Election Resolution*#	Appendix B	135-110-220(2)	16
No later than:	2/14/22	C	Candidate provides required information to CD by the filing deadline*	PF-A	135-110-320	8-9
No later than:	2/14/22	C	Candidate provides optional information (candidate statement (if CD allows)) to CD by filing deadline*	Appendix C	135-110-430	18-19
No later than:	2/14/22	ES	Deadline to submit EF1 to the WSCC*	EF1	135-110-210(3)	5
On:	2/14/22	N/A	Candidate filing deadline (at least 4 weeks before election date)*	EF1	135-110-330	14
	Before printing ballots	ES	Verify each candidate is qualified to serve	Checklist 1	135-110-355	7-8, 26
No later than:	2/24/22	ES	Suggested deadline for voters to request ballots from the CD	Appendix A, EF1	135-110-410	6-8
No later than:	3/3/22	ES	Suggested deadline for requested ballots to be sent by the CD to requestors or for requestors to pick up their ballot	Appendix A, EF1	135-110-520	6-8
On Election Day:	3/17/22	PO	Complete poll lists, count ballots, complete Checklist 2 for each poll site	PF-C, Checklist 2 & EF2	135-110-550	7-8
No later than:	3/31/22	ES	Deadline for EF2 to the WSCC. Paper forms and checklists remain at the CD	EF2	135-110-750	5
No later than:	February 28	ES	Advertise for 4 weeks any full-term appointed position vacancies using the same notice process as the election resolution	Appendix B	Guide	10-11
No later than:	March 31	A	Use AF1 online to apply for appointed positions on conservation district boards	AF1	Guide	10-11

Abbreviations: C = Candidate; BOS = CD board of supervisors; ES = Election Supervisor; POs = Polling Officer; EF = Electronic Form; PF = Paper Form; A = Applicants for appointed positions

* PLEASE NOTE: These times are minimums, the BOS can set more than this minimum amount of time (WAC 135-110-330); if they do so, all * dates will have to be adjusted accordingly.

**Attachment H:
POCD Commercial Lease
2015-2020**

**Attachment I:
September 2021
Treasurer's Report**

TREASURERS REPORT

Fund Totals

Pend Oreille Conservation District

09/01/2021 To: 09/30/2021

Time: 09:08:24 Date: 10/06/2021

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	36,910.06	727.61	577.00	37,060.67	5.00	-1,297.83	0.00	35,767.84
002 Working Capital Fund	-3,688.09	0.00		-3,688.09	0.00	0.00	0.00	-3,688.09
075 20-21 38NR	7,814.99	0.00		7,814.99	0.00	0.00	0.00	7,814.99
080 PUD FY18	-351.96	0.00	86.15	-438.11	0.00	0.00	0.00	-438.11
110 CCIM 2020	14,750.98	0.00		14,750.98	0.00	0.00	0.00	14,750.98
120 CCIM2021	9,256.03	0.00		9,256.03	0.00	0.00	0.00	9,256.03
130 WSCC FY22	-16,376.71	19,916.62	3,784.81	-244.90	1,227.14	1,280.40	0.00	2,262.64
220 20-21 38VS	12,080.87	0.00		12,080.87	0.00	0.00	0.00	12,080.87
240 VSP 2021-2022	-14,243.12	17,479.78	3,177.73	58.93	112.00	1,381.48	0.00	1,552.41
300 PUD_2019	-4,560.83	0.00		-4,560.83	0.00	0.00	0.00	-4,560.83
310 PUDEC	1.81	0.00		1.81	0.00	0.00	0.00	1.81
320 20 PUDECCW	3,070.92	0.00		3,070.92	0.00	0.00	0.00	3,070.92
500 20-21WQAI	-360.70	0.00		-360.70	0.00	0.00	0.00	-360.70
510 WQAI-2021	-6,284.85	0.00		-6,284.85	0.00	0.00	0.00	-6,284.85
Fund	38,019.40	38,124.01	7,625.69	68,517.72	1,344.14	1,364.05	0.00	71,225.91

TREASURERS REPORT

Account Totals

Pend Oreille Conservation District

09/01/2021 To: 09/30/2021

Time: 09:08:24 Date: 10/06/2021
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 Mountain West	1,092.14	0.00	0.00	1,092.14	0.00	5.00	1,097.14
3 PayPal- NRCS	-1,383.07	0.00	0.00	-1,383.07	0.00	0.00	-1,383.07
4 Wash Fed Sav	3,934.01	0.32	0.00	3,934.33	0.00	0.00	3,934.33
5 Wash Fed Ck.	34,376.32	38,123.69	7,625.69	64,874.32	0.00	2,703.19	67,577.51
Total Cash:	38,019.40	38,124.01	7,625.69	68,517.72	0.00	2,708.19	71,225.91
	38,019.40	38,124.01	7,625.69	68,517.72	0.00	2,708.19	71,225.91

TREASURERS REPORT

Outstanding Vouchers

Pend Oreille Conservation District

As Of: 09/30/2021 Date: 10/06/2021
 Time: 09:08:24 Page: 3

Year	Trans#	Date	Type	Acct#	Warr#	Vendor	Amount	Memo
2020	54	03/03/2020	Claims	1	12642	Office of the Secretary of State	5.00	Annexation Of Territory Within A Conservation District Processing Fee
							5.00	
2021	298	08/31/2021	Claims	5	2119	Exbabylon	1,060.82	IMP/Exbabylon IT Support Aug 2021
2021	307	09/30/2021	Payroll	5	2126	Alexandra Case-Cohen	1,364.05	Alex Case-Cohen 9/1-30/2021
2021	308	09/30/2021	Claims	5	2127	Alex Case-Cohen	278.32	VSP/IMP-WQ Travel Sept 2021
							2,703.19	
							2,708.19	

Fund	Claims	Payroll	Total
001 General Fund	5.00	-1,297.83	-1,292.83
130 WSCC FY22	1,227.14	1,280.40	2,507.54
240 VSP 2021-2022	112.00	1,381.48	1,493.48
	1,344.14	1,364.05	2,708.19

TREASURERS REPORT

Signature Page

Pend Oreille Conservation District

09/01/2021 To: 09/30/2021

Time: 09:08:24 Date: 10/06/2021

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: 09:08:50 Date: 10/06/2021

09/01/2021 To: 09/30/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
297	09/10/2021	Claims	5	EFT	Verizon Wireless	221.30	Verizon Bill Sept 2021
301	09/15/2021	Payroll	5	EFT	United States Treasurer	995.42	941 Deposit For 08/01/2021 - 08/31/2021
305	09/16/2021	Payroll	5	EFT	Department Of Retirement Systems	692.08	08/01/2021 To 08/31/2021 - PERS 2
316	09/13/2021	Claims	5	EFT	Pend Oreille PUD	88.43	IMP/ Power Bill Sept 2021
317	09/21/2021	Claims	5	EFT	City of Newport	96.00	IMP/ Water Sept 2021
318	09/02/2021	Claims	5	EFT	IFIBER Communications	140.46	IMP/Ifiber Sept 2021 Phone Bill
319	09/08/2021	Claims	5	EFT	Lisa Alkire	1,100.00	VSP/IMP Web Managements Sept 2021
320	09/13/2021	Claims	5	EFT	Ace Hardware #14204	188.65	GF/ Supplies
321	09/15/2021	Claims	5	EFT	Bestbuy	21.51	IMP/phone Screen Protector
322	09/13/2021	Claims	5	EFT	Tractor Supply Co.	85.70	GF/supplies
304	09/10/2021	Payroll	5	2124	Health Care Authority	853.77	08/01/2021 To 08/31/2021 - Health Care Authority
306	09/15/2021	Payroll	5	2125		1,500.00	Sept2021 Mid Monty Draw
307	09/30/2021	Payroll	5	2126		1,364.05	Alex Case-Cohen 9/1-30/2021
308	09/30/2021	Claims	5	2127	Alex Case-Cohen	278.32	VSP/IMP-WQ Travel Sept 2021
						577.00	
001 General Fund						577.00	
080 PUD FY18						86.15	
130 WSCC FY22						3,784.81	
240 VSP 2021-2022						3,177.73	
						7,625.69	
						Claims:	2,220.37
						Payroll:	5,405.32

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: 09:09:01 Date: 10/06/2021

09/01/2021 To: 09/30/2021

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
295	09/07/2021	Tr Rec	190994		5	Frontier Title & Escrow	725.00	Rent Sept 2021
296	09/07/2021	Tr Rec	190995		5	Pend Oreille County	9,241.76	VSP #01 July 2021
312	09/30/2021	Tr Rec	190996		4	Washington Federal	0.32	Savings Interest Sept 2021
313	09/30/2021	Tr Rec	190997		5	Washington Federal	2.29	Checking Interest Sept 2021
314	09/23/2021	Tr Rec	190998		5	WSCC	10,256.38	IMP FY22-38 Voucher # 01 July 2021
315	09/30/2021	Tr Rec	190999		5	WSCC	9,660.24	IMP FY22-38 Aug 2021 #02
323	09/23/2021	Tr Rec	191000		5	Pend Oreille County	8,238.02	VSP/ August 2021 #02

360 Misc Revenues	727.61
001 General Fund	727.61
330 State Generated Revenues	19,916.62
130 WSCC FY22	19,916.62
330 State Generated Revenues	17,479.78
240 VSP 2021-2022	17,479.78

38,124.01

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

Signature & Title

Date

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 15:18:59 Date: 10/05/2021

09/01/2021 To: 09/30/2021

Page: 1

1 Mountain West

Date	Balance Forward	684.48					
	Total Credits:	0.00					
Year	Trans#	Date	Type	Chk#	Vendor		
						Total Debits:	0.00
						Reconciled Bank Balance:	684.48
						Outstanding Credits:	
2020	54	03/03/2020	Claims	12642	Office of the Secretary of State		5.00
						Outstanding Debits:	5.00
						Reconciled Book Balance:	679.48

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.



Member
FDIC

Date 9/30/21 Page 1
Primary Account XXXXXXXXXXXXX8895

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
NEWPORT WA 99156-0465

***** CHECKING ACCOUNTS *****

Account Title: PEND OREILLE CONSERVATION DISTRICT

TOTALLY FREE BUSINESS CHECKING		Number of Enclosures	0
Account Number	XXXXXXXXXXXX8895	Statement Dates	9/01/21 thru 9/30/21
Previous Balance	684.48	Days in the statement period	30
Deposits/Credits	.00	Average Ledger	684.48
Checks/Debits	.00	Average Collected	684.48
Service Charge	.00		
Interest Paid	.00		
Ending Balance	684.48		

DAILY BALANCE INFORMATION	
Date	Balance
9/01	684.48

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 15:23:25 Date: 10/05/2021

09/01/2021 To: 09/30/2021

Page: 1

4 Wash Fed Sav

Date	Balance Forward	3,934.01
09/30/2021		0.32
	Total Credits:	0.32

Year	Trans#	Date	Type	Chk#	Vendor	
					Total Debits:	0.00
					Reconciled Bank Balance:	3,934.33
					Outstanding Credits:	
					Outstanding Debits:	
					Reconciled Book Balance:	3,934.33

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 September 30, 2021
Statement Begin Date September 1, 2021
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

39215 *

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

Table with 2 columns: Description and Amount. Rows include Annual Percentage Yield Earned (0.099%), Interest Rate Effective (0.100%), Interest Earned/Accrued this Cycle (\$0.32), Number of Days in this Cycle (30), Date Interest Posted (09-30-2021), Year-to-Date Interest Paid (\$1.64), Beginning Balance (\$3,934.01), Interest Earned This Period (+0.32), and Ending Balance (\$3,934.33).

We are updating all Business accounts to receive eStatements.

Beginning with your October statement(s), we'll be converting all existing business deposit accounts to electronic Statements.

Electronic statements are received more quickly, secure, available 24/7 and accessible via Online Banking.

If needed, you may opt out of eStatements and request to receive paper statements by contacting your branch or our 24-hour Client Care Center at 1-800-324-9375.

Thank you.



Interest Earned This Period

Table with 3 columns: Date, Description, and Amount. Rows include 09-30 Credit Interest (0.32) and Total Interest Earned This Period (0.32).

Employee Accrual Cost

Pend Oreille Conservation Dis

Time: 15:24:13 Date: 10/05/2021

As Of: 09/30/2021

Page: 1

Case-Cohen, Alexandra Loree	Beginning	Earned	Used	Ending	Rate	Cost
Vacation	53.00	8.00		61.00	36.96	2,254.56
Sick Pay	54.00	8.00	4.00	58.00	36.96	2,143.68
				119.00		4,398.24
Report Total				119.00		4,398.24

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 09:02:04 Date: 10/06/2021

09/01/2021 To: 09/30/2021

Page: 1

5 Wash Fed Ck.

Date	Balance Forward	51,987.54
09/07/2021		9,966.76
09/23/2021		18,494.40
09/30/2021		9,662.53
	Total Credits:	38,123.69

Year	Trans#	Date	Type	Chk#	Vendor	
2021	267	07/30/2021	Claims	2112	Ferry Conservation District	2,479.43
2021	277	08/31/2021	Payroll	2117	Alexandra Case-Cohen	1,369.56
2021	278	08/31/2021	Claims	2118	Alex Case-Cohen	141.68
2021	299	08/31/2021	Claims	2120	Ferry Conservation District	2,373.40
2021	300	08/31/2021	Claims	2121	Pend Oreille County Weed Board	3,970.04
2021	302	08/31/2021	Claims	2122	Far Corner Communications	495.00
2021	303	08/31/2021	Claims	2123	Aquatechenex LLC	5,721.29
2021	318	09/02/2021	Claims		IFIBER Communications	140.46
2021	319	09/08/2021	Claims		Lisa Alkire	1,100.00
2021	297	09/10/2021	Claims		Verizon Wireless	221.30
2021	304	09/10/2021	Payroll	2124	Health Care Authority	853.77
2021	316	09/13/2021	Claims		Pend Oreille PUD	88.43
2021	320	09/13/2021	Claims		Ace Hardware #14204	188.65
2021	322	09/13/2021	Claims		Tractor Supply Co.	85.70
2021	301	09/15/2021	Payroll		United States Treasurer	995.42
2021	306	09/15/2021	Payroll	2125	Alexandra Case-Cohen	1,500.00
2021	321	09/15/2021	Claims		Bestbuy	21.51
2021	305	09/16/2021	Payroll		Department Of Retirement Systems	692.08
2021	317	09/21/2021	Claims		City of Newport	96.00
Total Debits:						22,533.72
Reconciled Bank Balance:						67,577.51
Outstanding Credits:						
2021	298	08/31/2021	Claims	2119	Exbabylon	1,060.82
2021	307	09/30/2021	Payroll	2126	Case-Cohen, Alexandra Loree	1,364.05
2021	308	09/30/2021	Claims	2127	Case-Cohen, Alex	278.32
Outstanding Debits:						2,703.19
Reconciled Book Balance:						64,874.32

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 4

Statement End Date September 30, 2021
Statement Begin Date September 1, 2021
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

39214 *

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 0.050%
Interest Rate Effective 09/01/2021 0.050%
Interest Earned/Accrued this Cycle \$2.29
Number of Days in this Cycle 30
Date Interest Posted 09-30-2021
Year-to-Date Interest Paid \$14.92

Beginning Balance \$51,987.54
Interest Earned This Period +2.29
Deposits and Credits +38,121.40
Checks Paid -18,904.17
ATM, Electronic and Debit Card Withdrawals -3,543.85
Other Transactions -85.70
Ending Balance \$67,577.51

Table with 3 columns: Description, Total for This Period, Total Year-to-Date. Rows include Total Overdraft Fees and Total Returned Item Fees.

We are updating all Business accounts to receive eStatements. Beginning with your October statement(s), we'll be converting all existing business deposit accounts to electronic Statements. Electronic statements are received more quickly, secure, available 24/7 and accessible via Online Banking. If needed, you may opt out of eStatements and request to receive paper statements by contacting your branch or our 24-hour Client Care Center at 1-800-324-9375. Thank you. WaFd Bank Member FDIC

+38123.69
- 22533.72

Interest Earned This Period table with columns: Date, Description, Amount. Row: 09-30 Credit Interest 2.29. Total Interest Earned This Period 2.29

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.

WF-01 (8/19)



Statement of Account

Statement End Date September 30, 2021
Statement Begin Date September 1, 2021
Account Number 62763959434

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

Deposits and Credits

Table with columns: Date, Description, Amount. Includes entries for 09-07, 09-23, and 09-30 with a total of 38,121.40.



Checks Paid

Table with columns: Number, Date, Amount. Lists checks from 2112 to 2125 with a total of \$18,904.17.

* 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

Table with columns: Date, Description, Amount. Lists various withdrawals from 09-02 to 09-21 with a total of 3,543.85.



Statement of Account

Statement End Date September 30, 2021
Statement Begin Date September 1, 2021
Account Number 62763959434

PAGE 3 OF 4

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

Other Transactions

Date	Description	Amount	
09-13	POS Pinned Purchase TRACTOR SUPPLY # 67OLDTOWN IDUS Card #9903	85.70	
Total Other Transactions		85.70	✓

**Attachment J:
October 2021
Treasurer's Report**

TREASURER'S REPORT

Fund Totals

Pend Oreille Conservation District

10/01/2021 To: 10/31/2021

Time: 14:03:44 Date: 11/02/2021

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	37,060.67	727.75	5,799.34	31,989.08	367.85	-1,489.34	0.00	30,867.59
002 Working Capital Fund	-3,688.09	0.00		-3,688.09	0.00	0.00	0.00	-3,688.09
075 20-21 38NR	7,814.99	0.00		7,814.99	0.00	0.00	0.00	7,814.99
080 PUD FY18	-438.11	0.00	54.95	-493.06	0.00	50.71	0.00	-442.35
110 CCIM 2020	14,750.98	0.00		14,750.98	0.00	0.00	0.00	14,750.98
120 CCIM2021	9,256.03	0.00		9,256.03	0.00	0.00	0.00	9,256.03
130 WSCC FY22	-244.90	0.00	8,278.45	-8,523.35	3,592.31	1,636.34	0.00	-3,294.70*
220 20-21 38VS	12,080.87	0.00		12,080.87	0.00	0.00	0.00	12,080.87
240 VSP 2021-2022	58.93	0.00	6,784.77	-6,725.84	2,895.64	1,341.18	0.00	-2,489.02*
300 PUD_2019	-4,560.83	0.00		-4,560.83	0.00	0.00	0.00	-4,560.83
310 PUDEC	1.81	0.00		1.81	0.00	0.00	0.00	1.81
320 20 PUDECCW	3,070.92	0.00		3,070.92	0.00	0.00	0.00	3,070.92
500 20-21WQAIP	-360.70	0.00		-360.70	0.00	0.00	0.00	-360.70
510 WQAIP-2021	-6,284.85	0.00		-6,284.85	0.00	0.00	0.00	-6,284.85
	68,517.72	727.75	20,917.51	48,327.96	6,855.80	1,538.89	0.00	56,722.65

TREASURER'S REPORT

Account Totals

Pend Oreille Conservation District

10/01/2021 To: 10/31/2021

Time: 14:03:44 Date: 11/02/2021
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 Mountain West	1,092.14	0.00	0.00	1,092.14	0.00	5.00	1,097.14
3 PayPal- NRCS	-1,383.07	0.00	0.00	-1,383.07	0.00	0.00	-1,383.07
4 Wash Fed Sav	3,934.33	0.33	0.00	3,934.66	0.00	0.00	3,934.66
5 Wash Fed Ck.	64,874.32	727.42	20,917.51	44,684.23	0.00	8,389.69	53,073.92
Total Cash:	68,517.72	727.75	20,917.51	48,327.96	0.00	8,394.69	56,722.65
	68,517.72	727.75	20,917.51	48,327.96	0.00	8,394.69	56,722.65

TREASURER'S REPORT

Outstanding Vouchers

Pend Oreille Conservation District

As Of: 10/31/2021 Date: 11/02/2021
 Time: 14:03:44 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	54	03/03/2020	Claims	1	12642	Office of the Secretary of State	5.00	Annexation Of Territory Within A Conservation District Processing Fee
							5.00	
2021	310	10/29/2021	Payroll	5	EFT	Department of Labor & Industries	171.48	3RD Quarter 07/01/2021 - 09/30/2021
2021	335	10/31/2021	Claims	5	2135	Alex Case-Cohen	192.08	VSP/IMP-WQ Travel Oct 2021
2021	336	10/31/2021	Payroll	5	2136	Alexandra Case-Cohen	1,367.41	Alex Case-Cohen Oct 2021
2021	341	10/31/2021	Claims	5	2137	Far Corner Communications	270.00	IMP FY22-38 #1,2
2021	342	10/31/2021	Claims	5	2138	Ferry Conservation District	2,145.66	VSP/IMP Admin Shared Employee Oct 2021
2021	345	10/31/2021	Claims	5	2139	Pend Oreille County Weed Board	3,283.02	VSP/admin/outreach- IMP #01 Oct 2021
2021	347	10/31/2021	Claims	5	2140	Soiltest Farm Consultants Inc.	43.00	VSP/Soiltest T/A
2021	348	10/31/2021	Claims	5	2141	State Auditor's Office	554.19	IMP/D.O. 2018-2020 Audit
2021	353	10/31/2021	Claims	5	2142	Kevin Bush	362.85	G/F Fix Ramps
							8,389.69	
							8,394.69	

Fund	Claims	Payroll	Total
001 General Fund	367.85	-1,489.34	-1,121.49
080 PUD FY18	0.00	50.71	50.71
130 WSCC FY22	3,592.31	1,636.34	5,228.65
240 VSP 2021-2022	2,895.64	1,341.18	4,236.82
	6,855.80	1,538.89	8,394.69

TREASURER'S REPORT

Signature Page

Pend Oreille Conservation District

10/01/2021 To: 10/31/2021

Time: 14:03:44

Date: 11/02/2021

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: _____
Chairman / Date

Signed:  _____
District Administrator / Date 11/2/2021

WARRANT/CHECK REGISTER

Pend Oreille Conservation District

Time: 14:05:02 Date: 11/02/2021

10/01/2021 To: 10/31/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
298	10/04/2021	Claims	5	EFT	Exbabylon	1,060.82	IMP/Exbabylon IT Support Aug 2021
309	10/29/2021	Payroll	5	EFT	Employment Security Department	125.00	Unemployment Quarterly Report
310	10/29/2021	Payroll	5	EFT	Department of Labor & Industries	171.48	3RD Quarter 07/01/2021 - 09/30/2021
311	10/15/2021	Payroll	5	EFT	United States Treasurer	995.42	941 Deposit For 09/01/2021 - 09/30/2021
326	10/08/2021	Payroll	5	EFT	Employment Security Department	31.67	07/01/2021 To 09/30/2021 - FMLA
327	10/13/2021	Payroll	5	EFT	Department Of Retirement Systems	692.08	09/01/2021 To 09/30/2021 - PERS 2
328	10/05/2021	Claims	5	EFT	Verizon Wireless	221.18	IMP/Verizon Oct 2021
343	10/20/2021	Claims	5	EFT	City of Newport	96.00	IMP-#01 Water
344	10/21/2021	Claims	5	EFT	U.S. Postal Service	8.80	VSP Postage
346	10/21/2021	Claims	5	EFT	Amazon.com	62.13	IMP/Amazon Office Supplies Oct 2021
349	10/12/2021	Claims	5	EFT	Pend Oreille PUD	95.37	IMP/D.O PUD Oct 2021
350	10/02/2021	Claims	5	EFT	IFIBER Communications	140.46	IMP/D.O Ifiber Oct 2021
351	10/04/2021	Claims	5	EFT	Lisa Alkire	1,240.00	VSP/#01-#02 Oct 2021
352	10/23/2021	Claims	5	EFT	Creative Labs	79.98	IMP/D.O Software Oct 2021
356	10/30/2021	Claims	5	EFT	Adobe	16.14	IMP/D.O Adobe Oct 2021 Trial
329	10/06/2021	Claims	5	2130	Enduris	5,237.00	Enduris 21/22 Renewal
331	10/08/2021	Claims	5	2132	U.S. Postal Service	72.00	Renewal Of PO Box 465/IMP 2021
332	10/08/2021	Payroll	5	2133	Health Care Authority	853.77	09/01/2021 To 09/30/2021 - Health Care Authority
334	10/14/2021	Payroll	5	2134		1,500.00	Mid Month Draw Oct 2021
335	10/31/2021	Claims	5	2135	Alex Case-Cohen	192.08	VSP/IMP-WQ Travel Oct 2021
336	10/31/2021	Payroll	5	2136		1,367.41	Alex Case-Cohen Oct 2021
341	10/31/2021	Claims	5	2137	Far Corner Communications	270.00	IMP FY22-38 #1,2
342	10/31/2021	Claims	5	2138	Ferry Conservation District	2,145.66	VSP/IMP Admin Shared Employee Oct 2021
345	10/31/2021	Claims	5	2139	Pend Oreille County Weed Board	3,283.02	VSP/admin/outreach- IMP #01 Oct 2021
347	10/31/2021	Claims	5	2140	Soiltest Farm Consultants Inc.	43.00	VSP/Soiltest T/A
348	10/31/2021	Claims	5	2141	State Auditor's Office	554.19	IMP/D.O. 2018-2020 Audit
353	10/31/2021	Claims	5	2142	Kevin Bush	362.85	G/F Fix Ramps
						5,799.34	001 General Fund
						54.95	080 PUD FY18
						8,278.45	130 WSCC FY22
						6,784.77	240 VSP 2021-2022
						20,917.51	Claims: 15,180.68
							Payroll: 5,736.83

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: 14:06:27 Date: 11/02/2021

10/01/2021 To: 10/31/2021

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
339	10/21/2021	Tr Rec	191001		5	Frontier Title & Escrow	725.00	Rent Oct 2021
355	10/31/2021	Tr Rec	191003		5	Washington Federal	2.42	Checking Interest Oct 2021
357	10/31/2021	Tr Rec	191004		4	Washington Federal	0.33	Savings Interest Oct 2021
360 Misc Revenues							727.75	
001 General Fund							727.75	
							727.75	

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

Candice L Roman

Admin

Signature & Title

11/2/2021

Date

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 10:19:47 Date: 11/02/2021

10/01/2021 To: 10/31/2021

Page: 1

1 Mountain West

Date	Balance Forward	684.48					
	Total Credits:	0.00					
Year	Trans#	Date	Type	Chk#	Vendor		
						Total Debits:	0.00
						Reconciled Bank Balance:	684.48
						Outstanding Credits:	
2020	54	03/03/2020	Claims	12642	Office of the Secretary of State		5.00
						Outstanding Debits:	5.00
						Reconciled Book Balance:	679.48

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.

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
NEWPORT WA 99156-0465

***** CHECKING ACCOUNTS *****

Account Title: PEND OREILLE CONSERVATION DISTRICT

TOTALLY FREE BUSINESS CHECKING		Number of Enclosures	0
Account Number	@XXXXXXXXXX@8895	Statement Dates	10/01/21 thru 10/31/21
Previous Balance	684.48	Days in the statement period	31
Deposits/Credits	.00	Average Ledger	684.48
Checks/Debits	.00	Average Collected	684.48
Service Charge	.00		
Interest Paid	.00		
Ending Balance	684.48		

Daily Balance Information
Date Balance
10/01 684.48

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 13:59:57 Date: 11/02/2021

10/01/2021 To: 10/31/2021

Page: 1

4 Wash Fed Sav

Date	Balance Forward	3,934.33					
10/31/2021		0.33					
	Total Credits:	0.33					
Year	Trans#	Date	Type	Chk#	Vendor		
						Total Debits:	0.00
						Reconciled Bank Balance:	3,934.66
						Outstanding Credits:	
						Outstanding Debits:	
						Reconciled Book Balance:	3,934.66

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 October 31, 2021
 Statement Begin Date October 1, 2021
 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

39567 *

*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	0.099%
Interest Rate Effective 10/01/2021	0.100%
Interest Earned/Accrued this Cycle	\$0.33
Number of Days in this Cycle	31
Date Interest Posted	10-31-2021
Year-to-Date Interest Paid	\$1.97

Beginning Balance	\$3,934.33
Interest Earned This Period	+0.33
Ending Balance	\$3,934.66

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NMLSR 410094



Interest Earned This Period

Date	Description	Amount
10-31	Credit Interest	0.33
Total Interest Earned This Period		0.33

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: 13:55:29 Date: 11/02/2021

As Of: 10/31/2021

Page: 1

Case-Cohen, Alexandra Loree	Beginning	Earned	Used	Ending	Rate	Cost
Vacation	61.00	8.00		69.00	36.96	2,550.24
Sick Pay	58.00	8.00		66.00	36.96	2,439.36
				135.00		4,989.60
			Report Total:	135.00		4,989.60

*need to transfer \$1,100 - From checking
to savings to cover Accrued amount*

Transfer Details

Pend Oreille Conservation District



Transaction Number ATR-00692527
Confirmation Number 62763959483-2521
Recurring Frequency One-Time Payment
Amount \$1,100.00
Transfer From Account *9434 - DDA
Transfer To Account *9483 - SDA
Company Name Pend Oreille Conservation District (106712)
Contact Name Alexandra Case-Cohen (ACCOHEN)
Memo Leave Accrual -- September/October 2021
Transfer Date 11/02/2021
Status Completed

Status History

Date/Time	Status	Initiator	Description
11/02/2021 02:19 PM PDT	Completed	SYSTEM	Transaction Confirmed
11/02/2021 02:19 PM PDT	Pending Delivery	SYSTEM	The transfer is awaiting delivery to the bank.
11/02/2021 02:19 PM PDT	Created	106712 / ACCOHEN (Alexandra Case-Cohen)	Transfer Created

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 13:53:48 Date: 11/02/2021

10/01/2021 To: 10/31/2021

Page: 1

5 Wash Fed Ck.

Date	Balance Forward	67,577.51
10/21/2021		725.00
10/31/2021		2.42
	Total Credits:	727.42

Year	Trans#	Date	Type	Chk#	Vendor		Amount
2021	307	09/30/2021	Payroll	2126	Alexandra Case-Cohen		1,364.05
2021	308	09/30/2021	Claims	2127	Alex Case-Cohen		278.32
2021	324	09/30/2021	Claims	2128	Exbabylon		689.28
2021	325	09/30/2021	Claims	2129	Ferry Conservation District		1,114.84
2021	330	09/30/2021	Claims	2131	Pend Oreille County Weed Board		4,563.37
2021	350	10/02/2021	Claims		IFIBER Communications		140.46
2021	298	10/04/2021	Claims		Exbabylon		1,060.82
2021	351	10/04/2021	Claims		Lisa Alkire		1,240.00
2021	328	10/05/2021	Claims		Verizon Wireless		221.18
2021	329	10/06/2021	Claims	2130	Enduris		5,237.00
2021	326	10/08/2021	Payroll		Employment Security Department		31.67
2021	331	10/08/2021	Claims	2132	U.S. Postal Service		72.00
2021	332	10/08/2021	Payroll	2133	Health Care Authority		853.77
2021	349	10/12/2021	Claims		Pend Oreille PUD		95.37
2021	327	10/13/2021	Payroll		Department Of Retirement Systems		692.08
2021	334	10/14/2021	Payroll	2134	Alexandra Case-Cohen		1,500.00
2021	311	10/15/2021	Payroll		United States Treasurer		995.42
2021	343	10/20/2021	Claims		City of Newport		96.00
2021	344	10/21/2021	Claims		U.S. Postal Service		8.80
2021	346	10/21/2021	Claims		Amazon.com		62.13
2021	352	10/23/2021	Claims		Creative Labs		79.98
2021	309	10/29/2021	Payroll		Employment Security Department		125.00
2021	356	10/30/2021	Claims		Adobe		16.14

Total Debits: 20,537.68

Reconciled Bank Balance: 47,767.25

Outstanding Credits:

2021	310	10/29/2021	Payroll		Department of Labor & Industries		171.48
2021	335	10/31/2021	Claims	2135	Case-Cohen, Alex		192.08
2021	336	10/31/2021	Payroll	2136	Case-Cohen, Alexandra Loree		1,367.41
2021	341	10/31/2021	Claims	2137	Far Corner Communications		270.00
2021	342	10/31/2021	Claims	2138	Ferry Conservation District		2,145.66
2021	345	10/31/2021	Claims	2139	Pend Oreille County Weed Board		3,283.02
2021	347	10/31/2021	Claims	2140	Soiltest Farm Consultants Inc.		43.00
2021	348	10/31/2021	Claims	2141	State Auditor's Office		554.19
2021	353	10/31/2021	Claims	2142	Bush, Kevin		362.85

Outstanding Debits: 8,389.69

Reconciled Book Balance: 39,377.56

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 3

Statement End Date October 31, 2021
 Statement Begin Date October 1, 2021
 Account Number 62763959434

To report a lost or stolen card,
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PEND OREILLE CONSERVATION DISTRICT
 121 N WASHINGTON AVE
 NEWPORT, WA 99156-9271

39566 *

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 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 0.050%
 Interest Rate Effective 10/01/2021 0.050%
 Interest Earned/Accrued this Cycle \$2.42
 Number of Days in this Cycle 31
 Date Interest Posted 10-31-2021
 Year-to-Date Interest Paid \$17.34

Beginning Balance \$67,577.51
 Interest Earned This Period +2.42
 Deposits and Credits +725.00
 Checks Paid -15,734.76
 ATM, Electronic and Debit Card Withdrawals -4,794.12
 Other Transactions -8.80
Ending Balance \$47,767.25

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

Interest Earned This Period

Date	Description	Amount
10-31	Credit Interest	2.42
Total Interest Earned This Period		2.42

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NMLSR 41 0094



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.



Statement of Account

Statement End Date October 31, 2021
Statement Begin Date October 1, 2021
Account Number 62763959434

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

Deposits and Credits

Table with 3 columns: Date, Description, Amount. Includes a total row for Deposits and Credits.



Checks Paid

Table with 6 columns: Number, Date, Amount, Number, Date, Amount. Includes a total row for Checks Paid.

* 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

Table with 3 columns: Date, Description, Amount. Lists various withdrawal transactions and a total row.

Other Transactions

Table with 3 columns: Date, Description, Amount. Lists other transactions and a total row.

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

2126

09/30/2021

PAY TO THE ORDER OF: Alexandra Loree Case-Cohen \$ *****1,364.05

*****One Thousand Three Hundred Sixty Four and 05/100*****

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

Alex Case-Cohen 9/1-30/2021

MEMO

002126 325070980 62763959434

Check 2126 Date 10/07/2021 Amount \$1,364.05

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

2131

09/30/2021

PAY TO THE ORDER OF: Pend Oreille County Weed Board \$ *****4,563.37

*****Four Thousand Five Hundred Sixty Three and 37/100*****

Pend Oreille County Weed Board
PO BOX 505
Newport, WA 99156

VSP-Mary Malone/Dyana James. IMP-Dyana James

MEMO

002131 325070980 62763959434

Check 2131 Date 10/18/2021 Amount \$4,563.37

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

2127

09/30/2021

PAY TO THE ORDER OF: Alex Case-Cohen \$ *****278.32

*****Two Hundred Seventy Eight and 32/100*****

Alex Case-Cohen
Newport, WA 99156

VSP/IMP-WQ Travel Sept 2021

MEMO

002127 325070980 62763959434

Check 2127 Date 10/15/2021 Amount \$278.32

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

2132

10/08/2021

PAY TO THE ORDER OF: U.S. Postal Service \$ *****72.00

*****Seventy Two and 00/100*****

U.S. Postal Service

Renewal Of PO Box 465/IMP 2021

MEMO

002132 325070980 62763959434

Check 2132 Date 10/19/2021 Amount \$72.00

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

2128

09/30/2021

PAY TO THE ORDER OF: Exbabylon \$ *****689.28

*****Six Hundred Eighty Nine and 28/100*****

Exbabylon
204 W. Walnut St., Suite D
Newport, WA 99156

IMP-IT Help Sept 2021

MEMO

002128 325070980 62763959434

Check 2128 Date 10/19/2021 Amount \$689.28

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

2133

10/09/2021

PAY TO THE ORDER OF: Health Care Authority \$ *****853.77

*****Eight Hundred Fifty Three and 77/100*****

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

09/01/2021 To 09/30/2021 - Health Care Authority

MEMO

002133 325070980 62763959434

Check 2133 Date 10/19/2021 Amount \$853.77

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

2129

09/30/2021

PAY TO THE ORDER OF: Ferry Conservation District \$ *****1,114.84

*****One Thousand One Hundred Fourteen and 84/100*****

Ferry Conservation District
PO BOX 1045
Republic, WA 99166

VSP/IMP Shared Employee Sept 2021

MEMO

002129 325070980 62763959434

Check 2129 Date 10/18/2021 Amount \$1,114.84

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

2134

10/14/2021

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

*****One Thousand Five Hundred and 00/100*****

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

Mid Month Draw Oct 2021

MEMO

002134 325070980 62763959434

Check 2134 Date 10/15/2021 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

2130

10/06/2021

PAY TO THE ORDER OF: Enduris \$ *****5,237.00

*****Five Thousand Two Hundred Thirty Seven and 00/100*****

Enduris
1510 South Technology Blvd Suite 100
Spokane, WA 99224

Enduris 21/22 Renewal
#3247 R 22-244

MEMO

002130 325070980 62763959434

Check 2130 Date 10/19/2021 Amount \$5,237.00

99654273

Charge To: District Pend 87IWCZ0F2JVT8H 10/26/21 10243000997

Pay to the order of: AMAZON.COM SERVI \$62.13

SIXTY-TWO AND 13/100 DOLLARS

ABA 325070980 Account 62763959434 Pre-Authorized Payment

99654273 325070980 62763959434 0000006213

Check 99654273 Date 10/26/2021 Amount \$62.13

October 2021 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.

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 Nov 2nd paid on Nov 5th.

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. Had Alex transfer \$1100. From checking to savings to cover accrual through Oct 2021.

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

Organize all payment vouchers with original receipts, put in slot for District manager signature and board member's signature. File one that have all signatures.

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.

Worked on items need for audit of years 2018-2020 from BIAS (Springbrook). Uploaded them to shared file for Alex to submit to auditor.

Attachment K: Operations Report



Pend Oreille Conservation District
Operations Report
October 2021

OPERATIONS UPDATE

- **Building Maintenance** – The week after our last board meeting, we met with Tony Ferrante from Idaho; while he was interested in the scope of our project, he was not willing or able to become licensed/bonded/offer prevailing wages. I did speak with a representative from Department of Enterprise Services (DES). She believed they could work with us, but I have not heard anything since our phone call. At this meeting, we will also take a look at our current tenants; we are due to sign a new lease with Frontier Title & Escrow, and I propose that we increase rent while also offering to repair items in their building.
- **Staffing** – We received the Secretary of State Archiving Grant for the rest of the fiscal year. This means that Dyana can begin working with us again. As such, we must sign a contract with the POCWB in order for her to continue working with us.
- **Budget** – Please see Attachment 1
- **Grant Applications** – Unfortunately, I was not able to submit the Western SARE grant due last week. I have learned from my mistakes and will adjust accordingly. I will also explore a similar grant that offers more funds; I figured that \$75,000 was not enough to implement the projects to the degree that I would like and was not enough to pay for staff time in order to support research project implementation. I am still planning on submitting the one-pager due for the Hazard Mitigation Grant. If this one-ager is accepted, we are invited to formally submit a proposal. This final proposal will be due in April 2022.
- **ExBabylon/IT** – We have not yet began our work with the County. I've spoken with Shane Flowers and Josh Shelton, and we will begin work the second week of December.

PROGRAMS

1.) WSCC Implementation Funding Activity:

No new news for IM at this time.

2.) WSCC Natural Resource Investments Funding Activity:

No new news for NRI at this time.

3.) POPUD Erosion Control and Cottonwood Funding:

As of November 9th, 4 erosion control projects have been completed. Tomorrow, we will take a look at the projects with representatives from the PUD and the County's Community Development Department to verify these projects can receive cost share for this funding cycle. Please see Attachment 2 for photos of completed projects. As for next year, we have at least 9 projects that have inquired into PUD funding; I believe we should come up with an adequate ranking system and potentially form a committee to assess these potential projects.

4.) WSCC Professional Engineering Funding Activity:

In October, we hosted 1 site visit: 1 landowner who lives on Davis Road. In November we will host 2 site visits: two adjoining landowners on Ibbetson Dr. near Lone, and 1 landowner on Joyner Dr. near Lone, as well.

5.) POC Voluntary Stewardship Implementation Funding Activity:

- This month, I attended a monitoring symposium hosted by the SCC's Levi Keesecker. I've also solicited help from the Washington State Department of Agriculture (WSDA)'s VSP representative on what can be done to implement a program. Hopefully agency VSP liaisons (Ecology, Fish & Wildlife, WSCC) can assist us with

data analysis. We have sufficient data available from the Kalispel Tribe, but not the technical understanding or time to analyze that information.

- No new site visits have been conducted in October
- We have 3 no-till dormant seedings to conduct this month

6.) DoE's WQAIP Grant with the POC Weed Board and the Bead Lake Clean Water Association:

No new news at this time

7.) Shared Employee Reports

- **Candy's Monthly Report:** Attachment 3
- **Mary's Monthly Report:** Attachment 4
- **Lisa's Monthly Report:** Attachment 5

FUTURE DATES

- November 2nd – November 20th: WACD Annual Conference
- November 22nd – November 29th: Alex on vacation
- November 29th-30th: WACD Business Meeting
- November 30th: Hazard Mitigation Grant Pre-Proposal Due

District Manager

Alex C-C

Date *11/11/2021*

VSP Budget September 1, 2021 - June 30, 2022

Table 1			
Remaining VSP Funds:		\$84,549.23	
Funding For:	Task	Monthly Rate	Rest of Biennium total
Pend Oreille Conservation District	Outreach (Lisa)	\$ 550.00	\$ 4,400.00
	Technical Assistance (Alex)	\$ 2,000.00	\$ 16,000.00
	Technical Assistance/Education (Mary)	\$ 1,815.00	\$ 14,520.00
	Admin & Finance (Candy & Dyana)	\$ 1,300.00	\$ 10,400.00
	Admin (Alex)	\$ 1,000.00	\$ 8,000.00
	Travel	\$ 250.00	\$ 2,000.00
	Implementation Advertising/Supplies	\$ 200.00	\$ 1,600.00
	POC GIS Help	\$ 262.00	\$ 2,096.00
Total		\$ 7,115.00	\$ 56,920.00

Table 2	
Potential Cost Share Funds	
Total Potential Projects 10-12 projects	Total Cost Share (75%) to be spent \$ 20,000.00

Table 3	
Remaining VSP Funds (Funds to be Spent)	\$84,549.23
Expense Estimates (Travel, Advertising/Supplies, GIS Help)	\$ 5,696.00
Staff Time	\$ 53,320.00
Cost Share Allocation	\$ 20,000.00
Monitoring Funds	\$ 10,000.00
Buffer Funds	(\$4,466.77)

IM Fiscal Year 2022 Budget Analysis

IM Budget September 1, 2021 - June 30, 2022		Funds Available: \$96,732.45	
Funding For:	Task	Monthly Rate	Rest of FY total
Staff Time	Admin Tasks (Alex)	\$ 2,000.00	\$ 16,000.00
	Water Quality Tasks (Alex)	\$ 1,000.00	\$ 8,000.00
	Admin Tasks (Dyana)	\$ 500.00	\$ 4,000.00
	Admin/Financials (Candy)	\$ 1,000.00	\$ 8,000.00
	Mary (Outreach/TA)	\$ 1,800.00	\$ 14,400.00
	Lisa (Outreach/Education)	\$ 550.00	\$ 4,400.00
Other Expenses	Travel	\$ 250.00	\$ 2,000.00
	Meetings light refreshments (Mar-June)	\$ 20.00	\$ 160.00
	Building Repairs/Maintenance	\$ 200.00	\$ 1,600.00
	IT & Variable Expenses	\$ 400.00	\$ 3,200.00
	Office/Field Supplies	\$ 285.00	\$ 2,280.00
	Contracted Services	\$ 250.00	\$ 2,000.00
	Subscriptions	\$ 700.00	\$ 5,600.00
Total		\$ 6,005.00	\$ 71,640.00

Remaining IM Funds	\$96,732.45
FY Expense Estimates (Other Expenses)	\$ 14,840.00
Staff Time	\$ 56,800.00
Available Balance	\$ 25,092.45

Mary's Deliverables: October 2021



What Mary has been up to:

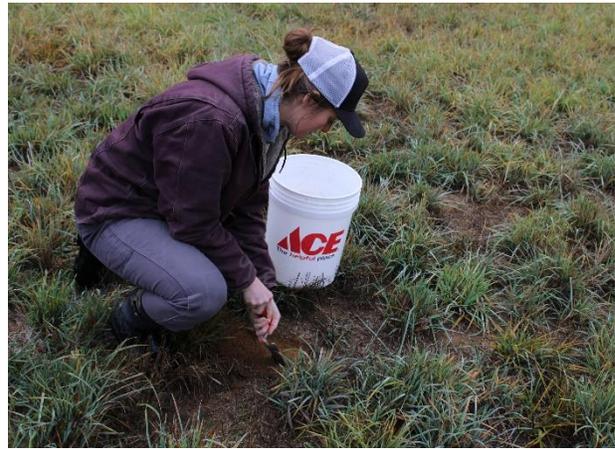
- Farm & Forest Field Day (actually presented this in my September deliverables, but the actual event was Oct. 2).
- VSP Workgroup Meeting at Camas Center & Minutes
- Studied for and passed aquatics test – last one needed to add to pesticide license (Weed Board, but also benefits POCD!)
- Helped edit and submit DOE grant for Sunnyside/Sandy Shores projects (also presented during October board meeting).
- Attended riparian networking webinar
- Designed a rental sign for the seeder
- Designed a web page for equipment rental and another for the seeder rental
- Other website updates, including uploading all previous minutes (and correct ones) to the minutes page

What Mary has been up to (Cont.):

- Assisted with audit materials (the minutes on website was included in that)
- Assisted with engineering survey for bank stabilization project on Davis Rd.
- Site visit to Steve Wilson's for soil samples/photos
- Attended a 2-day Citizen Science Summit webinar (Weed Board, but benefits POCD as well).



Fall day at Steve Wilson's for soil sampling



Alex taking soil sample



Survey Engineer Gary A. taking on steep slope



Alex helping out with the surveying

Seeder sign – printed as a 3-ft banner

RENT ME



**LAND PRIDE
ALL-PURPOSE
SEEDER**

For more information, visit
www.pocd.org/seeders-rental

To rent this seeder, contact the Pend Oreille Conservation District
Email: admin@pocd.org or Call: 509-447-1155

Seeder Webpage

All-Purpose Seeder

Our Land Pride All-Purpose Seeder can be rented for \$80/day. See below for more information. To schedule seeder rental, please email admin@pocd.org or call (509)447-1155.

Click below to return to Equipment Rental page:

[Equipment Rental](#)



Seeder Rental Information

Instructional Video (POCD)

Click below to watch an instructional video on seeder operation by POCD.

[COMING SOON](#)

Calibration Video (Land Pride)

Click below to view an instructional video on seeder calibration.

[Calibration Video](#)

Rental Information Sheet

Click below for rental information, including hours, fees and more.

[Rental Info](#)

Operations Manual

Click below to view the operations manual for this seeder

[Operations Manual](#)

Rental Quiz

Renters are required to take the quiz below after reviewing all materials.

[COMING SOON](#)

Equipment Rental Webpage – WORK IN PROGRESS 😊



EQUIPMENT RENTAL

We currently have our All Purpose Seeder available for rent. We will add any additional equipment rentals to this page when available!



All-Purpose Seeder

Our Land Pride All-Purpose Seeder is available for rent by the public. [Click Here for more information.](#)

October 2021 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.

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

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Worked on items need for audit of years 2018-2020 from BIAS (Springbrook). Uploaded them to shared file for Alex to submit to auditor.

POCD Task Lists October

10/1/21 – 10/31/21

Social Media Posts Created

Fall colors post – 94 reached
Where to buy locally grown pumpkins -444 reached
Forestry Field Day Recap – 1498
Bear aware – food storage research – 41
Boyd shoreline drawing plan – 85
Fall pollinator graphic - 67
Show us your farm dogs – 136
Gardener cave anniversary notificatiobn – 77
Off limit North Baldy Mountain ATV forest habitat protection - 63
Larch tree highlight – 401
Ramstead ranch fall winterizing post – 61
Pumpkin recipes – no waste – 47
Show us your canned goods from your harvest -101
Last farmers market day – 63
Keep your pumpkins lasting lnger – 174
No waste pumpkins – 91
No till dormant seeding – 135
Noxious weeds to control in the fall – 98
Selkirk alliance for science star event- 71
Board supervisor elk post – 194 (woohoo! Go John!)
Bat week – conservation and info post – 79
Fall rainfall matters to producers – 74
Geomagnetic storm/ northern lights alert - 63

Other notable things:

2 new page followers in the month of October!

POCD FB Reach (unique users who saw our page)
1,446 (a few hundred less than last month)

Post Engagement (people who liked, hearted, or commented)
444 (only 10 less than last month, which means that our audience is still engaged with our facebook posts! A big win when you consider it all.)

Total Followers
602

Reactions
165

Comments
15

Shares (The big goal is to see this number go up, the more shares, the more exposure to new people we get!)
20

Photo Views
89

Link Clicks to our Website:
32

Top Cities our followers reside in.

1. Newport, WA
35%
2. Spokane, WA
6.6%
3. Elk, WA
4.7%
4. Priest River, ID
3.3%
5. Lone, WA
3%
6. Usk, WA
2.8%
7. Cusick, WA
2.2%
8. Spokane Valley, WA
2%
9. Deer Park, WA
1.7%
10. Metaline Falls, WA
1.2%

Website Update:

45 of those are unique users, 10 of those return again.

We had 65 site sessions (times those visitors visited our website overall)

Our pages were viewed over 464 times

- Homepage 53
- About Us– 18
- Our Team 16
- Contact 9
- VSP – 13