



Pend Oreille Conservation District  
Regular Board Meeting MINUTES: 5/13/2021

Meeting Start – 5:01 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 Baden, Washington State Conservation Commission, Mike Mumford, Board Supervisor, Stan Janowicz, Natural Resource Conservation Service

Official Action Items				
Motion	Motion made by:	Motioned seconded by:	Decision	Attachment
Motion to approve agenda and to take items out of order.	John Floyd	Kevin Bush	Carried	N/A
Motion to approve minutes for April 8 <sup>th</sup> , 2021	Kevin Bush	John Floyd	Carried	N/A
Motion to approve special minutes for April 22 <sup>nd</sup> 2021 with corrections	Kevin Bush	John Floyd	Carried	N/A
Motion to approve the third option for Lisa's DEI committee	John Floyd	Kevin Bush	Carried	Attachment B
Motion to approve special meeting to be held on Monday, May 24 <sup>th</sup> at 5 PM to approve the Annual Financial Report and the contract for the drill with the County	Randall Leestma	Kevin Bush	Carried	N/A
Motion to approve the annual plan for fiscal year 2022 with various punctuation and final check/proofreading	Kevin Bush	Mike Mumford	Carried	N/A
Motion to amend the previous approved motion to include approval of the Treasurer's Report of this meeting	Mike Mumford	Randall Leestma	Carried	N/A
Motion to amend the agenda to add the streambank stabilization ranking tool to the special meeting	Randall Leestma	Mike Mumford	Carried	Attachment C
Meeting Adjourned at 7:23 PM	Randy	Kevin	Carried	N/A

## Partner Reports

**Stan Janowicz, NRCS**

Stan discussed EQIP Applications for POC. NRCS can fund the first forestry application but asked office for additional funds. Received \$9.8 million dollars in addition. So far, NRCS has been able to fund about \$225,000 of forestry projects in POC. Not sure about final number but will have information next month. Will not be a second sign up for EQIP this year; have 3x the amount of application dollars of applications compared to amount of funding received.

New EQIP-type program coming out. Supposed to be a bridge between normal EQIP and CSP; will not receive funding for local areas this year, but more info for 2022. Will receive \$700,000 this year but going to some Pacific groundwater geographical priority and wind erosion priority areas.

Local Workgroup meeting to take place from 1-4 PM; should not go later than 3.

**Mike Baden, Washington State Conservation Commission –**

### Budgets

As I mentioned, the overall outcome of the legislature was generally positive. I've attached the summary of the Operating and Capital budgets as they passed the legislature last weekend. It provides more details on the particulars of the budgets. Obviously the big outcome was funding for Conservation Technical Assistance. We had requested \$5m in the operating budget and received \$2m. In the past we have made similar requests with zero being funded, so this is a great first step. Natural Resource Investments (NRI) was funded at the same level as this biennium at \$4M. Also included was \$3 million for Fire Recovery work - \$1.5 million for each of the next two fiscal years. The final thing now is for the Governor to sign the budget bills.

We talked a bit about the update to the NRI program. The proposed revisions will provide greater local control to the district as to the utilization of the NRI funds allocated to each CD. We do not yet know the amount that will be available to each district as it depends on a number of factors. Hopefully we will have a better idea in the near future.

The DNR Long-Term Forest Health Bill was brought up during discussion. It looks like the amount provided to DNR in the budget is approx. \$125 million for the biennium to implement HB 1168.

### Upcoming Due Dates and Deadlines

recently sent out a reminder regarding the various deadlines and due dates coming up—especially as we come toward the end of the fiscal year and into the new biennium. I've attached it for reference. The next big deadlines are the Annual Financial Report due to the State Auditor and the Annual Plan of Work due to the Commission by May 30th. Just a note that May 30th is a Sunday on Memorial Day weekend. Please submit the Annual Plan of Work to [Commission@scc.wa.gov](mailto:Commission@scc.wa.gov) and copy me.

I was glad that Alex was able to take part in the Home Ignition Zone training last week. As mentioned I hope to have some funding available for some home site assessments as a practical follow-up to the training available to the district in the new fiscal year.

**Mike Mumford – WACD**

Elections committee is still plugging away; Diversity Equity and Inclusion (DEI) is yet to meet. Still negotiating with Facilitator.

The context of the annual meeting is still up for debate. If the committee decides to host an in-person meeting, there will be a mandatory virtual component. A final decision will be made in July.

Mike recommends that everyone sign up for the 5 things you need to know from Tom Salzer. Please go to the HUB

### New Business

**Public Records Request – Alex Case-Cohen, POCD**

Public Records Request – include policy in the next regular board meeting (policy)

**Streambank Stabilization Ranking Tool – Alex Case-Cohen, POCD (Attachment A)**

- Need to have a definition of point system
- Adjust the point totals if need be
- Run some projects through the matrix
- 10 points (for both #1 and #2) – first come, first serve
- Separate number (10 points) – #16 for 'if so, what is the estimated start date of the project'
  - #15 will be worth 20 points
- Talk with Elsa about the VSP ranking system

### Old Business

**Verbrugge Environmental Center Field Day – John Floyd, POCD –**

John talked to Gary Verbrugge; he could accommodate us at any given time for a tour of the Verbrugge Environmental center with

several days' notice. Talked with local educators about a potential field day. John Floyd would like to invite the director of the Pend Oreille Library District to extend to the library as potential environmental programming.

Proposed time for VEC meeting to be June 12 at 10 AM. A facebook post and outreach will take place.

**Manager's Report** – *See Attachment B*

**Treasurer's Report** – *Randall Leestma*

Will be moved to special meeting; Randy was unable to approve since he could not access the documents.

Meeting Adjourned: 7:23

 6/16/2021  
\_\_\_\_\_  
POCD Board Supervisor Date

 6/16/2021  
\_\_\_\_\_  
District Manager Date

## Pend Oreille Conservation District's Streambank Stabilization Project Ranking Tool

Ranking Questions	Date	Points Available	Points Received
1. Date of Initial Contact from Landowner		15	
2. Date of Initial Site visit		20	
3. Does the project fall within the Box Canyon Dam Reservoir?		30	
4. Does the project have a minimum of a medium rate of erosion based on the PUD's Hazard Occurrence Erosion Map?		50	
5. Does the project have a completed site plan/engineering design?		40	
6. Has the applicant received cost-share funding before and completed the project on time?		20	
7. Is the Landowner Agreement completed?		15	
8. Has the applicant contacted the County?		30	
9. Has the applicant completed the County's permits (Shoreline Substantial Development Permit, SEPA, JAPRA)		50	
10. Has the applicant contacted WDFW?		20	
11. Has the applicant completed the HPA?		20	
12. Has the applicant contacted the Army Corps of Engineers?		20	
13. Has the applicant completed the necessary Corps permits?		20	
14. Has the landowner conducted an environmental assessment/survey with a professional consultant?		20	
15. Is the landowner in communication with a contractor? If so, what is the estimated start date of the project?		30	
<b>Total</b>		400	

**Additional Considerations:**



Pend Oreille Conservation District  
Manager's Report  
May 2021

## OPERATIONS UPDATE

- **Applying for PEBB & PERS**—We have been billed and are now paying for health insurance—YAY!
- **2021 Annual Plan of Work**— Hopefully you all have read the Annual Plan of Work Draft for fiscal year 2022. Please come to the meeting with suggestions/changes you'd like to see to this draft.
  - **Building Maintenance**— We have had one contractor make contact and come on-site. We have not yet received a bid from this contractor
  - **Staffing**— Dyana has started working with the District on Tuesdays. So far, she has reorganized all board meeting packets into smaller 6-part folders. Her next project will be to reorganize grant binders into the same 6-part folders for our most recent grants. All inactive grants dated before 2018 will be stored upstairs.

We are currently waiting to hear back from the County concerning a shared outreach and education specialist with the Weed Board, Mary Malone. She will assist me with a few basic office tasks (electronic file management, etc.) but the majority of her tasks will concern outreach. She has already been tasked with creating a flyer for the Newport Library's community garden. In addition, I will request that she come up with an idea to spend funds for Orca and Salmon Recovery. I will assist her with the process and will see what she comes up with!
  - **Budget**— Please review the budget (Attachment 1).

## PROGRAMS

### 1.) WSCC Implementation Funding Activity:

For Implementation, we have \$15,129.01 left. We are spending Orca/Salmon Recovery funds on corrections to previous engineering plans, streambank stabilization site visits, and outreach/education. Approximately \$6,051 will be spent on Orca/Salmon Recovery. The Remaining \$9,078 will go towards Administrative/Management tasks, travel, IT, supplies, and subscriptions.

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

I was happy to learn that NRI funds will be the same if not more for the next biennium (at least \$50,000 for each fiscal year). We may also spend those funds on more than one project, which will allow us to provide at least double what the PUD pays landowners. There are currently 8 potential shoreline stabilization projects for this year: Bittle, Dobson, Hansen, McGuire, McQuinn, Montgomery, Nicholas and Taylor; however, I am aware of only 4 that are actively working on permitting.

We will discuss the POCD Streambank Stabilization Project Ranking Tool and will officially present projects to the board at the June board meeting.

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

There are currently 6 potential projects in the queue, though only 2 have begun their permits. Jess Jordan with the Army Corps of Engineers was on site for many of these and provided solid feedback. I will need to touch base with all landowners to see what their current status is and whether or not it's feasible to complete their projects this year.

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

To date, we have received 4 engineering grants for shoreline stabilization projects along the Pend Oreille River. All have been completed. We have at least 5 proposals for the start of FY2022.

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

- Unfortunately, due to the dry weather and a nearly immobilized supply chain, we have not yet received our seeder and will not be able to complete any seedings with this piece of equipment. Currently, we are working with our lawyer on a draft agreement with the County. We are sure to have an agreement with the County and landowners, and will have policy for its use fully defined before the end of the fiscal year (2021)
- The deadline for project implementation is THIS MONTH! There are still 8 outstanding projects, though I know that all landowners are hard at work completing them.
- The County must return at least \$25,000 to the commission of VSP funds that we were unable to spend. By our next board meeting, I will see what funds are available and where potential new staff (a potential resource technician and a shared monitoring coordinator) can fit in to the budget.

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

I volunteered by time on Thursday, April 29<sup>th</sup> and painted 2 boat launches with the Weed Board (Sharon and Doug). In April, they were able to complete at least 3 launches. There may be an outstanding site, but for the most part, all work has been completed. I need to begin reporting for 2021 and will soon submit a close-out report.

We have submitted our last payment request/progress report for 2020 for the Bead Lake grant. I am still having trouble with how funds are allocated, but we've come to an understanding with the Weed Board on this matter. Dyana is being very helpful and patient as I navigate DoE's confusing payment reimbursements.

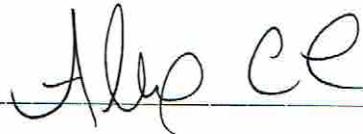
**7.) Soil Health Stewards**—The Northeast Washington Soil Health Stewards hosted a virtual meeting on Saturday April 17<sup>th</sup>. Though we had a small turnout, we had some great speakers: Bill Thurston from Gingersnap Farm and Seed and our very own Jon Paul Driver discussed seed selection, planting cover crops, no-till planting hay, and much more. John and I also attended a biochar workshop near Rice, WA and learned how time-consuming and strenuous it can be to perform in one's own backyard.

In May, we plan to host an event in Northport (a more informal gathering) and a formal meeting here in Pend Oreille County. Our very own Kevin Bush will host us and discuss his bale grazing site and how he manages soil health.

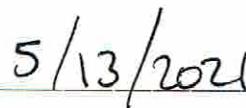
**FUTURE DATES**

- State Auditor's Office Annual Report – May 31<sup>st</sup>, 2021
- Annual Plan of Work – May 31<sup>st</sup>, 2021
- Last day to implement VSP projects – May 31<sup>st</sup> 2021
- End of Fiscal Year 2021 – June 30<sup>th</sup>, 2021

District Manager



Date



Attachment 1  
FY2021 Budgets  
VSP and IM Grant

# IM Fiscal Year 2021 Budget Analysis

IM Budget May-June 2021		Funds Available:	\$15,129.01
Funding For:	Task	Monthly Rate	Rest of FY total
Staff Time	Admin/Manager (Alex)	\$ 500.00	\$ 1,000.00
	Orca/Salmon (Other)	\$ 297.38	\$ 594.76
	Orca/Salmon		
	Outreach/Education	\$ 1,000.00	\$ 2,000.00
	Orca/Salmon (Alex)	\$ 1,666.67	\$ 3,333.34
	Admin Tasks (Dyana)	\$ 1,000.00	\$ 2,000.00
Admin/Financials (Candy)	Admin/Financials (Candy)	\$ 1,500.00	\$ 3,000.00
	Travel	\$ 50.00	\$ 100.00
Other Expenses	Meetings light refreshments (Mar-June)	\$ 20.00	\$ 40.00
	Building Repairs/Maintenance	\$ 200.00	\$ 400.00
	IT & Variable Expenses	\$ 375.00	\$ 750.00
	Office/Field Supplies	\$ 285.00	\$ 570.00
	Subscriptions	\$ 609.00	\$ 1,218.00
	<b>Total</b>		<b>\$ 5,096.67</b>

Remaining IM Funds	\$15,129.01
FY Expense Estimates (Other Expenses)	\$ 2,978.00
Staff Time	\$ 12,028.10
Available Balance	\$ 122.91

# VSP Budget May 1, 2021 - June 30, 2021

Remaining VSP Funds: \$122,834.12			
Funding For:	Task	Monthly Rate	Rest of FY total
	Outreach (Lisa)	\$ 550.00	\$ 1,650.00
	Technical Assistance (Alex)	\$ 1,000.00	\$ 2,000.00
	Technical Assistance (potential new hire)	\$ 1,000.00	\$ 2,000.00
	Admin & Finance (Candy)	\$ 1,000.00	\$ 2,000.00
	Admin (Alex)	\$ 1,000.00	\$ 2,000.00
	Travel	\$ 200.00	\$ 400.00
	Implementation Advertising/ Supplies	\$ 660.00	\$ 1,320.00
	VSP Video -- Lisa	\$	\$ 1,000.00
	Reporting (5YR & 2YR)	\$ 2,000.00	\$ 6,000.00
	<b>Total</b>	<b>\$ 7,410.00</b>	<b>\$ 18,370.00</b>

Potential Cost Share Funds	
Total Projects to be completed (see FY 2020-21 Approved VSP Cost Share Projects spreadsheet for more information)	8 \$ 41,071.63
Total Cost Share (75%) to be spent	

Remaining VSP Funds (Funds to be Spent)		\$122,834.12
Expense Estimates (reporting/travel/ advertising/ supplies)		\$ 10,720.00
Staff Time		\$ 7,650.00
Cost Share Allocation		\$ 41,071.63
LandPride All-Purpose Seeder (60 in.)		\$ 9,468.80
Trailer		\$6,000.00
Lawyer help -- writing County and POCD Agreement		\$1,500.00
Available Balance		\$46,423.69