



Pend Oreille Conservation District  
 Regular Board Meeting MINUTES: 9/9/2021

Meeting Start – 5:00 PM

In attendance via GoToMeeting; George Stuvenga, *Board Chair*; Randall Leestma, *Board Supervisor*; Kevin Bush, *Board Supervisor*; Alex Case-Cohen, *POCD District Manager*; Mark Simpson, *USDA NRCS*; Jon Driver, *Associate Supervisor*; Mike Baden, *Washington State Conservation Commission*; Mike Mumford, *Board Supervisor*.

Official Action Items				
Motion	Motion made by:	Motioned seconded by:	Decision	Attachment
Motion to approve agenda and to take items out of order	Kevin Bush	Randall Leestma	Carried	A
Motion to approve meeting minutes for August 12 <sup>th</sup> , 2021	Randall Leestma	Mike Mumford	Carried	B
Motion to approve current MOU with Pend Oreille County for IT services for \$7,500 and an ending date of 6/30/2023	Mike Mumford	Kevin Bush	Carried	C
Motion to approve the Natural Resource Investment Addendum Draft for FY2022 with an amendment to add FY2023	Kevin Bush	Randall Leestma	Carried	D
Motion to adopt the Equipment Rental Agreement and Billing and Invoice as we discussed with "Daily fee: \$80/day, late fee: \$80/day; Optional charge of \$50/hour for District Assistance and a minimum of 2 hours for on-site assistance; cleaning fee: \$50/hour with minimum of 2 hours; use LCCD Damages Fee language with a maximum speed of 4 miles/hour"	Randall Leestma	Mike Mumford	Carried	E
Motion to approve June, July, and August 2021 Treasurer's Reports.	Randall Leestma	Kevin Bush	Carried	I,J,K
Meeting Adjourned at 7:48 PM				

## Partner Reports

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

As mentioned prior, the vaccination requirement for state employees does not apply to conservation districts. In the event you get questions or consider a vaccine requirement, be aware of the related laws to navigate, including the Americans with Disabilities Act (ADA) and the Civil Rights Act of 1964. More information is available this MRSC blog post and this Society for Human Resource Management article. I would also recommend reaching out to Enduris to see if they have any guidance on the issue as your risk management provider.

In addition, a recent Proclamation was issued by the Governor that contains additional information on the indoor mask mandate as well as some reporting requirements for positive or suspected cases.

Reminder that CD biennial report pages are due on Sept. 24th.

The annual elections training is scheduled for September 23rd at 9:00AM. This is a required training for at least one person at each district (generally the election supervisor) although it's always good to have more.

The Commission will be considering recommendations on CD election reform at the Commission Meeting on September 16th.

Our financial staff will be presenting detailed info on our cost share procedures. I think this could be very helpful as you look toward future cost share projects with Commission funds and is a great opportunity to ask questions that you may have about our cost share process. This training will be held at 9:00 AM on September 21st.

**Mark Simpson, USDA NRCS**

Drought program came out last month. One of the applicants applying for FY22 qualified. Decided to go for drought money. Pre-commercial thinning and pruning. Should be approved by area conservationist (Rich Edlend) soon. Helped Cassandra Morris with a contract in Stevens County. Landowner decided to cancel. Trying to get people to apply because the deadline is October 7<sup>th</sup>; must be eligible by that date, so apply sooner rather than later. Compatible Use Agreement. Fire bomber in the Cusick, Usk area starting fire bombs. Everyone is concerned about it; will be a public meeting to

discuss the issue with the public and officials on Thursday, September 16<sup>th</sup> at the Usk community center.

**Mike Mumford, WACD**

WACD annual meeting November 29<sup>th</sup> & 30<sup>th</sup>; concerned about in-person with current Covid situation. NE Area meeting on October 20<sup>th</sup> hosted by Ferry CD. If you want to turn in any resolutions, now is the month to do that (look at the HUB).

Joint elections committee done, proposal presented at next week's committee meeting. Proposals are: hold elections every other year, 4 year term, appointed/elected, Districts conduct supervisor elections during Conservation Month. Districts have the option to go on the general ballot.

DEI: Preparing Recommendations and making recommendations at the next meeting.

**Old Business**

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

Streambank Stabilization Projects: Alex gave a brief overview of projects for Taylor, Bittle, McQuinn, Montgomery & O'Brien.

**Alex Case-Cohen, *Building Update* –**

Mike Baden: Asking about public works vs. personal/professional services. Typically, in lower cost ranges there is lower risk. Required to pay prevailing wage.

**Alex Case-Cohen, *Purple Air Update* –**

Mike Mumford made suggestions for two Purple Air monitors: Diamond Lake and Metaline area, possibly at fire districts. Alex may look into DOE grant application for air quality monitoring. Mike Mumford noted POCD has 11 functioning monitors in the county and 2 non-functioning. Metaline will try theirs again with new fiber internet.

**Mike Mumford, POCD Workplace Health and Safety –**

Mike Mumford requested the board consider mask & COVID vaccination requirements for POCD staff in office. No action taken.

**New Business**

Action Item: Approve contract with POC for IT Services – See attachment C. Alex noted that the contract in the board packet did not match the agenda. The contract in the packet is for IT services from the County not to exceed \$7,500 over the fiscal biennium. Mike Mumford moved to approve current MOU with ending date of 6/30/23; seconded by Kevin Bush. Motion carried.

Action Item: Approve FY22-23 Natural Resource Investment Addendum Draft – See attachment D. Total grant award is \$78,666. Alex briefly discussed projects noted in addendum. Motion to approve the Natural Resource Investment Addendum Draft for FY2022 with an amendment to add FY2023 made by Kevin Bush; seconded by Randall Leestma. Motion carried.

Action Item: Approve Landowner Agreement for All Purpose Seeder – See Attachment E. Discussion ensued regarding rates and insurance. Motion to adopt the Equipment Rental Agreement and Billing and Invoice as discussed with “Daily fee: \$80/day, late fee: \$80/day; Optional charge of \$50/hour for District Assistance and a minimum of 2 hours for on-site assistance; cleaning fee: \$50/hour with minimum of 2 hours; use LCCD Damages Fee language with a maximum speed of 4 miles/hour”

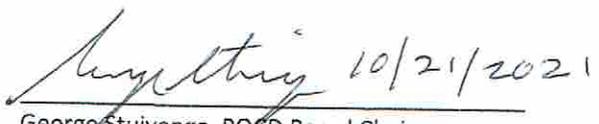
Discussion Item: Fall Grant Application & Additional Funding Opportunities – See attachments F, G, H. Alex gave brief overview of ecology grant for bank stabilization projects. An engineering survey was recently done at Sandy Shores (Sunnyside) and will be completed for submission with the grant application. Due Oct. 12. Alex also gave a brief overview of the SARE grant opportunity to implement trials on drought-tolerant grass varieties, using a variety of methods. Due in early November. A third grant Alex said she is considering is a hazard mitigation grant for the town of Metaline’s erosion control project.

Treasurer's Report for June July – See attachments I, J, K

Operation's Report – Alex Case-Cohen, See Attachment L

Meeting Adjourned: 7:48 p.m.

  
Alex Case-Cohen, POCD District Manager

  
George Stuiivenga, POCD Board Chair



# BOARD MEETING PACKET

## September 9<sup>th</sup>, 2021

- Attachment A: POCD Regular Board Meeting AGENDA – September 9<sup>th</sup>, 2021
- Attachment B: POCD Regular Board Meeting MINUTES – August 12<sup>th</sup>, 2021
- Attachment C: POC and POCD MOA for IT/GIS for FY22-23 DRAFT
- Attachment D: FY22-23 Natural Resource Investment Addendum DRAFT
- Attachment E: POCD Equipment Rental Agreement DRAFT
- Attachment F: State FY23 DOE Centennial/Water Quality Grant Application
- Attachment G: Western SARE Producer + Professional Grant Application
- Attachment H: WA State Emergency Management Hazard Mitigation Grant FY2023
- Attachment I: June 2021 Treasurer's Report
- Attachment J: July 2021 Treasurer's Report
- Attachment K: August 2021 Treasurer's Report
- Attachment L: Operations Report

**Attachment B:  
POCD Regular Board  
Meeting MINUTES  
August 12th, 2021**



Pend Oreille Conservation District  
Regular Board Meeting MINUTES: 8/12/2021

Meeting Start – 5:02 PM

**In attendance at Camas Center:** John Floyd, Board Supervisor, acting chair; Randall Leestma, Board Supervisor; Kevin Bush, Board Supervisor; Alex Case-Cohen, POCD District Manager; Mark Simpson, USDA NRCS; Stan Janowicz, NRCS District Conservationist NE Area Team, Mary Malone, Education and Outreach Specialist; Jon Driver, local landowner/farmer.

**In attendance via “GoToMeeting”:** Mike Baden, Washington State Conservation Commission; Cecily Van Cleave, Far Corner Communications.

**Absent:** George Stuvenga, Board Supervisor – Chair; Mike Mumford, Board Supervisor.

Official Action Items				
Motion	Motion made by:	Motioned seconded by:	Decision	Attachment
Motion to approve agenda and to take items out of order	Kevin Bush	Randall Leestma	Carried	N/A
Motion to combine and approve meeting minutes as amended to correct “Regular” to “Special” meetings for 6/28 & 7/15	Kevin Bush	Randall Leestma	Carried	
Motion to approve streambank stabilization projects for Bear Paw and Sunnyside	Randall Leestma	Kevin Bush	Carried	F
Motion to approve deliverables for Alkire Collab	Kevin Bush	Randall Leestma	Carried	G
Motion to approve John Floyd moving forward with building improvements: window and lights fixed, and installation of outside light, amended to include options of two single-quote MRSC documents.	Kevin Bush	Randall Leestma	Carried	H
Motion to approve site rental agreement with Pend Oreille County to store seeder at POC Maintenance Shop.	Randall Leestma	Kevin Bush	Carried	I
Motion to approve contract with Far Corner Communications	Randall Leestma	Kevin Bush	Carried	J
Motion to approve FY22 Hazard Mitigation addendum	Randall Leestma	Kevin Bush	Carried	K

Motion to approve appointment of Jon Paul Driver as associate supervisor.	Kevin Bush	Randall Leestma	Carried	N/A
Meeting Adjourned at 7:23 PM				

**Partner Reports**

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

Discussed highlights of the budget. Of particular note is that at the May Commission Meeting Implementation grants were approved for the upcoming fiscal year at \$117,823. This is an increase from the \$96,500 that was awarded the previous 2 fiscal years as a result of the additional \$2 million in Conservation Technical Assistance (CTA) funds provided by the legislature. We are very pleased with this increase and have no doubt that districts will be able to put it to good use to increase capacity. Also of note is that the Orca/Salmon funding remains in our budget without the proviso language limiting it to Orca/Salmon activities. The additional CTA funds were also designated to be ongoing funds beyond the upcoming biennium. You should be seeing a formal award notification in the near future.

Our Natural Resources Investments (NRI) program was awarded at \$4 million – pretty much the status quo from recent biennia. Revisions to the NRI program were approved by the Commission at the May meeting. As part of those changes, districts will have the opportunity to apply for an equal share of funds to be prioritized for project work at the local level – we anticipate roughly \$80,000 +/- will be available for each district to apply for but we should have a notice with the exact amount out soon. The link to the recorded webinar should be included in the NRI notification we expect to be sent out soon.

Mike mentioned that SCC will be holding a grant vouchering and cost share training on July 17<sup>th</sup> at 9:00 AM. In addition, there are a few great sessions scheduled for WADE in the Administrative and Leadership tracks that could be helpful.

There are some proposed revisions to the Elections Manual currently out for comment by July 9th. As mentioned, these changes are limited to our current elections process – the joint WACD/SCC committee on elections reform continues to meet to discuss the higher level and longer-term aspects of changes to CD elections.

**Cecily Van Cleve, *Far Corner Communications***

Currently works with Stevens and Ferry County Conservation Districts on their Smartsheets, meetings and in-general with VSP. Previously worked at Stevens County CD for two years. Mainly looking at contracting with POCD for Smartsheet implementation. For all three districts, she will be going through the certification process for Smartsheets, using Ferry County's license. Cecily would also be able to help with grant applications for POCD. Alex added that the great thing about working with Cecily is she would create a system of work for the tri-county area, and she is familiar with the area and conservation districts. Cecily would set up a system that would make it easier, for example, to understand the treasurer's report. Alex also noted that at the VSP workgroup meeting held earlier in the day, funds were allocated to be spent on applying for grants. Due to lack of time for current staff, Cecily would be an asset in helping with those.

**Mark Simpson, *USDA NRCS***

Mark introduced Stan Janowicz as the new district conservationist. His boss and the area conservationist, John George, took a position in Nevada and this is his last day. The acting area conservationist for 30 days will be the district conservationist from Spokane. Also, EQIP applications will need to be in early this year. Last year was November 20, this year is October 7. Mark has been working on a Conservation Stewardship Program (CSP) contract for two half-acre enhancements: Pollinator Habitat & Wildlife Habitat. Mark also has a large wetland project starting soon.

**Stan Janowicz, *NRCS District Conservationist NE Area Team***

Stan gave some background on himself, including his work at NRCS for 33 years, mostly as a forester out of Okanagan. He has been the district conservationist for 3 counties for over a year, first in a temporary position, but has been in the permanent position since November. Adding to what Mark said, CSP is meant to reward farmers, ranchers, producers for doing a good job and enhance things they are already doing. In addition to EQIP, last week released a drought recovery assistance program, with a deadline Aug. 19. Short timeline because they are using FY21 money. Discussion ensued regarding short timeframe and eligibility for funding.

## **Old Business**

### **Alex Case-Cohen, Action item: Streambank Stabilization Project Approval –**

Streambank Stabilization Project Approval: Jason McQuinn (Bear Paw Camp), Rick O'Brien (Sunnyside Dr.) and update. Alex gave brief overview of projects. See attachments E, F. Motion to approve made by Randall Leestma, seconded by Kevin Bush. Motion carried.

### **Alex Case\_Cohen, Action item: Review and approve deliverables for Alkire Collab –**

Review and approve deliverables for July 1 – December 31, 2021. Alex gave brief overview. See attachment G. Motion made by Kevin Bush, seconded by Randall Leestma. Motion carried.

### **John Floyd, Action item: Building Update –**

John proposed options for moving forward on building repairs. See attachment H. Motion by Kevin Bush to approve John Floyd moving forward with building improvements: window and lights fixed, and installation of outside light, amended to include options of two single-quote MRSC documents. Seconded by Randall Leestma. Motion carried.

### **Alex Case-Cohen, Action item: POCD and POC site rental agreement –**

Review and approval of site rental agreement with Pend Oreille County for storage of All-Purpose Seeder. See attachment I. Motion by Randall Leestma to approve site rental agreement, seconded by Kevin Bush. Motion carried.

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

Mary discussed latest Purple Air installments by Tri-County Health. Alex pulled up map showing current locations and air quality.

## **New Business**

Action Item: Approve Contract with Far Corner Communications –  
See attachment J. Motion to approve contract with Far Corner Communications made by Randall Leestma, seconded by Kevin Bush. Motion carried.

Action Item: Approve FY22 Hazard Mitigation Addendum – See attachment K. Motion to approve FY22 Hazard Mitigation Addendum made by Randall Leestma, seconded by Kevin Bush. Motion carried.

Action item (added during meeting): Appoint Jon Paul Driver as Associate Supervisor – Motion to appoint Jon Paul Driver as POCD Associate Supervisor made by Kevin Bush, seconded by Randall Leestma. Motion carried.

**Manager's Report** – *Alex Case-Cohen, See Attachment N*

**Treasurer's Report for June July** – *See attachments L,M*

Tabled to next meeting.

Meeting Adjourned: 7:23 p.m.

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Alex Case-Cohen, POCD District Manager

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John Floyd, acting POCD Board Chair

**Attachment C**  
**POC and POCD MOA for**  
**IT/GIS for FY22-23 DRAFT**

Memorandum of Agreement  
Pend Oreille Conservation District  
and  
Pend Oreille County

**This Agreement** is made and entered into between the Pend Oreille Conservation District (POCD) and Pend Oreille County (POC).

**WHEREAS**, POCD and POC have jurisdiction to enter into this agreement in order to carry out programs for conservation of renewable natural resources within Pend Oreille County

**WHEREAS**, POCD and POC are working in conjunction to develop and implement the county voluntary stewardship plan. In addition, POCD works to protect and enhance all natural resource concerns throughout POC.

**WHEREAS**, working cooperatively on natural resource and education programs can greatly aid in the effectiveness, efficiency and economic development throughout POC.

**NOW, THEREFORE**, in consideration of the mutual benefits to be derived from this agreement, POCD and POC agree as follows.

1. Shared Personnel: From time to time, POCD may require additional program support for managing their natural resource and education programs.
  - a. Where a need is identified, Conservation District and County Department Managers may share employees to achieve their respective program goals on a short-term basis (up to 12 months) without prior board authorization.
  - b. Staff sharing is limited to the Pend Oreille Counties' **Information Technology department**.
  - c. Both entities must, by resolution, consent to a sharing arrangement beyond 12 months at their next regularly scheduled meeting.
  - d. The lending agency shall:
    - i. Continue to be the employer of the "shared" employee;
    - ii. Pay the salary and benefits of the shared employee;
    - iii. Submit a monthly invoice by the 5<sup>th</sup> of each month billing to the borrowing district.
  - e. The borrowing district shall:
    - i. Coordinate shared staff scheduling with the lending entity prior to assignment of any work.
    - ii. Reimburse the lending entity at the shared employee's composite rate, per diem and mileage at the State rate within

20 days of receipt of an invoice, not to exceed \$7,500 over the fiscal biennium;

- iii. Provide day to day oversight over the shared employee;
- iv. Provide a suitable work area.

2. Termination: Either party may terminate this agreement by giving the other written notice by fax or mail, to the appropriate address as noted below:

Pend Oreille County  
P.O. Box 5025, Newport, WA 99156  
(509)447-4119

Pend Oreille Conservation District  
P.O. Box 465  
Newport, WA 99202  
(509) 477-1155

3. Records Maintenance: POCD and POC shall each maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein.
4. Indemnification: Each party shall defend, protect, and hold harmless the other party from and against all claims, suits and/or actions arising from any negligent or intentional act or omission of that party's employees, agents, and/or authorized subcontractor(s) while performing this agreement. The actions of the shared employee are deemed to be those of the district for whose project he was working or that gave rise to the claim.
5. Agreement Alterations and Amendments: POCD and POC may mutually amend this agreement. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind POCD and POC.
6. All Writings Contained Herein: This Agreement contains all the terms and conditions agreed upon by the parties relative to staff sharing. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the parties hereto.
7. Governance: This agreement is entered into pursuant to and under the authority granted conservation districts by RCW 89.08.220(9) (the Conservation Districts Law) and by RCW 39.34.060 (the Interlocal Cooperation Act). The provisions of this agreement shall be construed to conform to those laws. In the event of an inconsistency in the terms of this agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:
- a. Applicable state and federal statutes and rules; and

- b. Any other provisions of the agreement, including materials incorporated by reference.
- 8. Effective Date: The effective date of this agreement is September 9<sup>th</sup>, 2021 and will expire when replaced or superseded unless terminated earlier at the written election of either District.

Pend Oreille Conservations District

Pend Oreille County

\_\_\_\_\_  
by George Stuivenga, Chair

\_\_\_\_\_  
Pend Oreille County Commissioner  
**Brian Smiley**, Chairman

Approved as to form by:

\_\_\_\_\_  
Dolly Hunt, Prosecuting Attorney

\_\_\_\_\_  
Pend Oreille County Commissioner  
**John Gentle**, Vice-Chair

\_\_\_\_\_  
Pend Oreille County Commissioner  
**VACANT**, Member

**From:** [Shane Flowers](#)  
**To:** [Josh Shelton](#); [Alex Case-Cohen](#)  
**Subject:** It Support recommendations  
**Date:** Wednesday, September 1, 2021 12:48:28 PM

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Alex,

These are my recommendations for you.

After putting some other security measures in place I would drop the following from your monthly billing with ExBabylon... saving \$285/month or \$2220/yr

- Domain Management & DNS Hosting
- Firewall as a Service
- Managed Services

Recommended security measures that would need to be put in place before you drop these services would include the following:

- Purchase/move domain name hosting to another company ~ \$30-\$50/yr; 1 hr of initial labor ~ \$60
- Purchase and configure firewall and wireless access point. (switch as well if other tenants using your internet connection) ~ \$500 hardware; 2 hours for firewall and wireless access point ~\$120
- Encrypt machines with bitlocker encryption ~ Free; ~ 1 hr labor to configure all machines ~\$60
- Require Multi-factor Authentication by purchasing Yubikeys to secure office 365 and computer login ~ \$50/user one time fee and approximately 2-3hrs of configuration labor ~\$180

Hardware recommendations from above

\$800 – POE Switch(Optional – only necessary if you have other tenants using your internet) Would allow you to expand into video security cameras as well... [Switch Enterprise 24 PoE – Ubiquiti Inc.](#)

\$380 – Firewall [Dream Machine Pro – Ubiquiti Inc.](#)

\$110 – Wireless access point [Access Point Long-Range – Ubiquiti Inc.](#)

\$50 – Yubikey [USB-A YubiKey 5 NFC Two Factor Security Key | Yubico](#)

Shane Flowers | ITS Director

[Pend Oreille County](#)

509.447.6925

Notice: All emails, sent to and from Pend Oreille County are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56).

**Attachment D**  
**FY22-23 Natural Resource**  
**Investment Addendum**  
**DRAFT**

**Natural Resource Investment Addendum Draft**

**FY2022**

**Conservation District:** Pend Oreille

Alex Case-Cohen

**Email:** [alexcc@pocd.org](mailto:alexcc@pocd.org)

**Overhead:** 25%

**Choose Appropriate Grant Program:** Natural Resource Investment (Must account for Basic Allocation Request Below)

**Total Grant Award:** \$78,666

**Intermediate Outcome #1:** \$19,666

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

**Intermediate Outcome #2:** \$50,000

Cost share project with Town of Metaline. 400 ft. streambank stabilization

Landowner ID: 18141

BMP --

410 Grade Stabilization Structure (Rip Rap Toe Protection)

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

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

612 Tree and Shrub Establishment (Native Riparian Vegetation)

**Intermediate Outcome #3:** \$9,000

Cost share project TBD

**Box 2 -- Total Intermediate Outcomes Budget: \$78,666**

Total to be Obligated MUST EQUAL Total Intermediate Outcomes Budget

**The Difference between Box 1 and Box 2 = 0**

**Board of Supervisors have approved this Addendum in a public meeting? Yes**

**Date approved by board:** 9-9-21

**Attachment E:  
POCD Equipment Rental  
Agreement DRAFT**



# Pend Oreille Conservation District & Pend Oreille County VSP Equipment Rental Agreement

Pend Oreille County and the Pend Oreille Conservation District agree to allow \_\_\_\_\_ (the User) to rent and use \_\_\_\_\_ (the Equipment) from \_\_\_\_\_ to \_\_\_\_\_ for the purpose of:

\_\_\_\_\_

\_\_\_\_\_

at the following location/address: \_\_\_\_\_.

**Please check the boxes below to verify that you understand the terms of this Agreement.**

**The Renter:**

- Acknowledges** they are familiar with the equipment, have read the necessary information sheet, have watched the required training video(s), and have passed the **Operators Test**.
- Has inspected** the equipment and accept it in its current condition.
- Will transport** the equipment by the use of an appropriately sized vehicle. It is the responsibility of the User to transport the equipment and to return the equipment to the designated location unless other arrangements have been made. Failure to return or deliver the equipment to the designated location shall result in a retrieval penalty in an amount estimated by the District. Failure to return equipment with 15 minutes of the scheduled return date and time will result in an additional late or retrieval fee of \$30.00 per day.
- Agrees and warrants** that the equipment will remain in their possession, custody, and control during the duration of the Agreement, and that the equipment shall not be used for any purpose or at any location except those specified above.
- Agrees and warrants** that they shall store the equipment in a reasonable manner and location that will keep it safe from damage and/or theft.
- Shall indemnify and hold harmless** the District, it's officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of the equipment or from any activity, work or thing done, permitted or suffered by the User from the use of the equipment except only such injury or damage as shall have been occasioned by the sole negligence of the District or the County.
- Shall procure and maintain** for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the use of the equipment.

Please schedule a time to pick up or drop off the equipment: Monday through Friday – 8 AM to 5 PM

**NOTE:** A late fee of \$30/day will be charged if renter is 15 minutes late with no prior warning



- Shall operate and maintain** the equipment in a safe manner and in accordance with manufacturer and District Council guidelines. User will use the equipment only for its intended use and will wear appropriate ear and eye protection and clothing if recommended.
- Will be responsible** to the District and the County for any and all damage, destruction, theft, or other loss of the equipment for the duration of this Agreement.

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please schedule a time to pick up or drop off the equipment: Monday through Friday – 8 AM to 5 PM  
**NOTE:** A late fee of \$30/day will be charged if renter is 15 minutes late with no prior warning



# Pend Oreille Conservation District & Pend Oreille County VSP

## Billing Information and Invoice

### Billing Information

First and Last Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date/Time Checked Out: \_\_\_\_\_

Date/Time Returned: \_\_\_\_\_

### Invoice

Fee Type	Description	Assigned Fee	Staff Date/Initials
Rental Fee	Price varies depending on equipment rented. See specific equipment rental information sheet.	\$	
Cleaning Fee	Price based on hours needed to clean equipment after it is returned.	\$	
Assistance Fee	Optional charge for District assistance in transporting equipment per hour to cover vehicle and labor costs	\$	
Delay of Use Fee	Charges accrued if renter is not properly utilizing the equipment and delaying the availability of the equipment to the next user	\$	
Damages Fee	Charges accrued if equipment is damaged due to accident, abuse, lack of maintenance or transportation while under care of the User	\$	
	<b>Sales Tax (7.7%)</b>	\$	
	<b>Total Fee</b>	\$	

### For District use ONLY

Payment Method (Circle One)	Amount Paid	Processed By	Date
Check      Cash			

Please schedule a time to pick up or drop off the equipment: Monday through Friday – 8 AM to 5 PM

**NOTE:** A late fee of \$30/day will be charged if renter is 15 minutes late with no prior warning

**Attachment F  
State FY23 DOE  
Centennial/Water Quality  
Grant Application**

## SFY23 Applicant Prep Tool and Scoring Criteria/Guidance

### Applicant Prep Tool

The purpose of this document is to help applicants organize their answers to the questions for the SFY23 application. This is not an application. It may be used in preparation of on-line submittal through Ecology’s Administration of Grants and Loans ([EAGL](#)<sup>1</sup>). Items marked with an \* are required.

To assist you, the Scoring Criteria/Guidance table is available at the bottom of this document.

This document is also available in all funding applications and on the [Water Quality Grants and Loans General Resources](#)<sup>2</sup> webpage.

### General Tips

- 1) When pasting text into EAGL, it will strip any formatting. It’s best to prepare plain text without bullets.
- 2) Once you have completed your text, save as “Plain Text” and review before cutting and pasting into EAGL.
- 3) Character limits are indicated below. You can highlight your draft text, select “Review” and “Word Count” to see the number of characters with spaces to ensure you are meeting EAGL size restrictions.
- 4) You should thoroughly review your application well before you plan to submit it to Ecology for review. EAGL’s global error check can help with this process. To re-check your entire document for errors, click the CHECK FOR ERRORS link. This will start a global error check. If any errors are found on your forms, the form name and error message will display on the page. You can click on any of the underlined form names to return to that form. Another option is to check each individual form as you complete it by clicking CHECK GLOBAL ERRORS near the top right of the screen.

### General Information Form

\*Project Title: (char 75)

\*Project Short Description: (char 500)

\*Project Long Description: (char 4,000)

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<sup>1</sup> <http://www.ecy.wa.gov/funding/EAGL.html>

<sup>2</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/General-resources>

# Water Quality Program

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\*Total Cost: (full cost of the project, including ineligible portions and portions paid with other funds)

\*Total Eligible Cost: (cost of the work that will be supported by Ecology funding, including any required match)

\*Effective Date: (earliest date on which eligible costs can be incurred; autoloading with July 1, but can be modified during agreement negotiation)

\*Expiration Date: (last date on which eligible costs can be incurred)

\*Project Category: (select only one; if more than one, pick the predominant category; may be changed by Ecology)

- Nonpoint Source Activity
- On-site Sewage System
- Stormwater Activity
- Stormwater Facility
- Wastewater Facility

Will Environmental Monitoring Data be collected?

\*Overall Goal: (char 1,000)

## Project Characterization Form

\*Primary Theme: (dropdown list; select one)

\*Secondary Theme(s): (dropdown list; select all that apply)

Project Website Address:

## Recipient Contacts Form

\*Project Manager: (dropdown list)

\*Authorized Signatory: (dropdown list)

\*Billing Contact: (dropdown list)

Other recipient signatures required on printed agreement:

## Mapping Information Form

\*Follow instructions on form. [Detailed instructions](#)<sup>3</sup> are available in EAGL. Applicants are required to provide a location for the project, draw a boundary, or upload a Shapefile.

**Important note:** After you have defined the project area or edited it the map, select **Save** to be returned to the Mapping Information form, then be sure to check in the map by selecting **Save** at the top of the form; this will make it available to Ecology and your team.

## Funding Request Forms

(Separate forms for Nonpoint, Onsite, Stormwater, and Wastewater projects.)

Total Eligible Cost: (auto filled)

## Grant Request

\*Will your match be cash-only? (Nonpoint only)

Grant Request: (auto filled; Stormwater, Nonpoint, Onsite Sewage System only)

Match Request: (auto filled; Stormwater, Nonpoint, Onsite Sewage System only)

\*Do you have any secured funds committed to this project? (if yes, must complete table)

*Source	*Type	*Amount Committed
State/Federal agency: txtbox char 75	dropdown list	txtbox money
Interlocal contributions: txtbox char 75	dropdown list	txtbox money
Local agency: txtbox char 75	dropdown list	txtbox money
In-kind contributions: txtbox char 75	dropdown list	txtbox money
Other txtbox char 75	dropdown list	txtbox money

## Loan Request

Requested Loan: (auto filled; Wastewater only)

\*Are you requesting or will you accept loan funds for part or all of the eligible project cost or to meet your match requirement? (Stormwater, Nonpoint, Onsite Sewage System only)

What is the loan amount you are requesting or willing to accept? (required for Stormwater, Nonpoint, Onsite Sewage System if requesting loan)

\*What loan term do you prefer? (required for Wastewater; required for Stormwater, Nonpoint, Onsite Sewage System if requesting loan)

<sup>3</sup> [https://ecyeagl/IntelliGrants\\_BASE/Documentation/WAECOL/Map\\_Instructions\\_Recipient.pdf](https://ecyeagl/IntelliGrants_BASE/Documentation/WAECOL/Map_Instructions_Recipient.pdf)

# Water Quality Program

\*Do you want your project to be considered for GPR subsidy under the CWSRF program? Note: Projects are only eligible if they meet EPA’s GPR criteria, and applicants accept a CWSRF Loan.

\*Are you applying to refinance debt for a project that has been completed (i.e., standard refinance)? (Wastewater only)

\*Is this a Step 3 or Step 4 project, and is the population of the community that will pay for the project less than 25,000, and do you want to be considered for Financial Hardship subsidy? (Wastewater only)

\*Name the fund you will use to repay the CWSRF loan and operate/maintain/repair the project. If you do not have a specific fund, describe how you will raise and maintain sufficient funds to repay the loan and operate/maintain/repair the project. (required for Wastewater; required for Stormwater, Nonpoint, Onsite Sewage System if requesting loan) (char 1,000)

\*What is the total number of equivalent residential units (ERUs) for your facility/system? (required for Wastewater; required for Stormwater, Nonpoint, Onsite Sewage System if requesting loan)

\*Do you have any secured funds committed to this project? (if yes, must complete table)

*Source	*Type	*Amount Committed
State/Federal agency: txtbox char 75	dropdown list	txtbox money
Interlocal contributions: txtbox char 75	dropdown list	txtbox money
Local agency: txtbox char 75	dropdown list	txtbox money
In-kind contributions: txtbox char 75	dropdown list	txtbox money
Other txtbox char 75	dropdown list	txtbox money

\*Do you have a discharge permit for this project? If yes, provide the Permit Number. (Wastewater only)

\*Check only one of the four options below that represents the present proposal. Identify all prerequisite planning documents. Include attachments as necessary. Prerequisites are Due December 14, 2021. (**Important note:** Prerequisite approvals are due by December 14, 2021, but applicants must submit approvable documents to Ecology for review by October 12, 2021.) (Wastewater only)

- Planning (Step 1): No Prerequisites.
- Design (Step 2): Ecology’s letter approving the site specific planning for the project. If possible, please also upload a copy of the approved planning document.
- Construction (Step 3): Ecology’s letter approving the site specific planning for the project. If possible, please also upload a copy of the approved planning document. Ecology’s letter approving the plans and specifications for the project.

# Water Quality Program

- Design and construction (Step 4): Ecology’s letter approving the site specific planning for the project. If possible, please also upload a copy of the approved planning document.

Upload Documents (prerequisites listed above). (Wastewater only)

## Scope of Work Form – Task 1 Grant and Loan Administration

Task Title: (auto filled)

\*Task Cost:

Task Description: (auto filled)

Task Goal Statement: (auto filled)

Task Expected Outcomes: (auto filled)

Recipient Task Coordinator: (char 100)

Deliverables:

Deliverable # (auto filled)	Description (auto filled)	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude (expressed in decimals)	Longitude (expressed in decimals)	Location Address (char 200)

## Scope of Work – For Application

(Include all tasks in sequential order that will be part of the Scope of Work for the project; start at Task 2.)

\*Task #:

\*Task Title: (char 50)

\*Expected Start Date:

\*Expected Finish Date:

\*Describe the work that will be billed to this task. (char 3,500)

**Deliverables Table** (*Deliverables are documents that can be uploaded into EAGL to show that work was completed; deliverables should align with the detailed budget provided on the Task Costs and Budget Form and the project schedule uploaded on the Project Planning and Schedule Form.*)

# Water Quality Program

*Deliverables Description	*Deliverables Date	*Deliverables Budget
(char 200)	Textbox date	

## Task Costs and Budget Form

\*Describe the process used to estimate the cost of the project. If your process included reviewing similar projects, describe how this review affected your estimate. (char 3,000)

\*Describe the process used to determine that this project is the lowest cost solution to the problem. If the proposed project is not the lowest cost, describe the other benefits or considerations such as feasibility, community acceptance, or coordination with other projects that influenced the decision making process. (char 3,000)

\*Upload a detailed budget for the project and any supporting documentation, including engineers' estimates, cost analysis, etc. The [Align Grant Coordinator Workgroup](#)<sup>4</sup> developed a [Project Budget Template](#)<sup>5</sup> for "conservation projects". Nonpoint project applicants are encouraged to use the template for budget development; other project categories may want to use the template as an example.

## Project Team Form

\*Fill out the following table to describe your Project Team, including staff, contractors, and partner agencies:

Team Member Name and/ or Title	Agency/ Company	Key Responsibilities	Qualifications/ Experience	Estimated Total Hours Devoted to the Project	Who will take over the person's responsibilities if they are unable to work on the project?
(char 50)	(char 50)	(char 500)	(char 500)		(char 100)

\*Describe similar projects that your project team or organization has completed. Note any deviations from the original proposal in scope, budget, or schedule and briefly describe project success and lessons learned. If the project was funded by Ecology, include the Ecology grant or loan number. (char 2,500)

## Project Planning and Schedule Form

Project Start Date:

\*List and describe the criteria you used to determine the value and feasibility of the project. (Examples: useful life, installation cost, site suitability, and environmental justice.) (char 7,500)

<sup>4</sup> [https://salishsearestoration.org/wiki/Align\\_Grant\\_Coordination\\_Workgroup](https://salishsearestoration.org/wiki/Align_Grant_Coordination_Workgroup)

<sup>5</sup> [https://salishsearestoration.org/images/f/f8/Coordinated\\_conservation\\_project\\_budget\\_template.xlsx](https://salishsearestoration.org/images/f/f8/Coordinated_conservation_project_budget_template.xlsx)

# Water Quality Program

\*Briefly describe all project alternatives (including the preferred alternative) considered, and explain how each alternative met or failed to meet the criteria listed above. (Use one line for each alternative and click “save” to enter additional alternatives.)

Description of Alternative	Criteria
*Alternative 1: (char 1,000)	*(char 5,000)

\*List project stakeholders and provide documentation showing key stakeholders have been identified and how they will support the project. (char 5,000)

\*Describe the steps you have taken to be ready to start the project by May 1, 2023. Provide detailed information and documentation on project elements such as status of designs, permits, interlocal agreements, landowner agreements, easements, other secured funding, staff, or agency approvals. (char 5,000)

\*For stormwater facility and wastewater facility projects: Do you own or have clear control over the entire project area? (required for Stormwater Facility and Wastewater Facility only)

For stormwater facility and wastewater facility projects requiring road cuts: When was the last time the road was resurfaced or reconstructed? This is for informational purposes; no points are associated with this question.

\*Have you reviewed the area of potential effect (APE) in the [Washington Information System for Architectural and Archaeological Records Data](#)<sup>6</sup> database (WISAARD)? This is for informational purposes; no points are associated with this question.

\*Upload a project schedule that includes all tasks necessary to complete the project, including tasks that are not part of the funding request.

Upload any other supporting documentation.

## Water Quality and Public Health Improvements Form

\*Name the specific water body(ies) this project will improve or protect and the parameters it will address. (char 1,000)

\*Is the project planning, implementation or a combination of both? (For facility projects: check "Planning" for planning and design projects; check "Implementation" for construction projects; check "Planning/Implementation" for combined design/construction projects.)

- Planning
- Implementation
- Planning/Implementation

<sup>6</sup> <https://dahp.wa.gov/project-review/wisaard-system>

# Water Quality Program

\*What type of plan or regulatory requirement does this project address? (Check all that apply. If a TMDL, you must select at least one TMDL from a dropdown list. You must cite at least one Action and a Reference in the Action table.)

- TMDL/TMDL Alternative (approved or in development)/Straight to Implementation
- Wastewater Engineering Report/Sewer Plan
- Permit
- Salmon Recovery Plan
- Watershed Plan
- Shoreline Master Plan
- Administrative Order or Other Legal Action
- Capital Improvement Plan
- Puget Sound Action Plan
- Mitigation
- Other: \_\_\_\_\_

\*Enter the implementation action and plan reference in the Action Table. If this is a planning-only project, you may enter, "Not applicable, planning-only."

## Action Table

*Action	*Reference the document that describes the action, including page numbers and where a copy can be obtained
(char 200)	(char 1,000)

\*Did you discuss this project with Ecology staff? If yes, provide the name of the staff and the approximate last date of contact. (char 1,000)

\*Describe how the project drainage area connects to the water body. (Examples: surface flow, ditch, pipe, groundwater, infiltration, and path/distance to outfall/discharge.) (char 5,000)

\*Describe the measure and method that will be used to determine the water quality benefit and overall success of the project. (If you need help determining a water quality metric, please refer to the Funding Guidelines for suggested metrics by project type.) (char 5,000)

\*Using the method described above, estimate the water quality and public health benefits that will be achieved by the project. (char 5,000)

\*How long will the project provide benefits after the funding assistance ends? Who will be responsible for maintaining the benefits during its useful life? (char 5,000)

\*How will greenhouse gas emissions be reduced or mitigated under this project? And what

# Water Quality Program

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policies or measures has your organization put in place to reduce greenhouse gas emissions apart from this project? (char 5,000)

\*Are you aware of any Category I or Category II wetlands on the site or downstream from the site? If you checked “Yes”, how do you propose to mitigate any impacts to the wetland? (char 1,000) This is for informational purposes; no points are associated with this question.

\*Upload a map that shows an aerial view of the project area, an estimated direction of flow for the project area, potential locations for the proposed facility or activity, and how the project connects to the water body named above. The map does not need to be precise but it should help reviewers with a general understanding of the area. If access to GIS software is not available, screen shots or snips from Google Maps with arrows and text added using a paint program may be used.

## Environmental and Cultural Resources Documentation Form

The purpose of this form is for you to note which documents you have provided your grant or loan manager and/or environmental/cultural resource reviewer for all Water Quality Combined Funding Program projects, regardless of funding source or project category. It is not a location for sensitive documentation such as cultural resource reports. Those will be removed if you upload them.

Once you have provided the following documents, check them off and upload any non-sensitive documents.

- Cultural Review Final Determination; Date of Final Determination:
- DAHP Letter of Concurrence
- Completed activity/location specific Inadvertent Discovery Plan (IDP). An IDP is not associated with consultation and is required in the event of a discovery during ground disturbance.

If you are applying for or have received a loan from the CWSRF, when applicable upload the following documents provided to support completion of environmental requirements.

- NEPA Environmental Assessment or Impact Statement
- SEPA checklist
- SEPA Threshold Determination
- SEPA Environmental Impact Statement
- Affidavit of Publication of SEPA Threshold Determination
- Public Engagement and Outreach documentation, including Environmental Justice information

# Water Quality Program

- SERP Information Packet Coversheet
- SERP request for NEPA Categorical Exclusion
- SERP SEPA Finding of Categorical Exemption
- SERP Determination
- Other supporting environmental documentation as requested by Ecology

If you have a stormwater facility project, and you are applying for or have received state funding via SFAP and no federal funds under CWSRF, when applicable upload the following documents.

- SEPA checklist
- SEPA Threshold Determination
- Affidavit of Publication of SEPA Threshold Determination

Upload Documents. **Any documents marked sensitive or do not disclose will be removed from EAGL by Technical Reviewers. If you received such a document, such as a cultural resource survey or monitoring report, send it directly to your Project Manager or Cultural Resource Contact.**

## Green Project Reserve (GPR) Form

(Only completed by applicants who answered “yes” to the GPR question on a Funding Request form.)

See the Water Quality Guidelines available for download on the application menu.

\*List the GPR designation (e.g., Section 3.2-1a) and describe how your project meets the designation.

\*Provide the Dollar Amount of the Project Related to GPR Category.

Upload applicable documentation to support your GPR claim.

## Financial Hardship Form

(Only completed by applicants who answered “yes” to the financial hardship question on the Funding Request - Wastewater form.)

\*Are other loan funds committed to this Project? If yes, provide details on the amounts of secured/committed loan funding for your project from the "Cost estimate and project funding table".

Year	Source	Amount Borrowed	Interest Rate	Years until Maturity	Annual Debt Service
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# Water Quality Program

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\*Provide an estimate of the population for the area served by the project at the time of application and the population the project is designed to serve according to the current Facility Plan.

Current population of the area served by the project:

Design population of the area served by the project:

\*Provide information on the number of existing ratepayers responsible for paying for the project.

The information provided in the table is for the ratepayers responsible for paying for the project. Usually this will be the ratepayers of the entire facility. However, some projects are only for a specified area, and only ratepayers in the specified area will be responsible for the paying for the project. An example is a project supported through local improvement districts assessment for similar rate district. For such projects, included only information for the affected ratepayers. Generally, one single family residential sewer account is one equivalent residential unit (ERU). Calculating ERUs for non-single family residences can be done in many ways, including by costs. For example, multi-family residences, local public facilities, commercial customers, and industrial customers may pay more for sewer service than a typical residential ratepayer. In such cases, you can calculate the number of ERUs based on the typical sewer bill. For example, an industrial customer who pays 5 times the sewer bill of a typical residential ratepayer would be reported as 5 ERUs. "Residential" includes: Single Family Residences; Multi-family Residences; Local Public Facilities such as schools, fire stations, community centers, police stations, and city halls; and Small Commercial Customers with a wastewater flow of <3,500 gallons/day.

\*Sewer accounts and ERUs for Residential, Commercial Industrial and Institutional.

Attach additional documentation or explanation as necessary.

Click [here](#)<sup>7</sup> to access a simple Excel tool to calculate ERUs for the purposes of completing this form.

Existing Ratepayers	Sewer Accounts	ERUs
Residential		
Commercial, Industrial & Institutional		
Total		

<sup>7</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Facility-project-resources>

\*What is the current basic monthly sewer fee for a single family household?

\*What is the current estimated MHI for Project Area? See the current Water Quality Financial Assistance Guidelines. Upload income survey if one was used.

Upload documents.

## Refinance Form

(Only completed by applicants who answered “yes” to the refinance question on the Funding Request - Wastewater form.)

\*What was the overall water quality problem, how was the problem solved or addressed by the project, and is the project currently meeting its discharge permit requirements?

\*Were a "Facility Plan" and "Plans and Specifications" approved by Ecology?

If NO, STOP HERE. Your project is not eligible to compete for funding. Do not submit this application.

If YES, provide the following dates (Ecology's approval of the Facility Plan, Ecology's approval of Plans and Specifications).

Upload Documents ((1) Ecology's letter of approval of the Facility Plan; (2) Ecology's letter of approval of the Plans and Specifications and (3) the Declaration of Construction of Water Pollutions Control Facilities).

\*Was the project in compliance with the National Environmental Policy Act (NEPA) or the State Environmental Review Process (SERP)?

If NO, STOP HERE. Your project is not eligible to compete for funding. Do not submit this application.

If YES, provide the following dates (NEPA approval or SERP approval).

\*Did the project comply with American Iron and Steel requirements for all construction that occurred on or after June 10, 2014? (Check "Yes" if all construction occurred before June 10, 2014.)

If NO, Stop here. Your project is not eligible to complete for funding. Do not submit the application.

\*Did the project comply with the federal Davis-Bacon requirements for all construction that occurred on or after October 30, 2009? (Check "Yes" if all construction occurred before October 30, 2009.)

If NO, Stop here. Your project is not eligible to complete for funding. Do not submit the

application.

\*Will the loan funds be invested and the proceeds be used to make payments on the original debt?

If YES, STOP HERE. Your project is not eligible to compete for funding. Do not submit this application.

\*How was the project financed (check all that apply):

- General obligation bonds
- Revenue bond
- Bank
- Public Works Assistance Account
- US Department of Agriculture/Rule Development
- Inter-local fund transfer
- Other (specify)

Provide additional information on the existing loan and the project.

## Scoring Criteria/Guidance

Ecology evaluates project proposals based on responses provided in the application. A total of 1,000 points are available. In order to obtain funding an application must receive a score of at least 600 total points, and it must receive at least 250 of the 500 possible points on Water Quality and Public Health Improvements. This table shows the scoring breakdown along with the rating criteria and guidance.

<b>Funding Request</b>
<p><b>Scoring</b> Worth up to 15 total points as follows:</p> <ul style="list-style-type: none"> <li>0-15 points: Applicant has identified adequate matching funds. (Full points if no match is required.)</li> </ul> <p><b>Guidance</b></p> <ul style="list-style-type: none"> <li>To receive full points, the match plus funding request must equal the total eligible cost.</li> <li>Applicants that will accept loan dollars will receive full points.</li> <li>Match may exceed the minimum amount required.</li> </ul>
<b>Scope of Work – For Application</b>
<p><b>Scoring</b> Worth up to 75 total points as follows:</p> <ul style="list-style-type: none"> <li>0-75 points: The scope of work represents a complete and concise description of the project tasks and outcomes, including deliverables. To receive full points, scope of work must align with the schedule and detailed budget.</li> </ul> <p><b>Guidance</b></p> <ul style="list-style-type: none"> <li>Scope must demonstrate an understanding of all elements necessary to implement and complete the project.</li> <li>Maps, plans, and detailed drawings of proposed BMPs and their locations, and other documents that show the feasibility of the project should be uploaded on the “Uploads” form.</li> <li>Deliverables should provide evidence that the task has been successfully completed. Examples include: reports, maps, pictures, educational materials, meeting agendas and notes, construction documents, copies of agreements, lists and quantities of BMPs, etc.</li> </ul>
<b>Task Costs and Budget</b>
<p><b>Scoring</b> Worth up to 135 total points as follows:</p> <ul style="list-style-type: none"> <li>0-50 points: The application demonstrates how the applicant arrived at the cost estimate for each task. The process used by the applicant to develop this estimate is based on real-world data.</li> <li>0-85 points: The cost to complete the scope of work is reasonable when compared to similar projects in the region.</li> </ul> <p><b>Guidance</b></p> <ul style="list-style-type: none"> <li>The uploaded budget should be organized by task and provide sufficient detail to support the scope of work.</li> <li>Applicants should “show their work” and describe the general method used for cost estimation. Supporting documentation may be included as a separate upload.</li> </ul>

# Water Quality Program

- Applicants should reference any similar projects that they have completed or have been completed in their region and explain why the cost of the proposed project is greater or less than the referenced project.
- For projects that include design costs, design costs should be based on a detailed breakdown of costs and task-hours rather than simply a percent of estimated construction costs.

## Project Team

### Scoring

Worth up to 65 total points as follows:

- 0-50 points: Team members' roles and responsibilities are well defined and adequate for the scope of work. Team members' past experience is relevant to the proposed project. Applicant has a plan in place to maintain sufficient staffing levels to complete the project.
- 0-15 points: The applicant documents successful performance on other funded water quality projects, including Ecology funded projects. Previously constructed projects provided the water quality benefits described in the project application on time and within budget.

### Guidance

- Application should demonstrate the applicant's understanding of the skill-set required to successfully complete the project and show that the proposed team has successfully demonstrated those skills. Specific information such as "managed construction of 10 stormwater projects in Washington", will score higher than "10 years' experience as a P.E."
- If the project team includes staff that will be hired to complete the project, the application should list the skill set they will be seeking to hire.

## Project Planning and Schedule

### Scoring

Worth up to 160 total points as follows:

- 0-40 points: Applicant used a complete and well-defined set of criteria to determine the value and feasibility of the proposed project and included the useful life and long-term maintenance costs in their evaluation of the project and project alternatives.
- 0-20 points: Applicant has provided documentation showing that key stakeholders have been identified and how they will support the project.
- 0-25 points: The project schedule includes all tasks including pre-project administrative elements such as permitting, MOUs, landowner agreements, etc., and provides sufficient time to complete all elements.
- 0-75 points: The applicant is ready to start on the proposed scope of work within 10 months of publication of the Final Offer List (a.k.a., readiness to proceed).

### Guidance

- Project criteria should include all factors that were considered by the applicant when determining the value and selecting a project to implement. Criteria should reflect both the feasibility of the project and the benefits. Examples of important criteria include, but are not limited to: useful life, installation cost, site suitability, addresses climate impacts, improves resiliency to climate change, and environmental justice. (**Note:** Some climate tools can be found on the University of Washington's, Climate impacts Group's [Analysis Tools](https://cig.uw.edu/resources/analysis-tools/)<sup>8</sup> webpage.)
- Applicant must discuss how the proposed project and the rejected alternatives met or failed to meet these criteria.

<sup>8</sup> <https://cig.uw.edu/resources/analysis-tools/>

# Water Quality Program

- Documentation showing stakeholder support may include minutes from public or city council meetings, or letters of support from tribes, other local governments, non-governmental organization, homeowners' associations, landowners, etc. Larger communities must include other relevant departments such as maintenance, parks and recreation, health, permitting, etc. in the stakeholder process to receive full points.
- The applicant should upload a schedule that has enough detail to show the reviewer that all tasks and deliverables have been included. Applicants should consider providing a Gantt chart for complex projects with tasks that will run concurrently.
- The schedule should correlate with the scope of work and budget.
- For design/construction and construction projects, the schedule should include the projected bid date.
- The applicant should upload planning supporting documentation.
- To receive full points, tasks that must be completed prior to beginning work on the proposed scope but are not part of scope of work, (e.g., a design of a road repair project that will be simultaneous with a road stormwater project) must be completed.
- The applicant must be ready to start on the proposed scope of work within 10 months of the publication of the Final Offer List.
- Stormwater facility and wastewater facility design and construction projects where the applicant owns or has clear control over the entire project area will score higher on "readiness to proceed" than those where ownership/control is not clear.

## Water Quality and Public Health Improvements

### Scoring

Worth up to 500 total points as follows:

- 0-135 points: Project proposes to reduce or prevent pollution in a waterbody that has been identified as a priority by a local, state or federal agency through the development of a federal, state or local water quality plan.
- 0-150 points: The proposed project area is directly connected to the water body identified for improvement and applicant has provided sufficient technical justification to show the proposed project will reduce the pollutants of concern in the water body identified for improvement.
- 0-50 points: Applicant has identified how the project will be evaluated in order to determine success, noted if the measure is quantitative or qualitative, and defined a goal.
- 0-100 points: The water quality and public health improvements that will be achieved represent a good value.
- 0-50 points: Applicant has a plan and commitments in place to fund long-term maintenance and sustain the water quality benefits of this project.
- 0-15 points: How well does the applicant and the project address greenhouse gas emission reductions in accordance with RCW 70.235.070?

### Guidance

- Responses to the questions must be supported by the tasks delineated in the scope of work.
- If the project is required by the state or a federal agency, applicants should provide references or documentation, including permit conditions, Ecology orders, Court orders, or other correspondence.
- Applicants must reference and describe all local or regional water quality planning or regulatory documents that apply to the water body targeted for improvement including local watershed plans, TMDLS, and permits.
- Applicants should provide maps and aerial photos to illustrate how the project area is connected to

the water body. Nonpoint projects should include basic topographic information to show direction of overland flow. Projects primarily designed to protect or recharge groundwater should describe the soils in the project area and any known aquifers, wells, or areas of high groundwater.

- The work proposed must be appropriate to address the pollutants generated in the project area and should support the goals outlined in the water quality planning documents.
- Consideration of a project's "value" includes both qualitative and quantitative improvements over time relative to the overall costs of the project.
- Goals should have clear numeric commitments (e.g., volumes or area treated, quantity installed, people contacted, feet restored, etc.). Goals that do not have a strong connection to improvement in water quality will not receive full points.
- Plans to sustain water quality benefits must include an estimate of project life cycle maintenance costs and identify how those costs will be met.
- Projects in the Puget Sound watershed must be consistent with the Puget Sound Action Agenda, and applicants for stormwater projects in the watershed must have considered project connection to [Governor's Executive Order on Southern Resident Killer Whale recovery](#)<sup>9</sup>.
- Evaluators award full points for the greenhouse gas emission reductions question if both the applicant and the project address the issue. Partial points will be awarded if either the applicant or the project addresses the issue. No points will be awarded if neither the applicant nor the project addresses the issue.

## Financial Hardship

### Scoring

Worth 0 or 50 points as follows:

- 0 points: If the applicant does not meet the criteria for wastewater facility construction hardship.
- 50 points: If the applicant meets the criteria for wastewater facility construction hardship.

### Guidance

- Ecology awards 50 points to wastewater facility construction projects in communities with less than 25,000 residents where the project costs may result in sewer fees greater than 2% of the median household income of the community.

<sup>9</sup> [https://www.governor.wa.gov/sites/default/files/exe\\_order/eo\\_18-02\\_1.pdf](https://www.governor.wa.gov/sites/default/files/exe_order/eo_18-02_1.pdf)

**Attachment G**  
**Western SARE**  
**Producer + Professional**  
**Grant Application**

# Western SARE Competitive Grants Professional + Producer

## 2022 Call for Full Proposals

### Submission Deadline: November 3, 2021, 12:00 pm (noon) MDT\*

(\*) Mountain Daylight Time

The Western Sustainable Agriculture Research and Education (SARE) program announces the Call for Proposals for Professional + Producer Research and Education Grants for 2022. With a Professional + Producer Research and Education Grant, an Agricultural Professional and five (5) Producers work together to develop a proposal to conduct **both research and outreach** on a sustainable agriculture topic. Outreach activities may include on-farm/ranch demonstrations, farmer-to-farmer educational activities, and other approaches to assist producer adoption of sustainable agricultural practices. The goal of this program is to achieve results that can be communicated to producers and professionals; sustain and improve the environmental quality and natural resource base on which agriculture depends; improve the profitability of farmers/ranchers and associated agricultural businesses; and enhance the quality of life for farmers/ranchers in local communities.

The SARE grant program mission is to advance innovations that improve profitability, stewardship and quality of life in American agriculture by investing in groundbreaking research and education. To achieve that, Western SARE believes that our programs must include the involvement of agricultural producers from inception to finish, and therefore we require producer involvement in the planning, design, implementation, and educational outreach of any funded project.

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**Submit proposals online at:**

<https://projects.sare.org>

Look for proposals under "Western" [region]

### Professional + Producer Grant Program

- November 3, 2021 – Proposals are due by 12 pm (noon) MDT.
- January 2022 – A Technical Review Panel reviews and recommends proposals for funding.
- March 2022 – Western SARE Administrative Council makes a final selection of proposals.
- April 2022 – Applicants are notified of the status of their submission.



Western SARE Host Institution



207 Linfield Hall  
Bozeman, MT 59717-2840  
Phone: 406-994-4789  
Email: wsare@montana.edu

Alaska, American Samoa, Arizona, California, Colorado, Guam, Hawaii, Idaho, Federated States of Micronesia, Montana, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington, Wyoming



<p><b>Sustainable Agriculture</b></p> <p>Congress has defined sustainable agriculture as an integrated system of plant and animal production practices having a site-specific application that will over the long- term:</p> <ol style="list-style-type: none"> <li>1. Satisfy human food and fiber needs;</li> <li>2. Enhance environmental quality and the natural resource base upon which the agricultural economy depends;</li> <li>3. Make the most efficient use of non-renewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls;</li> <li>4. Sustain the economic viability of farm operations; and</li> </ol> <p>Enhance the quality of life for farmers and society as a whole.</p> <p>– U.S. Code Title 7, Section 3103</p>	<p><b>Western SARE Goals</b></p> <ol style="list-style-type: none"> <li>1. Promote <i>good stewardship</i> of the nation’s natural resources by providing site-specific, regional and profitable sustainable farming and ranching methods that strengthen agricultural competitiveness; satisfy human food and fiber needs; maintain and enhance the quality and productivity of soil; conserve soil, water, energy, natural resources and fish and wildlife habitat; and maintain and improve the quality of surface and ground water.</li> <li>2. Enhance the <i>quality of life</i> of farmers and ranchers and ensure the viability of rural communities, for example, by increasing income and employment, especially profitable self-employment and innovative marketing opportunities in agricultural and rural communities.</li> <li>3. Protect the <i>health and safety</i> of those involved in food and farm systems by reducing, where feasible and practical, the use of toxic materials in agricultural production, and by optimizing on-farm resources and integrating, where appropriate, biological cycles and controls.</li> <li>4. Promote crop, livestock, and enterprise <i>diversification</i>.</li> <li>5. Examine the regional, economic, social and <i>environmental implications</i> of adopting sustainable agriculture practices and systems.</li> </ol>
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### **Western SARE Professional Plus Producer Proposal Application**

**Overview:** The Western SARE Administrative Council funds grant proposals that include creative and innovative on-farm research and educational outreach to advance Western SARE goals (see above). All Western SARE projects ***must contain both research and education components.***

**Funding:** Projects may be one-to-three years in length. Total funds requested cannot exceed \$75,000 over the entire project period.

Multiple submissions are accepted. Only one application (from any one individual Principal Investigator, PI) can be awarded funding in any of the Western SARE competitive programs in one grant budget cycle. An exception to this rule, are proposals submitted to the Graduate Student program, where more than one project can be awarded to a Principal Investigator, who acts as main

advisor of the graduate student. Obtaining Graduate Student awards does not exclude the PI to be awarded an additional WSARE Research and Education or Professional Development award for the same budget cycle.

**Eligible Applicants:** WSARE requires that agricultural producers be involved from inception to finish in the planning, design, implementation, and educational outreach of any SARE-funded project. Each of the WSARE-funded grant programs, has slightly different requirements for the composition of the team and eligible applicants. Assemble your project team accordingly, keeping in mind the inherent interdisciplinary nature of sustainable agriculture.

1. **Farmer/Rancher Grants:** The project team must be a minimum of two (2) people and must include: A Producer (Principal Investigator and Applicant) and an Agricultural Professional. The Agricultural Professional must be independent of the Producer and should not submit the application on behalf of the Producer.
2. **Professional + Producer Grants:** The project team must be a minimum of six (6) people and must include: An Agricultural Professional (Principal Investigator) and at least five (5) Producers. One of the Producers must be identified as the Advisor Representative. The team may also include additional collaborators.
3. **Research and Education Grants:** The project team must be a minimum of five (5) people and must include: A Principal Investigator (PI or Co-PI), an Extension/Outreach Representative (PI or Co-PI), and at least three (3) Producers. One of the Producers must be identified as the Advisor Representative.
4. **Graduate Student Grants:** The project team must be a minimum of three (3) people and must include: A Graduate Student, a Researcher (Principal Investigator and typically the student major professor) and at least one (1) Producer (Advisor Representative).

**Public Domain:** While proposals and reviews will remain confidential, the Western SARE program considers all funded proposals, subsequent reports, and related information to be in the public domain. See details of this stipulation in the Research Results section in [USDA Grant Policies](#)

***Western SARE will disqualifies proposals before review because applicants do not follow the instructions of the Call for Proposals or submit incomplete Supporting Documents. It is the applicant's responsibility to ensure all sections of the proposal are submitted online before the due date.***

### **Writing the Proposal**

Proposals are submitted online at <https://projects.sare.org>. The submission includes six sections: 1) acknowledgement of reading the Call for Full Proposal, 2) project's basic information, 3) project summary, 4) project narrative, 5) budget and budget justification, and 6) supporting documents.

You can write each section of the proposal in a word processor (e.g., Microsoft Word) and copy and paste it into the fields of the online application (be aware that some formatting features might be lost when you transfer the text in the online form). In

addition to text, you can insert tables and graphs. It is best to insert tables as a table using the online platform editor (see: "[Inserting Tables](#)") and not as an image. Following these instructions makes your text searchable and the text will wrap and display properly when reviewed on different devices. More importantly, it makes your submission Americans with Disability Act (ADA) compliant. Attachments are preferred in pdf format but images in .jpg or .png formats are accepted.

Please review the documents located in [Documents for Applying](#) section of Western SARE [website](#) to strengthen your proposal.

## Proposal Application

### A. Project Basic Information

This section prompts for general information about the project including:

- The *main* subject matter of the project
- The practices and commodities of the proposed project
- Project objectives
- The state(s) where the work will be conducted
- Proposed starting and ending dates
- Brief description of the agricultural business and/or operation of the project members
- Whether this project involves more than one institution or organizations that will receive financial support
- Whether this is a resubmission of a previous proposal submitted to Western SARE, and explain how the reviewers' comments were addressed

***Please choose a start date that corresponds with the first-of-the-month. Start dates must be no earlier than April 1, 2022 and no later than October 1, 2022.***

In the case that the *Subaward Agreement* with Montana State University, Western SARE host institution, is not in place prior to your project start date (this is especially true for projects with an April or May start) it will be backdated to the approved start date. If you wish to begin working on your project, be sure you have your organization's approval. Since your *Subaward Agreement* from MSU will be cost-reimbursable, you may begin incurring costs related to the project dating back to your project start date. Please be aware that prior to having a fully executed *Subaward Agreement* in place, your organization assumes all risk for project-related expenses incurred in the unlikely event the terms of the *Subaward Agreement* cannot be agreed upon.

### B. Summary (Limited to 250 words)

A clear and concise summary is important for the review process. The summary should include a brief description of the problem or need and a creative approach to solve it. In the summary, include the following:

- Identify a problem and research question(s)
- Describe the research and outreach components and explain how your project will creatively address the identified problem
- Identify the potential significance of the project to improve agricultural sustainability
- Explain how your project will be disseminated among agricultural stakeholders

- Enumerate and describe the expected project outcomes.

### **C. Project Narrative**

The project narrative includes the following sections: 1) Relevance to Sustainable Agriculture and Project Value and Benefits, 2) Stakeholder Needs and Support, 3) Project Team, 4) Research Plan, 5) Educational Plan, 6) Timeline, and 7) Evaluation and Producer Adoption.

***Relevance and Benefits to Sustainable Agriculture, Project Value and Benefits:*** (15% of review criteria, word limit: 1,000)

Explain why this project is necessary and how it addresses a critical need in sustainable agriculture. Identify any limitations in the current system and how your project will address them. Cite evidence of need, including results and recommendations from related SARE projects ([www.sare.org/Project-Reports](http://www.sare.org/Project-Reports)) and other studies or reports.

In this section your proposal must address how your project will:

- Sustain and improve the environmental quality and natural resource base on which agriculture depends;
- Improve the profitability of farmers/ranchers and associated agricultural businesses; **and**
- Enhance the quality of life for farmers/ranchers in local communities.

Describe the potential benefits for producers (local, state, or regional) and sustainable agriculture in general. For example, provide an economic analysis and explain how your project would affect overall farm/ranch productivity levels, operational profits, soil or water quality/quantity, and the well-being of rural communities. Where possible, use specific estimates of impacts – such as dollars saved per acre, tons of soil protected from erosion, pounds of chemical reduced, number of acres or people affected, markets expanded, jobs created, etc.

***Stakeholder Needs and Support*** (5% of review criteria, word limit: 500)

Western SARE is committed to addressing the needs of agricultural stakeholders, both on-farm/ranch and off-farm/ranch. Proposals must include evidence that stakeholders' identified needs are being addressed, as well as support for the project beyond the project collaborators. Describing and documenting stakeholders' needs and support demonstrates that the proposed project is relevant and timely. Evidence of stakeholder identified needs and support may include, but are not limited to:

- Recommendations from stakeholder groups such as grower organizations or commodity commissions. Please identify stakeholder group(s) or organization(s).
- References and citations to other studies/reports that encourage future research.
- Community support letters from neighboring farmers or a local co-op.
- Needs assessments that relate to the project topic (s), if they are available.

***Project Team Members Responsibilities*** (5% of review criteria, word limit: 600)

List all project team members. The project team must be a minimum of six (6) people and must include: An Agricultural Professional (Principal Investigator and Applicant) and at least five (5) Producers. One of the Producers must be identified as the Advisor Representative.

Describe producers' involvement and responsibilities at all stages of the project. For each project objective and activity, indicate who will be responsible and which team members will be involved.

- **Principal Investigator:** The Principal Investigator (PI) is responsible for coordinating the project and carrying out its contractual provisions. The PI is responsible for all expenditures and for achieving the stated research and education objectives. For Professional + Producer grants the PI should be an Agricultural Professional.
- **Agricultural Professional:** An agricultural professional is any professional assisting producers at the local level such as a Cooperative Extension educators/agents or specialists, University faculty or researchers, USDA-NRCS field staff, agricultural consultants, nonprofit organization staff members, etc.
- **Producers:** Each producer must be an independent and separate operator. Nonprofit farm operations may participate in the project, but do not count as one of the required producers. A person qualifies as a producer (farmer/rancher) if they have a for-profit operation and:
  - Their primary occupation is farming or ranching and have a farm/ranch taxpayer identification number (TIN); or
  - They are a part-time producer with at least \$1,000 documented annual income from farming or ranching activities

The team may also include the following additional collaborators,

- Researchers, educators, students and other collaborators with appropriate expertise for the project scope.
- Extension/Outreach Representative: The outreach representative may be an Extension agent, specialist, educator, or equivalent. This person could be responsible for implementing the education plan and outreach activities of the project.

### **Research Plan** (30% of review criteria, word limit: 2,100)

The mission of SARE is to advance “innovations that improve profitability, stewardship and quality of life by investing in groundbreaking **research** and education.”

Clearly state and define the **research objectives**. Each objective should be a clear statement describing an intended achievement. Objectives must be specific, measurable, achievable, realistic, and time-bound. For more details see [Successful Objectives](#).

For each objective, describe what will be done including **methods** and **materials**. What treatments or new technique(s) will be tested? What materials will be used? Describe the project site, research design, data collection and analysis methods. Include sufficient detail so that reviewers can determine if the approaches are suitable to achieve your objectives. Avoid the use of jargon that may be unfamiliar outside your industry or specialty area, and define all acronyms.

### **Education Plan** (30% of review criteria, word limit: 2,100)

Clearly state and define the **educational objectives**. Each objective should be a clear statement describing an intended achievement. Objectives must be specific, measurable, achievable, realistic, and time-bound. For more details see [Successful Objectives](#).

For each objective, describe the **outreach activities** including **methods** and **materials**. Describe how, when, and where you will conduct outreach activities (e.g., field days, demonstrations, workshops, presentations, websites, etc.). Describe who you will target (e.g., producers, stakeholders, other agricultural professionals, students, etc.). Indicate if the producers or agricultural professionals you intend to reach through this project are from underserved communities. Underserved communities are those that have difficulties accessing opportunities due to language, culture, location, or lack of resources. Explain how you will communicate your project's findings to producers (specifically) and the general public. Provide a list of educational resources (e.g., factsheets, PowerPoint presentations, handouts, brochures, 4-H publications, videos, posters, etc.) you plan to produce. Indicate dates, locations and outreach activities, using networking techniques such as field days, workshops, demonstrations, or other events. If applicable, describe plans for any scholarly outputs (e.g., academic journals). Digital outcomes (e.g., podcasts, videos, and social media) are encouraged but should not be the sole outreach approach. Multiple modes of communication and products are strongly suggested.

Proper citation of Western SARE is required in all educational materials, outcomes, and activities. Information pertaining to citing Western SARE will be included in the Subaward Agreement.

**Timeline:** (5% of review criteria, word limit: 300)

Provide a timeline, such as a [Gantt chart](#) for accomplishing each objective. Identify the major milestones and activities that will be completed, and when each of those milestones/activities will occur and how they relate back to the objectives.

**Evaluation and Producer Adoption:** (5% of review criteria, word limit: 400)

Explain how the project's research and educational objectives will be evaluated. For example, describe how changes in producers' knowledge, awareness, attitudes, and adoption of practices will be measured (*i.e.*, using a pre-post survey). Survey development, if applicable, and methods for analysis should be described. An approved [WSARE Survey](#) is expected to be filled out by **participants at each outreach activity in addition to any other evaluation form**. Western SARE requires evaluation results from the aforementioned survey as part of the required reports. If the evaluation will include additional surveys or forms, applicants must include approval from an Institutional Review Board (IRB) or a document indicating that the IRB process has been initiated. This is a USDA-NIFA requirement. For more information on IRB requirements, e-mail [wsare@montana.edu](mailto:wsare@montana.edu); Montana State University can assist you with this requirement.

**D. Budget and Justification:** (5% of review criteria)

Provide a detailed budget and budget justification that are appropriate to the proposed project using the *Western SARE Budget Worksheet* found on the online application, in the budget section. Applicants **must** use this document for budget submission; no other document will be accepted. Enter the total funds requested; this amount must match the total funds resulting from the calculation in the *Western SARE Budget Worksheet* document.

If your institution will be issuing lower-tier subawards to other institutions/organizations as a part of your proposed project, you are required to provide a detailed budget and justification for each institution. Lower-tier subaward budgets **must** be submitted on the *Western SARE Budget Worksheet for Lower-tier Subawards*. You may ask the subaward recipient(s) to fill out the *Western SARE Budget*

*Worksheet for Lower-tier Subawards*, or you may fill it out on their behalf using details they have provided to you. Be sure to include brief details and budget amounts for each lower-tier subaward, by year, on your *Western SARE Budget Worksheet*. As the primary institution applicant, you must upload both your *Western SARE Budget Worksheet* and those of any lower-tier subawards to be issued. ***Failure to include the Western SARE Budget Worksheet and, if applicable, for all lower-tier subawards will disqualify the proposal before review.***

**Professional Plus Producer Grant funds must be budgeted in the following categories (please also see the *Budget Categories and Guidance* tab found on the *Western SARE Budget Worksheet*):**

- **Salaries and Benefits:** compensating yourself and/or employees (including students) of your institution for performing work directly related to the project. Provide base salary, FTEs, fringe benefit rates, and salary/benefits amounts requested.
- **Lower-tier Subawards:** your institution may issue lower-tier subaward(s) in order to pay project collaborators who are not at your institution and/or to support costs associated with the lower-tier subrecipient's portion of the proposed project. For each lower-tier subaward proposed, a *Western SARE Budget Worksheet for Lower-tier Subawards* must be submitted in addition to the applicant's *Western SARE Budget Worksheet*.
- **Contracted Services:** includes paying for professional services such as testing and analysis services, survey development and administration, computational services, website development or maintenance, professional production services (videographer to produce educational electronic media), consultants, honoraria, speaker fees, farm labor, etc.
- **Supplies:** includes basic supplies and materials needed to carry out the project; such as agricultural supplies (fencing, seeds, plants, fertilizer), field and lab supplies, minor equipment and tools (individual items that cost less than \$5,000), paper/envelopes, in-house photocopying of materials for workshops/meetings, software, books, shipping materials, etc. Any shipping costs associated with the purchase of supplies/materials should be included as supply costs. The purchase of food/refreshments for meetings/field days (**must** be necessary to maintain meeting continuity) is also considered a supply cost.
- **Communication:** includes postage and mailing expenses (including shipping samples for analysis), printed materials (flyers, brochures, posters). This category also includes expenses for publishing articles in scientific journals or other types of field/program publications, or for commercial photocopying (Note: in-house photocopying falls under supplies)
- **Travel:** includes estimated mileage reimbursement, airfare, lodging, meal per diem; car rentals, taxi, bus, shuttle expenses and parking; conference fees and registrations, etc. Please note, travel *per diem*, mileage reimbursement, and meals must follow your organization's approved rates. If no rate is available, please use the Federal Government rate listed on the [U.S. General Services Administration website](#). Additionally, lodging reimbursements for all travel must be limited to the Federal Government rate listed on the [U.S. General Services Administration website](#). Note: foreign travel is typically NOT allowed under the SARE program, except in cases where sufficient justification has been provided, and requires Western SARE approval. All foreign travel must be directly related to the project, must be essential for project completion, and well justified (*i.e.*, explain why this activity cannot be done in the USA, relevance to Western agriculture sustainability, provide foreign institution and colleagues qualifications, etc.). The Freely Associated States -Federated States of Micronesia, Marshall Islands, and Palau- are foreign countries. USDA-NIFA requires that foreign travels should be done in an U.S. flag air carrier.

- **Rent:** includes fees associated with renting equipment, land, facilities (e.g., meeting rooms, lab space) and user fees.
- **Participant / Trainee Support:** Participant Support costs are associated with conference, workshop, or symposium costs for attendees who are NOT employees of the applicant's or a lower-tier subaward recipient's institution. Trainee Support costs are associated with educational projects that support trainees. Participants/Trainees receive a set amount for participation in the above-stated functions. If participant/trainee travel expenses will be directly paid/reimbursed (i.e., not a lump sum payment), include costs in the Travel budget category.
- **Capital Equipment:** Defined as a single, autonomous piece of equipment that costs \$5,000 or more and has a useful life of more than one year. Capital Equipment purchases are generally not allowed under the SARE program and should be **essential** for the completion of the proposed activities. Equipment expenses beyond \$5,000 may be leveraged by non-Western SARE funds. **Purchasing multiple components of single equipment that cost under \$5,000 in an attempt to circumvent the \$5,000 cap is not allowed.** Purchases of minor equipment under \$5,000 is allowed. **Please include minor equipment and/or leveraged capital equipment purchases in the Supplies budget category.**
- **Indirect Costs (IDCs) Recovery:** IDC recovery may be requested by both the primary applicant and any proposed lower-tier subaward recipient(s) according to the following criteria:
  - Under the SARE program and for projects funded in Calendar Year 2022 and later, NIFA stipulates indirect cost recovery is capped at 10% of the Total Direct Costs (TDC) requested.
  - The 10% TDC cap should be consistently applied to both the primary applicant and any proposed lower-tier subrecipients.
  - **Important note:** if your institution has a Federally Negotiated Indirect Cost Rate Agreement (NICRA), the IDC base should be Total Direct Costs, including the TOTAL COSTS of any/all proposed lower-tier subrecipient(s). Excluding all or a portion of any proposed lower-tier subaward(s) in the IDC base will result in a re-budget request should your proposal be funded.
  - Some institutions may NOT be eligible for IDC recovery or may be limited to the de minimis rate of 10% of the *Modified Total Direct Costs* (MTDC) requested.
  - Applicants should limit their request for recovery of indirect costs to the lesser of their institution's official negotiated indirect cost rate or the equivalent of 10% of Total Direct Costs.

Applicants must indicate the IDC rate used on the *Western SARE Budget Worksheet*. Detailed information about IDC rates and calculations can be found on the Western SARE [website](#).

***Professional Plus Producer Grant funds may NOT be used for the following purposes***

- Capital Equipment purchases above \$5,000– see above for more information.
- Starting or expanding a farm or farm operation.
- Major renovations/permanent improvements to a farm or ranch, such as constructing or remodeling a building.
- Providing meals during events that are not necessary to maintain the continuity of a scheduled meeting/activity; breakfasts and dinners typically do not qualify.
- Testing of commercial products.

Additionally, matching funds are not required or requested of Western SARE grant recipients. Please do NOT include matching funds in your budget or justification.

*Any entity receiving Federal Funds is required by the Federal Government to obtain a Unique Entity Identifier (UEI) from the System for Award Management (SAM). A UEI can be obtained at no-cost by visiting <https://www.sam.gov>. Should your proposal be awarded, a UEI will be required to establish your award.*

### **E. Supporting Documents**

All supporting documents must be attached into the Supporting Documents section of the online application. PDF documents are preferred but images in jpg and png formats are accepted. ***Failure to provide all the required supporting documents will disqualify the proposal before review.***

***Signature Page:*** This form affirms the PI (Agricultural Professional) is responsible for all expenditures and achieving the stated research and education objectives. This form must be signed by the PI and the PI's Authorized Organizational Representative. For a college or university, this person is usually the Director of the Sponsored Programs Office. Non-profits or other organizations, this is typically the Executive Director, CEO or CFO. This form may be downloaded from the online application site and is also included in the following section of the Call for Full Proposal.

***Current Vita:*** The PI and all other project team members ***must*** submit a current vita (maximum 2-pages for each member). A vita is not required for producers and students.

***Letters of Producer Cooperation:*** Each Producer who is part of the project team ***must*** send a signed and dated Letter of Cooperation to be included in the submission. This letter should verify their willingness to participate in the project, explaining their commitment (resources, time, etc.) and their role in the project.

***Letter of Commitment from Partner Institutions:*** If your proposal includes issuing subawards to partner institutions, attach a letter of commitment from each institution. The letter of commitment must be signed by the subaward's PI (usually listed as a Co-PI of the project) and include the following: period of performance, total funds requested, and a scope of work outlining activities to be performed, the deliverables created and the project timeline.

***Letters of Stakeholder Support:*** Attach letters of support from stakeholder individuals and/or organizations that support the proposed research and education activities.

***Current and Pending Support:*** The PI and other project team members ***must*** submit a Current and Pending Support form. This form is not needed for producers and students. This form may be downloaded from the online application site and is also included in the following section of this Call for Proposal.

***Animal Welfare Assurance Statement:*** This form ***must*** be completed by the applicant to identify whether or not their proposed project includes any warm-blooded, vertebrate animals. This form may be downloaded from the online application site and is also included in the following section of this Call for Proposal.

***Institutional Review Board Approval:*** If your project will involve research with humans (*i.e.* tasting sessions, conducting interviews, etc.) or you will use other survey than the WSARE Survey to evaluate the impact of your project, you will need to provide evidence of acceptance or exemption by an Institutional Review Board (IRB) or its equivalent. At the time of submission, proof that you initiated the IRB process is acceptable; however, if awarded, the Subaward Service Agreement will not be executed until IRB approval/exemption documentation is provided. If you do not have access to an Institutional Review committee, contact us by e-mail at [wsare@montana.edu](mailto:wsare@montana.edu) and we will assist you.

***Citations:*** Citations should be attached in the Supporting Documents section of the online submission and are not part of word number limitation. Attach a list of cited sources.

***Other Documents*** (Optional): Here you will be able to attach any other document that you think might strengthen your proposal. These other documents may not be used to lengthen your proposal under the Project Narrative.



**Signature Page**

Please print this document, obtain **BOTH** required signatures and upload into the Supporting Documents section of your online grant application.

**Project Title:** \_\_\_\_\_

**Total Funds Requested:** \_\_\_\_\_

**Requested Project Period:**

Start Date (MM/DD/YYYY): \_\_\_\_\_ End date (MM/DD/YYYY): \_\_\_\_\_

**Principal Investigator**

USDA defines a Principal Investigator as one who has the authority to write and submit a proposal and carry out its contractual provisions.

As the project PI, I affirm I am responsible for all expenditures and achieving the stated research and education objectives of the proposal.

\_\_\_\_\_

*Signature: Principal Investigator*

*Date*

Printed Name: \_\_\_\_\_

**Authorized Organizational Representative**

USDA defines the Authorized Organizational Representative (AOR) as one who has authority to enter into contractual agreements with the Western SARE Host Institution, Montana State University.

As the AOR for the institution/organization project of the PI submitting this proposal, I affirm that [enter institution/organization name here] has authority to enter into a contractual agreement with Montana State University.

\_\_\_\_\_

*Signature: Authorized Organizational Representative*

*Date*

Name and Title: \_\_\_\_\_

## CURRENT & PENDING SUPPORT

Name: \_\_\_\_\_

**How this template is completed:**

- Record information for active and pending projects, including this proposal.
- All current efforts to which PI, Co-PIs and other senior personnel have committed a portion of their time must be listed, whether or not salary for the person involved is included in the budgets of the various projects.
- Provide analogous information for all proposed work which is being considered by, or which will be submitted in the near future to, other possible sponsors, including other USDA programs.
- For concurrent projects, the percent of time committed must not exceed 100%.

Note: Concurrent submission of a proposal to other organizations will not prejudice its review by CSREES.

NAME (List/PI first)	SUPPORTING AGENCY AND AWARD/PENDING PROPOSAL #	TOTAL \$ AMOUNT	EXPIRATION DATES	% OF TIME COMMITTED	TITLE OF PROJECT
	Active:				
	Pending:				

**This file MUST be converted to PDF prior to attachment in the electronic application package.**



**Animal Welfare Assurance Statement**

The applicant acknowledges that work may require Institutional Animal Care and Use Oversight and that Montana State University (MSU), and thus Western SARE, is subject to the [Guide for the Care and Use of Agricultural Animals in Research and Teaching](#). This includes, but is not limited to: beef, swine, poultry, fish, etc. If awarded the applicant acknowledges that it is his/her responsibility to ensure that a USDA-acknowledged IACUC reviews, approves, and oversees the animal welfare issues of the project.

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature: Principal Investigator

**NOTE:** If animal welfare is NOT applicable, check and sign below:

Not Applicable [ ] \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: Principal Investigator

## The Review Process

Eligible proposals received by the due date with all supporting documents will be evaluated by a Technical Review Panel, a diverse group of reviewers from the Western SARE region with broad agricultural production, scientific, and educational expertise. The Technical Review Panel evaluates the proposals based on the review criteria stated below and meets to discuss and appraise the merits of each proposal. Their recommendations are presented to the Western SARE Administrative Council for additional review and final selection.

Proposals will be reviewed for technical merit against the following criteria:

Relevance to Sustainable Agriculture, Project Value and Benefits	15%
Stakeholder Needs and Support	5%
Project Team	5%
Research Plan	30%
Educational Plan	30%
Timeline	5%
Evaluation & Producer Adoption	5%
Budget & Justification	5%
<b>Total</b>	<hr/> 100%

## Reporting Requirements (for awarded proposals)

An annual report will be required each year of your project. Progress and final reports should describe the progress made on the project, detail the observed results, describe the educational outreach events and material produced by the project, and document impacts. All educational outreach activities should include an evaluation component that measures changes in knowledge or awareness, attitudes and opinions, and/or the adoption of new practices by producers or other agricultural professionals. If your project is a one-year project only a final report should be submitted. Approved project reports will be posted on the national SARE website, and will be shared with producers, interested policymakers and community, state, regional and national leaders. All educational materials and products must have an electronic version to be included in your reports. ***Annual Reports are due on April 15<sup>th</sup> of each year of the project. You will have up to 60 days from the Period of Performance end date to submit the Final Report.***

Please review the documents located in WSARE [Reporting Documents for Grantees](#) section to understand what will be expected if your project is awarded:

- The Professional + Producer Reporting Expectations list shows which results you should report on during the project and what Western SARE may evaluate two to four years after the project's completion.
- The [Survey Instrument](#) is a tool for gathering results from a project's educational outreach activities by measuring changes in participants' knowledge, attitude, skills and awareness.

## Selected Proposals

If the Western SARE Administrative Council selects your project for funding, you may expect the following:

**Notification:** The Western SARE Administrative Council will select proposals for funding in March 2022. The Administrative Council reserves the right to restructure or reduce the budget of any grant proposal before final approval. Western SARE staff will notify applicants of the status of their proposals in April 2022.

**Award:** If your proposal is selected for funding, the Office of Sponsored Programs at Montana State University (MSU) will initiate a Subaward Agreement to you. The Subaward Agreement will identify all Terms and Conditions for the award, including reporting requirements.

**Funding:** All Subawards are cost reimbursable. The subrecipient will be responsible for invoicing MSU for all allowable expenses. Invoices are to be submitted according to the guidelines in the Subaward Agreement. Reimbursements of allowable expenses will be subject to the submission and approval of annual progress reports. No submitting progress reports in a timely manner will cause withholding payments of invoices for expenses incurred from the due date of the progress report on. 10% of the awarded amount will be withheld pending submission and approval of the final report.

**Photographs and Videos:** Grant recipients are required to document their project with photographs, which can be useful to them and help us highlight and promote their work on our website and in publications. High-definition digital photographs and videos are preferred. It is expected that the outreach material produced by Western SARE-supported projects be ADA compliant. Including closed captions to visual and audio deliverables is required.

**Proper Western SARE Citation:** The Western SARE program must be credited as the funding source in any publications or outreach materials generated by the project. Please refer to the Western SARE website for complete guidelines for [acknowledging funds](#).

**Site visits:** Western SARE recognizes there are limits to what can be accomplished, measured and reported during the life of your project. As a result, along with your reporting, Western SARE staff plan to conduct post-project assessments of representative projects to develop a more comprehensive measure of the SARE program's impact in areas such as:

- Who is participating in SARE-funded projects?
- What is being produced by the projects (e.g., new knowledge, new approaches)?
- What are people learning from these projects?
- What changes are farmers and ranchers making?
- What economic, environmental, social or productivity benefits are farmers and ranchers seeing as a result of having made a change?

**Changes:** Grantees must report changes regarding the information of the project team

members (e.g., address, phone number, email, etc.) to the Western SARE office. Significant changes to the project as originally proposed, such as a change in PI, Co-PI, institution, stated objectives, timeline, budget, etc., should be sent as a request via email to the Western SARE Regional Coordinator for consideration/approval. Upon approval of the aforementioned changes, grantees will update their SARE profiles at [projects.sare.org](https://projects.sare.org).

### **How to Apply**

Go to <https://projects.sare.org>

Look for programs under “Western” [region]

***We strongly encourage applicants read the entire Call for Proposal before beginning to write the proposal.***

**Proposals are due by 12 pm (noon) MDT – November 3, 2021**

In compliance with section 504 of the Rehabilitation Act of 1973, as amended, this material can be made available in other formats upon request.

### **Resources**

Check the resources in the [Documents for Applying](#) section of [westernsare.org](https://westernsare.org). If you have further questions, please contact our office at 406-994-4785 or [wsare@msu.edu](mailto:wsare@msu.edu)

Information on past projects can be found at <https://www.westernsare.org/Projects>. We encourage you to visit this website to learn more about sustainable agriculture and the Western SARE program at <https://www.westernsare.org>. Tips for writing proposals are available [here](#).

The Alternative Farming Systems Information Center (AFSIC) at the National Agricultural Library specializes in locating, collecting, and providing information about Sustainable Agriculture. Information specialists can answer questions, highlight resources, and share search techniques for literature reviews and background research. AFSIC has a number of resources at <http://www.nal.usda.gov/afsic> that may be relevant to your proposal; or, contact AFSIC at 301-504-6559 or e-mail [afsic@nal.usda.gov](mailto:afsic@nal.usda.gov).

<p>The United States Department of Agriculture and Montana State University are equal opportunity providers and employer.</p>
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**Attachment H  
WA State Emergency  
Management Hazard  
Mitigation Grant FY2023**



# HAZARD MITIGATION GRANT PROGRAM DR-4481 Announcement

Washington State Military Department

Emergency Management Division

Camp Murray, WA 98430

## Hazard Mitigation Grant Program: DR-4481 HMGP Application Round

**Pre-Application Form submission deadline: November 30, 2021**

A new Hazard Mitigation Grant Program (HMGP) round is now available in Washington State through the federal Major Disaster Declaration DR-4481-WA (*COVID-19 Pandemic*). This grant opportunity was [announced by the White House](#) on August 05, 2021, and is intended to fund HMGP-eligible activities that reduce the impacts of climate change. WA State Emergency Management Division (WA EMD) is responsible for coordinating with FEMA to administer this grant round.

HMGP provides cost-share grants to eligible entities for cost-effective mitigation projects, new Hazard Mitigation Plans and/or Plan updates. Local jurisdictions, special-purpose districts, qualified non-profit organizations, and federally recognized tribes are encouraged to submit Pre-Application Forms to WA EMD expressing their interest in applying for grant funding under this unified round.

In addition to the below information, the following linked documents provide essential HMGP details:

- [HMGP Pre-Application Form \(Word\)- attached](#)
- [WA EMD's DR-4481 HMGP website](#)
- [FEMA's HMGP website](#)
- [FEMA's Unified Hazard Mitigation Assistance Guidance](#) and [Addendum](#)

### **Eligibility Criteria for Sub-Applicants**

Eligible sub-applicants for HMGP include local governments, special purpose districts, state agencies, private non-profits providing essential government services, and federally recognized Tribal Nations. The DR-4481 HMGP round is open to all eligible entities in Washington.

There are two main types of HMGP grants: mitigation project grants and mitigation planning grants. To be eligible for a project grant, sub-applicants (other than private non-profits) must have, or be formally annexed to, a FEMA-approved Hazard Mitigation Plan. Sub-applicants that do not have FEMA-approved Hazard Mitigation Plans are only eligible for mitigation planning grants to create new Hazard Mitigation Plans or update expired Plans.

In some cases, entities already in the process of updating an expired (or expiring) Hazard Mitigation Plan may be able to submit an HMGP application for funding consideration prior to final Plan approval. WA EMD will provide further guidance on this topic on a case-by-case basis.

### **Available Funding and Cost-Shares**

Washington's available funding amounts for the DR-4481 grant round are as follows:

75%: Federal Share	25%: Non-Federal Share		100%: All Shares
FEMA-Provided	State- 12.5% <sup>1</sup>	Local- 12.5%	FEMA + State + Local
\$ 70,890,618.00	\$ 11,815,103.00	\$ 11,815,103.00	\$ 94,520,824.00

<sup>1</sup> While WA EMD does not currently anticipate any changes or revisions to the availability of this state share, the funding is contingent upon Legislature's continued support and approval.

All HMGP grants have a 25 percent (minimum) non-federal match requirement, which Washington State will split equally with the local grant recipient. The maximum available federal share is 75 percent of the total approved project expenses.

All HMGP funds are provided on a reimbursement basis during the approved Period of Performance. Any project implementation work conducted prior to grant award is not eligible for reimbursement (limited exceptions apply to eligible *pre-award* costs as defined in [FEMA's Unified Hazard Mitigation Assistance Guidance](#)).

In addition to the amounts shown in the above table, federal HMGP funds are also available to entities who receive a grant to help cover their eligible *Subrecipient Management Costs*, up to 5% of their total subaward (all shares). Eligible Management Costs are administrative expenses incurred by a subrecipient to manage their HMGP subgrant, which are different from costs directly related to managing or implementing their mitigation activities. Subrecipient Management Costs are provided during the subgrant's Period of Performance on a reimbursement basis and require no local match (that is, they are funded with 100% federal cost-share). More information on Subrecipient Management Costs is available on the WA EMD website and provided to sub-applicants upon invitation to apply.

### **Priorities and Preferred Project Types**

For DR-4481 HMGP, funding priority will be given to eligible mitigation actions (projects, planning efforts, studies) that reduce climate change's long-term risks and impacts on people and property. Therefore, WA EMD seeks proposals that address natural hazards either generated or exacerbated by climate change, such as flooding, wildfires, drought and water scarcity, severe storm events, extreme heat and/or extreme cold events, sea-level rise, and related coastal hazards. WA EMD also encourages climate adaptation proposals that reduce or eliminate risks to critical infrastructure and [community lifelines](#)<sup>2</sup>.

**Furthermore, WA EMD encourages the submission of large-scale [climate resilience](#) project proposals with high dollar values, including those with budgets upwards of \$30 million.**

The following are a few examples of mitigation project types that WA EMD will prioritize for DR-4481 HMGP funding, assuming all HMGP eligibility criteria and programmatic requirements are met:

- **Sea-Level Rise and Coastal Hazards**: projects that address root causes of coastal erosion and reduce or eliminate vulnerability to erosive events and inhibit development in high-risk coastal areas (especially V Zones). Projects that support coastal community relocation efforts in areas especially susceptible to sea level rise impacts.
- **Critical Infrastructure and Facilities**: community lifelines targeted for climate resilience include water, wastewater, powerlines, roadways, public safety facilities (e.g., fire, police, hospitals, 911, etc.), and schools. Projects that correct or eliminate the severe vulnerability of lifelines to wildfire, repetitive flooding, coastal or riverine erosion, extreme heat, or other natural hazards related to climate change.
- **Extreme Heat**: projects that improve community resilience to extreme heat through measures such as proactive planning, green infrastructure and urban design, structural retrofits (including power grids), and cooling shelters.
- **Flood Mitigation**: projects that address root causes of hydrologic flow problems and expand drainage/storage capacity, such as improving stream/river connectivity with floodplains, reducing channelization, reducing impervious surfaces, and removing hydrologic barriers.
- **Wildfire, Smoke, and Post-Wildfire Debris Flow**: projects that address the causes of and/or contributing factors to wildfires (e.g., fuel loads and types), the impacts of wildfire smoke on air quality and public health (e.g.,

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<sup>2</sup> Community Lifelines are the fundamental services in the community that, when stabilized, enable all other aspects of society to function. Mitigating the loss of lifelines improves a community's resilience. See the linked FEMA website for more information.

structural retrofits for indoor air quality), and the causes of and/or contributing factors to post-wildfire debris flows (e.g., hillslope stabilization). *HMGP wildfire project eligibility criteria apply.*

WA EMD will further evaluate all submitted project proposals, whether prioritized or not, based on the qualitative criteria described in the below table.

<b>Mitigation Project Evaluation Criteria</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
The proposed project anticipates impacts on disadvantaged communities (e.g., socially vulnerable populations), especially regarding the <a href="#">Justice40 Initiative</a> , equitable risk-reduction outcomes and whole-community approaches to disaster resilience.					
The proposed project addresses community lifelines and critical infrastructure vulnerability.					
The proposed project has multiple benefits beyond hazard risk reduction, including climate change resilience, sustainable development, and environmental restoration.					
The proposed project is collaborative and promotes shared responsibility, partnerships, and is supported by multiple jurisdictions or agencies.					
The proposed project includes innovative solutions to mitigate natural hazards, such as nature-based solutions when feasible.					
The proposed project has a clear and direct link to a local, FEMA-approved Hazard Mitigation Plan.					
<b>Total Score</b>					

### **Application Process and Deadlines**

EMD administers the Hazard Mitigation Grant Program using a two-step application process: (1) submission of a Pre-Application Form, and (2) submission of a full Application package (upon invitation). Entities may submit Pre-Applications and, if invited, Full Applications to both DR-4481 HMGP and 2021 BRIC rounds.

**Pre-Application Form submission DEADLINE: November 30, 2021.** All potential applicants must submit their Pre-Application Forms to [HMA@mil.wa.gov](mailto:HMA@mil.wa.gov) no later than November 30, 2021, to be considered for funding under the DR-4481 HMGP round. Entities can submit more than one proposal (only one proposal per form).

No previously submitted *Pre-Applications* will be reviewed for these new grant application rounds. Any previously submitted *Pre-Applications* must be resubmitted by November 30, 2021, using the current DR-4481 HMGP form.

**STEP 1: Submit a Pre-Application Form.** The first step is to complete and submit to EMD a Pre-Application Form by the above-noted deadline. Like a letter of intent, this short document provides EMD basic information about applicant eligibility, proposal eligibility, and overall suitability for HMGP. State EMD staff will review submitted pre-application forms and provide direct feedback to the applicant with guidance, and if deemed eligible, offer technical assistance to strengthen the preliminary proposal.

**STEP 2: Submit a Full Application (*by invitation only*).** Only eligible entities that submit Pre-Applications with suitable proposals will be invited to complete a Full Application for the DR-4481 HMGP round. EMD will provide invitees a Full Application packet, guidance and supporting documents, and a specific deadline to submit their completed application package. Invitees typically receive about 12 weeks to develop and submit their final application packages. For planning purposes, we anticipate the deadline for invitees to submit their Full Applications will be on/around April 14, 2022.

### **Eligible HMGP Mitigation Activities: Plans and Projects**

Planning grants fund efforts to create new FEMA-approved Hazard Mitigation Plans or update existing FEMA-approved Hazard Mitigation Plans. Project grants, on the other hand, help put Mitigation Plans into action by funding site-specific scopes of work that reduce or eliminate a community's risk from future natural hazards. Eligible project and planning activities include, but are not limited to, the following:

#### Projects:

- Aquifer storage and recovery
- Flood risk reduction projects (e.g., culvert upsizing, storm-drainage revisions, flood diversion & storage)
- Generators for essential facilities and critical infrastructure
- Property acquisition and structure demolition/elevation/relocation projects (flood- or erosion-prone properties)
- Soil stabilization and/or erosion control projects
- Structural and non-structural seismic retrofits (especially essential facilities and critical infrastructure)
- Tsunami mitigation projects (vertical evacuation)
- Wildfire defensible space and home-hardening projects (only in Wildland-Urban Interface areas)

#### Planning and Scoping:

- Advance Assistance (targeted funds to develop initial grant proposals for complex mitigation projects)
- Creating or updating a FEMA-approved Hazard Mitigation Plan
- Hazard mitigation-related mapping and data collection (limited funding and eligibility)
- Hazard mitigation-specific training(s) and targeted public outreach efforts (limited funding and eligibility)

### **Mitigation Grant Program Guidance and Benefit-Cost Analysis Requirements**

FEMA's [Hazard Mitigation Assistance Unified Guidance](#) (2015 edition) covers all programmatic requirements related to the DR-4584/4593 HMGP round (e.g., applicant and proposal eligibility, funding caps, cost-shares, information on specific project types, and other programmatic details). It is available for free download on FEMA's Publications website.

Full HMGP project applications (*not Pre-Applications*) require a complete and credible Benefit-Cost Analysis (BCA) to demonstrate a project cost-effectiveness ratio of at least 1.0 using [FEMA's BCA Toolkit Version 6.0](#), which is available on their BCA website. Some mitigation project types involve complex BCAs, such as seismic retrofits, and EMD has limited capacity to provide technical BCA assistance. Invitees are encouraged to secure professional BCA and/or other application development assistance as needed from an engineer or other professional services contractors. EMD cannot suggest or recommend professional service contractors but may provide examples of previously submitted BCAs to invitees upon request during the Full Application development phase.

**Attachment I**  
**June 2021**  
**Treasurer's Report**

# TREASURERS REPORT

## Fund Totals

Pend Oreille Conservation District

06/01/2021 To: 06/30/2021

Time: 10:12:03 Date: 07/07/2021

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	37,660.33	739.39	1,616.63	36,783.09	140.73	-1,500.00	0.00	35,423.82
002 Working Capital Fund	-3,988.97	72.50		-3,916.47	0.00	0.00	0.00	-3,916.47
075 20-21 38NR	7,814.99	0.00		7,814.99	0.00	0.00	0.00	7,814.99
110 CCIM 2020	14,750.98	0.00		14,750.98	0.00	0.00	0.00	14,750.98
120 CCIM2021	2,065.92	7,857.84	7,449.87	2,473.89	3,769.03	631.31	0.00	6,874.23
220 20-21 38VS	-12,727.50	23,956.14	47,802.77	-36,574.13	23,376.02	2,171.08	0.00	-11,027.03
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	-563.56	0.00		-563.56	0.00	0.00	0.00	-563.56
	43,163.39	32,625.87	56,869.27	<b>18,919.99</b>	27,285.78	1,302.39	0.00	<b>47,508.16</b>

# TREASURERS REPORT

## Account Totals

Pend Oreille Conservation District

06/01/2021 To: 06/30/2021

Time: 10:12:03 Date: 07/07/2021  
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 Mountain West	1,194.88	0.00	0.00	1,194.88	0.00	5.00	1,199.88
3 PayPal- NRCS	-1,383.07	0.00	0.00	-1,383.07	0.00	0.00	-1,383.07
4 Wash Fed Sav	3,100.14	0.25	0.00	3,100.39	0.00	0.00	3,100.39
5 Wash Fed Ck.	40,251.44	32,625.62	56,869.27	16,007.79	0.00	28,583.17	44,590.96
<b>Total Cash:</b>	<b>43,163.39</b>	<b>32,625.87</b>	<b>56,869.27</b>	<b>18,919.99</b>	<b>0.00</b>	<b>28,588.17</b>	<b>47,508.16</b>
	<b>43,163.39</b>	<b>32,625.87</b>	<b>56,869.27</b>	<b>18,919.99</b>	<b>0.00</b>	<b>28,588.17</b>	<b>47,508.16</b>

# TREASURERS REPORT

## Outstanding Vouchers

Pend Oreille Conservation District

As Of: 06/30/2021 Date: 07/07/2021  
 Time: 10:12:03 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	224	06/30/2021	Claims	5		EFT Forestry Suppliers	250.90	VSP Equipment LaMotte Cone, Densimeter
2021	206	06/30/2021	Claims	5		EFT Aquagenx LLC	2,067.41	VSP Equipment Field Kit
2021	198	06/23/2021	Claims	5		EFT Onset Computer Corporation	513.42	Equipment VSP
2021	229	06/30/2021	Claims	5		EFT Contact Resource Group	1,125.46	VSP Equipment /workstations
2021	226	06/30/2021	Claims	5		EFT Gemplers	441.14	VSP Equipment, Conductivity Tester, Soil Acidity Tester
							2,581.08	VSP Cost-share Payout, Bill Kelley
2021	182	06/21/2021	Claims	5	2087	Pend Oreille County Weed Board	1,756.17	POCWB Equipment VSP
2021	188	06/30/2021	Claims	5	2090	Menk Jackson Beyer, LLP	180.00	VSP Interlocal Agreements
2021	207	06/30/2021	Claims	5	2091	Ferry Conservation District	3,191.44	Admin Help/ VSP Outreach Farm To Table Insert
2021	213	06/30/2021	Claims	5	2094	Pend Oreille County Weed Board	5,130.15	IMP/VSP Grants June 2021
2021	216	06/30/2021	Claims	5	2097	Kevin Bush	5,353.26	VSP/Cost-share Payout/Bush
2021	217	06/30/2021	Claims	5	2098	George Stuiwenga	4,229.38	Stuiwenga FINAL VSP Cost Share Project Payout
2021	185	06/30/2021	Payroll	5	2100	Alexandra Case-Cohen	1,302.39	Alex Case-Cohen 6/1-30/2021
2021	186	06/30/2021	Claims	5	2101	Alex Case-Cohen	408.33	Travel/VSP/IMP-admin/IMP-Orca
2021	231	06/30/2021	Claims	5	2102	John Floyd	52.64	Travel June 2021 John Floyd
							28,583.17	
							28,588.17	
<b>Fund</b>			<b>Claims</b>	<b>Payroll</b>	<b>Total</b>			
001	General Fund		140.73	-1,500.00	-1,359.27			
120	CCIM2021		3,769.03	631.31	4,400.34			
220	20-21 38VS		23,376.02	2,171.08	25,547.10			
			27,285.78	1,302.39	28,588.17			

**TREASURERS REPORT**

**Signature Page**

Pend Oreille Conservation District

06/01/2021 To: 06/30/2021

Time: 10:12:03 Date: 07/07/2021  
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: 10:12:55 Date: 07/07/2021

06/01/2021 To: 06/30/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
175	06/03/2021	Claims	5	EFT	Verizon Wireless	221.39	Verizon Bill, Cell Phones,
176	06/07/2021	Payroll	5	EFT	Department Of Retirement Systems	869.60	05/01/2021 To 05/31/2021 - PERS 2
178	06/03/2021	Claims	5	EFT	Amazon.com	208.76	Amazon Supplies/ Membership
180	06/17/2021	Payroll	5	EFT	United States Treasurer	995.42	941 Deposit For 05/01/2021 - 05/31/2021 wrong amount entered
181	06/22/2021	Claims	5	EFT	Verizon Wireless	942.33	New iPhones For VSP Mapping And Monitoring
187	06/22/2021	Claims	5	EFT	Verizon Wireless	261.69	Supplies/equipment For VSP Work
189	06/19/2021	Claims	5	EFT	TigerSupplies.com	100.49	June PUD 2021
190	06/11/2021	Claims	5	EFT	Pend Oreille PUD	219.98	Office Supplies
191	06/11/2021	Claims	5	EFT	Amazon.com	500.00	VSP Video Production
192	06/17/2021	Claims	5	EFT	Lisa Alkire	9.54	Certified Mail VSP
193	06/17/2021	Claims	5	EFT	U.S. Postal Service	12.69	Office Supplies
194	06/18/2021	Claims	5	EFT	Safeway	1,459.59	VSP Equipment
195	06/19/2021	Claims	5	EFT	OfficeDepotOrders		Two transactions for supplies
196	06/19/2021	Claims	5	EFT	Forestry Suppliers	96.00	June Water IMP
197	06/21/2021	Claims	5	EFT	City of Newport	513.42	Equipment VSP
198	06/23/2021	Claims	5	EFT	Onset Computer Corporation	452.40	VSP Equipment
199	06/23/2021	Claims	5	EFT	MTP certified	2,472.86	VSP Equipment , Soil Kits
200	06/24/2021	Claims	5	EFT	Woods End Laboratories LLC	1,000.00	IMP/ORCA Video Predoction Service,W/Q
201	06/24/2021	Claims	5	EFT	Lisa Alkire	51.56	VSP Event Calender 2021 Website
202	06/24/2021	Claims	5	EFT	WIX.COM		two different transactions
203	06/24/2021	Claims	5	EFT	Gemplers	37.71	IMP/ Maintain District
204	06/30/2021	Claims	5	EFT	Albeni Falls Building Supplies		two seperate transactions
205	06/30/2021	Claims	5	EFT	Contact Resource Group	2,067.41	VSP Equipment Field Kit
206	06/30/2021	Claims	5	EFT	Aquagenx LLC	1,100.00	VSP Social Media Management Web
209	06/30/2021	Claims	5	EFT	Lisa Alkire	443.86	VSP Equipment Stream Bottom Sampler
223	06/19/2021	Claims	5	EFT	Forestry Suppliers	250.90	VSP Equipment LaMotte Cone, Densimeter
224	06/30/2021	Claims	5	EFT	Forestry Suppliers	727.30	VSP Equipment, Tester, Soil Sampler With Footsetp
225	06/24/2021	Claims	5	EFT	Gemplers	441.14	VSP Equipment, Conductivity Tester, Soil Acidity Tester
226	06/30/2021	Claims	5	EFT	Gemplers	931.61	VSP Equipment/ Workstations
228	06/29/2021	Claims	5	EFT	Contact Resource Group	1,125.46	VSP Equipment /workstations
229	06/30/2021	Claims	5	EFT	Contact Resource Group	140.42	Monther Internet June 2021
230	06/02/2021	Claims	5	EFT	IFIBER Communications	939.41	Plumbing Repair To Line
174	06/03/2021	Claims	5	2084	Stateline Plumbing	853.77	06/01/2021 To 06/30/2021 - Health Care Authority
177	06/08/2021	Payroll	5	2085	Health Care Authority	1,500.00	
179	06/15/2021	Payroll	5	2086			
182	06/21/2021	Claims	5	2087	Pend Oreille County Weed Board	1,756.17	POCWB Equipment VSP
183	06/22/2021	Claims	5	2088	Adams Tractor Co.	9,468.80	All Purpose Seeder /VSP Equipment
184	06/22/2021	Claims	5	2089	Fox Trailers	4,850.00	Trailer For Seeder/VSP Equipment
188	06/30/2021	Claims	5	2090	Menk Jackson Beyer, LLP	180.00	VSP Interlocal Agreements
207	06/30/2021	Claims	5	2091	Ferry Conservation District	3,191.44	Admin Help/ VSP Outreach Farm To Table Insert
208	06/30/2021	Claims	5	2092	George Stuivenga		Wrong amount for Cost-Share payout.
212	06/30/2021	Claims	5	2093	Kevin Bush		wrong amount for payout
213	06/30/2021	Claims	5	2094	Pend Oreille County Weed Board	5,130.15	IMP/VSP Grants June 2021
214	06/30/2021	Claims	5	2095	George Stuivenga		Wrong amounts for payout

## WARRANT/CHECK REGISTER

Pend Oreille Conservation District

Time: 10:12:55 Date: 07/07/2021

06/01/2021 To: 06/30/2021

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
215	06/30/2021	Claims	5	2096	George Stuivenga		wrong amount
216	06/30/2021	Claims	5	2097	Kevin Bush	5,353.26	VSP/Cost-share Payout/Bush
217	06/30/2021	Claims	5	2098	George Stuivenga	4,229.38	Stuivenga FINAL VSP Cost Share Project Payour
185	06/30/2021	Payroll	5	2100		1,302.39	Alex Case-Cohen 6/1-30/2021
186	06/30/2021	Claims	5	2101	Alex Case-Cohen	408.33	Travel/VSP/IMP-admin/IMP-Orc a
231	06/30/2021	Claims	5	2102	John Floyd	52.64	Travel June 2021 John Floyd
						1,616.63	
						7,449.87	
						47,802.77	
						56,869.27	Claims: 51,348.09
							Payroll: 5,521.18

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: 10:13:14 Date: 07/07/2021

06/01/2021 To: 06/30/2021

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
147	06/01/2021	Tr Rec	190975		5	United States Treasurer	84.62	Refund Of 940 Tax 2020 FUTA Tax
148	06/01/2021	Tr Rec	190976		5	Frontier Title & Escrow	725.00	Rent June 2021
210	06/24/2021	Tr Rec	190979		5	WSCC	7,857.84	IMP # 12 May 2021
211	06/29/2021	Tr Rec	190980		5	Pend Orielle County	23,956.14	VSP Voucher # 23 May 2021
221	06/30/2021	Tr Rec	190981		4	Washington Federal	0.25	Savings Interest June 2021
222	06/30/2021	Tr Rec	190982		5	Washington Federal	2.02	Checking Interest June 2021
							<hr/>	
							360 Misc Revenues	654.77
							380 Non Revenues	84.62
							<hr/>	
							001 General Fund	739.39
							<hr/>	
							360 Misc Revenues	72.50
							<hr/>	
							002 Working Capital Fund	72.50
							<hr/>	
							330 State Generated Revenues	7,857.84
							<hr/>	
							120 CCIM2021	7,857.84
							<hr/>	
							330 State Generated Revenues	23,956.14
							<hr/>	
							220 20-21 38VS	23,956.14
							<hr/>	
							<b>32,625.87</b>	

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: 11:24:36 Date: 07/06/2021

06/01/2021 To: 06/30/2021

Page: 1

## 1 Mountain West

Date	Balance Forward	797.22				
	Total Credits:	0.00				
Year	Trans#	Date	Type	Chk#	Vendor	
2021	36	02/23/2021	Claims	12778	Health Care Authority	10.00
					Total Debits:	10.00
					Reconciled Bank Balance:	787.22
					Outstanding Credits:	
2020	54	03/03/2020	Claims	12642	Office of the Secretary of State	5.00
					Outstanding Debits:	5.00
					<b>Reconciled Book Balance:</b>	<b>782.22</b>

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

Due to the pandemic, Money Market and Savings account transaction limitations and excess debit fees were temporarily removed. Effective 8/1/2021 both will be reinstated. Transfers from the account to another account or to third parties by means of preauthorized, automatic, telephonic, transfers are limited to six per calendar month. No more than six by check, draft or debit card. A \$1.00 fee will be assessed if you exceed more than six transactions listed above.

TOTALLY FREE BUSINESS CHECKING		Number of Enclosures	1
Account Number	@XXXXXXXXXX@8895	Statement Dates	6/01/21 thru 6/30/21
Previous Balance	797.22	Days in the statement period	30
Deposits/Credits	.00	Average Ledger	788.22
1 Checks/Debits	10.00	Average Collected	788.22
Service Charge	.00		
Interest Paid	.00		
Ending Balance	787.22		

Checks in Number Order

6/04 12778 10.00  
\* Denotes missing check numbers

Daily Balance Information

Date	Balance	Date	Balance
6/01	797.22	6/04	787.22

# BANK RECONCILIATION

Pend Oreille Conservation District

Time: 11:28:52 Date: 07/06/2021

06/01/2021 To: 06/30/2021

Page: 1

4 Wash Fed Sav

Date	Balance Forward	3,100.14
06/30/2021		0.25
	Total Credits:	0.25

Year	Trans#	Date	Type	Chk#	Vendor	
					Total Debits:	0.00
					Reconciled Bank Balance:	3,100.39
					Outstanding Credits:	
					Outstanding Debits:	
					<b>Reconciled Book Balance:</b>	<b>3,100.39</b>

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 June 30, 2021  
 Statement Begin Date June 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

19809 \*

Between August-October of 2020 **all debit card holders** were mailed a new contactless debit card to replace your existing card.



Have you activated your new card with this symbol on it?



It's easy! Grab your new card and call 800-992-3808.



Unable to find your new card? Let us help. Call our Client Care Center at 800-324-9375.

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	0.098%
Interest Rate Effective 06/01/2021	0.100%
Interest Earned/Accrued this Cycle	\$0.25
Number of Days in this Cycle	30
Date Interest Posted	06-30-2021
Year-to-Date Interest Paid	\$0.70

<b>Beginning Balance</b>	<b>\$3,100.14</b>
Interest Earned This Period	+0.25
<b>Ending Balance</b>	<b>\$3,100.39</b>

Interest Earned This Period

Date	Description	Amount
06-30	Credit Interest	0.25
<b>Total Interest Earned This Period</b>		<b>0.25</b>

# BANK RECONCILIATION

Pend Oreille Conservation District

Time: 13:40:58 Date: 07/06/2021

06/01/2021 To: 06/30/2021

Page: 1

5 Wash Fed Ck.

Date	Balance Forward	65,023.45
06/01/2021		809.62
06/24/2021		7,857.84
06/29/2021		23,956.14
06/30/2021		2.02
	Total Credits:	32,625.62

Year	Trans#	Date	Type	Chk#	Vendor	
2021	71	03/31/2021	Claims	2052	Menk Jackson Beyer, LLP	1,020.00
2021	101	03/31/2021	Claims	2058	Soiltest Farm Consultants Inc.	43.00
2021	161	05/28/2021	Claims	2071	Alex Case-Cohen	52.81
2021	162	05/28/2021	Claims	2072	Exbabylon	323.10
2021	163	05/28/2021	Claims	2073	Soiltest Farm Consultants Inc.	17.80
2021	164	05/28/2021	Claims	2074	Menk Jackson Beyer, LLP	1,104.60
2021	169	05/28/2021	Claims	2079	Doug Jared	2,628.02
2021	170	05/28/2021	Claims	2080	Calispell Duck Club	4,702.50
2021	171	05/28/2021	Claims	2081	Rick & Paula Knapp	1,770.25
2021	172	05/28/2021	Claims	2082	Rebecca Cahill Kemmer	1,589.63
2021	173	05/28/2021	Claims	2083	Pend Oreille County Weed Board	2,116.66
2021	144	05/31/2021	Payroll	2070	Alexandra Case-Cohen	1,306.40
2021	165	05/31/2021	Claims	2075	Ferry Conservation District	3,716.19
2021	166	05/31/2021	Claims	2076	Stevens County Conservation District	666.66
2021	167	05/31/2021	Claims	2077	Pomeroy Conservation District	1,133.31
2021	230	06/02/2021	Claims		IFIBER Communications	140.42
2021	174	06/03/2021	Claims	2084	Stateline Plumbing	939.41
2021	175	06/03/2021	Claims		Verizon Wireless	221.39
2021	178	06/03/2021	Claims		Amazon.com	208.76
2021	176	06/07/2021	Payroll		Department Of Retirement Systems	869.60
2021	177	06/08/2021	Payroll	2085	Health Care Authority	853.77
2021	190	06/11/2021	Claims		Pend Oreille PUD	100.49
2021	191	06/11/2021	Claims		Amazon.com	219.98
2021	179	06/15/2021	Payroll	2086	Alexandra Case-Cohen	1,500.00
2021	180	06/17/2021	Payroll		United States Treasurer	995.42
2021	192	06/17/2021	Claims		Lisa Alkire	500.00
2021	193	06/17/2021	Claims		U.S. Postal Service	9.54
2021	194	06/18/2021	Claims		Safeway	12.69
2021	189	06/19/2021	Claims		TigerSupplies.com	261.69
2021	195	06/19/2021	Claims		OfficeDepotOrders	1,459.59
2021	223	06/19/2021	Claims		Forestry Suppliers	443.86
2021	197	06/21/2021	Claims		City of Newport	96.00
2021	183	06/22/2021	Claims	2088	Adams Tractor Co.	9,468.80
2021	184	06/22/2021	Claims	2089	Fox Trailers	4,850.00
2021	187	06/22/2021	Claims		Verizon Wireless	942.33
2021	199	06/23/2021	Claims		MTP certified	452.40
2021	200	06/24/2021	Claims		Woods End Laboratories LLC	2,472.86
2021	201	06/24/2021	Claims		Lisa Alkire	1,000.00
2021	202	06/24/2021	Claims		WIX.COM	51.56
2021	225	06/24/2021	Claims		Gemplers	727.30
2021	228	06/29/2021	Claims		Contact Resource Group	931.61
2021	204	06/30/2021	Claims		Albeni Falls Building Supplies	37.71
2021	209	06/30/2021	Claims		Lisa Alkire	1,100.00
					Total Debits:	53,058.11
					Reconciled Bank Balance:	44,590.96

# BANK RECONCILIATION

Pend Oreille Conservation District

Time: 13:40:58 Date: 07/06/2021

06/01/2021 To: 06/30/2021

Page: 2

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Outstanding Credits:

2021	168	05/28/2021	Claims	2078	Kelley, Bill	2,581.08
2021	182	06/21/2021	Claims	2087	Pend Oreille County Weed Board	1,756.17
2021	185	06/30/2021	Payroll	2100	Case-Cohen, Alexandra Loree	1,302.39
2021	186	06/30/2021	Claims	2101	Case-Cohen, Alex	408.33
2021	188	06/30/2021	Claims	2090	Menk Jackson Beyer, LLP	180.00
2021	198	06/23/2021	Claims		Onset Computer Corporation	513.42
2021	206	06/30/2021	Claims		Aquagenx LLC	2,067.41
2021	207	06/30/2021	Claims	2091	Ferry Conservation District	3,191.44
2021	213	06/30/2021	Claims	2094	Pend Oreille County Weed Board	5,130.15
2021	216	06/30/2021	Claims	2097	Bush, Kevin	5,353.26
2021	217	06/30/2021	Claims	2098	Stuivenga, George	4,229.38
2021	224	06/30/2021	Claims		Forestry Suppliers	250.90
2021	226	06/30/2021	Claims		Gemplers	441.14
2021	229	06/30/2021	Claims		Contact Resource Group	1,125.46

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Outstanding Debits: 28,530.53

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**Reconciled Book Balance: 16,060.43**

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 6

Statement End Date June 30, 2021  
 Statement Begin Date June 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

19808 \*

Between August-October of 2020 **all debit card holders** were mailed a new contactless debit card to replace your existing card.

Member FDIC



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 06/01/2021 0.050%  
 Interest Earned/Accrued this Cycle \$2.02  
 Number of Days in this Cycle 30  
 Date Interest Posted 06-30-2021  
 Year-to-Date Interest Paid \$8.16

**Beginning Balance \$65,023.45**  
 Interest Earned This Period +2.02  
 Deposits and Credits +32,623.60  
 Checks Paid -40,231.65  
 ATM, Electronic and Debit Card Withdrawals -12,788.75  
 Other Transactions -37.71  
**Ending Balance \$44,590.96**

04.10.2021  
 + 32623.60  
 - 40231.65  
 - 12788.75  
 - 37.71



Unable to find your new card?  
 Let us help. Call our Client Care Center at 800-324-9375.

11,855.11

	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
06-30	Credit Interest	2.02
<b>Total Interest Earned This Period</b>		<b>2.02</b>

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 June 30, 2021
Statement Begin Date June 1, 2021
Account Number 62763959434

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

Table with columns: Date, Description, Amount. Rows include POS Signature Purchases for FORESTRY SUPPLIERS, OFFICE DEPOT, TIGER SUPPLIES, VERIZON WRLS, WOODS END LABORATOR, WIX.COM, GEMPLER'S, and CONTRACT RESOURCE. Total ATM, Electronic and Debit Card Withdrawals: 12,788.75

Other Transactions

Table with columns: Date, Description, Amount. Row: POS Pinned Purchase ALBENI FALLS BL 520 HIGHWAY 2 OLDTOWN IDUS Card #9903. Total Other Transactions: 37.71

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

2079

05/28/2021

PAY TO THE ORDER OF: Doug Jared \$ \*\*\*\*\*2,628.02

\*\*\*\*\*Two Thousand Six Hundred Twenty Eight and 02/100\*\*\*\*\*

Doug Jared  
WA  
MEMO: VSP Cost-share Payout

John W. Flinn  
AUTHORIZED SIGNATURE

⑆002079⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2079 Date 06/11/2021 Amount \$2,628.02

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

2084

06/03/2021

PAY TO THE ORDER OF: Stateline Plumbing \$ \*\*\*\*\*939.41

\*\*\*\*\*Nine Hundred Thirty Nine and 41/100\*\*\*\*\*

Stateline Plumbing  
PO BOX 765  
Newport, WA 99156  
MEMO: Plumbing Repair To Line

John W. Flinn  
AUTHORIZED SIGNATURE

⑆002084⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2084 Date 06/10/2021 Amount \$939.41

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

2080

05/28/2021

PAY TO THE ORDER OF: Calispell Duck Club \$ \*\*\*\*\*4,702.50

\*\*\*\*\*Four Thousand Seven Hundred Two and 50/100\*\*\*\*\*

Calispell Duck Club  
MEMO: VSP Cost-share Payout

John W. Flinn  
AUTHORIZED SIGNATURE

⑆002080⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2080 Date 06/28/2021 Amount \$4,702.50

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

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

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

2085

06/08/2021

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

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

Health Care Authority  
WA  
MEMO: 06/01/2021 To 06/30/2021 - Health Care Authority

John W. Flinn  
AUTHORIZED SIGNATURE

⑆002085⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2085 Date 06/28/2021 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

2081

05/28/2021

PAY TO THE ORDER OF: Rick & Paula Knapp \$ \*\*\*\*\*1,770.25

\*\*\*\*\*One Thousand Seven Hundred Seventy and 25/100\*\*\*\*\*

Rick & Paula Knapp  
MEMO: VSP Cost-share Knapp

John W. Flinn  
AUTHORIZED SIGNATURE

⑆002081⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2081 Date 06/17/2021 Amount \$1,770.25

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

2086

06/15/2021

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  
MEMO:

Paula Knapp  
AUTHORIZED SIGNATURE

⑆002086⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2086 Date 06/18/2021 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

2082

05/28/2021

PAY TO THE ORDER OF: Rebecca Cahill Kemmer \$ \*\*\*\*\*1,589.63

\*\*\*\*\*One Thousand Five Hundred Eighty Nine and 63/100\*\*\*\*\*

Rebecca Cahill Kemmer  
WA  
MEMO: VSP Cost-share Cahill Kemmer

John W. Flinn  
AUTHORIZED SIGNATURE

⑆002082⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2082 Date 06/17/2021 Amount \$1,589.63

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

2088

06/22/2021

PAY TO THE ORDER OF: Adams Tractor Co. \$ \*\*\*\*\*9,468.80

\*\*\*\*\*Nine Thousand Four Hundred Sixty Eight and 80/100\*\*\*\*\*

Adams Tractor Co.  
1602 E. Trent Ave  
Spokane, WA 99202  
MEMO: All Purpose Seeder /VSP Equipment

Paula Knapp  
AUTHORIZED SIGNATURE

⑆002088⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2088 Date 06/25/2021 Amount \$9,468.80

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

2083

05/28/2021

PAY TO THE ORDER OF: Pend Oreille County Weed Board \$ \*\*\*\*\*2,116.66

\*\*\*\*\*Two Thousand One Hundred Sixteen and 66/100\*\*\*\*\*

Pend Oreille County Weed Board  
PO BOX 5085  
Newport, WA 99156  
MEMO: VSP/MP Shared Employee

John W. Flinn  
AUTHORIZED SIGNATURE

⑆002083⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2083 Date 06/11/2021 Amount \$2,116.66

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

2089

06/22/2021

PAY TO THE ORDER OF: Fox Trailers \$ \*\*\*\*\*4,850.00

\*\*\*\*\*Four Thousand Eight Hundred Fifty and 00/100\*\*\*\*\*

Fox Trailers  
MEMO: Trailer For Seeder/VSP Equipment

Paula Knapp  
AUTHORIZED SIGNATURE

⑆002089⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2089 Date 06/28/2021 Amount \$4,850.00

## Employee Accrual Cost

Pend Oreille Conservation Dis

Time: 13:49:42 Date: 07/06/2021

As Of: 06/30/2021

Page: 1

Case-Cohen, Alexandra Loree	Beginning	Earned	Used	Ending	Rate	Cost
Vacation	32.00	8.00		40.00	36.96	1,478.40
Sick Pay	38.00	8.00		46.00	36.96	1,700.16
				86.00		3,178.56
			<b>Report Total</b>	<b>86.00</b>		<b>3,178.56</b>

**Attachment J**  
**July 2021**  
**Treasurer's Report**

# TREASURERS REPORT

## Fund Totals

Pend Oreille Conservation District

07/01/2021 To: 07/31/2021

Time: 13:40:07 Date: 08/04/2021

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Ending Balance	Adjusted Ending Balance
001 General Fund	36,783.09	1,405.10	351.56	37,836.63	90.12	-1,290.61	0.00	36,636.14	
002 Working Capital Fund	-3,916.47	155.88		-3,760.59	0.00	0.00	0.00	-3,760.59	
075 20-21 38NR	7,814.99	0.00		7,814.99	0.00	0.00	0.00	7,814.99	
080 PUD FY18	0.00	0.00	135.11	-135.11	0.00	135.11	0.00	0.00	
110 CCIM 2020	14,750.98	0.00		14,750.98	0.00	0.00	0.00	14,750.98	
120 CCIM2021	2,473.89	0.00	765.42	1,708.47	0.00	84.67	0.00	1,793.14	
130 WSCC FY22	0.00	0.00	5,959.27	-5,959.27	3,529.21	1,165.40	0.00	-1,264.66	
220 20-21 38VS	-43,764.51	61,795.40	6,463.44	11,567.45	513.42	95.79	0.00	12,176.66	
240 WSCC FY22	0.00	0.00	2,256.82	-2,256.82	28.00	1,368.07	0.00	-860.75	
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 PUDEC CW	3,070.92	0.00		3,070.92	0.00	0.00	0.00	3,070.92	
500 20-21 WQAIR	-360.70	5,162.47		4,801.77	0.00	0.00	0.00	4,801.77	
510 WQAIR-2021	-563.56	0.00		-563.56	0.00	0.00	0.00	-563.56	
	11,729.61	68,518.85	15,931.62	<b>64,316.84</b>	4,160.75	1,558.43	0.00	<b>70,036.02</b>	

# TREASURERS REPORT

## Account Totals

Pend Oreille Conservation District

07/01/2021 To: 07/31/2021

Time: 13:40:07 Date: 08/04/2021  
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 Mountain West	1,194.88	0.00	102.74	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	3,100.39	833.29	0.00	3,933.68	0.00	0.00	3,933.68
5 Wash Fed Ck.	8,817.41	68,518.56	16,661.88	60,674.09	0.00	5,714.18	66,388.27
<b>Total Cash:</b>	<b>11,729.61</b>	<b>69,351.85</b>	<b>16,764.62</b>	<b>64,316.84</b>	<b>0.00</b>	<b>5,719.18</b>	<b>70,036.02</b>
	<b>11,729.61</b>	<b>69,351.85</b>	<b>16,764.62</b>	<b>64,316.84</b>	<b>0.00</b>	<b>5,719.18</b>	<b>70,036.02</b>

# TREASURERS REPORT

## Outstanding Vouchers

Pend Oreille Conservation District

As Of: 07/31/2021 Date: 08/04/2021  
 Time: 13:40:07 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	198	06/23/2021	Claims	5	EFT	Onset Computer Corporation	513.42	Equipment VSP
2021	227	07/30/2021	Payroll	5	EFT	Department of Labor & Industries	1871.17	2ND Quarter 04/01/2021 - 06/30/2021
2021	240	07/15/2021	Claims	5	2106	WACD	3,488.89	WACD- District Dues
2021	242	07/31/2021	Payroll	5	2107	Alexandra Case-Cohen	1,371.26	Alex Case-Cohen 7/1-31/2021
2021	243	07/31/2021	Claims	5	2108	Alex Case-Cohen	153.44	Travel July 2021 VSP/IMP-WQ
							5,714.18	
							5,719.18	

Fund	Claims	Payroll	Total
001 General Fund	90.12	-1,290.61	-1,200.49
080 PUD FY18	0.00	135.11	135.11
120 CCIM2021	0.00	84.67	84.67
130 WSCC FY22	3,529.21	1,165.40	4,694.61
220 20-21 38VS	513.42	95.79	609.21
240 WSCC FY22	28.00	1,368.07	1,396.07
		1,558.43	5,719.18
		4,160.75	5,719.18

**TREASURERS REPORT**

**Signature Page**

Pend Oreille Conservation District

07/01/2021 To: 07/31/2021

Time: 13:40:07 Date: 08/04/2021  
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

# BANK RECONCILIATION

Pend Oreille Conservation District

Time: 10:07:46 Date: 08/04/2021

07/01/2021 To: 07/31/2021

Page: 1

## 1 Mountain West

Date	Balance Forward	787.22				
	Total Credits:	0.00				
Year	Trans#	Date	Type	Chk#	Vendor	
2021	245	07/28/2021	Claims		US Bank Corporate Payment Systems	102.74
					Total Debits:	102.74
					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
					<b>Reconciled Book Balance:</b>	<b>679.48</b>

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	7/01/21 thru 8/01/21
Previous Balance	787.22	Days in the statement period	32
Deposits/Credits	.00	Average Ledger	771.16
1 Checks/Debits	102.74	Average Collected	771.16
Service Charge	.00		
Interest Paid	.00		
Ending Balance	684.48		

Debits and Withdrawals			
Date	Description		Withdrawals
7/28	U.S. BANK AUTOPAY		102.74-
	CCD 448559455562237		
	042000012683123		

Daily Balance Information			
Date	Balance	Date	Balance
7/01	787.22	7/28	684.48

# BANK RECONCILIATION

Pend Oreille Conservation District

Time: 10:13:52 Date: 08/04/2021

07/01/2021 To: 07/31/2021

Page: 1

## 4 Wash Fed Sav

Date	Balance Forward	
07/19/2021		3,100.39
07/31/2021		833.00
		0.29
	Total Credits:	833.29

Year	Trans#	Date	Type	Chk#	Vendor	
						Total Debits: 0.00
						Reconciled Bank Balance: 3,933.68
						Outstanding Credits:
						Outstanding Debits:
						Reconciled Book Balance: 3,933.68

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 July 31, 2021  
 Statement Begin Date July 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

20092 \*

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 07/01/2021	0.100%
Interest Earned/Accrued this Cycle	\$0.29
Number of Days in this Cycle	31
Date Interest Posted	07-31-2021
Year-to-Date Interest Paid	\$0.99
<hr/>	
Beginning Balance	\$3,100.39
Interest Earned This Period	+0.29
Deposits and Credits	+833.00
<hr/>	
Ending Balance	\$3,933.68

Use your equity to  
 get overdue projects  
**DONE** with a Home  
 Equity Line of Credit.

Learn more at [wafdbank.com](http://wafdbank.com)

NMILSR 410274



Interest Earned This Period

Date	Description	Amount
07-31	Credit Interest	0.29
<hr/>		
<b>Total Interest Earned This Period</b>		<b>0.29</b>

Deposits and Credits

Date	Description	Amount
07-19	Deposit Transfer from DDA 9434 - NRCS payout	833.00
<hr/>		
<b>Total Deposits and Credits</b>		<b>833.00</b>

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)

# BANK RECONCILIATION

Pend Oreille Conservation District

Time: 13:35:14 Date: 08/04/2021

07/01/2021 To: 07/31/2021

Page: 1

5 Wash Fed Ck.

Date	Balance Forward	44,590.96
07/06/2021		16,799.97
07/15/2021		833.84
07/26/2021		50,882.90
07/31/2021		1.85
	Total Credits:	68,518.56

Year	Trans#	Date	Type	Chk#	Vendor	
2021	168	05/28/2021	Claims	2078	Bill Kelley	2,581.08
2021	182	06/21/2021	Claims	2087	Pend Oreille County Weed Board	1,756.17
2021	185	06/30/2021	Payroll	2100	Alexandra Case-Cohen	1,302.39
2021	186	06/30/2021	Claims	2101	Alex Case-Cohen	408.33
2021	188	06/30/2021	Claims	2090	Menk Jackson Beyer, LLP	180.00
2021	207	06/30/2021	Claims	2091	Ferry Conservation District	3,191.44
2021	213	06/30/2021	Claims	2094	Pend Oreille County Weed Board	5,130.15
2021	216	06/30/2021	Claims	2097	Kevin Bush	5,353.26
2021	217	06/30/2021	Claims	2098	George Stuivenga	4,229.38
2021	231	06/30/2021	Claims	2102	John Floyd	52.64
2021	237	06/30/2021	Claims	2103	Mitch Walker	11,075.29
2021	206	07/01/2021	Claims		Aquagenx LLC	2,067.41
2021	229	07/01/2021	Claims		Contact Resource Group	1,125.46
2021	244	07/02/2021	Claims		IFIBER Communications	140.46
2021	254	07/02/2021	Claims		WA DOL	434.45
2021	258	07/02/2021	Claims		Lisa Alkire	1,100.00
2021	226	07/07/2021	Claims		Gemplers	441.14
2021	241	07/08/2021	Claims		Verizon Wireless	221.39
2021	259	07/08/2021	Claims		U.S. Postal Service	2.00
2021	233	07/12/2021	Payroll		Employment Security Department	31.67
2021	255	07/12/2021	Claims		Pend Oreille PUD	98.48
2021	238	07/13/2021	Payroll	2104	Alexandra Case-Cohen	1,500.00
2021	239	07/13/2021	Payroll	2105	Health Care Authority	853.77
2021	262	07/13/2021	Claims		U.S. Postal Service	1.60
2021	232	07/15/2021	Payroll		Department Of Retirement Systems	869.59
2021	263	07/15/2021	Claims		U.S. Postal Service	2.40
2021	249	07/19/2021	Withdraw		Transfer To Savings Acct. To Cover Accurals.	833.00
2021	256	07/20/2021	Claims		City of Newport	96.00
2021	260	07/20/2021	Claims		Ace Hardware #14204	99.18
2021	264	07/28/2021	Claims		U.S. Postal Service	165.00
2021	257	07/29/2021	Claims		Petroglyph Printing and Sign	145.75
2021	218	07/30/2021	Payroll		United States Treasurer	995.42
2021	219	07/30/2021	Payroll		Employment Security Department	125.00
2021	261	07/31/2021	Claims		Forestry Suppliers	111.95

Total Debits: 46,721.25

Reconciled Bank Balance: 66,388.27

Outstanding Credits:

2021	198	06/23/2021	Claims		Onset Computer Corporation	513.42
2021	224	06/30/2021	Claims		Forestry Suppliers	
2021	227	07/30/2021	Payroll		Department of Labor & Industries	187.17
2021	240	07/15/2021	Claims	2106	WACD	3,488.89
2021	242	07/31/2021	Payroll	2107	Case-Cohen, Alexandra Loree	1,371.26
2021	243	07/31/2021	Claims	2108	Case-Cohen, Alex	153.44

# BANK RECONCILIATION

Pend Oreille Conservation District

Time: 13:35:14 Date: 08/04/2021

07/01/2021 To: 07/31/2021

Page: 2

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Outstanding Debits: 5,714.18

**Reconciled Book Balance: 60,674.09**

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

Statement End Date July 31, 2021

Statement Begin Date July 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

20091 \*

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 07/01/2021	0.050%
Interest Earned/Accrued this Cycle	\$1.85
Number of Days in this Cycle	31
Date Interest Posted	07-31-2021
Year-to-Date Interest Paid	\$10.01

<b>Beginning Balance</b>	<b>\$44,590.96</b>
Interest Earned This Period	+1.85
Deposits and Credits	+68,516.71
Checks Paid	-37,613.90
ATM, Electronic and Debit Card Withdrawals	-7,670.90
Other Transactions	-1,436.45
<b>Ending Balance</b>	<b>\$66,388.27</b>

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

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Learn more at [wafdbank.com](http://wafdbank.com)

NMLSR 410994



Interest Earned This Period

Date	Description	Amount
07-31	Credit Interest	1.85
<b>Total Interest Earned This Period</b>		<b>1.85</b>

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

PAGE 2 OF 5

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

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

Deposits and Credits

Table with 3 columns: Date, Description, Amount. Rows include deposits from 07-06 to 07-26, totaling 68,516.71.



Checks Paid

Table with 6 columns: Number, Date, Amount, Number, Date, Amount. Lists checks from 2078 to 2098 and 2100\* to 2105, totaling \$37,613.90.

\* 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 withdrawals from 07-01 to 07-21, including POS purchases and external withdrawals.



Statement of Account

Statement End Date ..... PAGE 3 OF 5  
July 31, 2021  
Statement Begin Date ..... July 1, 2021  
Account Number ..... 62763959434

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

Date	Description	Amount
07-29	POS Signature Purchase PETROGLYPH PRINTING509-4472590 WAUS Card #9903	145.75
07-30	External Withdrawal STATE OF WA-ESD NOT USED - ESD ACH 6 ESD WA UI-TAX	125.00
07-30	External Withdrawal IRS - USATAXPYMT 270161160613763	995.42
07-31	POS Signature Purchase FORESTRY SUPPLIERS 601-3543565 MSUS Card #9903	111.95
<b>Total ATM, Electronic and Debit Card Withdrawals</b>		<b>7,670.90</b>

**Other Transactions**

Date	Description	Amount
07-02	POS Pinned Purchase WA DOL LIC & REG NEWPORT WAUS Card #9903	434.45
07-13	POS Pinned Purchase USPS PO 54586607 10NEWPORT WAUS Card #9903	1.60
07-15	POS Pinned Purchase USPS PO 54586607 10NEWPORT WAUS Card #9903	2.40
07-19	Withdrawal Transfer to SDA 9483 - NRCS payout	833.00
07-28	POS Pinned Purchase USPS PO 54586607 10NEWPORT WAUS Card #9903	165.00
<b>Total Other Transactions</b>		<b>1,436.45</b>



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

2078

05/28/2021

Bill Kelley

PAY TO THE ORDER OF \$ \*\*\*\*\*2,581.08

\*\*\*\*\*Two Thousand Five Hundred Eighty One and 08/100\*\*\*\*\*

Bill Kelley

Newport, WA 99156

VSP Cost-share Payout,

MEMO

John W. Floyd

002078 325070980 62763959434

Check 2078 Date 07/20/2021 Amount \$2,581.08

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

2097

06/30/2021

Kevin Bush

PAY TO THE ORDER OF \$ \*\*\*\*\*5,353.26

\*\*\*\*\*Five Thousand Three Hundred Fifty Three and 26/100\*\*\*\*\*

Kevin Bush

WA

VSP/Cost-share Payout/Bush

MEMO

Richard A. Mendenhall

002097 325070980 62763959434

Check 2097 Date 07/26/2021 Amount \$5,353.26

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

2087

06/21/2021

Pend Oreille County Weed Board

PAY TO THE ORDER OF \$ \*\*\*\*\*1,756.17

\*\*\*\*\*One Thousand Seven Hundred Fifty Six and 17/100\*\*\*\*\*

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

POCWB Equipment VSP

MEMO

Richard A. Mendenhall

002087 325070980 62763959434

Check 2087 Date 07/09/2021 Amount \$1,756.17

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

2098

06/30/2021

George Stuienga

PAY TO THE ORDER OF \$ \*\*\*\*\*4,229.38

\*\*\*\*\*Four Thousand Two Hundred Twenty Nine and 38/100\*\*\*\*\*

George Stuienga  
16651 W Calipso Road  
Cusick, WA 99119

Stuienga FINAL VSP Cost Share Project Payout

MEMO

Richard A. Mendenhall

002098 325070980 62763959434

Check 2098 Date 07/21/2021 Amount \$4,229.38

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

2090

06/30/2021

Menk Jackson Beyer, LLP

PAY TO THE ORDER OF \$ \*\*\*\*\*180.00

\*\*\*\*\*One Hundred Eighty and 00/100\*\*\*\*\*

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

VSP Interlocal Agreements

MEMO

Richard A. Mendenhall

002090 325070980 62763959434

Check 2090 Date 07/14/2021 Amount \$180.00

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

2100

06/30/2021

Alexandra Loree Case-Cohen

PAY TO THE ORDER OF \$ \*\*\*\*\*1,302.39

\*\*\*\*\*One Thousand Three Hundred Two and 39/100\*\*\*\*\*

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

Alex Case-Cohen 6/1-30/2021

MEMO

Richard A. Mendenhall

002100 325070980 62763959434

Check 2100 Date 07/06/2021 Amount \$1,302.39

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

2091

06/30/2021

Ferry Conservation District

PAY TO THE ORDER OF \$ \*\*\*\*\*3,191.44

\*\*\*\*\*Three Thousand One Hundred Ninety One and 44/100\*\*\*\*\*

Ferry Conservation District  
PO BOX 1045  
Republic, WA 99166

Admin Help/ VSP Outreach Farm To Table Insert

MEMO

Richard A. Mendenhall

002091 325070980 62763959434

Check 2091 Date 07/26/2021 Amount \$3,191.44

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

2101

06/30/2021

Alex Case-Cohen

PAY TO THE ORDER OF \$ \*\*\*\*\*408.33

\*\*\*\*\*Four Hundred Eight and 33/100\*\*\*\*\*

Alex Case-Cohen

Newport, WA 99156

Travel/VSP/IMP-admin/IMP-Orca

MEMO

Richard A. Mendenhall

002101 325070980 62763959434

Check 2101 Date 07/06/2021 Amount \$408.33

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

2094

06/30/2021

Pend Oreille County Weed Board

PAY TO THE ORDER OF \$ \*\*\*\*\*5,130.15

\*\*\*\*\*Five Thousand One Hundred Thirty and 15/100\*\*\*\*\*

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

IMP/VSP Grants June 2021

MEMO

Richard A. Mendenhall

002094 325070980 62763959434

Check 2094 Date 07/16/2021 Amount \$5,130.15

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

2102

06/30/2021

John Floyd

PAY TO THE ORDER OF \$ \*\*\*\*\*52.64

\*\*\*\*\*Fifty Two and 64/100\*\*\*\*\*

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

Travel June 2021 John Floyd

MEMO

Richard A. Mendenhall

002102 325070980 62763959434

Check 2102 Date 07/14/2021 Amount \$52.64



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

2103

06/30/2021

Mitch Walker

PAY TO THE ORDER OF \$ \*\*\*\*\*11,075.29

\*\*\*\*\*Eleven Thousand Seventy Five and 29/100\*\*\*\*\*

Mitch Walker

VSP Cost-share Payout Mitch Walker

MEMO

002103 325070980 62763959434

Check 2103 Date 07/09/2021 Amount \$11,075.29

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

2104

07/13/2021

Alexandra Loree Case-Cohen

PAY TO THE ORDER OF \$ \*\*\*\*\*1,500.00

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

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

MEMO

002104 325070980 62763959434

Check 2104 Date 07/16/2021 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

2105

07/13/2021

Health Care Authority

PAY TO THE ORDER OF \$ \*\*\*\*\*853.77

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

Health Care Authority  
, WA

MEMO  
06/01/2021 To 06/30/2021 - Health Care Authority

002105 325070980 62763959434

Check 2105 Date 07/20/2021 Amount \$853.77



# RECEIPT REGISTER

Pend Oreille Conservation District

Time: 13:47:43 Date: 08/04/2021

07/01/2021 To: 07/31/2021

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
251	07/31/2021	Tr Rec	265		4	Washington Federal	0.29	Savings Interest July 2021
235	07/06/2021	Tr Rec	190983		5	Pend Oreille County	16,074.97	VSP/voucher # 24 Equipment Advancement.
236	07/06/2021	Tr Rec	190984		5	Frontier Title & Escrow	725.00	Rent July 2021
246	07/26/2021	Tr Rec	190985		5	Dept of Ecology	5,162.47	Dept Ecology # 00012 June 2021
248	07/26/2021	Tr Rec	190986		5	Pend Oreille County	45,720.43	VSP June 2021 # 24
252	07/31/2021	Tr Rec	190988		5	Washington Federal	1.85	Checking Interest July 2021
253	07/15/2021	Tr Rec	190989		5	Paypal	833.84	Paypal Deposit From NRCS Rent
							<hr/>	
360 Misc Revenues							1,405.10	
001 General Fund							1,405.10	
360 Misc Revenues							155.88	
002 Working Capital Fund							155.88	
330 State Generated Revenues							61,795.40	
220 20-21 38VS							61,795.40	
330 State Generated Revenues							5,162.47	
500 20-21WQAIP							5,162.47	
							<hr/>	
							68,518.85	

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

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Date

# WARRANT/CHECK REGISTER

Pend Oreille Conservation District

Time: 13:47:12 Date: 08/04/2021

07/01/2021 To: 07/31/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
245	07/28/2021	Claims	1	EFT	US Bank Corporate Payment Systems	102.74	Lucidchart.com
206	07/01/2021	Claims	5	EFT	Aquagenx LLC	2,067.41	VSP Equipment Field Kit
218	07/30/2021	Payroll	5	EFT	United States Treasurer	995.42	941 Deposit For 06/01/2021 - 06/30/2021
219	07/30/2021	Payroll	5	EFT	Employment Security Department	125.00	Unemployment Quarterly Report
226	07/07/2021	Claims	5	EFT	Gemplers	441.14	VSP Equipment, Conductivity Tester, Soil Acidity Tester
227	07/30/2021	Payroll	5	EFT	Department of Labor & Industries	187.17	2ND Quarter 04/01/2021 - 06/30/2021
229	07/01/2021	Claims	5	EFT	Contact Resource Group	1,125.46	VSP Equipment /workstations
232	07/15/2021	Payroll	5	EFT	Department Of Retirement Systems	869.59	06/01/2021 To 06/30/2021 - PERS 2
233	07/12/2021	Payroll	5	EFT	Employment Security Department	31.67	04/01/2021 To 06/30/2021 - FMLA
241	07/08/2021	Claims	5	EFT	Verizon Wireless	221.39	Verizon Bill July 2021
244	07/02/2021	Claims	5	EFT	IFIBER Communications	140.46	July2021 Internet
254	07/02/2021	Claims	5	EFT	WA DOL	434.45	Registration For FOXT, VSP
255	07/12/2021	Claims	5	0	Pend Oreille PUD	98.48	Pend Oreille PUD July 2021
256	07/20/2021	Claims	5	EFT	City of Newport	96.00	City Of Newport July_2021
257	07/29/2021	Claims	5	EFT	Petroglyph Printing and Sign	145.75	Post Cards VSP
258	07/02/2021	Claims	5	EFT	Lisa Alkire	1,100.00	VSP, Web Page Management July
259	07/08/2021	Claims	5	EFT	U.S. Postal Service	2.00	IMP Postage
260	07/20/2021	Claims	5	EFT	Ace Hardware #14204	99.18	IMP/GF Office
261	07/31/2021	Claims	5	EFT	Forestry Suppliers	111.95	VSP Supplies /June 2021
262	07/13/2021	Claims	5	EFT	U.S. Postal Service	1.60	IMP Postage
263	07/15/2021	Claims	5	EFT	U.S. Postal Service	2.40	IMP/postage
264	07/28/2021	Claims	5	EFT	U.S. Postal Service	165.00	VSP Postage For Postcards
238	07/13/2021	Payroll	5	2104		1,500.00	
239	07/13/2021	Payroll	5	2105	Health Care Authority	853.77	06/01/2021 To 06/30/2021 - Health Care Authority
240	07/15/2021	Claims	5	2106	WACD	3,488.89	WACD- District Dues
242	07/31/2021	Payroll	5	2107		1,371.26	Alex Case-Cohen 7/1-31/2021
243	07/31/2021	Claims	5	2108	Alex Case-Cohen	153.44	Travel July 2021 VSP/IMP-WQ
						351.56	001 General Fund
						135.11	080 PUD FY18
						765.42	120 CCIM2021
						5,959.27	130 WSCC FY22
						6,463.44	220 20-21 38VS
						2,256.82	240 WSCC FY22
						15,931.62	Claims: 9,997.74 Payroll: 5,933.88

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: \_\_\_\_\_

## Employee Accrual Cost

Pend Oreille Conservation Dis

Time: 15:15:32 Date: 08/04/2021

As Of: 07/31/2021

Page: 1

Case-Cohen, Alexandra Loree	Beginning	Earned	Used	Ending	Rate	Cost
Vacation	40.00	8.00		48.00	36.96	1,774.08
Sick Pay	46.00	8.00	4.00	50.00	36.96	1,848.00
				98.00		3,622.08
<b>Report Total</b>				<b>98.00</b>		<b>3,622.08</b>



U.S. BANK  
P.O. BOX 6343  
FARGO ND 58125-6343



ACCOUNT NUMBER 4485 5945 5562 2370  
STATEMENT DATE 07-26-2021  
AMOUNT DUE \$102.74  
NEW BALANCE \$102.74  
PAYMENT DUE ON RECEIPT

00001881101 SP 0.560 106481370976769 P  
PEND OREILLE CONS DIST  
ATTN DAVID MARCELL  
PO BOX 465  
NEWPORT WA 99156-0465

AMOUNT ENCLOSED  
\$

Please make check payable to  
U.S. BANK

U.S. BANK  
P.O. BOX 790428  
ST. LOUIS, MO 63179-0428

4485594555622370 000010274 000010274

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
PEND OREILLE CONS DI 4485 5945 5562 2370 Company Total	Previous Balance	Purchases And Other + Charges	+ Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	= New Balance	
	\$0.00	\$102.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102.74	

NEW ACTIVITY				
DAVID MARCELL 4485-5902-0018-4782	CREDITS \$0.00	PURCHASES \$102.74	CASH ADV \$0.00	TOTAL ACTIVITY \$102.74
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-12	07-11	24011341192000042279318	LUCIDCHART.COM/CHARGE WWW.GOLUCID.C UT	102.74

Department: 00000 Total: \$102.74  
Division: 00000 Total: \$102.74

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 4485-5945-5562-2370		ACCOUNT SUMMARY	
	STATEMENT DATE 07/26/21	DISPUTED AMOUNT .00	PREVIOUS BALANCE	.00
SEND BILLING INQUIRIES TO: U.S. BANK P.O. Box 6335 Fargo, ND 58125-6335	AMOUNT DUE 102.74		PURCHASES & OTHER CHARGES	102.74
			CASH ADVANCES	.00
			CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
			CREDITS	.00
		PAYMENTS	.00	
		ACCOUNT BALANCE	102.74	



U.S. BANK  
 P. O. Box 6343  
 Fargo, ND 58125-6343



ACCOUNT NUMBER 4485-5902-0018-4782

AMOUNT DUE \$0.00

000010564 01 SP 0.560 106481370968522 P  
 DAVID MARCELL  
 PEND OREILLE CD  
 PO BOX 465  
 NEWPORT WA 99156-0465

"MEMO STATEMENT ONLY"  
 DO NOT REMIT PAYMENT

**MESSAGES:**

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
07-11	07-12	5734	LUCIDCHART.COM/CHARGE WWW.GOLUCID.C UT	24011341192000042279318	102.74

<b>CUSTOMER SERVICE CALL</b> <b>800-344-5696</b>	<b>ACCOUNT NUMBER</b> 4485-5902-0018-4782	<b>ACCOUNT SUMMARY</b>	
	<b>STATEMENT DATE</b> 07/26/21	<b>PURCHASES, FEES &amp; ADJUSTMENTS</b>	\$102.74
<b>MANAGING ACCOUNT NUMBER</b> 4485-5945-5562-2370 <b>CONTACT AND ADDRESS</b> PEND OREILLE CONS DIST DAVID MARCELL PO BOX 465 NEWPORT, WA 99156		<b>CHECKS/CASH ADVANCES</b>	\$0.00
		<b>DISPUTE AMOUNT</b>	\$0.00
		<b>CREDITS</b>	\$0.00
		<b>STATEMENT TOTAL</b>	\$102.74

# Lucid Software Inc.

10355 South Jordan Gateway Suite 300  
SEND CHECKS TO ADDRESS IN TERMS & CONDITIONS  
South Jordan, UT 84095  
United States  
Email: support@lucidchart.com  
VAT #: EU372009104

# Invoice

Invoice # 8660453  
Billed On Jul 11, 2021  
Terms On-Receipt  
Due On Jul 11, 2021

Bill To  
**David Marcell**  
99156  
United States

**PAID** on Jul 11, 2021

**\$102.74** USD

Date	Description	Qty	Price	Subtotal	Tax	Total
Jul 11, 2021 - Jul 11, 2022	Lucidchart Pro	1	\$95.40	\$95.40	7.70%	\$102.74

Subtotal	\$95.40
WA Tax 7.7%	\$7.34
<b>Total</b>	<b>\$102.74</b>
Paid	(\$102.74)
<b>Amount Due</b>	<b>\$0.00</b>

Payments  
Jul 11, 2021 \$102.74 Payment from Visa ... 4782

Notes  
All amounts in United States Dollars (USD)

Terms and Conditions: Payments via standard mail:  
Lucid Software Inc.  
DEPT CH 17239  
Palatine, IL 60055-7239

Payments via FedEx, UPS or other expedited means:  
Lucid Software Inc.  
17239  
5505 N. Cumberland Ave Ste 307  
Chicago, IL 60656-1471

Payments via ACH/wire transfer:  
Bank Name: Silicon Valley Bank  
Account Number: 3300998940

**Attachment K  
August 2021  
Treasurer's Report**

# Attachment L

# Operations Report



Pend Oreille Conservation District  
Operations Report  
August 2021

## HIGHLIGHTS

### OPERATIONS UPDATE

- **Building Maintenance** – After board approval, John began working with local agencies to incrementally complete small works construction projects. John submitted a small projects form (less than \$2,500) to Clark's electric with the hopes that they will complete the project for us.  
Alex has been in contract with J&J Contractors to potentially receive a bid for our project. We have contacted at least 5 other contractors and have not heard back. We hope that these contractors will
- **Staffing** – For future staffing with the weed board, we will need to approve our continued staff and contracting well before the end of the contract date.
- **Budget** – Please see Attachment 2
- **Grant Applications** – From October to December, we have three potential grant applications: two Department of Ecology Grants (Centennial/Clean Water and Invasive Weed Management) and one Western Sustainable Agriculture Research and Education (SARE) grant for work with a Producer/Professional. Last month, the board agreed to contract with Cecily Van Cleave to assist with this work; her Master's in Literature and CD background will help us create the best applications that we can.
- **ExBabylon/IT** –

### PROGRAMS

#### 1.) WSCC Implementation Funding Activity:

No new news for IM at this time.

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

At the September Board Meeting, the Board will need to approve and submit an addendum for the allocation of these funds. I still believe we should dedicate these funds to the Town of Metaline, but have no

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

After much deliberation, we may have 6 potential projects: 5 erosion control projects and 2 cottonwood planting project. This year has been a bit of a headache; there are so many differing opinions of Ordinary High Water Mark and which permits are required, that it's difficult to offer sound advice.

The best advice I've received yet is from Scott; he recommends looking at a Pictometry map when the water is between 85,000-95,000 cfs, since this is when the river is at ordinary high flows. I will request that the County include a checkbox on their permits for people working with POCD/PUD for grant funding; if so, I want this to trigger the Corps and WDFW regardless of what the County's determination may be. This I believe is the safest option moving forward and will limit future confusion.

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

In September, we will host 2 site visits with our engineer: we are working with 7-8 landowners along Sandy Shores for a large-scale potential DOE-funded project. On a following visit, he will create a proposal for another landowner on LeClerc Rd. S with a high rate of erosion and another landowner on Sacheen Lake.

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

- We held our first VSP Workshop to recruit new work group members and to create more order and consistency in our operations. At that meeting, 18 people were in attendance virtually and in-person, 4 new members were added to the workgroup, and the biennial budget was decided. Another positive outcome from the meeting was that the work group agreed to allocate \$20,000 for monitoring for the biennium. This shows that the work group is open to ‘progressive planning’ and adapting to the requirements of the VSP technical panel.
- The County has submitted their contract with the Conservation Commission. At a Commissioner’s Meeting that took place August 30<sup>th</sup>, it was decided that Community Development will still oversee the grant and admin will still be maintained by the County.
- In August, I conducted 3 new site visits. I will complete their VSP Checklists and ISPs this week. We have worked with 36 unique producers on VSP, which is over 12% of all VSP-qualifying landowners in the County.
- Next, I will need to work with potential projects from last year to see who is still interested in a VSP project; this will help me determine how the \$40,000 of allocated cost share funds will be spent for the biennium.

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

WE have received the final invoice from Aquatechnex, the contracted applicator who applied Procellacor at Bead Lake. We may be able to close out the grant this year, well before the end of the grant scheduled for June 30<sup>th</sup>, 2022.

**MARY MALONE TASKS**

For August I primarily worked on finishing up and submitting the Forest Legacy app (Attachment 2); VSP Workshop; POCD Board Meeting/minutes; and the fair. Took the rest of the month off (August 23<sup>rd</sup> – 31<sup>st</sup>)

**FUTURE DATES**

- September 24<sup>th</sup> – Biennial Report Due
- October 14<sup>th</sup> – October Regular Board Meeting
- October 20<sup>th</sup> – Northeast Area Meeting hosted by Ferry CD

District Manager \_\_\_\_\_ Date \_\_\_\_\_

## POCD Task Lists

8/1/21/- 8/31/21

### Social Media Posts Created

Pend Oreille County Fair Reminder **161 people reached**  
Farm cow meme  
Aquatic Workshop Recap  
Pioneer Fire post **201 people reached**  
Water bottle / conservation idea **146 people reached**  
VSP Ag viability **76 people reached**  
Pend Oreille beaver conservation  
Hazardous Air Quality Alert **237 people reached**  
Invasive Species found by middle schooler **96 people reached**  
Smoke photo share  
Clean Air alert **357 people reached**  
County Fair reminder 202  
Pet owners – toxic algae bloom alert **193 people reached**  
Forest management plan / class **72 people reached**  
Pend Oreille Fair booth **161 people reached**  
Shorelines stabilization video  
Rain shower facts about wildlife  
Newsletter **96 people reached**  
Frost alert **134 people reached**  
Algae bloom toxin alert **101 people reached**  
Weather predictions & cats folklore  
Farmers market **115 people reached**  
Back to school conservation resources  
Free training Aquatic invasives – Liz Seebacher  
Blue Slate Ranch farm highlight

### Other notable things:

Our newsletter was sent out to 83 people via email. 30% of these people who read our newsletter also went to check out our website after opening our email. 50 of the 83 actually read the newsletter within 24 hours of receiving the email. Because of our newsletter we also were able to receive contact from a Michael Ryan interested in hosting a purple air unit.

We also got 2 new subscriptions to our newsletter in the last month.

Our page was viewed by over 2,367 people (300 less than last month)

We gained 34 new page likes ( last month we only received 27 new page likes, so it means we are continuing to find new people who have never heard of us before)

Our Streambank Restoration video got 10 more views after sharing it again on Facebook.

**Website Update:**

82 unique visitors to our website (69 of those are unique visitors)

We had 123 site sessions (times those visitors visited our website overall)

Our pages were viewed over 464 times

- Homepage 61
- Air quality – 31
- Newsletters - 25
- About Us Page – 16
- VSP - 13

One of my greater takeaways from this months information is that the most frequented pages on our website correlate with the posts I'm creating above on Facebook! That means people are connecting with us further than just a Facebook relationship. That kind of trend is usually very hard to see with a small rural organization statistically.

# Forest Legacy Application

Submitted August 5<sup>th</sup>, 2021

**FOREST LEGACY PROGRAM  
PROJECT PROPOSAL: FY 2023**

**PART I**

**FY 2023 FOREST LEGACY PROGRAM PROJECT NOMINATION FORM**

**OWNERSHIP INFORMATION**

1. **Proposal submitted by:** Mary Malone, Pend Oreille Conservation District  
**Representing:** John Stephen Wilson  
**Address:** 121 North Washington Ave.  
**City:** Newport WA, 99156  
**State:** Washington  
**Zip:** 99156  
**Email:** mmalone@pocd.org  
**Phone:** 509-447-1155
  
2. **Owner of proposed tract:** John Stephen Wilson  
**Address:** 1382 Rocky Gorge Rd.  
**City:** Newport WA, 99156  
**State:** Washington  
**Zip:** 99156  
**Phone:** 509-447-3001

**PROPERTY INFORMATION**

1. **Tract Name:** Selkirk Forest
2. **U.S. Congressional District in which the tract lies:** 5<sup>th</sup> Congressional District of Washington
3. **Tract Acres:** 1189
4. **Total Project Acres:** 1865
5. **County:** Pend Oreille
6. **Tax Lot #:** See Attachment A
7. **County Zoning:** Rural/Natural Resource lands
8. **Legal description:** See Attachment A
9. **Percentage of tract acres forested:** 90%
10. **Intended future use of tract:** FLP Conservation Easement, ongoing forest management: timber production & harvest, wildlife habitat, controlled public access
11. **Surrounding land uses:** Designated Forest Land, Residential, Department of Natural Resources, Federal Forest
12. **Legal access:** County Road
13. **Mineral Right Ownership:** None
14. **Structures:** Phase I lower valley: 1 house, barn & outbuildings; Phase II upper valley: 3 unoccupied cabins, 2 houses, outbuildings
15. **Are the owners willing to manage the tract under a Forest Stewardship Plan?** Yes
16. **Have the owners reviewed the State's conservation easement or required deed language? Yes. Do they accept the mandatory terms?** Yes
17. **If the proposal is implemented, who is the intended fee owner of the tract?** John S. Wilson

**PART II**

**FY 2023 PROPOSED PROJECT BRIEF**

**FUNDING SUMMARY**

<u>FY</u>	<u>Acres</u>	<u>Total Tract Cost \$</u>	<u>FLP Funding (75%)</u>	<u>Cost Share (25% land match)</u>
2023	1,189	\$2,987,500	\$2,240,625	\$746,875
2024	676	\$1,690,000	\$1,267,500	\$422,500
Totals	1,865	<u>\$4,677,500</u>	\$3,508,125	\$1,169,375

**DESCRIPTION**

Project is in the priority FLP area & consists of two valleys in a small area of NE WA state, with abundant precipitation & a rich mix of coastal & interior plant species. After the family purchased the original 400-acre ranch in 1973, John (Steve) Wilson recognized the importance of these valleys in the Selkirk Mountains with their productive forests & diverse lowland ecosystems. He has made an additional 36 land purchases in 47 years to save them from development & now owns 2137 acres of productive working forests & critical lowland wildlife habitat adjacent to public forestlands. Public roads, utilities, fiber optics & scenic beauty make these valleys highly desirable for development, & much of this land would have been sold for home sites had he not purchased it. The wetlands have been protected with a 272-acre NRCS Wetland Reserve Easement. He is applying to protect the remaining 1865 acres with a FLP CE. With no means to pay a \$360,000 debt in his lifetime & no alternative funding sources for conservation easements, the FLP is the only chance to save these valleys from fragmentation. Phase I would protect debt-free lower valley. Phase II would use FLP funds to free debt encumbered upper valley & protect it with FLP CE.

**IMPORTANCE**

**Sustainable Forest Management:**

- Resource production: These working forests are harvested in accordance with the stewardship-plan goals to maintain a species and structurally diverse forest to enhance biodiversity, forest health, lumber production and wildlife habitat.
- The owner implements selective harvest to remove overcrowded, root-rot infected and other diseased trees, retaining groups of healthy older trees to create a mosaic of different age classes and habitat for wildlife dependent on large trees, snags and down wood.
- Reforesting harvest openings with disease resistant seral species. Precommercial thinning overstocked young stands to reduce fire danger and relieve superior trees from competition. Maintaining soil productivity using harvest methods to retain nutrients and organic matter & to prevent compaction.

**Economic Benefits from Forestry Activities:**

- Long-term sustainable management ensures a steady supply of logs to local mills, lumber for the economy, and the jobs created by this resource. Reforestation and pre-commercial thinning provide jobs for growing and planting trees, thinning, delimiting and slash disposal.

**Forest Productivity:**

- Abundant precipitation with diverse productive forest: 10 conifer species, broadleaf trees, shrubs and understory plants, including some more common to the coast: western red cedar, western hemlock, pacific yew, red alder, cascara, devil's club, western sword fern and more.

**Economic Benefits from Non-Timber Products:**

- Meadows are used for agricultural production, including hay, grain, pasture. Potential income from sequestering/storing carbon. Potential income from recreation; however, it's the landowner's vision to use the property for environmental education, wildlife viewing, hiking and related activities.

**Threatened or Endangered Species Habitat:**

- The adjacent Selkirk Mountains serve as a wildlife travel & dispersal corridor, likely accounting for several wolverine sightings (one trapped & killed prior to purchase of property by current landowner). Also, 2 grizzly sightings & one lynx in recent years. Wolf sightings are common.
- Observed federal and state listed and candidate species: Canada lynx, grizzly, northern leopard frog, Columbia spotted frog, northern goshawk, black-backed woodpecker, pileated woodpecker, bald eagle, wolverine, gray wolf and sandhill crane.

**Fish, Wildlife, Plants and Unique Forest Communities:**

- Bio-Diversity: The forest, wetlands, streams & meadows on the tract support a multitude of wildlife, including species associated with cedar, hemlock, mixed conifer & ponderosa pine, riparian deciduous trees & shrubs, marshes, open water, upland fields & wet meadows.
- Critical lowland habitat: The wetlands provide important summer habitat for moose. Numerous species of waterfowl and other birds nest and rear their young in the wetlands and riparian areas, along with other wildlife species.
- Meadows provide forage for deer, elk, bears, and habitat for bobolinks and other birds that nest in grasslands. The South Fork of Calispell Creek, which feeds the wetlands, provides habitat for west slope cutthroat trout. A beautiful old-growth cedar grove thrives alongside the creek.
- Wildlife habitat improvement projects: Planting riparian trees & shrubs in restored wetlands, installing nest boxes for cavity nesting ducks & birds, planting upland food plots for wildlife, improving pollinator habitat & installing bat and mason bee boxes.

**Water Quality Protection:**

- The wetlands serve as important water storage and recharge for two fish-bearing streams: Deer Creek (flows south), and Calispell Creek (flows north). Forest land adjacent to wetlands is managed for old growth to ensure high water quality and include this now rare habitat in the forest mosaic.
- Project area contains headwaters of Davis and Calispell Lake/Creek sub-watershed, which empty into the Pend Oreille River watershed (WRIA 62) and headwaters of the Sacheen Lake sub-watershed, which feeds into the Little Spokane River watershed (WRIA 55).

**Public Access:**

- Public access will be allowed with permission for environmental study and education, wildlife viewing, hiking and other activities compatible with wildlife use and protection in a natural, undisturbed setting.
- Wildlife refuge: This property will be used as a wildlife refuge to provide a safe-haven for all wildlife, including threatened and endangered species. Uncontrolled public access, recreational motorized vehicles, hunting and trapping will not be permitted.

**Scenic:**

- The public has unlimited access on the county road to view the unspoiled beauty of these valleys and the wildlife that use them.

**Historical/Cultural/Tribal:**

- The county road in the upper valley follows the historic Calispell Trail, which was the north/south route used by Native Americans, European fur traders, missionaries and settlers.
- A baby's grave dated 1903 from the original homestead family is on the property. A portion of the old wagon road used by these settlers to access the upper valley from the Calispell Trail still exists.
- Historic log cabin remains in the upper valley; the structure is still sound but in need of restoration and repair. The pack mule trail used to supply the lookout tower in the early days originates in upper valley and ascends about ¼ mile up the mountain before entering WA State forestland.

**THREATENED**

- Landowner's vision: The landowner has worked for the last 47 years to save these two valleys from development, with their productive forests and critical lowland wildlife habitat.
- Development would eliminate resource production. By converting working forests to residential lands, wildlife habitat would be severely impacted; increases in human conflict with wildlife, especially predators, would likely occur. Increased development would have negative impact on water quality.
- The tract's elderly landowner struggles to pay the remaining \$360,000 debt incurred from purchasing the last parcels to complete his ownership of the upper valley; he has no means to pay this debt in his lifetime.
- Increased demand for these rural properties from families desiring a rural lifestyle has resulted in numerous offers to purchase property.
- Potential for conversion: with 4 miles of public road frontage, utilities, fiber optics & scenic beauty, these valleys are highly desirable for development.
- Five-acre tracts: The new County Comprehensive Plan will allow land in designated rural areas on well-maintained county roads to be subdivided into 5-acre tracts.

- Imminent threat: Landowner circumstances, age & no alternative funding sources for conservation easements, the FLP is the only chance to save these valleys from fragmentation.
- Large debt may force the landowner to break up the tract and sell if not conserved within three years.

### **STRATEGIC**

- First in Northeast Washington: If approved, this project would be the first Forest Legacy Easement in Northeast Washington – a unique & important ecological region worth conserving.
- Agreement not to subdivide: The landowner will agree in the FLP contract that the tract can never be subdivided into more than two parcels (one for each valley).
- This project compliments & enhances a 2,772-acre land purchase by the WA Department of Fish and Wildlife to the south.
- Critical buffer between State, Federal and industrial forestlands and encroaching development. A domino effect of development will likely occur on adjacent private forests if project area is not conserved.
- A Priority Lands Assessment Plan by Inland Northwest Land Conservancy has identified this area as a priority for protection of working forests. The Inland Northwest Land Conservancy endorses this FLP application.

### **READINESS**

1. Has information been documented to support the cost estimate, such as completed market analysis or preliminary appraisal?
  - Date Completed: Market Analysis, August 4, 2021 (See attachment B)
2. Have landowner and easement holder agreed to the easement or fee acquisition conditions?
  - Landowner agrees to conservation easement requirements upon acceptance into the Forest Legacy Program
3. Has a cost-share commitment been obtained from a specified source?
  - Land match by property owner will fulfill cost-share requirements
4. Has an option or purchase and sale agreement been signed
  - Applicant John Stephen Wilson is the sole owner of these tracts
5. Has a title search been completed?
  - No. Applicant John Stephen Wilson holds the titles as the sole owner of these tracts

6. Have ownership of mineral rights and mineral potential been determined?
  - No mineral rights on property
7. Has a stewardship plan or multi-resource management plan been completed?
  - Conservation Activity Plan completed by American Forest Management in 2020

#### **SUPPORTING PARTIES**

- Pend Oreille County Commissioners
- Pend Oreille County Noxious Weed Board
- Inland Northwest Land Conservancy
- American Forest Management
- Pend Oreille Conservation District (current and former)
- Adjoining landowners
- US Fish and Wildlife Service
- USDA Natural Resource Conservation Service
- Lead field researcher, Shiras moose demographic monitoring project, Eastern Washington
- Kalispel Tribe of Indians

(See attachment C, letters of support)

#### **Map**

(See attachment D)

#### **Photos**

(See attachments E-H)

Attachment E: Photo of Upper Valley adjacent to public forestlands

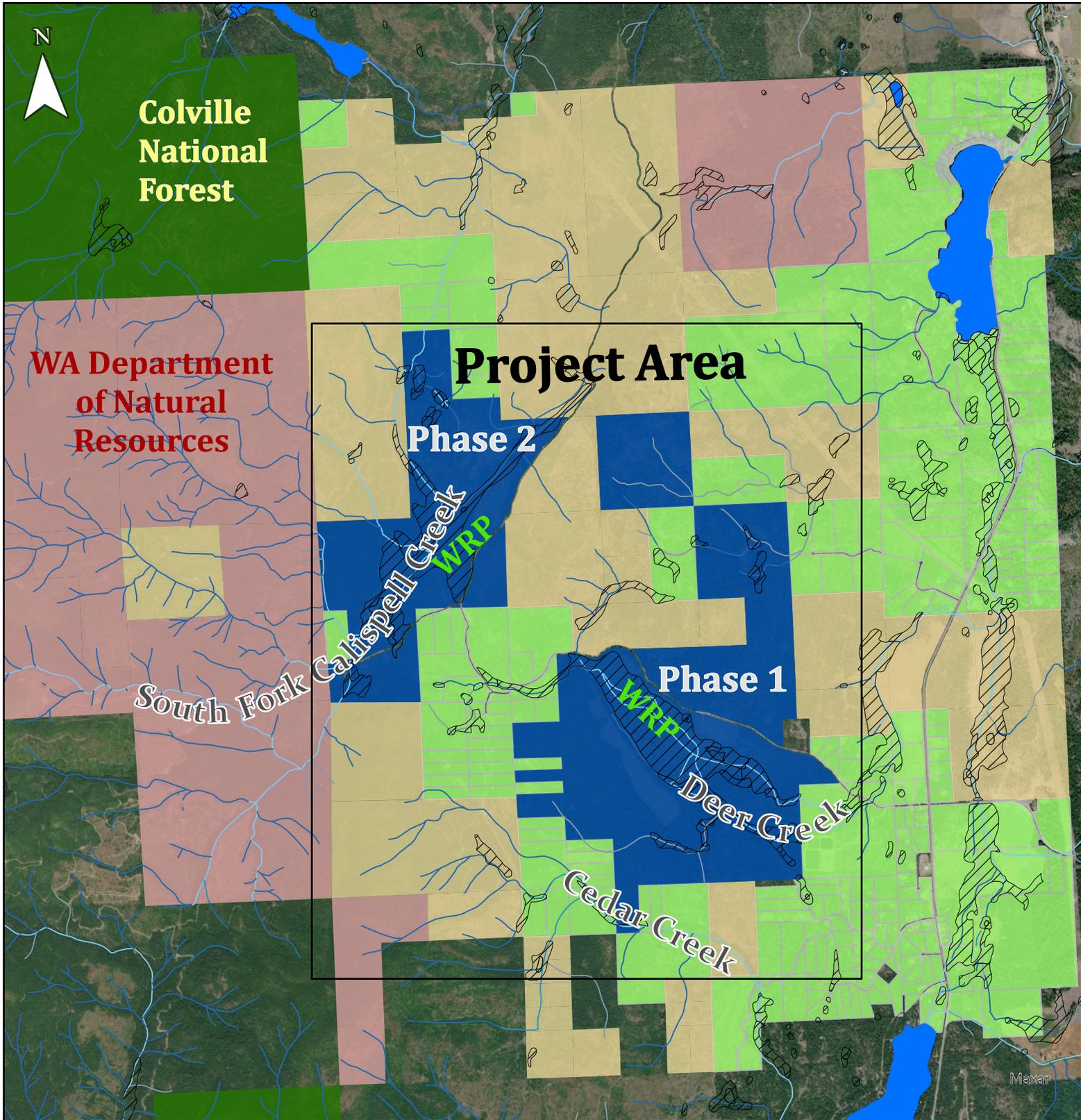
Attachment F: Photo of Lower Valley: wetlands, meadows, forestland

Attachment G: Old Growth Cedar Grove located in Upper Valley

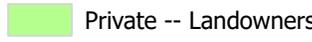
Attachment H: Timber harvest, John (Steve) Wilson next to log deck in Lower Valley

# John Steven Wilson Forest Legacy Map

## Fiscal Year 2023 Application



-  Wetlands
-  Streams
  -  Fish
  -  Non-fish
  -  Shorelines of the State
  -  Unknown
  -  Waters with no type designation

-  J.S. Wilson Property
-  Private -- Timber
-  Private -- Landowners
-  US Forest Service
-  WA DNR

Map Produced By:  
Pend Oreille  
Conservation  
District











