



Pend Oreille Conservation District  
Regular Board Meeting MINUTES: 3/10/2022

Meeting Start – 3:03 PM

In attendance at Camas Center: George Stuivenga, Board Supervisor – Chair; Randall Leestma, Board Supervisor; Alex Case-Cohen, POCD District Manager; John Floyd, Board Supervisor; Mike Baden, Washington State Conservation Commission; Kevin Bush, POCD Board Supervisor

In attendance via “GoToMeeting,”: Mike Mumford, Board Supervisor; Jeff Schibel, Lincoln County CD; Robert Rosencrantz, Pend Oreille County Commissioner; Cecily Van Cleave, Far Corner Communications

Official Action Items				
Motion	Motion made by:	Motioned seconded by:	Decision	Attachment
Motion to approve agenda as corrected and take items out of order	John Floyd	Randall Leestma	Carried	A
Motion to approve February minutes	John Floyd	Randall Leestma	Carried	B
Motion to approve MOU with Washington Conservation Society	Randall Leestma	John Floyd	Carried	C
Motion to approve Telework Policy	John Floyd	Randall Leestma	Carried	D,E
Motion to approve Resolution No.20220310_01 designating applicant agent for HMGP	Mike Mumford	Randall Leestma	Carried	G
Motion to approve hiring temporary/part-time VSP position (Mike M voted no, John F abstained).	Kevin Bush	Randall Leestma	Carried	I,J
Motion to approve addendum to MOA with Far Corner Communications	Kevin Bush	John Floyd	Carried	K
Motion to approve February treasurer’s report	Randall Leestma	John Floyd	Carried	L
Meeting Adjourned at 5:46 PM				

## Partner Reports

**Cecily Van Cleave**, *Far Corner Communications*

Proposed to continue contract as it has been, which includes two parts – to help with grant applications and Smartsheets. Addendum would allocate the same amount of funding for grants. Cecily briefly explained what Smartsheets are. Cost would be \$2,000. Funding would cover most of the work, especially for Smartsheets. Alex showed the board the POCD intake form draft Smartsheet. Would like to add all landowners we work with. She will help with the hazard mitigation grant and Smartsheets primarily this year. Charges by hourly rate and the contract is capped by funding, not by a date.

**Robert Rosencrantz**, *Pend Oreille County Commissioner*

The focal point of POCC has been the major infrastructure project in Metaline. Will have a profound impact for the town getting this off their shoulder. Commissioner Brian Smiley is excited to move forward, and the county is ready to do what they can to make it happen.

**Mike Baden**, *WSCC*

The Commission's new Director, Chris Pettit started this month.

Legislative session winds down today. no CD elections bills that made it out of the legislative session. There is likely a very good chance that the elections issue will come up next session and will no doubt be additional discussions between now and the next legislative session about next steps so make sure to stay tuned. Livestock water rights bill – even before session there was a suggestion that wanted to meet with stakeholders. Was put on hold to give people time to participate, more discussion.

Supplemental capital and operating budgets have been passed. There are several items that would provide funding (some significant) for district and Commission work. The budgets still need to be signed by the Governor and as the funding becomes "real" there are a lot of details that still need to be discussed and plans to

be made before any final allocation decisions can be made. There will definitely be more info coming out in the coming months.

Sustainable farms and fields is looking to be about \$2 million. There needs to be more form to figure out how to implement funds. Engineering funds of \$2.7 million. In the capital budget, \$3 million for VSP cost-share. In the operating budget, they came to compromise of \$10 million for riparian restoration projects, but would need to be complete by end of 2023.

**Jeff Schibel, WACD**

In Lincoln County, they had 19 ballots cast for supervisor. King County was hoping to get about 10,000 ballots with \$500,000 elections services costs.

During last WACD board meeting introduced new area directors. Report came out of northeast area – in Okanagon they talk about VSP, Firewise, and water banking; Foster Creek talked about no till, VSP, Fire and Fire Recovery funds; Grant County talked about their new building, VSP, Moses Lake water quality, and the Odessa ground water replacement program. Partner reports touched on the new executive director; Farms and Fields; a fly-in back to D.C.; livestock water issue; watershed program that brings in up to \$1 billion (the Odessa ground water replacement was first applicant for that pot); WADE conference in Leavenworth will include tribal training and CD world and how everybody works together; Sarah Moorehead from Thurston talked about the stress and strife of CDs and the state commission; Mike Mumford talked about blue algae.

**Mike Mumford, WACD**

Referring to the two elections bills that did not make it through the legislative session, Mike emphasized how important individual participation is – Jeff emailed three elected officials who committed to pulling the bill if it looked like it would put districts on the general ballot. WACD took neutral stance on the riparian buffer legislation, but Tom's testimony was "why say voluntary stewardship doesn't work when you have never funded it as you would fund enforcement under the new bill." WACD recently had meeting with Chris Pettit, who came from Florida, so learning curve coming to Washington. Sent Alex a letter that came from SCC on Pierce CDs election. One person emailed her information and it went to spam folder. They now have to go to superior court to decertify the election – just goes

to the point that there is always a possibility that something could go wrong. Ryan Baye invited Chris to come out and ride on the combine, and Mike invited him to come out and check out forestry issues, especially in a county where approximately 70% of the forested land is public lands.

### Old Business

**Alex Case-Cohen & Board, Action Item: approve MOU with Washington Conservation Society –**

See attachment C. Alex noted that John Floyd would be the voting designee, effective July 1, 2022 to June 30, 2023. Randy moved, John seconded. Motion carried.

**Alex Case-Cohen & Board, Action item: Approve telework policy –**

See attachments D-E. Need to change executive director to district manager. Mike added to update the district handbook to address the district manager as well. Changes throughout the document during meeting primarily consisted of changing supervisor/director to district manager. Expenses for internet and telephone must be agreed upon as part of the telecommuting agreement. Electronic communications are subject to the Public Records Act. Add date to title as policy number. Randy moved, John seconded. Motion carried.

**POCD Building Committee, Building Update –**

See attachment F. In mid-February, had Sunvec come out and give assessment on roof repair. They use a special foam that would work perfect with the current roof. Due to funding, Alex would like to see each project done individually – not the whole remodel at this time. Start with the roof and maybe a few other things such as windows. Discussion over prevailing wage. They provided bid of \$12,141.30. Alex will solidify two additional examples and make decision on roof renovation.

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

We have scheduled the partners meeting for March 31. Need to send out invite for the meeting. Alex will try to pick up the Metaline monitor soon.

**Alex Case-Cohen, Action Item: approve Resolution No.20220310\_01 –**

See attachment G. Resolution designating applicant agent for HMGP. Moved by Mike, seconded by Randy. Motion carried.

## New Business

Annual Plan of Work – Discussion item: Annual Plan of Work planning  
See attachment H. Alex noted the plan is due May 31. John suggested adding Whitworth and the VEC to water quality and education. Hold a second meeting in May to approve the plan. Board will get recommendations to Alex by meeting in April.

Pursue hiring urban and rural ag summer intern – Action Item:  
Approve potential part-time, temporary resource technician for VSP. See Attachment K. Add they must be at least 18 and strike the word intern. Will need to get them a cell phone. Possibly get a District vehicle. Kevin moved to approve posting the summer tech position April 1. Randy seconded. Mike voted against, John abstained. Motion carried.

Continued work with Far Corner Communications – Review addendum to MOA for continued grant/Smartsheets assistance. See attachment K and Cecily's partner report. Kevin moved to adopt the addendum, John seconded. Motion carried.

### **Treasurer's Report for February – See attachment L**

Randy moved to approve February treasurer's report, John seconded. Motion carried

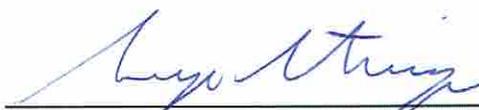
### **Operations Report – Alex Case-Cohen, See Attachment M**

#### **To do list:**

- Commissioner title to be POCC moving forward
- Alex will solidify two additional examples and make decision on roof renovation
- Send out invite for the air quality meeting
- Board to send recommendations for annual plan by April meeting, and hold second meeting in May to approve

**Meeting Adjourned: 5:46 PM**

  
\_\_\_\_\_  
Alex Case-Cohen, POCD District Manager

  
\_\_\_\_\_  
George Stuiyenga, POCD Board Chair





# BOARD MEETING PACKET

## March 10<sup>th</sup>, 2022

Attachment A: POCD Regular Board Meeting AGENDA – March 10<sup>th</sup>, 2022

Attachment B: POCD Regular Board Meeting MINUTES – February 10<sup>th</sup>, 2022

Attachment C: WCS Application & MOU

Attachment D: POCD Telecommuting Policy DRAFT

Attachment E: POCD Telecommuting Agreement DRAFT

Attachment F: Sunvek WA Roof Renovation Bid

Attachment G: Resolution No.20220310\_01 Resolution Designating Applicant Agent for HMGP

Attachment H: FY22 Annual Plan of Work

Attachment I: Summer 2022 Urban/Rural Ag Intern Vacancy Announcement

Attachment J: 3-2-2022 POC VSP WG Meeting Minutes

Attachment K: Farm Corner Communications MOA Addendum – February 2022

Attachment L: February 2022 Treasurer's Report

Attachment M: Operations Report



**Pend Oreille Conservation District  
Regular Board Meeting AGENDA: March 10<sup>th</sup>, 2022**

Attachment (A)

This meeting will be held virtually and in-person

**In-Person Information**

Room 1

Camas Center for Community Wellness

1821 LeClerc Rd. N., Cusick, WA 99119

**GoTo Meeting Information**

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

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

Access Code: 960-196-629

Time: 3:00 p.m. – 6:00 p.m.

More info: [www.pocd.org](http://www.pocd.org)

Time	Agenda Items	Item Detail	Attachment	Duration
3:00 PM	Introductions & Approval of Current Agenda	<i>Regular Meeting: March 10<sup>th</sup>, 2022</i>	Attachment A	5 Minutes
3:05 PM	Approve Previous Meeting Minutes:	<i>Regular Meeting Minutes: February 10<sup>th</sup>, 2022</i>	Attachments B	5 Minutes
3:10 PM	Partner Reports			45 Minutes
		<i>Robert Rosencrantz -- POC</i>		
		<i>Mike Baden – WSCC</i>		
		<i>Mike Lithgow – Kalispel Tribe</i>		
		<i>Mark Simpson-USDA NRCS</i>		
		<i>Mike Mumford – WACD</i>		
3:55 PM	Old Business			55 Minutes
	Action Item: Approve MOU with Washington Conservation Society	<i>Join WCS to partner on grant/scholarship programs, etc.</i>	Attachment C	10 Min.
	Action Item: Approve Telework Policy	<i>Alex Case-Cohen, POCD</i>	Attachment D, E	20 Min
	Building Update	<i>POCD Building Committee</i>	Attachment F	10 Min.
	Purple Air Update	<i>Mary Malone &amp; Alex Case-Cohen</i>		5 Min.
	Action Item: Approve Resolution No.20220310_01	<i>Resolution designating applicant agent for HMGP</i>	Attachment G	10 Min.
4:50 PM	Break			5 Minutes
4:55 PM	New Business			45 Minutes
	Annual Plan of Work	<i>Discuss Annual Plan of Work Preparation</i>	Attachment H	10 Min.
	Action Item: Pursue Hiring of Urban & Rural Ag Summer Intern	<i>Approve Potential VSP Intern/part-time resource technician</i>	Attachment I, J	20 Min.
	Continued work with Far Corner Communications	<i>Review Addendum to MOA for continued grant/smartsheet help</i>	Attachment K	15 Min
5:40 PM	Treasurer's Report	<i>Review Treasurer's Report for December 2021 &amp; January 2022</i>	Attachment L	10 Minutes
5:50 PM	Operation's Report	<i>Review previous months' activities</i>	Attachment M	10 Minutes
6:00 PM	Adjourn			

**Attachment B:  
POCD Regular Board  
Meeting MINUTES –  
February 10<sup>th</sup>, 2022**



Pend Oreille Conservation District  
Regular Board Meeting MINUTES: 3/10/2022

Meeting Start – 3:00 PM

In attendance via “GoToMeeting,”: **George Stuivenga**, Board Supervisor – Chair; **Randall Leestma**, Board Supervisor; **John Floyd**, Board Supervisor; **Kevin Bush**, Board Supervisor; **Mike Mumford**, Board Supervisor; **Mark Simpson**, USDA NRCS; **Alex Case-Cohen**, POCD District Manager; **Mary Malone**, Education and Outreach POCWB & POCD; **Robert Rosencrantz**, Pend Oreille County Commissioner; **Ryan Baye**, WACD; **Jeff Schibel**, Lincoln County CD, WACD; **Bryan Ricco**, Local Landowner

Official Action Items				
Motion	Motion made by:	Motioned seconded by:	Decision	Attachment
Motion to approve agenda and take items out of order	Randall Leestma	Kevin Bush	Carried	A
Motion to approve January 13 regular board meeting minutes as corrected, and the January 27 special meeting minutes	Randall Leestma	John Floyd	Carried	B
Motion to approve option 2 NRI funding for projects	Mike Mumford	Kevin Bush	Carried	H
Motion to approve treasurer’s reports for December and January	Randall Leestma	John Floyd	Carried	I,J
<b>Meeting Adjourned at 5:30 p.m.</b>				

## **Partner Reports**

**Robert Rosencrantz, County Commissioner**

Commissioner Rosencrantz noted that the central issue under discussion for the commission related to the conservation district is the sewer and bank stabilization project in Metaline. Because Commissioner Smiley lives up there he is very connected to the issue and has detailed the problem, challenges and solutions to the other commissioners. The commission will work collaboratively and cooperatively to help with the problem.

**Mark Simpson, USDA NRCS –**

Mark noted that he has been processing/ranking EQUIP applications and the deadline is February 24. Also working on training for level III planner certification.

**Ryan Baye – WACD**

Ryan noted that there has been an amendment proposed to the elections bill 1652 that has not been voted on yet. It is a striking amendment that strikes the current language and would essentially turn the bill into HB 1910 requiring all districts to go under the general election statute, all five supervisors would be on the ballot, the district would bear that cost, no more landowner or farm manager requirement, and ignores that CDs are special purpose districts. The bill is still in the rules committee. Earlier this week the senate voted on a bill that would remove the authority for county sheriffs to conduct cougar hunts with dogs. That bill now goes to the house, so our elections bill is waiting to be heard. It is entirely possible it won't be heard at all and we will have to go through all this again next year. It is important to tell the legislators that we support the bill and not to support the amendment. The governor's riparian mandate proposal 1838 is no longer in play. There could be a post session work group to take a look at it for programs that have a voluntary approach as opposed to a mandate. Budget discussions will start next week.

**Jeff Schibel – WACD**

Jeff noted that at the annual meeting there was an issue with an area director out of the southwest on alleged actions and the area director resigned. Also during last month's meeting they talked about the area conference lost about \$17,000. The elections bill came out of committee with a 4-3 vote, but also 4 abstained because

there were amendments made to the bill they had not heard. Recommends the Wheat Life publication which published an article about the elections bill. Irrigation districts are also struggling with the same issue on elections.

**Mike Mumford – WACD**

Continuing the elections discussion, Mike noted that there was consensus among the elections committee when 1652 was drafted. When members from King CD turned around later and said they only support being on the general ballot, it was disheartening at best. The association has created a Financial Investment Policy Task Force. It is moving forward with a policy to present to the board regarding investing money. The stock market is volatile, so trying to downplay that volatility while still getting a return on investment. Working on sustainable funding committee – looking for 6 people and three have to be supervisors. Problem with supervisors is they don't always understand the nuts and bolts of funding. Also putting together a task force regarding harmful algae bloom. It is more of a problem on the west side of the state, but there has been some in this area.

**Old Business**

**Ryan Baye, Discussion: Modified Roberts Rules –**

Ryan detailed the Modified Roberts Rules of Order, specifically that the modified rules allow the board chair to vote and make/second motions. Discussions are also allowed before a motion is made.

**Alex Case-Cohen, Action Item: Approve NRI Project Proposals –**

See attachment H. Alex discussed Natural Resource Investment grant funds available and presented the board with proposals for three potential projects. Mike M. noted that he would prefer the second option presented to stay true to what has been done in the past. The first option presented did not include the TBD amount of cost share funding (\$24,302). The second option applies the 75% cost share for NRI after the PUD funds have been allocated and includes nearly \$10,000 additional for technical assistance as well as \$26,570.25 for TBD projects. Mike moved to approve the second option, seconded by Kevin. Motion carried.

**Alex Case-Cohen, Action Item: Approve Telework Policy –**

See attachments D & E. Alex presented a draft telework policy to the board. The board noted they would like to review the policy and agreements annually. The personnel committee will review the proposed telework policy and come back to the board with a recommendation. No action was taken.

**POCD Building Committee, Building Update –**

Alex noted she spoke to Josh Walters with WF General Contractors. He told her they are getting the bonds needed to work with public agencies. His recommendation is to first look at the roof this spring, then he will come up with a phased plan for work on the building. Alex also noted she is working with Frontier Title on payment for half of snow removal.

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

Alex noted that she reached out to the program coordinator for LRAPA and they are willing to speak at our partner meeting in mid to late March. Mike M. noted that he was told the state is going to remove their air monitor when the snow is gone. He would like to persuade them to leave it. He also noted that our monitor in Metaline is new and likely an internet issue. Mary will look for a new host for the monitor.

**Alex Case-Cohen, Grant Applications Update –**

Alex detailed the two pre-applications for the Hazard Mitigation Grant Program she had submitted. Met with the program coordinator who offered advice. We were invited to move forward with applications for both projects. Alex also noted POCD ranked highly for the Ecology grant. She has reached out and waiting to hear back from the grant manager. Mary submitted the Urban Ag grant through NACD. Also spoke with Mike Lithgow on the Salmon Recovery Funding (SRF) Board that may help fix the Skookum Creek irrigation ditch through installation of a fish screen and pipeline.

**Treasurer's Report for December 2021 and January 2022** – *See attachments I, J*

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

**To Do List:**

- Personnel committee to meet and review the Employee Handbook and Telework Policy to offer recommendations for March meeting

Meeting Adjourned: 5:30 PM

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Alex Case-Cohen, POCD District Manager

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George Stuiivenga, POCD Board Chair

**Attachment C:  
Washington Conservation  
Society Application & MOU**



# Memorandum of Understanding

between

\_\_\_\_\_ Conservation District

and the

**Washington Conservation Society**

This is an agreement between the Pend Oreille Conservation District, hereinafter called **CD** and the Washington Conservation Society, hereinafter called **WCS**.

## I. PURPOSE AND SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to membership and participation in the **WCS**. In particular, this MOU is intended to outline how the **WCS** will provide support to the **CD** and how the **CD** will participate as a member of the **WCS**.

## II. BACKGROUND

The mission of **WCS** is to promote natural resource conservation efforts in Washington State by providing a philanthropic center for investments in citizen-led, voluntary-based conservation projects, activities, education, and outreach efforts.

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

## III. CD's RESPONSIBILITIES UNDER THIS MOU

The responsibilities of the **Conservation District** will be as follows:

1. By June 30<sup>th</sup> of each year provide \$150 to the **WCS**.
2. Attend meetings, planning sessions and workshops to help provide guidance and direction to the **WCS**. Designate one member of your organization to have voting rights. The designated district representative may be a supervisor, associate supervisor, or a staff person.
3. Provide input to the **WCS** when requested.

**IV. WCS’s RESPONSIBILITIES UNDER THIS MOU**

The **WCS** will annually:

1. Provide administrative services at a rate of 3% for grants that are approved.
2. Induct members of your organization into the electronic Leaving a Legacy Book at no cost.
3. Process applications for the **WCS** funded Environmental Education Mini-grant Program.
4. Allow you to use your membership status to apply for discounts on trainings offered to members of 501(c)(3)’s.
5. Consider requests for **WCS** support of a proposed project from the District.
6. Provide an end of the year report on **WCS** activities.

**V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT**

This Agreement may be changed, modified, or amended by written agreement executed by both parties. Either party may terminate this Agreement upon thirty (30) days written notice to the other party.

**VI. EFFECTIVE DATE AND SIGNATURE**

This MOU shall be effective upon the signature of authorized officials of both Parties. It shall be in force from July 1, 20XX to June 30, 20XX.

Both Parties indicate agreement with this MOU by their signatures below.

Signed by:

\_\_\_\_\_  
Conservation District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Washington Conservation Society

\_\_\_\_\_  
Date

**Attachment D:**  
**POCD**  
**Telecommuting Policy**  
**DRAFT**

# Pend Oreille Conservation District Telecommuting Policy

## 1.1 Telecommuting

Telecommuting may be a viable alternative work arrangement for certain positions within POCD. Work suitable for telecommuting depends on the nature of the position and the essential elements of the job. Not all positions will be eligible for this telecommuting program. Participation is voluntary but must be mutually agreed upon, in advance and in writing, by the District Manager and employee (See POCD Telecommuting Agreement in Appendix).

Employees are expected to work from the District office, or other such locations as identified in their appointment letters received upon employment. District employees and board comprise a team that functions best when everyone operates from the same office. However, there may be reasons why individuals or all employees may need to work remotely. In emergency situations, the District Manager may require some or all employees to work remotely.

Telecommuting is an alternative work arrangement in which part of, or all the weekly scheduled work is performed at an alternate work location. Telecommuting is neither a benefit nor an entitlement and in no way changes the terms and conditions of employment. Telecommuting is only viable in cases where the employee, the employee's supervisor, and District Manager agree that the job characteristics are well suited to an alternative work location. Telecommuting agreements will be reviewed at least annually during the employee's performance review. If at anytime, the employee's supervisor and the employee themselves may terminate the agreement either permanently or for a short period of time.

Telecommuting may be appropriate for some employees and duties, but not necessarily viable for everyone. Telecommuting may be fixed and ongoing, such as working a set number of hours from an alternate location each week, or it may be limited in duration, such as working from home for a few days or intermittently. In cases where an employee anticipates they might want to work from home for limited durations of time, the employee should propose the specific reasons for intermittent telecommuting along with specific work plans for consideration by their supervisor.

Telecommuting may require more frequent interaction and communication between the telecommuter and their supervisor, since neither can rely on seeing each other in the workplace. Contact should occur as needed to verify that the Telecommuter is actively working as well as to resolve any problems that may arise. After both parties are accustomed to the telecommuting arrangement, the Supervisor and Telecommuter may communicate at a level consistent with employees working at the office or in a manner and frequency that seems appropriate for the job and the individuals involved.

Telecommuting agreements should specify the days/times telecommuting will occur and must be approved prior to utilizing it. Telecommuting agreements must be approved by the Department Director and District Manager prior to implementing. Telecommuting agreements may be discontinued at any time at the sole discretion of the District.

Telecommuters must be available by phone and e-mail during the agreed upon telecommuting hours of work.

*a) Equipment and Alternate Work Environment*

Equipment needs will be evaluated under standard policies and procedures, regardless of location. If standard policies and procedures do not address every need, the supervisor and telecommuter will explore potential options and solutions. There may be times where the needed equipment presents an unbudgeted or duplicative cost or requires support that the District cannot provide. If the District cannot provide or support the equipment, the telecommuter may choose to use their own equipment and be responsible for the purchase, modification, repair and maintenance of the equipment and software used for telecommuting. The telecommuter shall only use properly licensed software for District business.

The telecommuter will establish an appropriate work environment for work purposes. The District will not be responsible for costs associated with initial setup of the telecommuter's work environment, such as remodeling, furniture or lighting, nor for repairs or modifications to the environment.

The supervisor may inspect, with advance notice, the telecommuter's alternate workplace for safe conditions or to repair, maintain or inspect any District equipment issued to that location.

POCD policies and procedures remain in effect while telecommuting. All telecommuters are expected to adhere to all applicable policies while working remotely.

*b) Remote Office Safety*

The telecommuter represents that the alternate workplace is a safe and healthful work environment including proper ergonomics. The telecommuter shall act in a responsible manner to avoid injury. The telecommuter understands that failure to take proper health and safety precautions in the alternate workplace may result in discontinuation of the Telecommuting Agreement.

Injuries sustained by the employee while at their alternate work location, and in conjunction with his or her regular work duties, are normally covered by workers' compensation. Telecommuting employees are responsible for notifying their supervisor of such injuries in the same manner as if the injury occurred at the District office or while conducting District business in the field. The District is not liable for any injuries sustained by family members or other visitors to a telecommuter's alternate work location.

*c) District Records*

All original (hard copy) contracts, legal records, cooperator files, and financial documents of the Pend Oreille Conservation District shall always remain at the Pend Oreille Conservation District Office. The only exceptions to this rule are as follows:

- a. Employees may have bank deposit slips and receipts at their home as a result of conducting official District business while en-route to their residence at the end of the workday.
- b. Employees may have cooperator files and other original documents out of the office while conducting official district site visits, meetings, and trainings.
- c. Employees working remotely under an approved telework agreement are encouraged to only have electronic files but may seek approval of their supervisor to check out a limited number of original (hard copy) project and cooperator files. Such action will require a written record of which files are being checked out, by whom, and when they will be returned.

District financial records, except as noted above, requested from the State Auditor's Office or released by court order, shall remain in the District office at all times.

*d) Information and Data Security*

Consistent with the District's expectations of information security and compliance with public record laws, the telecommuter will ensure the security and protection of information accessible from their alternate work location. The telecommuter will check with their supervisor when security matters are at issue. No confidential information (including administrator passwords) will be downloaded to any data storage device (including but not limited to hard drive, CD, DVD, or USB stick). Any information that is considered confidential or protected will not be removed from the regular office without the Department Director's specific express approval in writing.

*e) Office Supplies*

The District will provide appropriate office supplies on the same basis as when working at the regular work location. Expenses for internet and telephone access is solely the cost of the employee.

*f) Timekeeping and Leave*

Telecommuters will record all hours worked in the same manner as if they were working on District premises. Accrual of compensatory or exchange time will be administered under the same provisions as if the work were performed at the regular work location.

Leave used on a planned telecommute day will be administered under the same provisions as leave used from the regular work location.

*g) Childcare*

Telecommuting is not designed to be a replacement for appropriate childcare. Although a Telecommuter's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands.

*h) Work Plans*

The telecommuter and their supervisor mutually agree to adhere to and evaluate a weekly work plan. The supervisor will review the proposed work plan and approve, adjust or decline the proposal based on reasonable priorities.

The Telecommuter will provide a status report of completed work to their supervisor as requested. Work progress status reports will occur at least once per week but may be daily at the supervisor's discretion. This report may be as complex or simple as the telecommuter and supervisor think is necessary to remain accountable for work being accomplished. Status reports may be done through email or by phone. The Supervisor shall verify the quality and quantity of work done in accordance with the established work plan.

In the event the Telecommuter does not provide the required status reports, and/or the Supervisor cannot verify the quality and quantity of work done, the telecommuting agreement may be discontinued.

**Attachment E:  
POCD  
Telecommuting Agreement  
DRAFT**

## **Pend Oreille Conservation District Telecommuting Agreement**

The following constitutes an agreement between the **Pend Oreille Conservation District** and \_\_\_\_\_.

The employee, \_\_\_\_\_, agrees to participate in the telecommuting program and to adhere to the applicable guidelines and policies. POCD concurs with the employee's participation as of \_\_\_\_\_ 1, 20\_\_, although POCD reserves the right to withdraw its approval at any time at its sole discretion.

**Terms and Conditions:** This Telecommuting Agreement is subject to the following terms and conditions:

**Duration:** This agreement is valid as of \_\_\_\_\_, 20\_\_. At the end of 90 days, both parties will participate in a review to gauge how the arrangement is working, provided POCD or the employee hasn't already terminated the agreement by that date.

**Work hours:** Employee's work hours and work location are specified in the Attachment at the end of this agreement.

**Pay and Attendance:** All pay, leave, and travel benefits will be based on the employee's primary business location. Employee's time and attendance will be recorded as performing official duties at the primary business location of POCD, 121 N. Washinton Ave., Newport, WA 99156.

**Leave:** Employees must obtain approval before taking leave in accordance with established office procedures. By signing this form, employee agrees to follow established procedures for requesting and obtaining approval of leave.

**Overtime (for non-exempt employees only):** The employee will continue to work in pay status while working at the home office. An employee who works overtime, which must be ordered and approved in advance, will be compensated in accordance with applicable law and rules. The employee understands that POCD will not accept the results of unapproved overtime work and will vigorously discourage it.

By signing this agreement, the employee agrees that failing to obtain proper approval for overtime work may result in removal from the Telework Program or other appropriate action.

**Business Owned Equipment:** In order to effectively perform their assigned tasks, employee may use POCD equipment at the telecommuting location with the approval of the District Manager. The equipment must be protected against damage and unauthorized use. POCD owned equipment will be serviced and maintained by POCD. Any equipment provided by the employee will be at no cost to POCD and will be maintained by the employee.

**Inspection:** The telecommuting location may be inspected periodically to ensure that proper maintenance of POCD's equipment is performed, and that safety standards are met. Notice will usually be given to the employee at least 24 hours in advance of the inspection and will occur during normal working hours.

**Liability:** POCD will not be liable for damages to the employee's property that result from participation in the Telework Program.

**Reimbursement:** POCD will not be responsible for operating costs, home maintenance, or any other incidental cost (e.g., utilities) whatsoever, associated with the use of the employee's residence. The employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for POCD.

**Worker's Compensation:** The employee is covered under the State of Washington Department of Labor and Industries insurance fund if injured in the course of performing official duties at the telecommuting location.

**Work Assignments:** The employee will meet with the District Manager and/or their direct supervisor to receive assignments and to review completed work as necessary or appropriate. The employee will complete all assigned work according to work procedures mutually agreed upon by the employee, the District Manager and/or their direct supervisor according to the guidelines and standards stated in the employee's performance plan.

**Employee Performance Evaluation:** The evaluation of the employee's job performance will be based on norms or other criteria derived from past performance and occupational standards consistent with these guidelines. For those assignments without precedent or without standards, regular and required progress reporting by the employee will be used to rate job performance and establish standards. The employee's most recent performance appraisal must indicate fully achieved standards.

**Records:** The employee will apply approved safeguards to protect POCD records from unauthorized disclosure or damage. Work done at the telecommuting location is considered POCD business. All records, papers, computer files, and correspondence must be safeguarded for their return to the primary business location.

**Curtailement of the Agreement:** In the event participation in telecommuting fails to satisfy the business needs of POCD, this agreement can be cancelled by the Executive Director at any time. If the employee no longer wishes to telecommute, two workweek's written notice must be given to the Executive Director requesting to return to the primary business location.

Employee \_\_\_\_\_

Date \_\_\_\_\_

Executive Director \_\_\_\_\_

Date \_\_\_\_\_

Operations Manager \_\_\_\_\_

Date \_\_\_\_\_

## Telecommuting Agreement Attachment

The following hours and locations are agreed to in support of the Telecommuting Agreement.

**Primary Business Location:** **121 N. Washington Ave.,  
Newport, WA 99156**

**Telecommuting Location:** \_\_\_\_\_

**General Work Hours:**

Day	Hours	Location (Home, Office, or Other)
Monday	_____ to _____	_____
Tuesday	_____ to _____	_____
Wednesday	_____ to _____	_____
Thursday	_____ to _____	_____
Friday	_____ to _____	_____

Comments (Schedule flexibility, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures:

Employee \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Operations Manager \_\_\_\_\_ Date \_\_\_\_\_

# Attachment F: Sunvek WA Roof Bid



# SPRAYED. SEALED. SECURED.

## SPRAY FOAM FOR FLAT ROOFS

# SUNVEK

### SPRAY FOAM ROOFING

- Spray foam can be applied on a new roof, over an existing roof, or can replace the old roofing material.
- Foam can improve drainage and provide lightweight stability and insulation.

#### EASY TO APPLY

The application process for spray foam is faster than traditional roofing methods and uses a smaller crew which can reduce the impacts of construction upon clients and minimize exposure during re-roofing.

#### ADAPTABLE

Roofing can be built up in low areas of the roof to reduce ponding water and enhance drainage. The result is a watertight roof system that is sustainable and offers superior protection from leaks.

#### MONOLITHIC

Spray foam is applied in a seamless monolithic layer. It seals cracks and holes within the roof surface and insulates the roof against temperature fluctuations which prevents damage caused by the expansion and contraction frequently seen in other roof systems.

#### SELF-ADHERING

Spray-applied polyurethane foam self-adheres to the roof surface which prevents punctures associated with other roofing systems and provides exemplary wind-uplift resistance.

#### SELF-FLASHING

Spray-applied polyurethane foam is self-flashing around stacks, vents, ducts and other objects.

#### DURABLE

Spray foam roofing creates a tough seamless membrane that can be walked on and seals the roof against all leaks.

#### ENERGY CONSERVATION

Spray foam roofing has the highest R Value and lowest thermal conductivity of any commercial roofing system. It is self-adhering and uses no traditional fasteners which prevents thermal bridging. All of these components work together to prevent the transfer of heat through the roof and maximize energy conservation.

#### LIGHT WEIGHT

Spray foam roofing has a high strength-to-weight ratio which makes it an ideal product for roofing and re-roofing new and existing structures.

#### EXTENDED BUILDING LIFE

Spray foam roofing insulates the roof from temperature fluctuations and prevents structural damage due to thermal expansion and contraction. An additional bonus is that this product also reduces the strain on heating and cooling equipment.



### STOP LEAKS

- WATER LEAKS COST MONEY FROM DAMAGED INTERIOR.
  - ENERGY LEAKS COST MONEY IN UTILITY BILLS.
- TWO KINDS OF LEAKS FIXED WITH ONE TOTAL ROOFING SOLUTION.**

**REQUEST A QUOTE!**

**509.842.7404**

**info@sunvekwa.com**

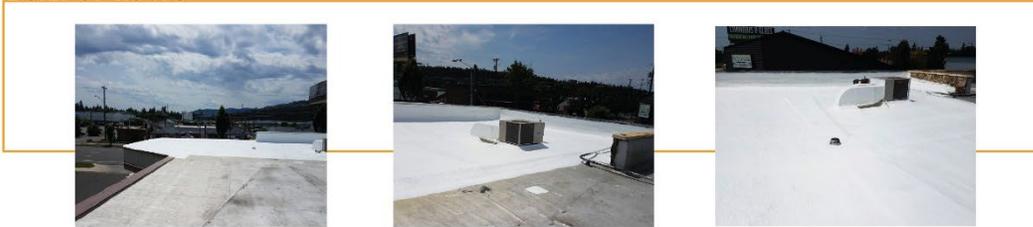
**SUNVEKWA.COM**

# SPRAY FOAM OVER EXISTING ROOFS

## METAL ROOFS

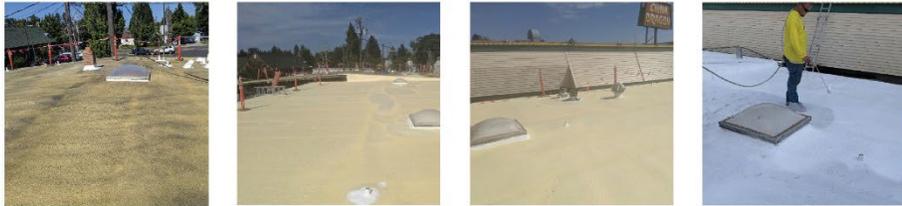


## BUILT-UP ROOFS

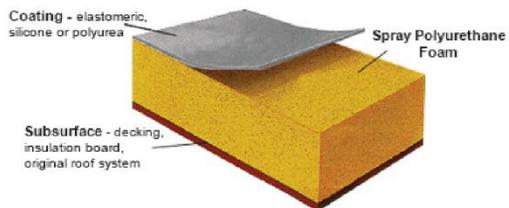


## FOAM OVER PLYWOOD SUBSTRATE

Foam doubles the strength of the roof and is fully adhered to the skylights.



A roof manufactured in place.



SUNVEKWA.COM



**Attachment G:  
Resolution No.  
20220310\_01  
Resolution Designating  
Applicant Agent  
HMGP**

# Resolution Designating Applicant Agent

## Resolution #20220310\_01

For the state of Washington Hazard Mitigation Grant Program Sub-Application and Grant:

BE IT RESOLVED THAT

\_\_\_\_\_  
\_\_\_\_\_  
(Print Name and Title)

OR HIS/HER ALTERNATE

\_\_\_\_\_  
(Print Name and Title)

Is hereby authorized to execute for and on behalf of \_\_\_\_\_  
a local government entity, state agency, special purpose district, federally recognized tribe or private nonprofit organization established under the laws of the state of Washington, this application, grant agreement, and payment requests to be filed with the Military Department, Emergency Management Division, for the purpose of obtaining and administering certain state and federal financial assistance under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Act of 1988, P.L. 93-288, as amended.

THAT \_\_\_\_\_ hereby authorizes its agent to provide to the Washington Military Department, Emergency Management Division assurances and agreements required for all matters concerning such non-disaster mitigation.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\*Note: Applicant agent designation is made by a mayor, county executive or governing board. An individual cannot designate himself/herself as the Applicant Agent.

**Attachment H:  
FY2022  
Annual Plan of Work**



# FY2022 (7/1/21 – 6/30/22) Annual Work Plan Pend Oreille Conservation District

For More Information Contact: Alex Case-Cohen, 509-447-1155 or [alexcc@pocd.org](mailto:alexcc@pocd.org)



## Mission of the Pend Oreille Conservation District

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

## Values of the Pend Oreille Conservation District

- *Conserving Natural Resources*
- *Keeping Farm and Forestland Continuous and Productive*
- *Public Service*
- *Partnership and Collaboration*
- *Outdoor Education*

## Natural Resource Priorities (not ordered by importance)

### Forest Health/Wildland-Urban Interface

- *Is this a state and or regional natural resource priority along with being a local priority? Yes*
- *Source of data relied upon to indicate the resource concern: Pend Oreille County Community Wildfire Protection Plan 2010 Update (March 2011); United States Department of Agriculture (USDA) Forest Service (September 2018) Colville National Forest Land Management Plan; USDA Forest Service (January 2015) Idaho Panhandle National Forest Plan; WRIA 62 Watershed Planning Unit (March 2005) Pend Oreille Watershed Management Plan; WRIA 55/57 Watershed Implementation Team (February 2008) Detailed Implementation Plan: Little and Middle Spokane River Basins, Water Resource Inventory Area 55/57; Title 76 Revised Code of Washington (RCW): Forest and Forest Products*
- *Other entities engaged in addressing this resource concern: Washington State Department of Natural Resources (DNR), United States Department of Agriculture (USDA) Natural Resource Conservation Service (NRCS); Kalispel Tribe of Indians; USDA Forest Service (FS), Washington State University (WSU) Extension, University of Idaho (U of I), University of Washington (UW), Consulting Foresters, Bonner County, Safari Club International, Qual Unlimited, Mule Deer Foundation*

## Water Quality/Supply

- **Is this a state and or regional natural resource priority along with being a local priority?** Yes
- **Source of data relied upon to indicate the resource concern:** Department of Ecology (2011) Pend Oreille River Temperature Total Maximum Daily Load (TMDL): Water Quality Improvement Report; United States Geological Survey (USGS) National Water Information System along the Little Spokane River and the Pend Oreille River; WRIA 62 Watershed Planning Unit (March 2005) Pend Oreille Watershed Management Plan; WRIA 55/57 Watershed Implementation Team (February 2008) Detailed Implementation Plan: Little and Middle Spokane River Basins, Water Resource Inventory Area 55/57
- **Other entities engaged in addressing this resource concern:** Pend Oreille County Public Utility District (PUD), USDA Natural Resource Conservation Service (NRCS); Kalispel Tribe of Indians; Pend Oreille County Community Development and Weed Board, Washington State Department of Ecology (DOE), non-governmental organizations (Ducks Unlimited, Trout Unlimited, Audobon Society, etc.) WSU Extension, Whitworth University

## Agricultural Land/Soil Preservation, Enhancement and Management

- **Is this a state and or regional natural resource priority along with being a local priority?** Yes
- **Source of data relied upon to indicate the resource concern:** Pend Oreille County (2018) Pend Oreille County Voluntary Stewardship Program (VSP) Work Plan; WRIA 62 Watershed Planning Unit (March 2005) Pend Oreille Watershed Management Plan; WRIA 55/57 Watershed Implementation Team (February 2008) Detailed Implementation Plan: Little and Middle Spokane River Basins, Water Resource Inventory Area 55/57; USDA NRCS Web Soil Survey Data
- **Other entities engaged in addressing this resource concern:** NRCS, POC VSP Work Group; WSU Extension, Kalispel Tribe of Indians, Pend Oreille County Community Development and Weed Board, Farm Service Agency, Northeast Washington Soil Health Stewards, local farmers and ranchers

## Lifelong Education of People on Conservation and Natural Resources

- **Is this a state and or regional natural resource priority along with being a local priority?** Yes
- **Source of data relied upon to indicate the resource concern:** Department of Ecology (2011) Pend Oreille River Temperature Total Maximum Daily Load (TMDL): Water Quality Improvement Report; United States Geological Survey (USGS) National Water Information System along the Little Spokane River and the Pend Oreille River; WRIA 62 Watershed Planning Unit (March 2005) Pend Oreille Watershed Management Plan; WRIA 55/57 Watershed Implementation Team (February 2008) Detailed Implementation Plan: Little and Middle Spokane River Basins, Water Resource Inventory Area 55/57; NRCS Web Soil Survey Data; Pend Oreille County (2018) POC VSP Work Plan
- **Other entities engaged in addressing this resource concern:** Washington Department of Fish and Wildlife, United States Fish and Wildlife, Pend Oreille PUD, non-governmental organizations [Selkirk Alliance for Science(SAS), Ducks Unlimited, Trout Unlimited, Audobon Society, etc.], NRCS, POC VSP Work Group; WSU Extension, Kalispel Tribe of Indians, Pend Oreille County (POC) Community Development and Weed Board

## **Air Quality**

- ***Is this a state and or regional natural resource priority along with being a local priority? Yes***
  - ***Source of data relied upon to indicate the resource concern: Department of Ecology (June 2019) 2019 Ambient Air Monitoring Network Plan***
  - ***Other entities engaged in addressing this resource concern: DOE, SAS, Kalispel Tribe of Indians***
-

## Program Areas: Natural Resource Programs

### I. Forest Health/Wildland-Urban Interface

#### **Goals:**

- A. Refer landowners to DNR and NRCS cost share programs and technical resources to address forest health resource concerns
- B. Foster local and regional DNR, WSU Extension, NRCS and other forestry agency partnerships to accomplish fire-adaptive community goals
- C. Data analysis and ground-truth BMP implementation

#### **Natural Resource Measurable Result Objective:**

- Refer POC landowners to DNR programs and resources, resulting in the treatment of 60 acres of forest land (10% increase from POCD's 2017 FireWise treatment acres)

#### **Programmatic Measurable Result Objective**

- 25% of DNR program referrals result in forest health BMP implementation
- DNR attends at least two POCD regular board meetings
- Coordinate/host POC Conservation Forum
- Create a forest health management workshop with local partners

**Funding Source(s):** Washington State Conservation Commission (WSCC) Implementation (IM) and Natural Resources Investment (NRI) Funds, DNR, VSP

<b>Goal</b>	<b>Activities for FY2022</b>	<b>Target Dates</b>	<b>Person Responsible</b>	<b>Hours (Days) Required</b>	<b>Estimated Funding</b>
<i>Refer landowners to cost share programs and technical resources to address forest health resource concerns</i>	<i>Send technical assistance resources via email, over-the-phone, and in-person. Track response rates on referral spreadsheet</i>	<i>N/A</i>	<i>Alex Case-Cohen</i>	<i>16 (2)</i>	<i>\$600.00</i>
<i>Foster local and regional partnerships</i>	<i>Coordinate and host POC Conservation Forum, encourage DNR attendance at 2 board meetings, facilitate inter-agency forest health workshop</i>	<i>N/A</i>	<i>Alex Case-Cohen</i>	<i>100 (12.5)</i>	<i>\$4,000.00</i>
<i>Data analysis and ground-truth previous BMP implementation</i>	<i>analyze existing DNR Forest Health Tracking Tool, verify on-the-ground BMP Implementation</i>	<i>N/A</i>	<i>TBD</i>	<i>80 (5)</i>	<i>\$2,000.00</i>
			<b>Total</b>		<b>\$6,600.00</b>

## II. Water Quality

### **Goals:**

- A. *Successfully implement water quality best management practices through current water quality grants and programs which include:*
  - 1. *The Pend Oreille PUD Erosion Control and Cottonwood/Riparian Planting Program*
  - 2. *The WSCC NRI Program*
  - 3. *The DOE Aquatic Invasive Plant Water Quality programs for both Bead Lake and Flowering Rush projects*
  - 4. *Monitor and catalog previously implemented*
- B. *Monitor previously implemented water quality protection/enhancement projects*
- C. *Coordinate with other local agencies to increase outreach, participation and implementation*
- D. *Write and receive a water quality Centennial Grant from Department of Ecology*

### **Natural Resource Measurable Result Objective:**

- *Implementation of 5 shoreline stabilization projects resulting in approximately 800 ft. of stabilization*

### **Programmatic Measurable Result Objective**

- *Generate 10 additional technical/financial assistance requests for FY2023 shoreline stabilization water quality work*
- *Form partnership with Spokane County Conservation District to create plan to address Little Spokane River TMDL*
- *Survivability and project lifespan monitoring for 45 previously implemented cost share projects dependent upon staff availability*

**Funding Source(s):** *Pend Oreille County, WSCC IM and Conservation Technical Assistance (CTA) Funds*

<b>Goal</b>	<b>Activities for FY2022</b>	<b>Target Dates</b>	<b>Person Responsible</b>	<b>Hours (Days) Required</b>	<b>Estimated Funding</b>
<i>Successfully implement water quality best management practices through current water quality grants and programs</i>	<i>Complete program outreach, technical/financial assistance, implementation, for all current NRI, PUD and DOE funded water quality projects for 5 shoreline stabilization projects</i>	<i>N/A</i>	<i>Alex Case-Cohen</i>	<i>216 (27)</i>	<i>\$8,000.00</i>
<i>Monitor previously implemented projects</i>	<i>On-site monitoring and reporting created for all DOE, NRI, PUD and IM projects completed since June 2015</i>	<i>N/A</i>	<i>TBD</i>	<i>216 (27)</i>	<i>\$5,000.00</i>
<i>Coordinate with local agencies to increase outreach, participation and implementation</i>	<i>Facilitate inter-agency site visit along the Little Spokane River with DOE and Spokane Conservation District, formulate plan for campaign</i>	<i>N/A</i>	<i>Alex Case-Cohen</i>	<i>80 (10)</i>	<i>\$3,000.00</i>
<i>Write and receive Centennial Grant with DOE</i>	<i>Determine partners, formulate plan, complete and submit grant application</i>	<i>10/15/2021</i>	<i>Alex Case-Cohen</i>	<i>80 (10)</i>	<i>\$3,000</i>
					<b>Total</b>
					<b>\$19,000.00</b>

**III. Agricultural Land/Soil Preservation, Enhancement and Management**

**Goals:**

- A. *Successfully implement the POC VSP Work Plan*
  - 1. *Program Admin Support and Project Management*
  - 2. *Technical Assistance/Farm Planning*
  - 3. *Outreach and Marketing*
  - 4. *Create Robust Monitoring/Reporting Plan*

**Natural Resource Measurable Result Objective:**

- *Implementation of individual stewardship plan projects resulting in over 250+ acres critical area/agricultural intersect.*

**Programmatic Measurable Result Objective**

- *Reach all measurable annual goals and benchmarks outlined in the work plan*
- *Complete all reporting requirements*
- *Conservation Planner Certification*

**Funding Source(s): WSCC VSP Funds**

<b>Goal</b>	<b>Activities for FY2022</b>	<b>Target Dates</b>	<b>Person Responsible</b>	<b>Hours (Days) Required</b>	<b>Estimated Funding</b>
<i>Successfully implement the POC VSP Work Plan</i>	<i>Program administration and work group coordination</i>	<i>N/A</i>	<i>Alex Case-Cohen</i>	<i>270 (33.75)</i>	<i>\$10,000.00</i>
	<i>Technical Assistance/Farm Planning</i>	<i>N/A</i>	<i>Alex Case-Cohen</i>	<i>300 (37.5)</i>	<i>\$15,000.00</i>
	<i>Monitoring/Reporting</i>	<i>N/A</i>	<i>TBD</i>	<i>667 (83)</i>	<i>\$30,000.00</i>
	<i>Outreach and Marketing</i>	<i>N/A</i>	<i>TBD</i>	<i>240 (30)</i>	<i>\$8,500.00</i>
				<b>Total</b>	<b>\$63,500.00</b>

**IV. Lifelong Education of People on Conservation and Natural Resources**

**Goals:**

- A. Increase natural resource education and opportunities through POC schools and existing social media platforms*
- B. Expand social media into other platforms*
- C. Host at least 1 additional in-person event*
- D. Apply for and receive one environmental education grant*

**Programmatic Measurable Result Objective**

- Engage with over 5,000 users annually through social media platforms*
- Provide technical assistance as requested and track in the TA/CS master spreadsheet or other tracking tools*
- Engage with the community at more than 3 local events*

**Funding Source(s):** WSCC VSP, IM and CTA funds

<b>Goal</b>	<b>Activities for FY2022</b>	<b>Target Dates</b>	<b>Person Responsible</b>	<b>Hours (Days) Required</b>	<b>Estimated Funding</b>
<i>Increase natural resource education and opportunities through POC schools and existing social media platforms</i>	<i>Engage with local schools through workshops and in-the-field exercises, continually post to a variety of social media platforms, share information with all participants</i>	<i>N/A</i>	<i>TBD</i>	<i>240 (30)</i>	<i>\$8,500.00</i>
<i>Expand social media into other platforms</i>	<i>Determine which platform will reach the largest audience and expand there</i>	<i>N/A</i>	<i>TBD</i>	<i>100 (12.5)</i>	<i>\$3,500.00</i>
<i>Host at least 1 additional in-person event</i>	<i>Determine topic of interest and locations. Facilitate from planning to event completion</i>	<i>N/A</i>	<i>TBD</i>	<i>100 (12.5)</i>	<i>\$3,500.00</i>
<i>Write and receive Centennial Grant with DOE</i>	<i>Determine partners, formulate plan, complete and submit grant application</i>	<i>10/15/2021</i>	<i>Alex Case-Cohen</i>	<i>80 (10)</i>	<i>\$3,000</i>
				<b>Total</b>	<b>\$18,500.00</b>

**V. Air Quality**

**Goals:**

- A. Maintain and expand where possible, the POCD Air Quality Monitoring (AQM) Program in Pend Oreille County*
- B. Market the AQM Program and generate additional unit hosting sign ups and general program support sign ups*

**Programmatic Measurable Result Objective**

- Add at least 2 Purple Air Monitoring Units within the County*
- Search for and potentially apply for grant funding*
- Ensure that the majority of units are operational*

**Funding Source(s): WSCC IM and POCD General Fund**

<b>Goal</b>	<b>Activities for FY2022</b>	<b>Target Dates</b>	<b>Person Responsible</b>	<b>Hours (Days) Required</b>	<b>Estimated Funding</b>
<i>Maintain and expand where possible, the POCD AQM Program in POC</i>	<i>Partner with local agencies, including DOE and Selkirk Alliance for Science to expand the program.</i>	<i>N/A</i>	<i>TBD</i>	<i>80 (10)</i>	<i>\$3,000.00</i>
<i>Market the AQM program and generate additional unit hosting sign-ups and general program support sign-ups</i>	<i>Research potential air quality monitoring programs at the state and federal levels that can provide funding and educational opportunities for air quality outreach and technical assistance.</i>	<i>N/A</i>	<i>TBD</i>	<i>80 (10)</i>	<i>\$3,000.00</i>
		<b>Total</b>			<b>\$6,000.00</b>

**Program Areas: District Operations**

**Goals:**

- A. *2021 WSCC CAP compliance requirements met*
- B. *Manage Financials and Required Reports*
- C. *POCD Building Renovations and Inventory*
- D. *Program Management Training*
- E. *Update Policy and Procedural Manuals completed and approved by POCD Board*
  - 1. *Establish Operations/Procedure Manual*
  - 2. *Establish Property Management Plan*
  - 3. *Edit/Finalize Personnel Policy*

**Programmatic Measurable Result Objective**

- *Score at least 13/15 on the WSCC 2021 CAPP checklist by June 30, 2022*
- *Meet all financial reporting monthly, quarterly and annual deadlines*
- *Provide complete board packet for POCD board members no later than 6 days prior to regularly scheduled board meetings*

**Funding Source(s): WSCC IM Funds, General Funds**

<b>Goal</b>	<b>Activities for FY2022</b>	<b>Target Dates</b>	<b>Person Responsible</b>	<b>Hours (Days) Required</b>	<b>Estimated Funding</b>
<i>2021 WSCC CAPP compliance requirements met</i>	<i>Achieve at least a 13/15 compliance standards</i>	<i>N/A</i>	<i>Alex Case-Cohen</i>	<i>300 (37.5)</i>	<i>\$11,500</i>
<i>Manage Financials and Required Reports</i>	<i>Complete POCD monthly, quarterly and annual financial management checklists</i>	<i>N/A</i>	<i>Alex Case-Cohen and Candy Roman</i>	<i>525</i>	<i>\$18,375.00</i>
<i>Program Management Training</i>	<i>Complete at least half of required Program Management Training requirements</i>	<i>N/A</i>	<i>Alex Case-Cohen</i>	<i>100 (12.5)</i>	<i>\$4,000.00</i>
		<b>Total</b>			<b>\$33,875.00</b>



# FY2022 Annual Budget Pend Oreille Conservation District

## FY2022 Estimated Income

Fund	Staff & Office Funding	Project Funding	Sub-totals
WSCC IM	\$95,600	TBD (amended as needed)	\$95,600.00
POC VSP	\$73,200	\$39,900	\$113,100.00
NRI	\$12,500	\$37,500	\$50,000
DOE Water Quality Aquatic Invasive Program	\$1,000.00	\$10,000.00	\$11,000.00
PUD Erosion Control – Cottonwood Plantings	\$5,000.00	\$55,000.00	\$60,000.00
Building Rent	\$11,280.00	TBD (amend as needed)	\$11,280.00
General Fund	\$70,000.00		\$70,000.00
<b>Totals</b>	<b>\$281,080</b>	<b>\$142,400</b>	<b>\$410,980.00</b>

## FY 2022 Estimated Expenses

Fund	Staff & Office Expenses	Project Expenses	Sub-totals
Salaries & Benefits	\$147,475.00	TBD (amended as needed)	\$147,475.00
Contracted Services	\$10,000.00	N/A	\$10,000.00
Supplies	\$5,000.00	N/A	\$5,000.00
Utilities & Subscriptions	\$10,000.00	N/A	\$10,000.00
Travel	\$5,000.00	N/A	\$5,000.00
Cost Share Allocations	\$0.00	\$142,400.00	\$142,400.00
Dues and Misc. Expenses	\$23,000.00	\$0.00	\$23,000.00
Renovations	\$50,000.00	\$0.00	\$50,000.00
<b>Totals</b>	<b>\$250,475.00</b>	<b>\$142,400.00</b>	<b>\$392,875.00</b>

## FY2022 Estimated Balance

Balance	\$30,605.00	\$0.00	\$18,105.00
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**Attachment I:  
December 2021  
Treasurer's Report**



## **Pend Oreille Conservation District**

### **Vacancy Announcement: *Urban & Rural Agriculture***

### ***Summer Intern***

#### **Position Summary**

This position will be temporary (May – November) part-time (24-32 hours/week) position and will assist with the implementation of the Pend Oreille County Voluntary Stewardship Program (VSP) and the Newport Community Garden.

#### **Primary Job Responsibilities**

- POC VSP
  - Conduct soil health & soil fertility sampling with VSP participants
  - Perform on-the-ground surveys of Best Management Practices (BMPs) and critical areas (wetlands, fish/wildlife habitat, steep slopes, etc.) using Esri's Collector App
  - Help with VSP outreach and engagement events
- Newport Garden
  - Assist with garden installation (procuring materials, building raised beds, planting, etc.)
  - Support outreach and engagement through monthly educational events
- Perform Duties as Assigned
  - May include, but not limited to: cleaning, basic administrative tasks (file organization, scanning, printing, etc.)

#### **Minimum Qualifications**

- High school degree or GED.
- Proficient with computers, tablets, internet browsers, Outlook suite, and spreadsheets.
- Have, or be able to obtain, a valid Washington State driver's license

#### **Preferred Qualifications**

- College student majoring (or interested in majoring) in biology, agriculture, natural resources, geography, or other pertinent course of study.
- Basic skill in using Arc GIS mapping software.
- Interest in natural resources management and conservation, specifically soils.
- Positive demeanor and ability to interact effectively with coworkers.
- Attention to detail, and willingness to learn new skills (computer mapping techniques, soil sampling protocol, etc.)
- Patience and diligence with monotonous work routines.
- Can work independently and communicate needed support with supervisors.
- Ability to maintain accurate records regarding timekeeping.

### **Physical Requirements and Working Conditions**

The District is a smoke-free and drug-free environment. This position consists of 50% office work and 50% field work. The Interns will utilize a shared workstation with a desk, telephone, and computer at the POCD office in Newport, WA; however, this position may require an at-home workstation, as well. If a hybrid work situation is required, the employee must comply with POCD's Telework Policy.

The position involves computer work that may include long periods sitting, typing, and reading from a computer screen. It is necessary to have adequate vision and motor skills to perform the duties of the position including hearing voice conversation and the manual dexterity to operate a computer. Field work will occur outside in inclement weather conditions and may require you to traverse difficult terrain. In addition, this position requires the ability to lift up to 50 lbs. and perform manual farm labor in all weather conditions. Frequent standing, walking, bending, and lifting are required.

### **Compensation & Benefits**

The salary is \$13.50 - \$17/hour depending on qualifications. There are no benefits offered beyond state required sick leave, available after 90 days of employment. This is a part-time position consisting of 24-32 hours/week.

### **Equal Opportunity Employer**

POCD is an equal opportunity employer and does not discriminate against any person on the basis of race, religion, color, sex, age, national origin, marital status, veteran status or the presence of any sensory, physical or mental disability or the use of a trained guide dog or service animal by a disabled person.

### **To Apply**

Screening of applications for this position begins April 1st; the position is open until filled. Applicants must submit the following:

- 1) An application letter that specifically demonstrates how the applicant meets the minimum and preferred qualifications for this position,
- 2) A detailed resume or CV that shows all work/volunteer experience in enough detail to demonstrate how the applicant meets qualifications, and
- 3) The names and phone numbers of three professional references.

All applications must be submitted electronically in PDF format to [admin@pocd.org](mailto:admin@pocd.org). Failure to submit all required materials will remove an applicant from consideration.

The projected start date for the position is in May.

For further information, visit [pocd.org/employment](http://pocd.org/employment) or contact Alex Case-Cohen, District Manager at 509-447-1155 or by email at: [alexcc@pocd.org](mailto:alexcc@pocd.org).

**Attachment J:  
Summer 2022 Urban/Rural  
Ag Intern Vacancy  
Announcement**



**Pend Oreille Voluntary Stewardship Program  
Work Group Meeting Minutes: 3-2-2022**

**Meeting Start – 4:02 PM**

**In attendance at Camas Center:** Alex Case Cohen – *POCD District Manager*, Mary Malone – *POCD/Weed Board*; Mike Lithgow – *Kalispel Tribe*; Sharon Sorby – *POC Weed Board Coordinator*; Jon Paul Driver – *local landowner*; Larry Cordes – *Local Landowner*; Steve Wilson – *Local Landowner & WSU Extension*; Ken Phipps – *Local Landowner*; Tracy Morgan – *WSU Extension*; Tom Pulford – *Local landowner*; Michelle Masuen, Blue Slate Ranch.

Official Action Items			
Motion	Motion made by:	Motioned seconded by:	Abstained:
Approve Agenda	Mike Lithgow	Tracy Morgan	NA
Approve Meeting Minutes from October 7, 2021	Ken Phipps	Larry Cordes	NA
Approve amended budget to include addition of intern	Mike Lithgow	Larry Cordes	NA
<b>Motion to Adjourn at 5:27 PM</b>			

**Public Comments:** No comment received

1. Introductions
2. Reviewed and Approve Agenda
3. VSP Workgroup – Action items
  - Approved Agenda
  - Approved October 7, 2021 minutes
  - Approve amended budget following discussion
    - Primary change is the addition of an intern
    - Workgroup approved current changes with a discussion that Alex will adjust the budget to show better breakdown of figures
4. Alex Case-Cohen & Workgroup – Discussion item: 2022 Outreach Discussion

- Discussion on topics and turnout of Soil Health Stewards Annual Meeting, held on February 26 at Clayton Grange
  - Alex noted that potential funds from Sustainable Farms and Fields may be applied in the future of research in this area
  - Soil Health Stewards are hoping to have a larger event in the next year with a keynote speaker, and field days this summer – first one scheduled is May 21
  - Discussion on the Pend Oreille Valley Farm Tour
  - Discussion on Pend Oreille County Fair – location of table, what to have on table (interactive – raffle, etc.?)
  - Jon Paul noted that May 14 marks the 110th anniversary of the Davis Lake Grange
  - Mary and Alex talked about the Newport Community Garden – Mary recently submitted an Urban Ag grant with NACD in hopes of using the garden to provide educational opportunity
  - Michele said that local historian Faith McClenney may be a benefit when reaching out to area youth on agriculture
  - Look into another meeting with John Floyd, POCD Board Supervisor, to discuss further outreach to youth
- 5.** Cost-share Project for crop rotation of degraded hay field north of Lone: Discussion Item
- Originally scheduled as an action item, Alex noted that she was still waiting on information from the landowner, so this is not yet ready to be approved by the workgroup
- 6.** Alex Case-Cohen & Workgroup – Discussion item: Monitoring with Kalispel Tribe NRD
- Alex will narrow down and send out scope of work to Kalispel NRD
  - Alex discussed possible funding opportunities
  - Alex will get in touch with AgWeatherNet through WSU regarding weather station opportunity
- 7.** Alex Case-Cohen & Workgroup – Discussion item: Skookum Creek Irrigation Efficiencies Planning Phase
- Discussion of grant proposal with Salmon Recovery Funding (SRF) Board for irrigation pipeline/fish screen installation along Skookum Creek irrigation ditch
  - Alex noted it could provide a stable water source for the landowners who live along the ditch
  - Mike noted that the Tribe owns property along the ditch now and have had discussions with landowners as well and agrees it would be a good opportunity for landowners and the fish.
  - Plan to video (drone) before and after
  - Alex and Mike discussed grant funding and match
  - The workgroup indicated their support of Alex moving forward

Meeting Adjourned – 5:27 PM

**Attachment K:  
03-02-2022  
POC VSP Work Group  
Meeting Minutes**

**ADDENDUM EXTENDING THE AGREEMENT FOR SERVICES**

This addendum extends the original Agreement between the Pend Oreille Conservation District (“District”) and Far Corner Communications (“FCC”).

WHEREAS, the District desires to extend the original agreement retaining the services of FCC to provide grant and database support related to District operations and programs.

NOW, THEREFORE, in consideration of the mutual premises and covenants contained in the original Agreement, it is mutually agreed as follows:

**1. Scope of Services to be Performed by the Contractor and Summary of Accomplishments**

FCC shall continue to perform the services outlined in Exhibit A of the original contract.

To date, FCC has assisted the District in designing and creating a records database using the Smartsheet program, including a workflow concept and an initial intake form for landowners. FCC has staff who have completed a basic training course in Smartsheet and have access to Smartsheet resources being shared among other conservation districts in Washington.

FCC has also assisted the District in two grant applications, one from the Washington Department of Ecology and two pre-applications for the Hazard Mitigation Program from the Washington Military Department, all three totaling more than \$5 million. The Ecology application has been approved, and the Hazard Mitigation proposals received approval to proceed with a full application.

This addendum will allow FCC to continue assisting the District with database work and grant applications.

**2. Compensation**

Services will be compensated at a rate of \$45.00 per hour to a maximum of \$2,000 for database work and \$1,000 for grant assistance.

**3. Extended Term**

The term of the Agreement shall be extended to the 30<sup>th</sup> day of June, 2023. Upon mutual agreement between the District and FCC, this agreement may be extended beyond June, 2023 pending available funding.

This addendum is executed by

**PEND OREILLE CONSERVATION DISTRICT**

**CONTRACTOR**

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Attachment L:  
February 2022  
Treasurer's Report

# TREASURER'S REPORT

## Fund Totals

Pend Oreille Conservation District

02/01/2022 To: 02/28/2022

Time: 15:00:37 Date: 03/02/2022

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	68,284.91	2,472.93	1,792.77	68,965.07	5.00	-1,270.87	0.00	67,699.20
080 PUD FY18	336.46	0.00	41.61	294.85	0.00	0.00	0.00	294.85
130 WSCC FY22	-16,662.56	28,129.24	6,949.22	4,517.46	2,903.69	1,632.57	0.00	9,053.72
131 22-38-NRI	0.00	0.00	57.29	-57.29	0.00	57.29	0.00	0.00
240 VSP 2021-2022	1,050.51	6,051.33	4,597.33	2,504.51	2,327.03	1,117.02	0.00	5,948.56
241 ACRHIVES	-774.21	774.21	916.43	-916.43	916.43	0.00	0.00	0.00
320 20 PUDECCW	-0.02	0.00		-0.02	0.00	0.00	0.00	-0.02
510 WQANP-2021	-1,516.57	1,613.29		96.72	0.00	0.00	0.00	96.72
	50,718.52	39,041.00	14,354.65	<b>75,404.87</b>	6,152.15	1,536.01	0.00	<b>83,093.03</b>

# TREASURER'S REPORT

## Account Totals

Pend Oreille Conservation District

02/01/2022 To: 02/28/2022

Time: 15:00:37 Date: 03/02/2022  
Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Mountain West	-75.17	502.83	20.00	407.66	0.00	5.00	412.66
3	PayPal- NRCS	-1,383.07	0.00	0.00	-1,383.07	0.00	0.00	-1,383.07
4	Wash Fed Sav	5,035.93	0.39	0.00	5,036.32	0.00	0.00	5,036.32
5	Wash Fed Clk.	47,140.83	38,537.78	14,334.65	71,343.96	0.00	7,683.16	79,027.12
Total Cash:		50,718.52	39,041.00	14,354.65	75,404.87	0.00	7,688.16	<b>83,093.03</b>
		50,718.52	39,041.00	14,354.65	75,404.87	0.00	7,688.16	<b>83,093.03</b>

## TREASURER'S REPORT Outstanding Vouchers

Pend Oreille Conservation District

As Of: 02/28/2022 Date: 03/02/2022  
Time: 15:00:37 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	
2022	60	02/28/2022	Payroll	5	2186	Alexandra Case-Cohen	1,536.01	Alex Case-Cohen
2022	61	02/28/2022	Claims	5	2187	Alex Case-Cohen	215.08	Travel Feb 2022 IMP/VSP
2022	71	02/28/2022	Claims	5	2188	Soiltest Farm Consultants Inc.	60.20	VSP/T-A Soiltest Farm Feb 2022
2022	72	02/28/2022	Claims	5	2189	State Auditor's Office	348.30	# L146895 IMP/D.O. Audit 2018-2020
2022	73	02/28/2022	Claims	5	2190	Ferry Conservation District	1,629.61	IMP/D.O.-VSP-admin Feb 2022
2022	74	02/28/2022	Claims	5	2191	Pend Oreille County Weed Board	3,893.96	VSP/IMP/SOS Feb 2022
							7,683.16	
							7,688.16	

Fund	Claims	Payroll	Total
001 General Fund	5.00	-1,270.87	-1,265.87
130 WSCC FY22	2,903.69	1,632.57	4,536.26
131 22-38-NRI	0.00	57.29	57.29
240 VSP 2021-2022	2,327.03	1,117.02	3,444.05
241 ACRHIVES	916.43	0.00	916.43
	6,152.15	1,536.01	7,688.16

**TREASURER'S REPORT**  
**Signature Page**

Pend Oreille Conservation District

02/01/2022 To: 02/28/2022

Time: 15:00:37 Date: 03/02/2022  
Page: 4

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

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Chairman / Date District Administrator / Date

## RECEIPT REGISTER

Pend Oreille Conservation District

Time: 15:01:33 Date: 03/02/2022

02/01/2022 To: 02/28/2022

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
66	02/09/2022	Tr Rec	266		1	Mountain West Bank	20.00	Overdraft Reversal Fee.
43	02/11/2022	Tr Rec	191024		5	WSCC	11,837.83	FY22-38 IMP Voucher # 06 Dec 2021
44	02/14/2022	Tr Rec	191025		5	Secretary of State	332.04	SOS # 1 Dec 2021
45	02/03/2022	Tr Rec	191026		5	Paypal	1,242.06	Paypal/NRCS Rent
46	02/09/2022	Tr Rec	191027		1	Washington Federal	482.83	Check # 2181 To Cover Overdraft For Payment Of US Bank Credit Card.
53	02/08/2022	Tr Rec	191028		5	Frontier Title & Escrow	725.00	Rent Feb 2022
56	02/16/2022	Tr Rec	191029		5	Pend Oreille County	6,051.33	VSP # 07 January 2022
57	02/17/2022	Tr Rec	191030		5	WSCC	16,291.41	IMP FY22-38 January 2022 # 07
58	02/17/2022	Tr Rec	191031		5	Bead Lake Clean Water Associat	1,613.29	Repayment Of Overpayment Of Work On Bead Lake
59	02/23/2022	Tr Rec	191032		5	Secretary of State	442.17	SOS Archives Grant # 02 January 2022
67	02/28/2022	Tr Rec	191033		4	Washington Federal	0.39	Savings Interest Feb 2022
68	02/28/2022	Tr Rec	191034		5	Washington Federal	2.65	Checking Interest Feb 2022
							340 Charges For Services	482.83
							360 Misc Revenues	1,970.10
							380 Non Revenues	20.00
							<u>001 General Fund</u>	2,472.93
							330 State Generated Revenues	28,129.24
							<u>130 WSCC FY22</u>	28,129.24
							330 State Generated Revenues	6,051.33
							<u>240 VSP 2021-2022</u>	6,051.33
							330 State Generated Revenues	774.21
							<u>241 ACRHIVES</u>	774.21
							380 Non Revenues	1,613.29
							<u>510 WQAIP-2021</u>	1,613.29
							<b><u>39,041.00</u></b>	

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: 15:01:01 Date: 03/02/2022

02/01/2022 To: 02/28/2022

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
65	02/03/2022	Claims	1	EFT	Mountain West Bank	20.00	Overdraft Fee Feb 2022
37	02/15/2022	Payroll	5	EFT	United States Treasurer	1,056.86	941 Deposit For 01/01/2022 - 01/31/2022
41	02/11/2022	Payroll	5	EFT	Department Of Retirement Systems	732.22	01/01/2022 To 01/31/2022 - PERS 2
48	02/01/2022	Claims	5	EFT	Ace Hardware #14204	4.87	IMP/D.O. Supplies/Ace Hardware Feb 2022
49	02/02/2022	Claims	5	EFT	IFIBER Communications	140.75	IMP/D.O. Feb 2022 Ifiber
50	02/02/2022	Claims	5	EFT	Verizon Wireless	221.32	IMP/D.O. Verizon Feb 2022
51	02/03/2022	Claims	5	EFT	Lisa Alkire	1,100.00	IMP-D.O./VSP Alkire Database/website
52	02/15/2022	Claims	5	EFT	NACD	101.00	Bronze Membership 2022
54	02/13/2022	Claims	5	EFT	Amazon.com	24.75	IMP/D.O. Supplies Amazon. Feb 2022
55	02/11/2022	Claims	5	EFT	Pend Oreille PUD	166.18	IMP/D.O. PUD Feb 2022
69	02/22/2022	Claims	5	EFT	City of Newport	96.00	IMP/D.O. City Of Newport/water/Feb 2022
70	02/21/2022	Claims	5	EFT	Amazon.com	99.61	IMP/D.O. Supplies For Office Amazon Feb 2022
76	02/17/2022	Claims	5	EFT	Amazon.com	16.95	IMP/D.O. Supplies Feb 2022
77	02/05/2022	Claims	5	EFT	Coursera Inc	41.96	IMP/D.O Trainging Feb 2022
38	02/04/2022	Payroll	5	1	Health Care Authority		wrong amount for payment in Feb
32	02/03/2022	Claims	5	2181	Mountain West Bank	482.83	Payment To Cover Overdraft And Fee
42	02/08/2022	Claims	5	2184	Health Care Authority	866.19	February 2022 Health Insurance
47	02/15/2022	Payroll	5	2185		1,500.00	Mid Month Draw Feb 2022
60	02/28/2022	Payroll	5	2186		1,536.01	Alex Case-Cohen
61	02/28/2022	Claims	5	2187	Alex Case-Cohen	215.08	Travel Feb 2022 IMP/VSP
71	02/28/2022	Claims	5	2188	Soiltest Farm Consultants Inc.	60.20	VSP/T-A Soiltest Farm Feb 2022
72	02/28/2022	Claims	5	2189	State Auditor's Office	348.30	# L146895 IMP/D.O. Audit 2018-2020
73	02/28/2022	Claims	5	2190	Ferry Conservation District	1,629.61	IMP/D.O.-VSP-admin Feb 2022
74	02/28/2022	Claims	5	2191	Pend Oreille County Weed Board	3,893.96	VSP/IMP/SOS Feb 2022
						1,792.77	
001 General Fund						1,792.77	
080 PUD FY18						41.61	
130 WSCC FY22						6,949.22	
131 22-38-NRI						57.29	
240 VSP 2021-2022						4,597.33	
241 ACRHIVES						916.43	
						14,354.65	
						9,529.56	Claims:
						4,825.09	Payroll:

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: \_\_\_\_\_

# BANK RECONCILIATION

Pend Oreille Conservation District

Time: 11:08:48 Date: 03/02/2022

02/01/2022 To: 02/28/2022

Page: 1

## 1 Mountain West

Date						Balance Forward	-482.83
02/09/2022							502.83
						Total Credits:	502.83
Year	Trans#	Date	Type	Chk#	Vendor		
2022	65	02/03/2022	Claims		Mountain West Bank		20.00
						Total Debits:	20.00
						Reconciled Bank Balance:	0.00
						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>-5.00</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.

# STOP PAYMENT RECORD

Pend Oreille Conservation District

Tax Year: 2022

Transaction: 63

Date: 03/02/2022

Amt: 5.00

Year	Trans	Date	Acct #	War #	Claiment	Amount	Memo
2020	54	03/03/2020	Claims	1	12642	190 Office of the Secretary c	5.00 Annexation Of Terriroty Within A Conservation District Prosessing Fee
553 11 41 000 Prof Svc Admin						5.00	
<b>001 General Fund</b>						<b>5.00</b>	

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	1
Account Number	@XXXXXXXXXX@8895	Statement Dates	2/01/22 thru 2/28/22
Previous Balance	482.83-	Days in the statement period	28
2 Deposits/Credits	502.83	Average Ledger	139.38-
4 Checks/Debits	20.00	Average Collected	139.38-
Service Charge	.00		
Interest Paid	.00		
Ending Balance	.00		

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$ .00	\$30.00
Total Nonsufficient Funds Fees	\$ .00	\$ .00

Deposits and Additions

Date	Description	Deposits
2/09	Cont Overdraft Fee Reversal	20.00
2/09	DDA Regular Deposit	482.83

Debits and Withdrawals

Date	Description	Withdrawals
2/03	Continuous Overdraft Fee	5.00-
2/04	Continuous Overdraft Fee	5.00-
2/07	Continuous Overdraft Fee	5.00-
2/08	Continuous Overdraft Fee	5.00-

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
2/01	482.83-	2/03	487.83-	2/04	492.83-

TOTALLY FREE BUSINESS CHECKING @XXXXXXXXXX@8895 (Continued)

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
2/07	497.83-	2/08	502.83-	2/09	.00



Account: General Fund Current Time: 02/16/22 2:16:53 PM

Current Balance: 0.00  
Available Balance: 0.00

Date ▾	Ref/Check No	Description	Debit	Credit	Balance
02/09/2022	<a href="#">View Image</a>	DDA Regular Deposit		482.83	0.00
02/09/2022		Cont Overdraft Fee Reversal		20.00	(482.83)
02/08/2022		Continuous Overdraft Fee	(5.00)		(502.83)
02/07/2022		Continuous Overdraft Fee	(5.00)		(497.83)
02/04/2022		Continuous Overdraft Fee	(5.00)		(492.83)
02/03/2022		Continuous Overdraft Fee	(5.00)		(487.83)
01/27/2022		Overdraft Fee	(30.00)		(482.83)
01/27/2022		U.S. BANK AUTOPAY CCD 448559455562237 042000010956985	(969.30)		(452.83)
<b>Totals:</b>		Transactions: 8	Debits: (1,019.30)	Credits: 502.83	

# BANK RECONCILIATION

Pend Oreille Conservation District

Time: 11:34:13 Date: 03/02/2022

02/01/2022 To: 02/28/2022

Page: 1

4 Wash Fed Sav

Date	Balance Forward	5,035.93					
02/28/2022		0.39					
	Total Credits:	0.39					
Year	Trans#	Date	Type	Chk#	Vendor		
						Total Debits:	0.00
						Reconciled Bank Balance:	5,036.32
						Outstanding Credits:	
						Outstanding Debits:	
						<b>Reconciled Book Balance:</b>	<b>5,036.32</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 February 28, 2022  
 Statement Begin Date February 1, 2022  
 Account Number 62763959483

To report a lost or stolen card,  
 call 800-324-9375.  
 For 24-hour telephone banking,  
 call 877-431-1876.

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

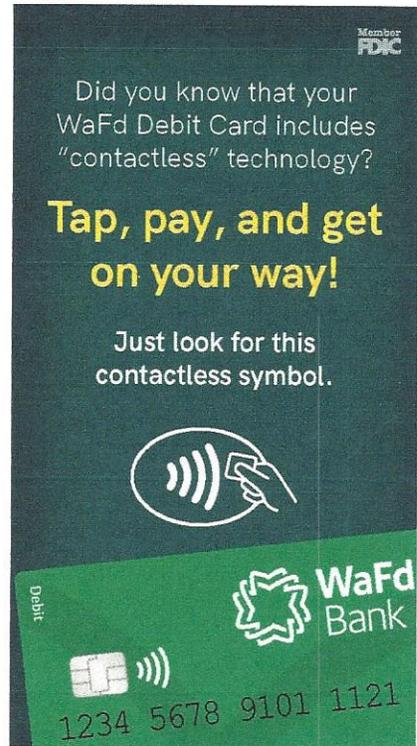
35058 \*

*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	0.101%
Interest Rate Effective 02/01/2022	0.100%
Interest Earned/Accrued this Cycle	\$0.39
Number of Days in this Cycle	28
Date Interest Posted	02-28-2022
Year-to-Date Interest Paid	\$0.82

<b>Beginning Balance</b>	<b>\$5,035.93</b>
Interest Earned This Period	+0.39
<b>Ending Balance</b>	<b>\$5,036.32</b>



**Interest Earned This Period**

Date	Description	Amount
02-28	Credit Interest	0.39
<b>Total Interest Earned This Period</b>		<b>0.39</b>

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

## Employee Accrual Cost

Pend Oreille Conservation Dis

Time: 09:35:59 Date: 03/02/2022

As Of: 02/28/2022

Page: 1

Case-Cohen, Alexandra Loree	Beginning	Earned	Used	Ending	Rate	Cost
Vacation	77.00	8.00		85.00	39.10	3,323.50
Sick Pay	65.00	8.00	4.00	69.00	39.10	2,697.90
				154.00		6,021.40
<b>Report Total:</b>				<b>154.00</b>		<b>6,021.40</b>

# BANK RECONCILIATION

Pend Oreille Conservation District

Time: 15:00:14 Date: 03/02/2022

02/01/2022 To: 02/28/2022

Page: 1

5 Wash Fed Ck.

Date	Balance Forward	60,177.66
02/03/2022		1,242.06
02/08/2022		725.00
02/11/2022		11,837.83
02/14/2022		332.04
02/16/2022		6,051.33
02/17/2022		17,904.70
02/23/2022		442.17
02/28/2022		2.65
<b>Total Credits:</b>		<b>38,537.78</b>

Year	Trans#	Date	Type	Chk#	Vendor	
2022	12	01/19/2022	Payroll	2175	Health Care Authority	942.65
2022	8	01/31/2022	Claims		Washington State Department of Revenue	279.27
2022	27	01/31/2022	Claims	2176	Exbabylon	969.31
2022	28	01/31/2022	Claims	2177	Secretary of State	95.96
2022	29	01/31/2022	Claims	2178	State Auditor's Office	3,166.80
2022	30	01/31/2022	Claims	2179	Ferry Conservation District	2,439.47
2022	31	01/31/2022	Claims	2180	Far Corner Communications	135.00
2022	33	01/31/2022	Claims	2182	Pend Oreille County Weed Board	3,488.82
2022	34	01/31/2022	Payroll	2183	Alexandra Case-Cohen	1,519.55
2022	48	02/01/2022	Claims		Ace Hardware #14204	4.87
2022	49	02/02/2022	Claims		IFIBER Communications	140.75
2022	50	02/02/2022	Claims		Verizon Wireless	221.32
2022	32	02/03/2022	Claims	2181	Mountain West Bank	482.83
2022	51	02/03/2022	Claims		Lisa Alkire	1,100.00
2022	77	02/05/2022	Claims		Coursera Inc	41.96
2022	42	02/08/2022	Claims	2184	Health Care Authority	866.19
2022	41	02/11/2022	Payroll		Department Of Retirement Systems	732.22
2022	55	02/11/2022	Claims		Pend Oreille PUD	166.18
2022	54	02/13/2022	Claims		Amazon.com	24.75
2022	37	02/15/2022	Payroll		United States Treasurer	1,056.86
2022	47	02/15/2022	Payroll	2185	Alexandra Case-Cohen	1,500.00
2022	52	02/15/2022	Claims		NACD	101.00
2022	76	02/17/2022	Claims		Amazon.com	16.95
2022	70	02/21/2022	Claims		Amazon.com	99.61
2022	69	02/22/2022	Claims		City of Newport	96.00
<b>Total Debits:</b>						<b>19,688.32</b>
<b>Reconciled Bank Balance:</b>						<b>79,027.12</b>

Outstanding Credits:

2022	60	02/28/2022	Payroll	2186	Case-Cohen, Alexandra Loree	1,536.01
2022	61	02/28/2022	Claims	2187	Case-Cohen, Alex	215.08
2022	71	02/28/2022	Claims	2188	Soiltest Farm Consultants Inc.	60.20
2022	72	02/28/2022	Claims	2189	State Auditor's Office	348.30
2022	73	02/28/2022	Claims	2190	Ferry Conservation District	1,629.61
2022	74	02/28/2022	Claims	2191	Pend Oreille County Weed Board	3,893.96
<b>Outstanding Debits:</b>						<b>7,683.16</b>

## BANK RECONCILIATION

Pend Oreille Conservation District

Time: 15:00:14 Date: 03/02/2022

02/01/2022 To: 02/28/2022

Page: 2

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**Reconciled Book Balance:** **71,343.96**

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



Statement of Account

PAGE 1 OF 5

Statement End Date February 28, 2022  
 Statement Begin Date February 1, 2022  
 Account Number 62763959434

To report a lost or stolen card,  
 call 800-324-9375.  
 For 24-hour telephone banking,  
 call 877-431-1876.

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

35057 \*

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**

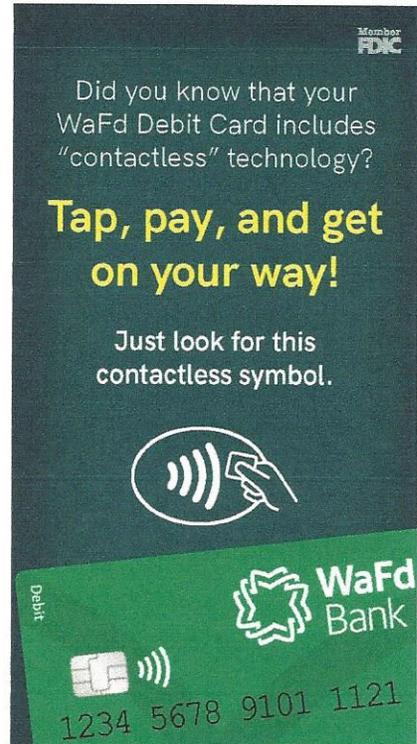
Annual Percentage Yield Earned for this Statement Period	0.050%
Interest Rate Effective 02/01/2022	0.050%
Interest Earned/Accrued this Cycle	\$2.65
Number of Days in this Cycle	28
Date Interest Posted	02-28-2022
Year-to-Date Interest Paid	\$4.64

<b>Beginning Balance</b>	<b>\$60,177.66</b>
Interest Earned This Period	+2.65
Deposits and Credits	+38,535.13
Checks Paid	-15,606.58
ATM, Electronic and Debit Card Withdrawals	-4,081.74
Other Transactions	-0.00
<b>Ending Balance</b>	<b>\$79,027.12</b>

	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
02-28	Credit Interest	2.65
<b>Total Interest Earned This Period</b>		<b>2.65</b>



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



Statement of Account

Statement End Date February 28, 2022
Statement Begin Date February 1, 2022
Account Number 62763959434

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

Deposits and Credits

Table with 3 columns: Date, Description, Amount. Rows include External Deposit PAYPAL TRANSFER, Deposit, External Deposit WA ST SCC, External Deposit WA ST SECRETARY, Deposit, External Deposit WA ST SCC, Deposit, External Deposit WA ST SECRETARY, and Total Deposits and Credits 38,535.13.



Checks Paid

Table with 6 columns: Number, Date, Amount, Number, Date, Amount. Rows list check numbers 2175-2180 and 2181-2185 with their respective dates and amounts, totaling \$15,606.58.

\* 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. Rows include External Withdrawal WA DEPT REVENUE, POS Signature Purchase IFIBER COMMUNICATIO, POS Signature Purchase SELKIRK ACE OLDTOWN, External Withdrawal ACHMA VISB, External Withdrawal ACHMA VISB, POS Signature Purchase IN \*LISAALKIRE, POS Signature Purchase COURSR9VNRXYSM, External Withdrawal PEND OREILLE PUD UTILITY BILL, External Withdrawal PEND OREILLE PUD UTILITY BILL, External Withdrawal WA DEPT RET SYS, POS Signature Purchase AMZN MKTP US\*7T54J7AMZN.COM/BILL WAUS Card #9903.



Statement of Account

PAGE 3 OF 5  
Statement End Date February 28, 2022  
Statement Begin Date February 1, 2022  
Account Number 62763959434

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

Date	Description	Amount
02-15	External Withdrawal IRS - USATAXPYMT 270244673885288	1,056.86
02-17	POS Signature Purchase AMAZON.COM*KP50J8CEAMZN.COM/BILL WAUS Card #9903	16.95
02-17	External Withdrawal NEONPay-NACD 2721204625981 - 2025476223	101.00
02-21	POS Signature Purchase AMZN Mktp US*1B1AP9Amzn.com/bill WAUS Card #9903	99.61
02-22	External Withdrawal CITY OF NEWPORT COLLECT:1077577721 - CITY OF NE 2C17D1913488	96.00
<b>Total ATM, Electronic and Debit Card Withdrawals</b>		<b>4,081.74</b>



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

PEND OREILLE CONSERVATION DISTRICT  
PO BOX 455  
121 N. WASHINGTON AVE  
NEWPORT, WA 99158

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

2175

01/19/2022

Health Care Authority  
\*\*\*\*\*942.65

PAY TO THE ORDER OF \$

\*\*\*\*\*Nine Hundred Forty Two and 65/100\*\*\*\*\*

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

01/01/2021 To 01/31/2021 Health Care Authority

MEMO

IMP/D.O. Maintain Database Farcorner

Authorized Signature: *John W. Hurd*

⑆002175⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2175 Date 02/14/2022 Amount \$942.65

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

PEND OREILLE CONSERVATION DISTRICT  
PO BOX 455  
121 N. WASHINGTON AVE  
NEWPORT, WA 99158

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

2180

01/31/2022

Far Corner Communications  
\*\*\*\*\*135.00

PAY TO THE ORDER OF \$

One Hundred Thirty Five and 00/100

Far Corner Communications  
510 N. Maple St  
Colville, WA 99114

IMP/D.O. Maintain Database Farcorner

Authorized Signature: *John W. Hurd*

⑆002180⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2180 Date 02/10/2022 Amount \$135.00

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

PEND OREILLE CONSERVATION DISTRICT  
PO BOX 455  
121 N. WASHINGTON AVE  
NEWPORT, WA 99158

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

2176

01/31/2022

Exbabylon  
\*\*\*\*\*969.31

PAY TO THE ORDER OF \$

Nine Hundred Sixty Nine and 31/100

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

MEMO

IMP/D.O. Prof Service Exbabylon Jan 2022

Authorized Signature: *John W. Hurd*

⑆002176⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2176 Date 02/22/2022 Amount \$969.31

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

PEND OREILLE CONSERVATION DISTRICT  
PO BOX 455  
121 N. WASHINGTON AVE  
NEWPORT, WA 99158

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

2181

02/03/2022

Mountain West Bank  
\*\*\*\*\*482.83

PAY TO THE ORDER OF \$

Four Hundred Eighty Two and 83/100

Mountain West Bank  
Mt West Bank  
125 Ironwood Drive  
Coeur D'Alene, ID 83814

Payment to Cover Overdraft And Fee

Authorized Signature: *John W. Hurd*

⑆002181⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2181 Date 02/10/2022 Amount \$482.83

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

PEND OREILLE CONSERVATION DISTRICT  
PO BOX 455  
121 N. WASHINGTON AVE  
NEWPORT, WA 99158

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

2177

01/31/2022

Secretary of State  
\*\*\*\*\*95.96

PAY TO THE ORDER OF \$

Ninety Five and 96/100

Secretary of State  
PO Box 40224  
Olympia, WA 98504-0224

MEMO

Archive Boxes Jan 2022 Inv 00012638/00012646  
AB-POC D

Authorized Signature: *John W. Hurd*

⑆002177⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2177 Date 02/11/2022 Amount \$95.96

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

PEND OREILLE CONSERVATION DISTRICT  
PO BOX 455  
121 N. WASHINGTON AVE  
NEWPORT, WA 99158

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

2182

01/31/2022

Pend Oreille County Weed Board  
\*\*\*\*\*3,488.82

PAY TO THE ORDER OF \$

Three Thousand Four Hundred Eighty Eight and 82/100

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

VSP/IMP/SOS,

Authorized Signature: *John W. Hurd*

⑆002182⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2182 Date 02/14/2022 Amount \$3,488.82

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

PEND OREILLE CONSERVATION DISTRICT  
PO BOX 455  
121 N. WASHINGTON AVE  
NEWPORT, WA 99158

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

2178

01/31/2022

State Auditor's Office  
\*\*\*\*\*3,166.80

PAY TO THE ORDER OF \$

Three Thousand One Hundred Sixty Six and 80/100

State Auditor's Office  
PO Box 40021  
Olympia, WA 98504-0021

MEMO

IMP/D.O. Prof Service State Auditor's Office  
L196321

Authorized Signature: *John W. Hurd*

⑆002178⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2178 Date 02/11/2022 Amount \$3,166.80

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

PEND OREILLE CONSERVATION DISTRICT  
PO BOX 455  
121 N. WASHINGTON AVE  
NEWPORT, WA 99158

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

2183

01/31/2022

Alexandra Loree Case-Cohon  
\*\*\*\*\*1,519.55

PAY TO THE ORDER OF \$

One Thousand Five Hundred Nineteen and 55/100

Alexandra Loree Case-Cohon  
3222 Crest Dr.  
Chevelah, WA 99109

Alex Case-Cohon 1/31/2022

Authorized Signature: *John W. Hurd*

⑆002183⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2183 Date 02/04/2022 Amount \$1,519.55

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

PEND OREILLE CONSERVATION DISTRICT  
PO BOX 455  
121 N. WASHINGTON AVE  
NEWPORT, WA 99158

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

2179

01/31/2022

Ferry Conservation District  
\*\*\*\*\*2,439.47

PAY TO THE ORDER OF \$

Two Thousand Four Hundred Thirty Nine and 47/100

Ferry Conservation District  
PO Box 1045  
Republic, WA 99166

MEMO

VSP/IMP-D.O. Jan 2022

Authorized Signature: *John W. Hurd*

⑆002179⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2179 Date 02/17/2022 Amount \$2,439.47

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

PEND OREILLE CONSERVATION DISTRICT  
PO BOX 455  
121 N. WASHINGTON AVE  
NEWPORT, WA 99158

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

2184

02/08/2022

Health Care Authority  
\*\*\*\*\*866.19

PAY TO THE ORDER OF \$

Eight Hundred Sixty Six and 19/100

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

February 2022 Health Insurance

Authorized Signature: *John W. Hurd*

⑆002184⑆ ⑆325070980⑆ ⑆2763959434⑆

Check 2184 Date 02/23/2022 Amount \$866.19



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

PEND OREILLE CONSERVATION DISTRICT  
 PO BOX 455  
 121 N. WASHINGTON AVE  
 NEWPORT, WA 99156

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

2185

02/15/2022

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

One Thousand Five Hundred and 00/100 DOLLARS

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

MEMO Mid Month Draw Feb 2022

*[Signature]*  
 AUTHORIZED SIGNATURE

⑆002165⑆ ⑆325070980⑆ 62763959434⑆

Check 2185 Date 02/18/2022 Amount \$1,500.00



February 2022 admin report

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

Print all checks and get them ready for signatures.

Print grant vouchers for each grant.

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

Payroll draw on the 15<sup>th</sup> of each month.

Last day of month payroll and travel.

End of each month pay 941 tax, for prior month by the 15<sup>th</sup>., and Dept of retirement report and payment done on March 3rd paid on March 11<sup>th</sup>.

Transfer reports and grant information to shared drive.

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

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

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

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

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

**Attachment M:  
February 2022  
Operations Report**



Pend Oreille Conservation District  
Operations Report  
February 2022

## OPERATIONS UPDATE

- **Building Maintenance**—As will be discussed in our March meeting, I do not believe it is smart for us to implement a full-scale renovation project on the upstairs office space at this time. I believe doing so would wipe out our general fund, which would make monthly transactions and cost-share payments more cumbersome and difficult. HOWEVER, the Commission has positioned itself well with supplemental funding from the legislature. We could be receiving additional funds for VSP (both implementation and monitoring), Sustainable Farms and Fields (TA, outreach, implementation/cost share), and other funding opportunities. Additional funding means more responsibilities/tasks to be accomplished, which means the need for additional staff... and therefore, adequate office space to house staff. We need to come up with a plan ASAP.  
Sunvek WA came out on February 16<sup>th</sup> to give us a bid on a roof replacement (**Attachment F in Board Packet**). WF General Contractors sent them out on their behalf. I spoke with Karen Skoog (co-owner) about contractor requirements of a small roster public works project; she will get back with me to see if it's feasible.
- **Staffing**—As mentioned above, there will be a need for more staff here shortly. As will be discussed in our March meeting, I propose that we hire a VSP intern (**Attachment I – Board Packet**). We already have available funding for them to work 24-32 hours/week. If we receive the Urban Ag grant, they may be covered full-time. We will need to convene a hiring committee
- **Budget**—Please see **Attachment 6**
- **ExBabylon/IT**—No news currently.

## PROGRAMS

**1.) WSCC Implementation Funding Activity:** We have used up much of our IM funds, though we are still on budget for the FY. Approval of the NRI grant will help alleviate some of the bank stabilization TA funding required for the projects.

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

We approved the implementation of 3 bank stabilization projects along the Pend Oreille River at our last meeting. To date, I've submitted Cultural Resources Requests for the Ricco-Boyce bank stabilization project; I am awaiting to hear back from the Kalispel and Colville Tribes (the Spokane Tribe has deferred to Kalispel). I will submit the McGuire cultural resources requests before our next board meeting.

I have spoken to the POC VSP Work Group about potential capital ag-related projects. I am not too worried about the implementation of these projects yet since 1) we don't have the same work window requirements and 2) we still have over a year before projects must be implemented.

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

So far, we have at least 6 potential projects for the 2022 season. Stay tuned for more information!

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

We received one potential applicant along Joyner Drive; there are approximately \$20,000 worth of funding left in this pool, so Mary and I may submit an application in early March.

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

- **Program Management:** We held a VSP Work Group meeting on Wednesday, March 2<sup>nd</sup> (see **Attachment J in the Board Packet**). At the meeting, we discussed outreach events for 2022, held a moderate discussion on the history of ag in POC (we've got a number of history buffs on the work group), discussed monitoring support with the Kalispel's Natural Resources Department, discussed the status of potential and current projects, and approved the updated budget. There was some debate on the amount of funding required for staff, but after a tense discussion, we concluded that POCD is doing the best it can with the limited resources and staff that we have. I may need to change up my budget slightly so that it doesn't appear that we're spending ALL of our funds on the nebulous "Admin" task.
- **Outreach:** The soil health stewards met on February 26<sup>th</sup>. We had over 60 participants (including staff) and heard from Randy Emtman (Emtman Brothers' Farms), Dr. Tarah Sullivan (WSU Assistant Professor of Microbiology), Mike Nester

(AgEnterprise), and Tess Hahn (Bah Bah Blacktail Farm, Northern Idaho). One of our board members (Kevin) spoke during the short-and-sweet growers panel held at lunch.

In all, it was a great event and we believe it's set us up for increased engagement and participation from the community

- **Monitoring:** I spoke with Levi Keesecker about the importance of having a well-defined "why" when thinking about VSP monitoring. We plan on working with the Kalispel Tribe's NRD but want to make sure we have the right questions and variable defined before we move forward. We'll need to come up with a plan for monitoring wetlands, as well. Levi mentioned that something as simple as monitoring flows at the same time every year in a given wetland can suffice. We've also received a grant from the WA Soil Health Initiative for soil sampling on 10 sites. I will need to purchase equipment for that and Mary and I will attend a seminar at the end of March.
- **Staffing:** I hope the board will fund a part-time intern position to assist with VSP (**Attachment I in Board Packet**). This position will assist with soil health sample collection, the roll-out of the Newport Garden (which I believe we have good odds of receiving), ArcGIS sample collection, and assistance with outreach events.

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

We received payment from the Bead Lake Clean Water Association of \$1,614 to cover the deficit from the grant. They have been a pleasure to work with and we look forward to continue working with them. In the future, we hope to partner with other Lake Associations to implement similar programs.

#### 7.) Secretary of State Archives Grant

Dyana is working on a revolving retention schedule for our archives. She has started going through our old files and has begun the sorting process.

#### 8.) Grant Applications

- **Salmon Recovery Funding (SRF) Board Irrigation Efficiencies Grant Application:** We plan to submit either a strictly planning or plan and build application for the Skookum Creek Irrigation District. The project would consist of designing a new irrigation ditch/pipeline, then installing new pipeline and an operational fish screen. This will provide adequate water for landowners along the ditch and will eliminate lost water from the many failures throughout the existing ditch
- **NACD Urban Ag Grant:** Mary submitted this application on Friday, January 28<sup>th</sup>. We are looking forward to find out if we received this grant.
- **Ecology Water Quality Combined Funding:** No new news on this application; I will keep the board posted as I learn more.
- **FEMA Hazard Mitigation Grant Program:** I met with the Metaline Town Hall and received their approval to contract with an engineer from Century West to complete the Cost Benefit Analysis, arguably the most difficult component of the grant application. We have been tasked with the narrative; I've elicited the help of Cecily Van Cleave with this project (**Attachment L from Board Packet**). WE also need to approve a Resolution so I can submit the grant (**Attachment G**)

#### 9.) Shared Employee Reports

- **Mary's Monthly Report: Attachment 1**
- **Lisa's Monthly Report: Attachment 2**
- **Candy's Monthly Report: Attachment 3**
- **Dyana's Monthly Report: Attachment 4**

#### 10.) To do list from meeting:

- **Purple air – set date for meeting; reach out to LRAPA for speaker?** This meeting will be held on March 31<sup>st</sup> from 10 AM – 12 PM
- **Personnel committee to meet and review the Employee Handbook and Telework Policy to offer recommendations for March meeting:** Personnel committee has not had a chance to meet due to busy schedules. We will defer this to next month or the month after. At Thursday's meeting, we will explain our plans for working on the Employee Handbook and the Operations Policy/Procedure.

#### FUTURE DATES

- March 5<sup>th</sup> – Alex's Birthday
- March 11<sup>th</sup>-13<sup>th</sup> – Alex on west side for last class of Program Management
- March 31<sup>st</sup> – Air Quality Monitoring Meeting
- April 14<sup>th</sup> – HMGP & SRF Board Grants Applications Due
- April 14<sup>th</sup> – Next Board meeting

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

## Mary's Report for February, 2022



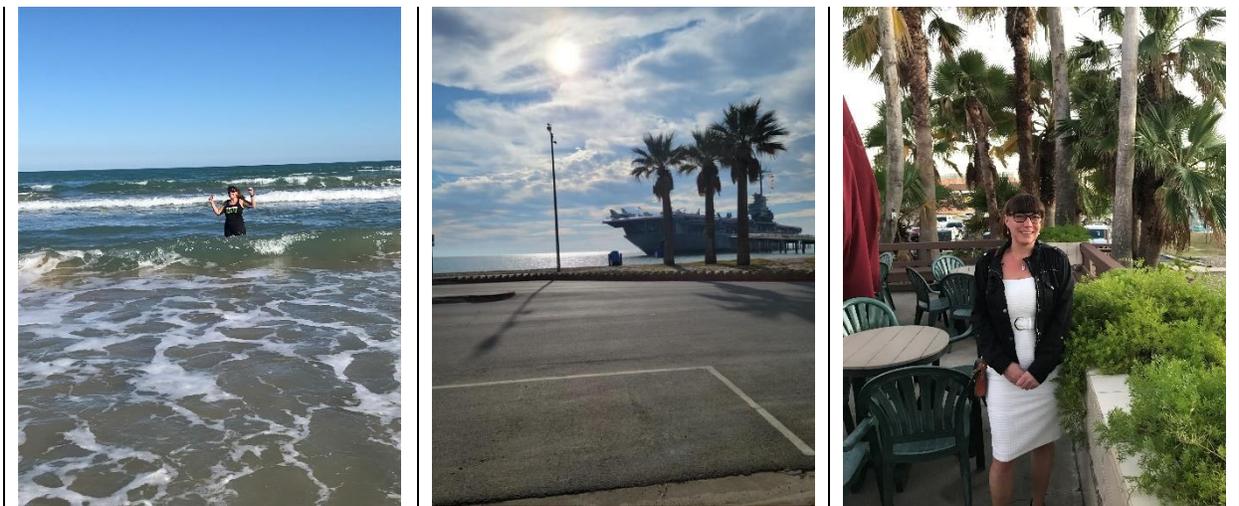
### What Mary has been up to:

- Outreach Strategies for Community Wildfire Prep and Recovery Workshop
- Meetings on Hazard Mitigation grant proposals & SRF Board with Mike Lithgow
- Website updates (event calendar, farm tour, etc.)
- SoilCon – 2-day webinar
- Soil Health Stewards Annual Meeting – created flyer, survey, helped with setup, and attended and videoed the event
- Editing various reports and documents
- Board Meeting/Minutes
- Staff Meetings, Office Work, Office Cleaning, etc.

Didn't take many photos at the Soil Health Stewards event since I was recording ....



And I took a vacation!!!



*Thank  
You*

**From:** [Lisa Alkire](#)  
**To:** [Alex Case-Cohen](#)  
**Subject:** Feb 2022 Monthly Report  
**Date:** Wednesday, March 2, 2022 6:05:44 PM  
**Attachments:** [Facebook Page Engagement Report-2022-02-01\\_2022-02-28.pdf](#)

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Hey Alex,

Another amazing month for the POCD.

Our reach went to 16,000 people last month. Up almost 10,000 people than the month prior. This is definitely thanks to our boost posts for the soil health stewards- that post got us an extra 6,000 people to see our stuff. But even without that we would've seen an increase in our reach. I would greatly attribute the extra reach we're getting to the networking/groups I post our info from. Which include our tricounty homesteaders group, eastern Washington ag producers and a local farm & gardening. 42 people clicked the link from the soil health meeting to register! Which is like- way cool! Plus we gained an extra 7 new page followers.

69 unique visitors to our website (Up by 67%)

We had 92 site sessions (times those visitors visited our website overall)

\*\*\*8 minutes 4 seconds is the average amount of time someone spends on our website (this is up from 3 minutes, which is kind of crazy to me!) Thanks Mike for all the cool content pages we added. People must be really enjoying our resources to spend 8 minutes!

57 of those visitors found our website from our Facebook page

42 of them came to our page directly

12 of them came from searching google, meaning people are searching for us! Woohoo!

52 users have never been to our site before

Our pages were viewed over 464 times, here are the pages with the most views

- Homepage 65
- AboutUsPage-15
- Farm tour -15
- Our team page - 15
- Newsletters-10

New page likes **7**

Reach **16,105**

Total page likes over time

Post unique impressions **7,835**

Unique Page Impressions by Type

Paid & unique impressions	10,930 (50.59%)
Organic & unique impressions	5,329 (24.67%)
Viral & unique impressions	5,324 (24.64%)
Nonviral & unique impressions	22 (0.10%)

Unique Post Impressions by Type

Post organic impressions	4,435 (50.00%)
Post viral impressions	4,435 (50.00%)
Post nonviral impressions	0 (0.00%)

Post Distribution

Post Type	Post count	Engaged users
link	~100	~60
status	~0	~0
photo	~280	~220
video	~0	~0
offer	~0	~0

Top weekday for posting **Friday**

Top time for posting **04:00**

Each post on average receives

Unique average likes	8.00 (71.58%)
Unique average comments	1.94 (17.37%)
Unique average shares	1.24 (11.05%)

Page Engagement Over Time

Page engagements

Number of people who clicked anywhere on the page.

Engaged users **552**

Organic impressions

Users who have engaged with your page through organic News Feed entries

Organic impressions **7,118**

Top Performing Cities

City	Reach	Storytellers	Page CTA clicks	Phone call clicks	Direction clicks	Website clicks
Spokane, WA	2,430	0	0	0	0	0
Newport, WA	2,028	0	0	0	0	0
Colville, WA	830	0	0	0	0	0
Spokane Valley, ...	692	0	0	0	0	0
Elk, WA	496	0	0	0	0	0
Coeur d'Alene, ID	487	0	0	0	0	0
Deer Park, WA	465	0	0	0	0	0
Bonnars Ferry, ID	418	0	0	0	0	0
Sandpoint, ID	417	0	0	0	0	0
Chewelah, WA	382	0	0	0	0	0

TOP post insights

Message: Don't make producing harder than it already is. We've done the research for you and have met with local farms near you to see what's...

Post impressions	5,969
Post clicks	133
Post engaged users	115

Message: More than ever we're getting concerns about our snow pack level this year. After a snowy December, Washington's snowpack ended...

Post impressions	1,777
Post clicks	148
Post engaged users	135

Message: This year's workshop will be held both virtually and in person at the Camas Center from 10 a.m. - 3 p.m. Saturday, March 12, 2022. Luncc...

Post impressions	836
Post clicks	10
Post engaged users	26

Message: BRRRRR it's gonna be a cold week. Consider sharing this post to alert your neighbors. We know that low temps means extra precautions...

Post impressions	532
Post clicks	11
Post engaged users	17

Message: Share to spread the good news. Can't wait for longer days! What are you looking forward to most about spring and summer?

Post impressions	209
Post clicks	8
Post engaged users	20

Message: In case you're new around these parts. ☺

Post impressions	196
Post clicks	28
Post engaged users	29

Message:

Post impressions	121
Post clicks	2
Post engaged users	4

Message: ☺ Much of gardening success is about timing. Be sure to bookmark this page or share this post- so you can consult it as the snow...

Post impressions	114
Post clicks	6
Post engaged users	11

February 2022 admin report

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

Print all checks and get them ready for signatures.

Print grant vouchers for each grant.

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

Payroll draw on the 15<sup>th</sup> of each month.

Last day of month payroll and travel.

End of each month pay 941 tax, for prior month by the 15<sup>th</sup>., and Dept of retirement report and payment done on March 3rd paid on March 11<sup>th</sup>.

Transfer reports and grant information to shared drive.

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

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

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

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

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

## Dyana James: Deliverables for February, 2022

- WA State Archives Grant
  - Research metal shelving
  - Create retention schedule quick reference
- Scan documents into monthly invoice and receipt efolder
- Match up vouchers with invoices and check stubs
- File paper documents
- Create new grant and program folders as needed
- Pick up mail from Post Office, scan and efile invoices received
- Take check(s) to bank for deposit, scan and efile deposit receipt(s)
- Pick up supplies



HAPPY SPRING!

*Dyana James*

## IM Fiscal Year 2022 Budget Analysis

IM Budget March - June 30, 2022		Funds Available: \$38,125.00	
Funding For:	Task	Monthly Rate	Rest of FY total
Staff Time	Admin Tasks (Alex)	\$ 2,000.00	\$ 8,000.00
	Water Quality Tasks (Alex)	\$ 1,000.00	\$ 4,000.00
	Admin Tasks (Dyana)	\$ 500.00	\$ 2,000.00
	Admin/Financials (Candy)	\$ 1,000.00	\$ 4,000.00
	Mary (Outreach/TA)	\$ 1,800.00	\$ 7,200.00
	Lisa (Outreach/Education)	\$ 550.00	\$ 2,200.00
Other Expenses	Travel	\$ 250.00	\$ 1,000.00
	Meetings light refreshments (Mar-June)	\$ 20.00	\$ 80.00
	Building Repairs/Maintenance	\$ 200.00	\$ 800.00
	IT & Variable Expenses	\$ 400.00	\$ 1,600.00
	Office/Field Supplies	\$ 285.00	\$ 1,140.00
	Contracted Services	\$ 250.00	\$ 1,000.00
	Subscriptions	\$ 700.00	\$ 2,800.00
<b>Total</b>		<b>\$ 6,005.00</b>	<b>\$ 35,820.00</b>

<b>Remaining IM Funds</b>	<b>\$38,125.00</b>
FY Expense Estimates (Other Expenses)	\$ 7,420.00
Staff Time	\$ 28,400.00
<b>Available Balance</b>	<b>\$ 2,305.00</b>

## VSP Budget March 1 - June 30, 2022

<b>Table 1</b>			
Remaining VSP Funds:		\$61,204.60	
Funding For:	Task	Monthly Rate	Rest of Biennium total
Pend Oreille Conservation District	Outreach (Lisa)	\$ 550.00	\$ 2,200.00
	Technical Assistance (Alex)	\$ 1,000.00	\$ 4,000.00
	Technical Assistance/Education (Mary)	\$ 1,815.00	\$ 7,260.00
	Admin & Finance (Candy & Dyana)	\$ 1,300.00	\$ 5,200.00
	Admin (Alex)	\$ 1,000.00	\$ 4,000.00
	New Intern (beginning May 1st)	\$ 2,500.00	\$ 5,000.00
	Travel	\$ 250.00	\$ 1,000.00
	Implementation Advertising/Supplies	\$ 200.00	\$ 800.00
	POC GIS Help	\$ 262.00	\$ 1,048.00
	<b>Total</b>		<b>\$ 8,877.00</b>

<b>Table 2</b>	
Potential Cost Share Funds	
Total Potential Projects	Total Cost Share (75%) to be spent
3-4 projects	\$ 15,000.00

<b>Table 3</b>	
Remaining VSP Funds (Funds to be Spent)	\$61,204.60
Expense Estimates (Travel, Advertising/Supplies, GIS Help)	\$ 2,848.00
Staff Time	\$ 27,660.00
Cost Share Allocation	\$ 15,000.00
Monitoring Funds	\$ 5,000.00
Buffer Funds	\$10,696.60