



Pend Oreille Conservation District
Regular Board Meeting MINUTES: 2/10/2022

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
Meeting Adjourned at 5:30 p.m.				

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


Alex Case-Cohen, POCD District Manager


George Stuiivenga, POCD Board Chair



BOARD MEETING PACKET

February 10th, 2022

Attachment A: POCD Regular Board Meeting AGENDA – February 10th, 2022

Attachment B: POCD Regular Board Meeting MINUTES – January 13th, 2022

Attachment C: Special Board Meeting Minutes – January 27th, 2022

Attachment D: POCD Telecommuting Policy DRAFT

Attachment E: POCD Telecommuting Agreement DRAFT

Attachment F: POCD Hazard Mitigation Pre-Applications

Attachment G: Department of Ecology SFY23 Letter to Eligible Applicants & Scoresheet

Attachment H: FY22-23 NRI Addendum Amendment & supporting documents

Attachment I: December 2021 Treasurer's Report

Attachment J: January 2022 Treasurer's Report

Attachment K: January 2022 Operation's Report



Pend Oreille Conservation District
Regular Board Meeting AGENDA: February 10th, 2021

Attachment (A)

This meeting will be held virtually

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. – 5:40 p.m.

More info: www.pocd.org

Time	Agenda Items	Item Detail	Attachment	Duration
3:00 PM	Introductions & Approval of Current Agenda	<i>Regular Meeting: January 13th, 2021</i>	Attachment A	5 Minutes
3:05 PM	Approve Previous Meeting Minutes:	<i>Regular Meeting Minutes: January 13th, 2022 Special Meeting Minutes: January 27th, 2022</i>	Attachments B, C	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			50 Minutes
	Discussion: Modified Robert's Rules	<i>Ryan Baye – WACD</i>		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>		5 Min.
	Purple Air Update	<i>Mary Malone & Alex Case-Cohen</i>		5 Min.
4:45 PM	Break			5 Minutes
4:50 PM	Old Business Continued...			30 Minutes
	Grant Applications Update	<i>Discuss HMGP grant, DOE grant, and upcoming grants</i>	Attachments F, G	10 Min.
	Action Item: Potential NRI Projects	<i>Approve NRI Addendum for 3 bank stabilization projects along Pend Oreille River</i>	Attachment H	20 Min.
5:20 PM	Treasurer's Report	<i>Review Treasurer's Report for December 2021 & January 2022</i>	Attachment I, J	10 Minutes
5:30 PM	Operation's Report	<i>Review previous months' activities</i>	Attachment K	10 Minutes
5:40 PM	Adjourn			

**Attachment B:
POCD Regular Board
Meeting MINUTES –
January 13th, 2022**



Pend Oreille Conservation District
Regular Board Meeting MINUTES: 1/13/2022

Meeting Start – 3:00 PM

In attendance at Camas Center: Kevin Bush, *Board Supervisor*; John Floyd, *Board Supervisor*; Mike Baden, *Washington State Conservation Commission*; Alex Case-Cohen, *POCD District Manager*; Mary Malone, *POCD/POCWB Education & Outreach*

In attendance via “GoToMeeting,”: Mike Mumford, *Board Supervisor*; George Stuivenga, *Board Supervisor – Chair*; Randall Leestma, *Board Supervisor*; Robert Rosencrantz, *PO County Commissioner*; Stan Janowicz, *NRCS*; John Driver, *Associate Supervisor*

Official Action Items				
Motion	Motion made by:	Motioned seconded by:	Decision	Attachment
Motion to approve agenda and take items out of order	Kevin Bush	Mike Mumford	Carried	A
Motion to approve December meeting minutes	Kevin Bush	Randall Leestma	Carried	B
Motion to approve POCD joining WCS for \$135/year	Kevin Bush	Randall Leestma	Carried	N/A
Motion to table December treasurer’s report to February	Kevin Bush	Mike Mumford	Carried	H
Motion to approve Performance Evaluation and Cost of Living Increase for Alex Case-Cohen	Mike Mumford	Randall Leestma	Carried	C,D
Meeting Adjourned at 5:46 p.m.				

Partner Reports

Mike Baden, Washington State Conservation Commission –

The legislative session started last Monday and there has already been activity related to some bills of interest to CDs. One elections bill, HB 1652, supporting the recommendations of the Joint WACD-WSCC Elections Committee received a hearing in committee on January 12th. Another elections bill, HB 1910, has also been introduced but is quite different.

There are a number of other bills of interest being tracked as well. More details and news are being made available by WACD on The Hub webpage and through their newsletters. CDs are encouraged to follow legislative information as it comes out from WACD and WSCC.

All is on track as far as your elections go. Just a reminder to Kevin to make sure to file your required information by the candidate filing deadline. Also an encouragement to the board to make sure to request ballots by the ballot request deadline so that Alex has record of the request and can prepare the ballots when the time comes.

Department of Ecology (ECY) Livestock Policy Revisions: At the December 2 WSCC regular business meeting, commissioners passed a motion directing commission staff to undertake the following actions be taken in conjunction with the proposed policy changes:

1. The Commission convene a stakeholder group, including an invitation for tribal, and state agency participation, to discuss how stock water could be provided in a manner consistent with state law, but still meet the needs of the landowner.
2. Examine existing instream flow rules to determine whether they include an exemption for stock water use.
3. Examine existing adjudicated watersheds to determine if they include a non-diversionary stock water reserve.
4. Explore possible statutory changes for legislative consideration to allow for a de minimus use for stock water.

Since that time, ECY has put the stock water policy on hold and suspended the comment deadline altogether pending the stakeholder process. Also of note is SB 5882 that was recently introduced in the legislature, and is now in committee, that would potentially address the issue legislatively.

WSCC Executive Director/Commission Leadership: As you know, interviews for the three finalists for the Commission Executive

Director have been completed. The Commission held a special meeting on December 21st to deliberate on the candidates and voted to allow the Executive Committee to negotiate with the chosen top candidate and that is where the process stands at this point although we expect an update at the upcoming Jan. 20th Commission Meeting.

Also, a new Chair and Vice Chair were elected for the Commission at the last Commission meeting. Daryl Williams will be the new chair and Larry Cochran the new vice-chair.

Mike Mumford, WACD

Mike noted that not much is going on since the last board meeting. First board meeting of the year for WACD is next Monday – first meeting with Mike at the helm. Taking a look at policy and procedures handbook. Looking at implementing the first phase of the DEI resolution that was approved and coming up with investment policy task force to help with finances. Northeast area did very well in commenting on joint-elections committee hearings.

Stan Janowicz, NRCS

Stan noted that the new area conservationist started Jan. 3. Came from NRCS in CD'A. She will attend a board meeting in the future to introduce herself. Staff is currently working on 12 applications that came out of Pend Oreille County. There will be a local work group meeting between now and the end of May. Looking at hiring new staff across the state, including a soil conservationist to work with Mark in his office. There is a lack of qualified applicants so far. If any know of someone who may be interested, let Stan or Mark know. Conservation Stewardship Program – Stan is encouraging Mark and Alex to help get the word out to those who may have worked in the EQUIP program. Sign up for Urban Agriculture program is available, with application deadline of January 24. Contact Mark for more information. New COVID protocols – offices in the three-county area went from 75 to 50 percent staffing. About 80 percent of the state went to 25 percent staffing in office.

Robert Rosencrantz, County Commissioner

Commissioner Rosencrantz said he is beginning to understand things from a conservation perspective, the intersection between the conservation district and all things both ecological and environmental and water related issues. He said he would like to get out with staff this spring to spend time and see the county from a conservation perspective.

Jon Driver, Local Farmer

Jon noted that he started a new position with WSU extension as an extension economics specialist. Consulting to help producers with anything related to farm business management. New position is funded through WSDA through rural mental health grant.

Mike Lithgow, Kalispel Tribe Natural Resources

Mike was unable to attend in person, so he submitted the following in writing:

This winter has been interesting so far. Omicron has been spiking in the local Community and KNRD staff have been directed to work from home and attend meetings virtually where possible. This has made things a little challenging with staff getting sick and the required quarantining. On a positive note, the snowpack is looking pretty good, and we are hopeful for a good water year. We held two Bio-Char demonstrations, one at Indian Creek and one on the reservation. We will have a booth at the Big Horn Show in Spokane Mar. 17th-20th.

- Cold Water Refuge at the Mouth of Indian Creek
- Cold Water Refuge at Char Springs
- Conceptual Design Work at Lower Harvey Creek
- Finishing up Cusick Meadows
- Indian Creek Community Forest Fuels Reduction Demonstration Trail
- Biochar Pilot Project at the "Entrance Sale" on the Reservation
- Tribal Forest Protection Act Related Projects on the "Trail" Project Area
- Continued Support of the Selkirk Alliance for Science and Conservation District in Their Ongoing Efforts to Better Understand our Air Quality

- Continued Support of the Voluntary Stewardship Program
- 2022 Salmon Recovery Funding Board Grant Round. The Kalispel Tribe is the Lead Entity Coordinator for the Pend Oreille Lead Entity. Our next Citizen Advisory Group/Technical Advisory Group Meeting is scheduled for January 27th. Our project site visits are scheduled for May 12th and the applications are to be completed and submitted by April 15th.

I would like to thank the CD for being a great partner and do not hesitate to reach out to me with any questions you may have.

Old Business

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

Mary noted that she needs to contact the Diamond Lake Fire about the air quality monitor for an update on installation. The air quality monitor at Metaline needs picked up and tested. The partners meeting has been postponed at this time. We will reach out to LRAPA to see if someone is willing to speak at future meeting.

John Floyd, *Washington State Conservation Society* –

John asked if the district could join the Washington Conservation Society (WCS). Benefit to conservation districts for grants and such. Kevin made a motion that district joins WCS, seconded by Randy. Motion Carried.

Building Committee, *Building Update* –

John updated that he and Alex met with the guys from WF General Contractors. Alex will follow up with the contractors. John would like to see the building done by next fall. Kevin added to get references and get an estimate of the costs.

Ryan Baye, WACD, *Modified Roberts' Rules* –

Tabled until February meeting

Personnel Committee, *Action Item: 2021 Evaluation & Raise Discussion* –

Moved to end of meeting to include executive session.

New Business

POCD Employee Handbook & Policy – See attachments E, F. Board/staff discussed the employee handbook and policy. The board approved a draft in May 2020 that was never finalized, so Alex would like to review the document again, go through it with personnel committee and review and revise over the next year. Possibly add telework and leave donation considerations, check FMLAs for accuracy, etc.

Potential NRI Projects – See attachment G. Board discussed three potential bank stabilization programs and division of funding. Alex will get a more accurate estimate of the projects and prioritize by February board meeting.

Treasurer’s Report for December – *See attachment H.*

Treasurer’s Report abled until February: Motion made by Kevin, seconded by Mike. Motion Carried.

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

Executive Session

Board moved to executive session pursuant to RCW 42.30.110 (g): to evaluate ... or to review the performance of a public employee.”

Board Action Resulting from Executive Session

Mike M. moved to accept the recommendations of the personnel committee and a COLA of 5.9 percent for Alex Case-Cohen. Seconded by Randy. Motion Carried.

To Do List:

- Purple air – set date for meeting; reach out to LRAPA for speaker?
- Send John’s questions to Mike L.
- Follow up with building contractors
- Check into Kittattas and other employee policies for reference
- Get accurate estimate of potential NRI projects, submit addendum to be revised later
- Clarification on COLA for contract employees and Candy’s rates
- Add Modified Robert’s Rules to February meeting

Meeting Adjourned: 5:46 p.m.

Alex Case-Cohen, POCD District Manager

George Stuiyenga, POCD Board Chair

**Attachment C:
POCD Special Board
Meeting MINUTES –
January 27th, 2022**



Pend Oreille Conservation District
Special Board Meeting MINUTES: 1/27/2022

Meeting Start – 5:00 PM

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

Official Action Items				
Motion	Motion made by:	Motioned seconded by:	Decision	Attachment
Motion to approve agenda	Randall Leestma	John Floyd	Carried	A
Motion to approve resolution 1-27.1-2022 for submission of the NACD Urban Agriculture Conservation Grant Initiative for calendar year 2022	Randall Leestma	John Floyd	Carried	F
Meeting Adjourned at 5:45 p.m.				

New Business

Review and approval of NACD Urban Agriculture Grant Proposal/Resolution – See attachments B, C, D, F. Alex and Mary gave a brief overview of the grant process and proposal. Randy moved to approve resolution 1-27.1-2022 for submission of the NACD Urban Agriculture Grant. Seconded by John. Motion carried.

Old Business

Alex Case-Cohen, NRI Potential Project Update –

As a follow up from the 1-13-2022 board meeting, Alex noted that the total estimated project cost is \$25,000 each for the three projects. All are working on getting their permits submitted.

Treasurer's Report for December 2021 – *See Attachment E. Tabled to next meeting.*

Open Discussion: Discussion ensued of legislative bills HB 1910 & 1652 in regards to conservation district election process, and SB 5882 in regards to stock water rights.

Meeting Adjourned: 5:45

Alex Case-Cohen, POCD District Manager

George Stuiivenga, POCD Board Chair

**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. District employees and board comprise a team that functions best when everyone operates from the same office. However, there may be reasons why individual 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 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 Executive Director 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, cooperators 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 cooperators 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 cooperators 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: 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:
POCD Hazard Mitigation
Grant Program
Pre-Applications**

Hazard Mitigation Assistance

HMGP Pre-Application

Submitting this form ensures that your grant proposal is reviewed by a Mitigation Program Coordinator and is considered for inclusion in WA EMD's library of eligible mitigation grant proposals, which is referenced when funding opportunities arise. It is an important first step in the grant application process.

To encourage and assist with mitigation proposal development in advance of grant announcements, WA EMD's Mitigation staff now accepts submission of Pre-Application Forms anytime, regardless of current grant availability.

Instructions: Complete the form and submit it to HMGP@mil.wa.gov. A Mitigation Program Coordinator will review it and contact you. If you have questions or need assistance, please e-mail our team at HMGP@mil.wa.gov.

Sub-applicant Information

Sub-Applicant: [Pend Oreille Conservation District](#)

Date: [11/19/2021](#)

Point of Contact: [Alex Case-Cohen, Manager](#)

Phone: [509-671-5085](#)

E-mail: admin@pocd.org

Street Address: [121 N. Washington Ave.](#)

City: [Newport](#)

State: [WA](#)

Zip: [99156](#)

Basic Eligibility

To which FEMA-Approved Hazard Mitigation Plan is your jurisdiction annexed?

Plan Title: [Pend Oreille County Multi-Jurisdiction 2018 Hazard Mitigation Update](#)

Expiration Date: [12/1/2023](#)

Proposal

Proposal Title: [Town of Metaline Riverside Avenue Resiliency Project](#)

Estimated Cost: [\\$1,200,000](#)

Brief Proposal Description: This project would protect up to 3,000 linear feet of severely eroding shoreline and would repair approximately 700 feet of a wastewater collection main line in the town of Metaline, WA. Currently, the main line is vulnerable to streambank erosion from the Pend Oreille River during high-flow periods (more than 90,000 cubic feet per second). Repairing the line would help increase the climate resiliency of the Metaline community, since climate change potentially alters river flows, increases short-term flooding, and creates more concentrated and extreme run-off events as mountain snowpack is replaced by rain. Under such conditions, Riverside Avenue is at risk of a mass sloughing event in which the critical infrastructure could be compromised.

Hazard Mitigation Assistance

HMGP Pre-Application

Submitting this form ensures that your grant proposal is reviewed by a Mitigation Program Coordinator and is considered for inclusion in WA EMD's library of eligible mitigation grant proposals, which is referenced when funding opportunities arise. It is an important first step in the grant application process.

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Instructions: Complete the form and submit it to HMGP@mil.wa.gov. A Mitigation Program Coordinator will review it and contact you. If you have questions or need assistance, please e-mail our team at HMGP@mil.wa.gov.

Sub-applicant Information

Sub-Applicant: [Pend Oreille Conservation District](#)

Date: [11/19/2021](#)

Point of Contact: [Alex Case-Cohen, Manager](#)

Phone: [509-671-5085](#)

E-mail: admin@pocd.org

Street Address: [121 N. Washington Ave.](#)

City: [Newport](#)

State: [WA](#)

Zip: [99156](#)

Basic Eligibility

To which FEMA-Approved Hazard Mitigation Plan is your jurisdiction annexed?

Plan Title: [Pend Oreille County Multi-Jurisdiction 2018 Hazard Mitigation Update](#)

Expiration Date: [12/1/2023](#)

Proposal

Proposal Title: [Pend Oreille County Shoreline Resiliency Program](#)

Estimated Cost: [\\$2,000,000](#)

Brief Proposal Description: [In order to combat the unpredictable impacts of climate change on residents living along the Pend Oreille River, we propose to implement at least 50 streambank stabilization projects over a five-year period, focusing on landowners whose parcels are at moderate to severe risk of streambank erosion. This will increase the climate resiliency of the entire river system, since climactic changes could result in increased bank erosion, particularly during high flow periods when the River is in excess of 90,000 cubic feet per second \(cfs\).](#)

**Attachment G:
Ecology
State Fiscal Year 2023
Letter to Eligible Applicants
& Scoresheet**



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

January 20, 2022

Dear State Fiscal Year 2023 Water Quality Funding Applicant:

Re: *State Fiscal Year 2023 Draft Water Quality Funding Offer List and Intended Use Plan*

Thank you for your time and effort in applying to Ecology for funding for your water quality project in the State Fiscal Year 2023 (SFY23) Funding Cycle. Your application is eligible to compete for funding and has been rated and ranked through the evaluation process.

On January 20, 2022, Ecology published the [SFY23 Draft Water Quality Funding Offer List and Intended Use Plan¹](#) (Draft List). The Draft List describes the projects and estimated funding for the SFY22 Funding Cycle from the Centennial Clean Water Program (Centennial), the Clean Water Act Section 319 Nonpoint Source Fund (Section 319), the Stormwater Financial Assistance Program (SFAP), and the Clean Water State Revolving Fund (CWSRF).

Ecology evaluated 124 applications from local governments, tribes, conservation districts, other public entities, and qualified not-for-profit organizations. New funding requests totaled approximately \$413 million. Approximately \$365 million in funding is proposed for 117 projects. To ensure that funds are committed to the highest priority projects, Ecology water quality specialists evaluate and score all eligible project proposals. Scores are compiled, and a statewide priority list is developed. Projects proposed for funding are based upon the priority list, the type of project, and the funding source.

A record of scores and evaluator comments are provided in the Evaluation Scorecard Report available through Ecology's Administration of Grants and Loans (EAGL) system. Applicants are strongly encouraged to review the report, as it will help applicants understand the strengths and weaknesses of their application. In addition, reviewing the report will help applicants become aware of any concerns about unclear costs or tasks and/or possible ineligible components; unclear costs or tasks and/or ineligible components may significantly delay the development of a funding agreement. To obtain the Evaluation Scorecard Report, follow these steps.

¹ <https://apps.ecology.wa.gov/publications/documents/2210001.pdf>

- Go into your application in EAGL.
- While in the Application Menu, click “View Forms” in the “View, Edit and Complete Forms” section.
- Scroll down the list of forms to near the bottom.
- Click on “Evaluation Scorecard (External)” in the “Screening/Evaluation/Offer” section.
- Follow the prompts for opening or saving a PDF copy of the report.

At the time of publication, the Washington State Legislature had not passed the 2022 Supplemental Budget. In addition, the Federal Fiscal Year 2022 (FFY22) federal grants for CWSRF and Section 319 had not been awarded. Ecology based the estimated funding levels on the Governor’s proposed budget released in December 2021 and the estimated FFY22 grant awards for CWSRF and Section 319. Thus, the funding levels are estimates that may change. If the final funding for any of the programs is greater than the amounts estimated, Ecology will offer the additional funds to eligible projects in ranked priority order. If the final funding for any of the programs is less than the amounts estimated, Ecology will reduce the funding offers in reverse ranked priority order. In addition, public comments and changes in projects may affect the amounts and projects proposed for funding.

Ecology will incorporate any changes in funding when it publishes the SFY23 Final Water Quality Funding Offer List and Intended Use Plan (Final List). Ecology anticipates publishing the Final List in May 2022.

Important Notice. If your project is a wastewater or stormwater facility project, and your facility is in a jurisdiction that is required or chooses to plan under the Growth Management Act (GMA), your jurisdiction must be in compliance with the GMA as determined by the Washington State Department of Commerce before Ecology can sign a funding agreement for your project. Be sure to discuss this with your planning office so they are aware any funding is contingent on GMA compliance. If you have any questions, contact Shelly McMurry at shelly.mcmurry@ecy.wa.gov, (564) 999-1649, or (360) 407-7132.

There is a 30-day public comment period for the Draft List. Comments will be accepted through February 21, 2022. Comments must be submitted via [eComments](#)². If you have questions but do not wish to submit comments, please contact Daniel Thompson at daniel.thompson@ecy.wa.gov or (360) 407-6510 or attend the public meeting Ecology is holding Thursday, February 3, at 1:00pm via [Zoom](#)³. Ecology will respond to all comments received during the comment period when we publish the Final List. All commenters will be notified by email when the Final List is published.

Sincerely,



Vincent McGowan, P.E.
Water Quality Program Manager

² <https://wq.ecology.commentinput.com/?id=93GbP>

³ <https://waecy-wa-gov.zoom.us/j/85726480164?pwd=OVJ0T3V1d3VyeitLY0djY0Z4VWtYZz09>

Water Quality Combined Financial Assistance

Organization: Pend Oreille Conservation District

WQC-2023-PeOrCD-00156

Evaluation Scorecard Report

X Evaluation Finished

Category	Criteria Number	Evaluation Criteria	Score	Comment
Funding Request	1.1	Applicant has identified adequate matching funds. (Full points if no match is required.)	13/15	Grant/Match discrepancy between EAGL (\$328,226 grant) and attached budget spreadsheet (\$305,726.78 grant). TEC between the two is the same.
Scope of Work - Additional Tasks	2.1	The scope of work represents a complete and concise description of the project tasks and outcomes, including deliverables. To receive full points, scope of work must align with the schedule and detailed budget.	50/75	Funding for nursery construction is not an approved BMP and not eligible for grant funding. Everything else is eligible, assuming required buffer minimums can be met. Scope of work for task 3 (monitoring) lacks clarity and well defined objectives.
Task Costs and Budget	3.1	The application demonstrates how the applicant arrived at the cost estimate for each task. The process used by the applicant to develop this estimate is based on real-world data.	50/50	Applicant has provided a detailed, itemized budget to support the costs for each task. WDFW has produced a bank stabilization manual that provides cost estimates specifically for the Pend Oreille River.
	3.2	The cost to complete the scope of work is reasonable when compared to similar projects in the region.	85/85	Applicant has designed the project to be in a series to reduce costs. The applicant has also referred to the WDFW manual for cost comparisons.
Project Team	4.1	Team members' roles and responsibilities are well defined and adequate for the scope of work. Team members' past experience is relevant to the proposed project. Applicant has a plan in place to maintain sufficient staffing levels to complete the project.	38/50	Applicant has demonstrated experience with large bank stabilization projects on the Pend Oreille River. However; the staff is fairly new and inexperienced and doesn't have any past ECY grants.
	4.2	The applicant documents successful performance on other funded water quality projects, including Ecology funded projects. Previously constructed projects provided the water quality benefits described in the project application on time and within budget.	10/15	Since 2018, the applicant has facilitated nearly 20 projects, the majority of which are bank stabilization projects. The applicant has not been awarded any ECY grants recently.
Project Planning and Schedule	5.1	Applicant used a complete and well-defined set of criteria to determine the value and feasibility of the proposed project and included the useful life and long-term maintenance costs in their evaluation of the project and project alternatives.	35/40	The Pend Oreille River in the Box Canyon Reservoir Riverbank Stabilization Guidelines provide a long-term, feasible and no maintenance solution.

Water Quality Combined Financial Assistance

Organization: Pend Oreille Conservation District

WQC-2023-PeOrCD-00156

Evaluation Scorecard Report

Water Quality and Public Health Improvements	5.2	Applicant has provided documentation showing that key stakeholders have been identified and how they will support the project.	18/20	15 streambank stabilization projects on privately owned land, 10 landowners expressed interest, 6 agreements signed and attached to application
	5.3	The project schedule includes all tasks including pre-project administrative elements such as permitting, MOUs, land owner agreements, etc., and provides sufficient time to complete all elements.	20/25	All three phases were fully designed (Att: E) and permitted in 2009. The City has already accomplished many of the milestones that will allow us to be ready to begin project implementation by May 1, 2023
	5.4	The applicant is ready to start on the proposed scope of work within 10 months of publication of the Final Offer List.	70/75	The majority of the potential project applicants have received a preliminary site plan courtesy of the Northeast Area Conservation District Engineering Cluster. Landowner support as well as following the Box Canyon Reservoir Riverbank Stabilization Guidelines should ensure applicant is ready.
	6.1	Project proposes to reduce or prevent pollution in a waterbody that has been identified as a priority by a local, state or federal agency through the development of a federal, state or local water quality plan.	135/135	Pend Oreille River Temp TMDL, is directly applicable to this project.
	6.2	The proposed project area is directly connected to the water body identified for improvement and applicant has provided sufficient technical justification to show the proposed project will reduce the pollutants of concern in the water body identified for improvement.	135/150	The proposed project is on the mainstem Pend Oreille River, which is the primary listed waterbody impaired. The Box Canyon Reservoir Riverbank Stabilization Guidelines provide sufficient technical justification to show the proposed project will reduce the pollutants of concern in the water body identified for improvement.
	6.3	Applicant has identified how the project will be evaluated in order to determine success, noted if the measure is quantitative or qualitative, and defined a goal.	35/50	The District will measure various temperature, turbidity, invertebrate populations, dissolved oxygen, and nutrient loads (nitrogen and phosphorus). The applicant has not given any detail such as a model about methodology proposed to evaluate success.
	6.4	The water quality and public health improvements that will be achieved by the project represent a good value.	85/100	Applicant has demonstrated that the project will improve water quality by decreasing temperatures. Reducing erosion and protecting infrastructure.
	6.5	Applicant has a plan and commitments in place to fund long-term maintenance and sustain the water quality benefits of this project.	40/50	The PCD and community are dedicated to long-term maintenance; however, providing the restoration is done correctly, maintenance should be minimal.

Water Quality Combined Financial Assistance

Organization: Pend Oreille Conservation District

WQC-2023-PeOrCD-00156

Evaluation Scorecard Report

6.6	How well does the applicant and the project address greenhouse emission reductions in accordance with RCW 70.235.070?	12/15	By combining 15 potential projects into two phases of implementation at most, we drastically reduce the amount of greenhouse gas emissions required for construction equipment. For many of these bank stabilization projects, work is performed by one landowner at a time. This means that if all potential landowners were to implement these projects on their own, the fuel required to transport the equipment, move the equipment to the appropriate location, utilize the equipment and return the equipment must take place 15 times. By combining multiple projects into two phases, we drastically reduce our greenhouse gas emissions.
-----	---	-------	--

TOTAL 831/950

Action Items/ Offer Letter Notes/ Eligibility Notes

X Evaluation Finished

Category	Criteria Number	Evaluation Criteria	Score	Comment
Funding Request	1.1	Applicant has identified adequate matching funds. (Full points if no match is required.)	15/15	Matching Funds acquired.
Scope of Work - Additional Tasks	2.1	The scope of work represents a complete and concise description of the project tasks and outcomes, including deliverables. To receive full points, scope of work must align with the schedule and detailed budget.	70/75	SOW is described properly in application.
Task Costs and Budget	3.1	The application demonstrates how the applicant arrived at the cost estimate for each task. The process used by the applicant to develop this estimate is based on real-world data.	45/50	CD has performed similar projects with in the Region.
	3.2	The cost to complete the scope of work is reasonable when compared to similar projects in the region.	75/85	SOW is reasonable in comparison to similar projects.
Project Team	4.1	Team members' roles and responsibilities are well defined and adequate for the scope of work. Team	50/50	R/R are detailed in application.

Water Quality Combined Financial Assistance

Organization: Pend Oreille Conservation District

WQC-2023-PeOrCD-00156

Evaluation Scorecard Report

		members' past experience is relevant to the proposed project. Applicant has a plan in place to maintain sufficient staffing levels to complete the project.		
Project Planning and Schedule	4.2	The applicant documents successful performance on other funded water quality projects, including Ecology funded projects. Previously constructed projects provided the water quality benefits described in the project application on time and within budget.	15/15	Applicant has provided information about previous projects, similar in nature and success providing wq benefits and as well as habitat.
	5.1	Applicant used a complete and well-defined set of criteria to determine the value and feasibility of the proposed project and included the useful life and long-term maintenance costs in their evaluation of the project and project alternatives.	30/40	Feasibility is determined by landowner participation, water quality impairments along the Pend Oreille and the ability to rehab this area of the River's shoreline.
	5.2	Applicant has provided documentation showing that key stakeholders have been identified and how they will support the project.	20/20	Key stakeholders include Kalispel Tribe of Indians, Pend Oreille PUD, WSCC, Landowners, and NACD.
	5.3	The project schedule includes all tasks including pre-project administrative elements such as permitting, MOUs, land owner agreements, etc., and provides sufficient time to complete all elements.	20/25	10 LOA's have been signed.
	5.4	The applicant is ready to start on the proposed scope of work within 10 months of publication of the Final Offer List.	70/75	CD is ready to begin work once funding is secured.
Water Quality and Public Health Improvements	6.1	Project proposes to reduce or prevent pollution in a waterbody that has been identified as a priority by a local, state or federal agency through the development of a federal, state or local water quality plan.	130/135	Project will help to reduce soil erosion, provide shade and habitat and help address WQ impairments such as Temperature.
	6.2	The proposed project area is directly connected to the water body identified for improvement and applicant has provided sufficient technical justification to show the proposed project will reduce the pollutants of concern in the water body identified for improvement.	145/150	Project area is along shoreline of the Pend Oreille River.

Water Quality Combined Financial Assistance

Organization: Pend Oreille Conservation District

WQC-2023-PeOrCD-00156

Evaluation Scorecard Report

6.3	Applicant has identified how the project will be evaluated in order to determine success, noted if the measure is quantitative or qualitative, and defined a goal.	40/50	CD will monitor WQ to determine if bank stabilization projects help to stop soil erosion and protect water quality of the River.
6.4	The water quality and public health improvements that will be achieved by the project represent a good value.	90/100	Projects should help address nutrient loading to the River, and protect recreational uses for the public.
6.5	Applicant has a plan and commitments in place to fund long-term maintenance and sustain the water quality benefits of this project.	45/50	Estimates suggest the structures should last at 15 years.
6.6	How well does the applicant and the project address greenhouse emission reductions in accordance with RCW 70.235.070?	15/15	Commute trip reduction by creating projects for landowners rather than landowners using heavy equipment and driving multiple places to find materials.

TOTAL

875/950

Action Items/ Offer Letter Notes/ Eligibility Notes

**Attachment H:
FY22-23 NRI Addendum
Amendment & supporting
documents**

Natural Resource Investment Addendum Amendment Draft

FY2022

Conservation District: Pend Oreille

Alex Case-Cohen

Email: alexcc@pocd.org

Overhead: 25%

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

Total Grant Award: \$75,625

Intermediate Outcome #1: \$15,125

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

Intermediate Outcome #2: \$21,000

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

Landowner ID: XXXXX

BMP --

410 Grade Stabilization Structure (Rip Rap Toe Protection)

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

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

612 Tree and Shrub Establishment (Native Riparian Vegetation)

Intermediate Outcome #3: \$21,000

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

Landowner ID: XXXXX

BMP --

410 Grade Stabilization Structure (Rip Rap Toe Protection)

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

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

612 Tree and Shrub Establishment (Native Riparian Vegetation)

Intermediate Outcome #4: \$18,500

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

Landowner ID: XXXXX

BMP --

410 Grade Stabilization Structure (Rip Rap Toe Protection)

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

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

612 Tree and Shrub Establishment (Native Riparian Vegetation)

Box 2 -- Total Intermediate Outcomes Budget: \$75,625

Total to be Obligated MUST EQUAL Total Intermediate Outcomes Budget

The Difference between Box 1 and Box 2 = 0

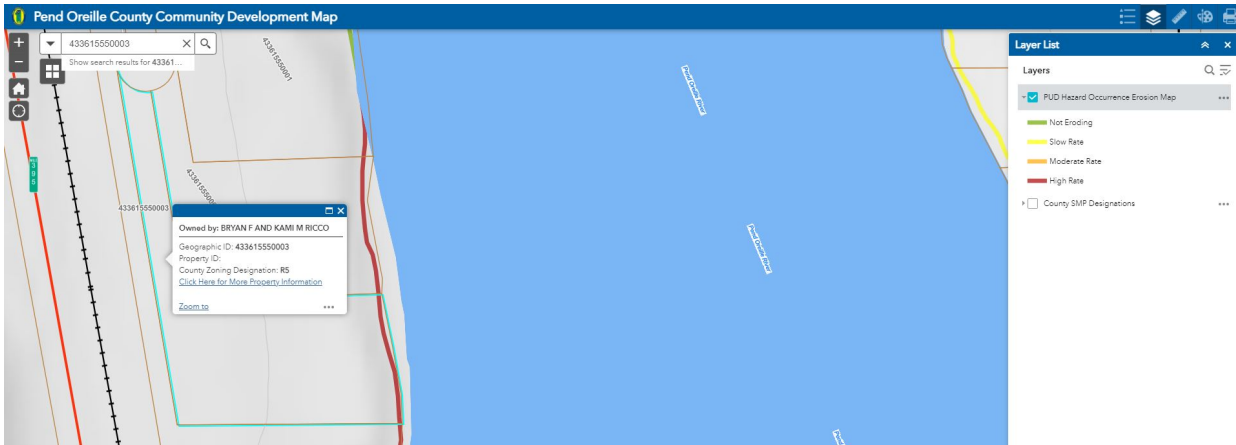
Board of Supervisors have approved this Addendum in a public meeting? Yes

Date approved by board: 2-10-22

Ricco Potential Project

Address: 508 Ibbetson Dr. S., Ione, WA 99139

Severity of Bank Stabilization: Severe



Length of shoreline: 140 ft.

Project cost estimate: \$175-\$200/linear foot

Total Potential Project Cost: \$24,500 - \$28,000

Potential Project Allocation: Not to exceed 75% of total project cost?

- NRI: \$21,000
- PUD: \$5,500
- Total: \$27,500

Project Status: Site Plan complete, permits submitted 2/1/2022

This is the first potential project in the area, and based on the images below, is in significant need of stabilization. This project is also currently being considered for funding through our PUD erosion control and cottonwood program and potentially WSCC's Natural Resource Investment Program.



Ricco Property: View from the top of the bank looking waterward



Ricco Property: Clear evidence of steep slopes and mass failure



Ricco Property: Mass failure



Ricco Property: View from the dock

**Pend Oreille Conservation District's
Streambank Stabilization Project Ranking Tool
Riccó Potential NRI/PUD Bank Stabilization Project**

Ranking Questions	Date	Points Available	Points Received
1. Date of Initial Contact from Landowner	8/15/2021	15	15
2. Date of Initial Site visit	9/10/2021	20	20
3. Does the project fall within the Box Canyon Dam Reservoir?	Yes	40	40
4. Does the project have a minimum of a medium rate of erosion based on the PUD's Hazard Occurrence Erosion Map?	Yes	50	50
5. Is the project severe?	Yes	10	10
6. Is this a multi-landowner project?	Yes	50	50
7. Does the project have a completed site plan/engineering design?	Yes	50	50
8. Has the applicant received cost-share funding before?	No	15	0
9. If so, was the project completed successfully?	No	30	0
10. Is the Landowner Agreement completed?	Yes	15	15
11. Has the applicant contacted the County?	Yes	30	30
12. Has the applicant completed the County's permits (Shoreline Substantial Development Permit, SEPA, JAPRA)	Yes	50	50
13. Has the applicant contacted WDFW?	No	20	0
14. Has the applicant completed the HPA?	No	20	0
15. Has the applicant contacted the Army Corps of Engineers?	Yes	20	20
16. Has the applicant completed the necessary Corps permits?	Yes	20	20
17. Has the landowner conducted an environmental assessment/survey with a professional consultant?	Yes	15	15
18. Is the landowner in communication with a contractor? If so, what is the estimated start date of the project?	Yes; 8/1/2021	30	30
Potential Project Total		500	415

Additional Considerations: This project protects 125' of a 265' project consisting of severely eroding streambank along the Pend Oreille River. Two landowners have agreed to combine efforts to complete the project together. They have submitted permits by the end of January and are in communication with a contractor.

From: [Bryan Ricco](#)
To: [Alex Case-Cohen](#)
Subject: Fwd: riverbank remediation for Ricco family property
Date: Wednesday, February 2, 2022 11:01:01 AM

Hi Alex,
this is the only estimate I was able to obtain so far. Unfortunately because of time constraints and being unable to see the property in person, this is the best they could do. I might be able to get one more, but I am having trouble getting phone calls returned to me from my other contact. Hope this helps.

Bryan Ricco

----- Forwarded message -----

From: **Upstate Hauling** <northidahohauling@gmail.com>
Date: Wed, Feb 2, 2022 at 10:32 AM
Subject: riverbank remediation for Ricco family property
To: <riccofam@gmail.com>

After reviewing the engineering plans for the riverbank of the Ricco family property near Ione, I estimate that the work will cost somewhere between \$175 to \$200 per linear foot of river bank. It is difficult to provide a more precise estimate at this time due to several factors: (1) unable to access the property now for a better look because of heavy snowfall; (2) rising fuel and operating costs between now and the project start; (3) effects of inflation on the price of rock and other materials between now and the time of project start.

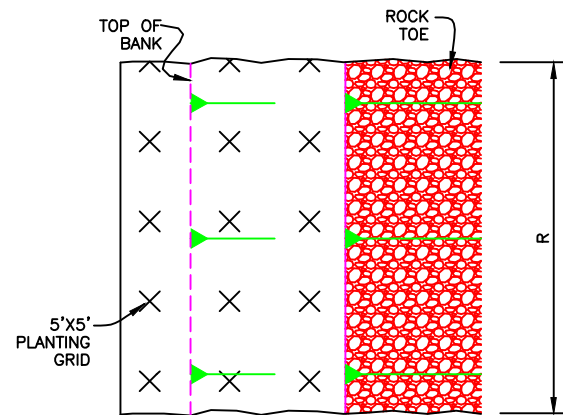
Thank you.

Upstate Hauling
208-682-7175
northidahohauling@gmail.com



BOYCE/RICCO PEND OREILLE RIVER BANK STABILIZATION CONSTRUCTION DETAILS

LOCATED IN THE NW 1/4 OF SEC. 15, T36N, R43E, W.M.,



PLAN VIEW

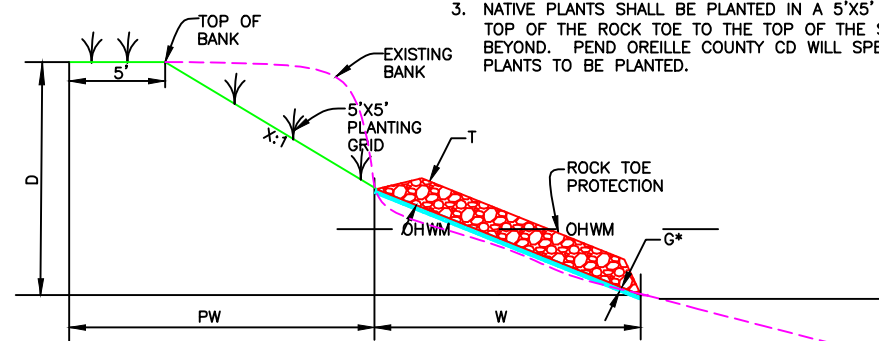
DIMENSIONS

D = APPROX. 16 (ft)
 R (reach) 515 (ft)
 PW = APPROX. 24 (ft)
 W = 8 (ft)
 T = 2 (ft)
 X = 1
 G* = NONE (in)

G* = BEDDING MATERIAL OR GEOTEXTILE FABRIC

GENERAL NOTES

- ROCK TOE WIDTH SHALL BE APPROXIMATELY 8' WIDE.
- THERE WILL NOT BE A KEY EXCAVATED AT THE TOE OF THE SLOPE.
- NATIVE PLANTS SHALL BE PLANTED IN A 5'X5' GRID FROM THE TOP OF THE ROCK TOE TO THE TOP OF THE SLOPE AND 5' BEYOND. PEND OREILLE COUNTY CD WILL SPECIFY THE TYPES OF PLANTS TO BE PLANTED.



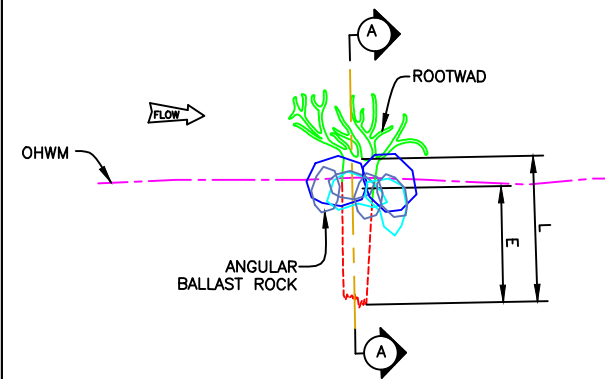
SECTION VIEW

ROCK TOE PROTECTION
 STREAMBANK STABILIZATION
 WASHINGTON SE AREA ENGINEER

DRAWING NOT TO SCALE

ROCK GRADATION

D₁₀₀ = 18 min (in) 20 max (in)
 D₆₀ = 14 min (in) 18 max (in)
 D₅₀ = 12 min (in) 14 max (in)



PLAN VIEW

DIMENSIONS

D = VARIES (in)

ROOTWAD

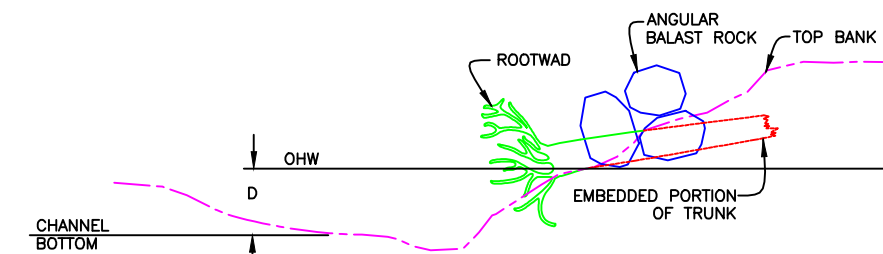
Species DOUGLAS FIR/LARCH/PINE
 Dia = 12 min (in) 16 max (in)
 L = 8 min (ft) 10 max (ft)
 E = 5 min (ft) 7 max (ft)

ANGULAR ROCKS

Dia = 18 min (in) 24 max (in)

GENERAL NOTES

- Rootwad shall be in contact with ground and shall be embedded 3/4 length of the trunk into the streambank.
- Excavation work will be required to embed the rootwad into the streambank. Excavated material shall be used as embankment to backfill the rootwad once placed.



SECTION VIEW A

ROOTWAD REVETMENT
 STREAMBANK STABILIZATION
 WASHINGTON SE AREA ENGINEER

DRAWING NOT TO SCALE

DRAWN BY: GJA

DESIGNED BY: GJA

APPROVED BY:

BOYCE/RICCO
PEND OREILLE RIVER BANK STABILIZATION
PEND OREILLE COUNTY, WASHINGTON

PROJECT
21-009

REVISED
1/22

SHEET
3/3

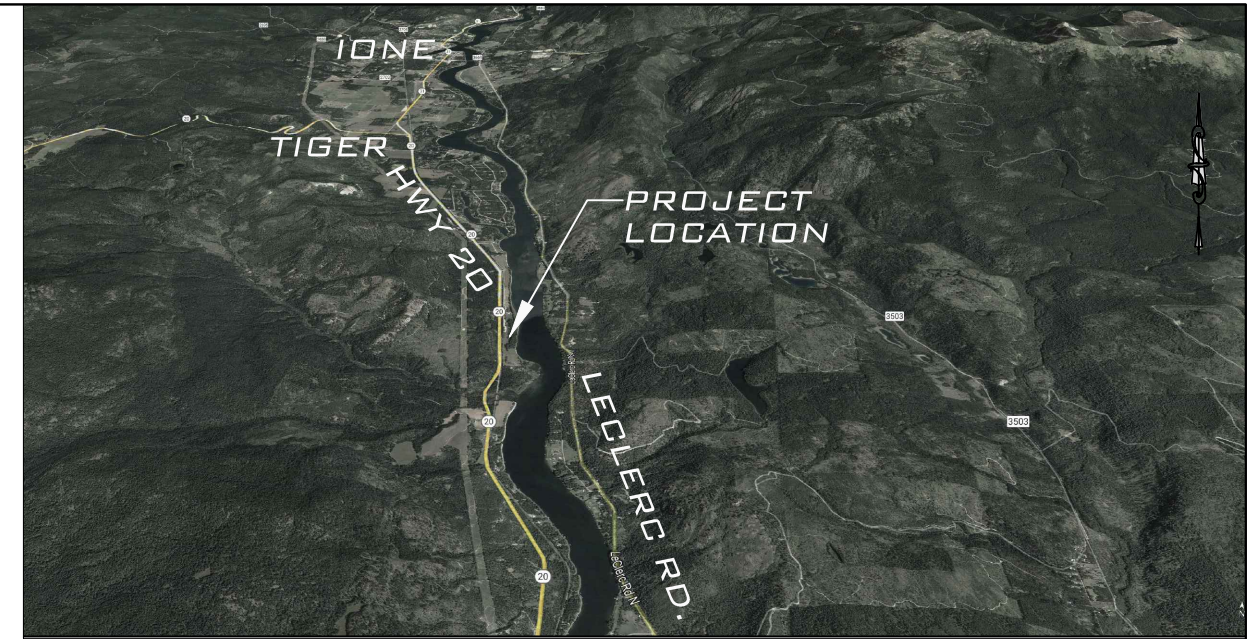
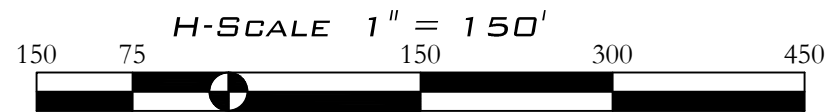
PROPERTY LINES SHOWN ARE APPROXIMATE.
THIS MAP DOES NOT REPRESENT A BOUNDARY SURVEY



LOCATES (2 WORKING DAYS NOTICE REQUIRED PRIOR TO EXCAVATION)
 LOCAL CALLING NUMBERS
 Northwest Utility Notification Center 1-800-424-5555

BOYCE/RICCO PEND OREILLE RIVER BANK STABILIZATION PROJECT OVERVIEW

LOCATED IN THE NW 1/4 OF SEC. 15, T36N, R43E, W.M.,
PEND OREILLE COUNTY, WASHINGTON



VICINITY MAP
NO SCALE

CUMULATIVE VOLUME TABLE			
ITEM DESCRIPTION	ITEM QTY.	QTY ABV OHWM	QTY BELOW OHWM
REACH OF PROJECT	280 LF	N/A	N/A
ROCK TOE PROTECTION	168 CY	84 CY/ 168 TN	84 CY/ 168 TN
EXCAVATION (RE-SLOPING)	526 CY	526 CY	0 CY
ROOTWAD BALLAST ROCK	3 CY	1.5 CY	1.5 CY

General Notes

- 1) The attached NRCS Construction and Material Specifications are part of this plan and shall govern this installation.
- 2) This installation shall be constructed to the lines and grades as shown on the drawings and detailed in the construction specifications.
- 3) Construction activities will be conducted in a manner that minimizes soil, water and air pollution.
- 4) Construction activities will be conducted in a manner consistent with all safety regulations necessary for this installation.
- 5) The installation will be operated and maintained as described in the O&M plan prepared for this operation.

Utilities

The SE Area Engineer does not make any representation to the existence or non-existence of any public and private buried and overhead utilities. Where utilities are shown on the drawing their location and depth or height is approximate. The exact location and depth or height shall be determined by the responsible utility. Any work within the utility easement will conform to the requirements of the utility.

Permits

The SE Area Engineer does not assume any responsibility in the determination, application and/or securing of any necessary permits. All permits for the construction and operation of this facility are the responsibility of the Owner, Operator, Sponsor and/or Contractor.

Review and Acceptance

The Drawings and Construction Specifications for this project have been reviewed with me and are accepted for installation. I also acknowledge that any modifications prior to review by the SE Area Engineer before implementation may result in disapproval of this installation. I hereby acknowledge receipt of copy(ies) of this plan.

Owner/Sponsor _____
Date _____

PROPERTY LINES SHOWN ARE APPROXIMATE.
THIS MAP DOES NOT REPRESENT A BOUNDARY SURVEY



LOCATES (2 WORKING DAYS NOTICE REQUIRED PRIOR TO EXCAVATION)
LOCAL CALLING NUMBERS
Northwest Utility Notification Center 1-800-424-5555

DRAWN BY: GJA

DESIGNED BY: GJA

APPROVED BY:

**BOYCE/RICCO
PEND OREILLE RIVER BANK STABILIZATION**
PEND OREILLE COUNTY, WASHINGTON

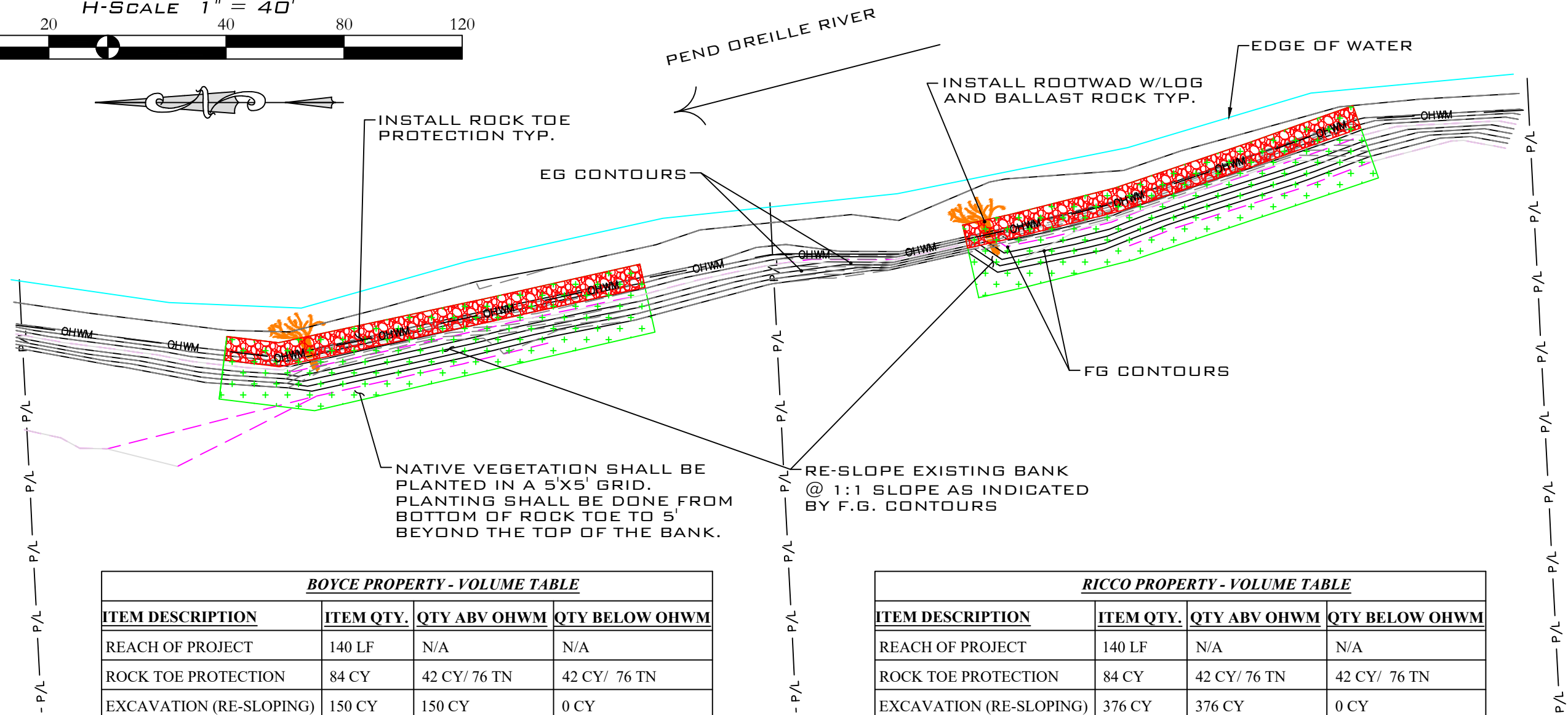
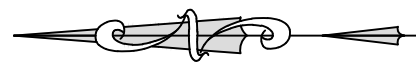
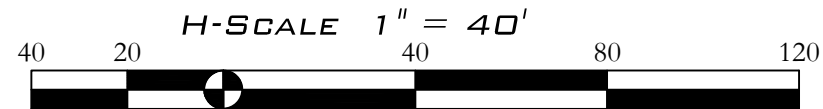
PROJECT
21-009

REVISED
1/22

SHEET
1/3

BOYCE/RICCO PEND OREILLE RIVER BANK STABILIZATION PLAN VIEW

LOCATED IN THE NW 1/4 OF SEC. 15, T36N, R43E, W.M.,
PEND OREILLE COUNTY, WASHINGTON



BOYCE PROPERTY - VOLUME TABLE

ITEM DESCRIPTION	ITEM QTY.	QTY ABV OHWM	QTY BELOW OHWM
REACH OF PROJECT	140 LF	N/A	N/A
ROCK TOE PROTECTION	84 CY	42 CY/ 76 TN	42 CY/ 76 TN
EXCAVATION (RE-SLOPING)	150 CY	150 CY	0 CY
ROOTWAD BALLAST ROCK	1.5 CY	.75 CY	.75 CY

RICCO PROPERTY - VOLUME TABLE

ITEM DESCRIPTION	ITEM QTY.	QTY ABV OHWM	QTY BELOW OHWM
REACH OF PROJECT	140 LF	N/A	N/A
ROCK TOE PROTECTION	84 CY	42 CY/ 76 TN	42 CY/ 76 TN
EXCAVATION (RE-SLOPING)	376 CY	376 CY	0 CY
ROOTWAD BALLAST ROCK	1.5 CY	.75 CY	.75 CY

CONSTRUCTION NOTES:

- SEE SHEET 3 FOR CONSTRUCTION DETAILS.
- ALL LINEWORK, AND STRUCTURE LOCATIONS ARE APPROXIMATE.
- ENGINEER SHALL BE ON-SITE DURING CONSTRUCTION.
- ALL MATERIALS AND INSTALLATION MUST CONFORM TO NRCS SPECIFICATIONS.
- ANY CHANGES TO THE DESIGN OR SPECIFICATIONS MUST BE APPROVED BY THE ENGINEER.

PROPERTY LINES SHOWN ARE APPROXIMATE.
THIS MAP DOES NOT REPRESENT A BOUNDARY SURVEY



LOCATES (2 WORKING DAYS NOTICE REQUIRED PRIOR TO EXCAVATION)
LOCAL CALLING NUMBERS
Northwest Utility Notification Center 1-800-424-5555

DRAWN BY: GJA

DESIGNED BY: GJA

APPROVED BY:

**BOYCE/RICCO
PEND OREILLE RIVER BANK STABILIZATION**
PEND OREILLE COUNTY, WASHINGTON

PROJECT
21-009

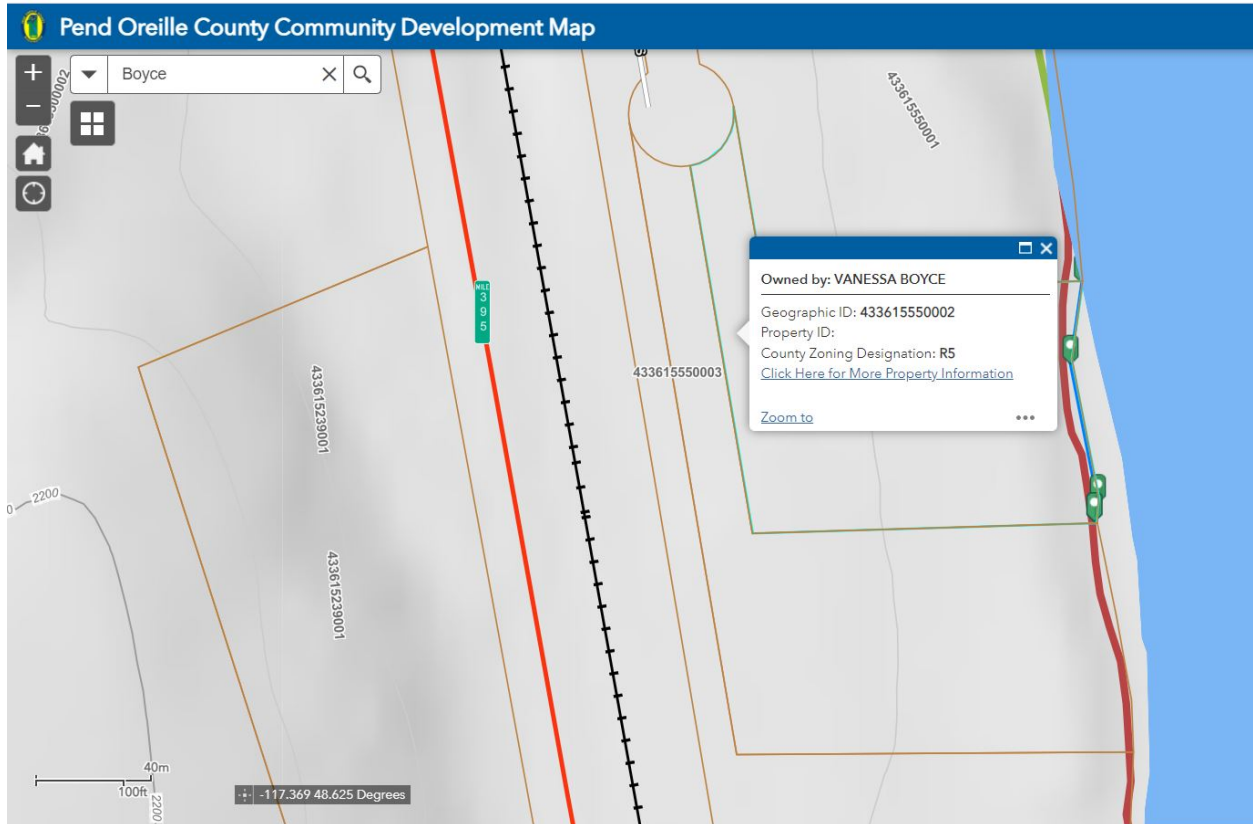
REVISED
1/22

SHEET
2/3

Boyce Potential Project

Address: 503 Ibbetson Dr. S., Ione, WA 99139

Severity of Bank Stabilization: Severe



Length of shoreline: 140 ft.

Project cost estimate: \$175-\$200/linear foot

Total Potential Project Cost: \$24,500 - \$28,000

Potential Project Allocation: Not to exceed 75% of total project cost?

- NRI: \$21,000
- PUD: \$5,500
- Total: \$27,500

Project Status: Site plans completed, permits to be submitted 2/1/2022.

This project is directly adjacent to the Ricco project; therefore, we would prefer to complete these projects simultaneously.



McGuire Project

404777 Highway 20, Cusick, WA 99119

Severity of Bank: Moderate to Severe



Length of shoreline: 125 ft.

Project cost estimate: \$150-\$200/linear foot

Total Potential Project Cost: \$18,750 - \$25,000

Potential Project Allocation: Not to exceed 75% of total project cost?

- NRI: \$18,750
- PUD: \$5,500
- Total: \$24,250

Project Status: permits submitted; awaiting determination

**Pend Oreille Conservation District's
Streambank Stabilization Project Ranking Tool
McGuire Potential NRI/PUD Bank Stabilization Project**

Ranking Questions	Date	Points Available	Points Received
1. Date of Initial Contact from Landowner	2019	15	15
2. Date of Initial Site visit	2019	20	20
3. Does the project fall within the Box Canyon Dam Reservoir?	Yes	40	40
4. Does the project have a minimum of a medium rate of erosion based on the PUD's Hazard Occurrence Erosion Map?	Yes	50	50
5. Is the project severe?	No	10	0
6. Is this a multi-landowner project?	No	50	0
7. Does the project have a completed site plan/engineering design?	Yes	50	50
8. Has the applicant received cost-share funding before?	No	15	0
9. If so, was the project completed successfully?	No	30	0
10. Is the Landowner Agreement completed?	Yes	15	15
11. Has the applicant contacted the County?	Yes	30	30
12. Has the applicant completed the County's permits (Shoreline Substantial Development Permit, SEPA, JAPRA)	Yes	50	50
13. Has the applicant contacted WDFW?	Yes	20	20
14. Has the applicant completed the HPA?	Yes	20	20
15. Has the applicant contacted the Army Corps of Engineers?	Yes	20	20
16. Has the applicant completed the necessary Corps permits?	Yes	20	20
17. Has the landowner conducted an environmental assessment/survey with a professional consultant?	Yes	15	15
18. Is the landowner in communication with a contractor? If so, what is the estimated start date of the project?	Yes; 8/15/2021	30	30
Project Total		500	395

Additional Considerations: This project protects 125' of moderately eroding streambank along the Pend Oreille River. This landowner has worked with the POCD since 2019 on their potential project. They have submitted all permits and have reached out to the Army Corps representative multiple times with no response.

2:00

75%

Inbox
ktcryan@comcast.n

Newman Landscaping & Excavatio...

to get us more funds. She asked us if we could get an email from our contractor with an estimated cost per linear foot. Is that something you could provide earlier than the full bid?

I usually incorporate the linear price in the final bid. My previous prices varied from \$125 - \$225 in the last few years. Yours should be closer to the lower than the higher. I need to look at your info again and the drone video and i will get back to you.

We are definitely interested in a final bid whether we take the funding or not. I appreciate your time. I will follow back up with you next week if that's ok.

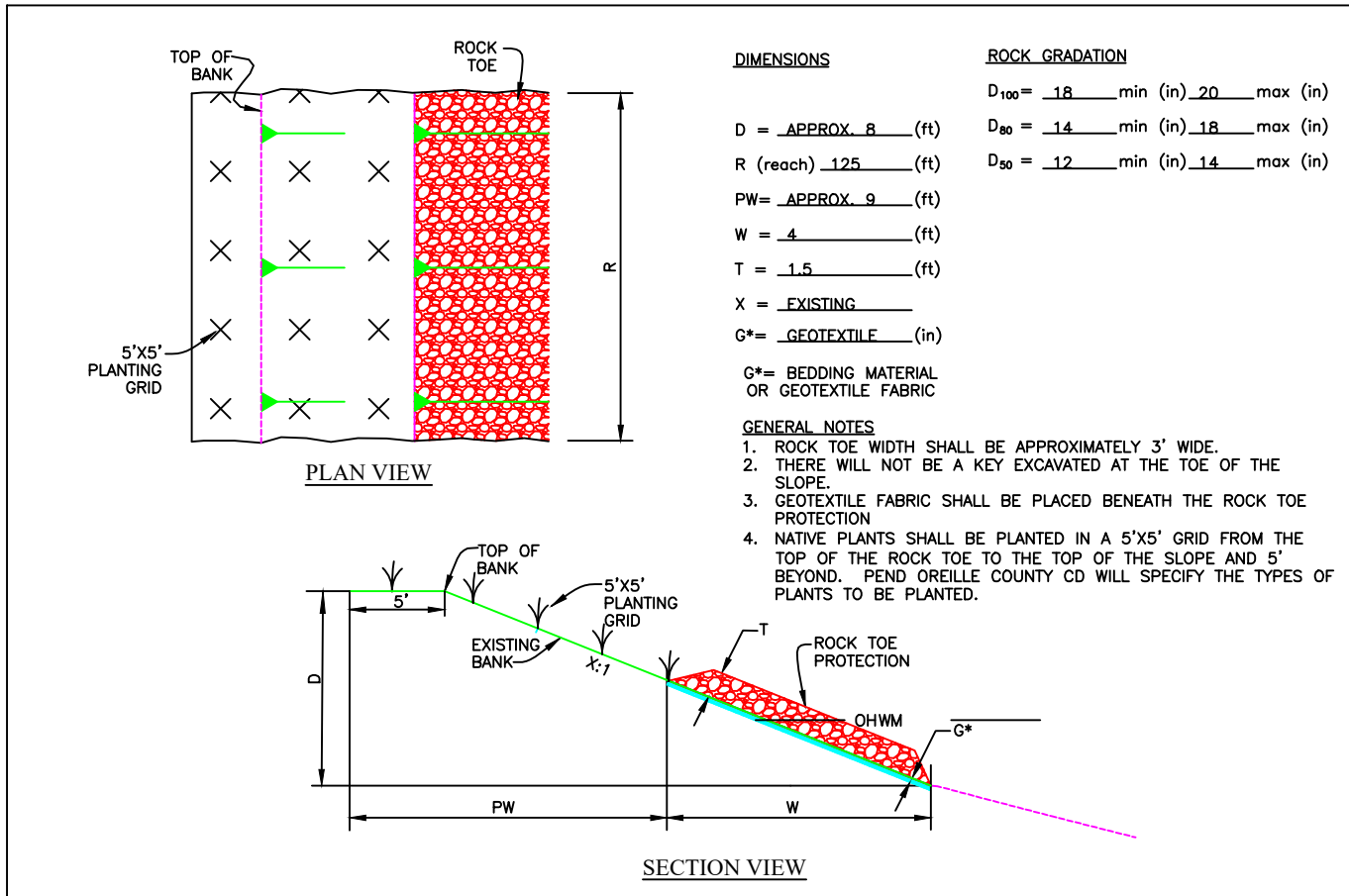
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Navigation icons: home, back, forward

MCGUIRE - PEND OREILLE RIVER BANK STABILIZATION CONSTRUCTION DETAIL

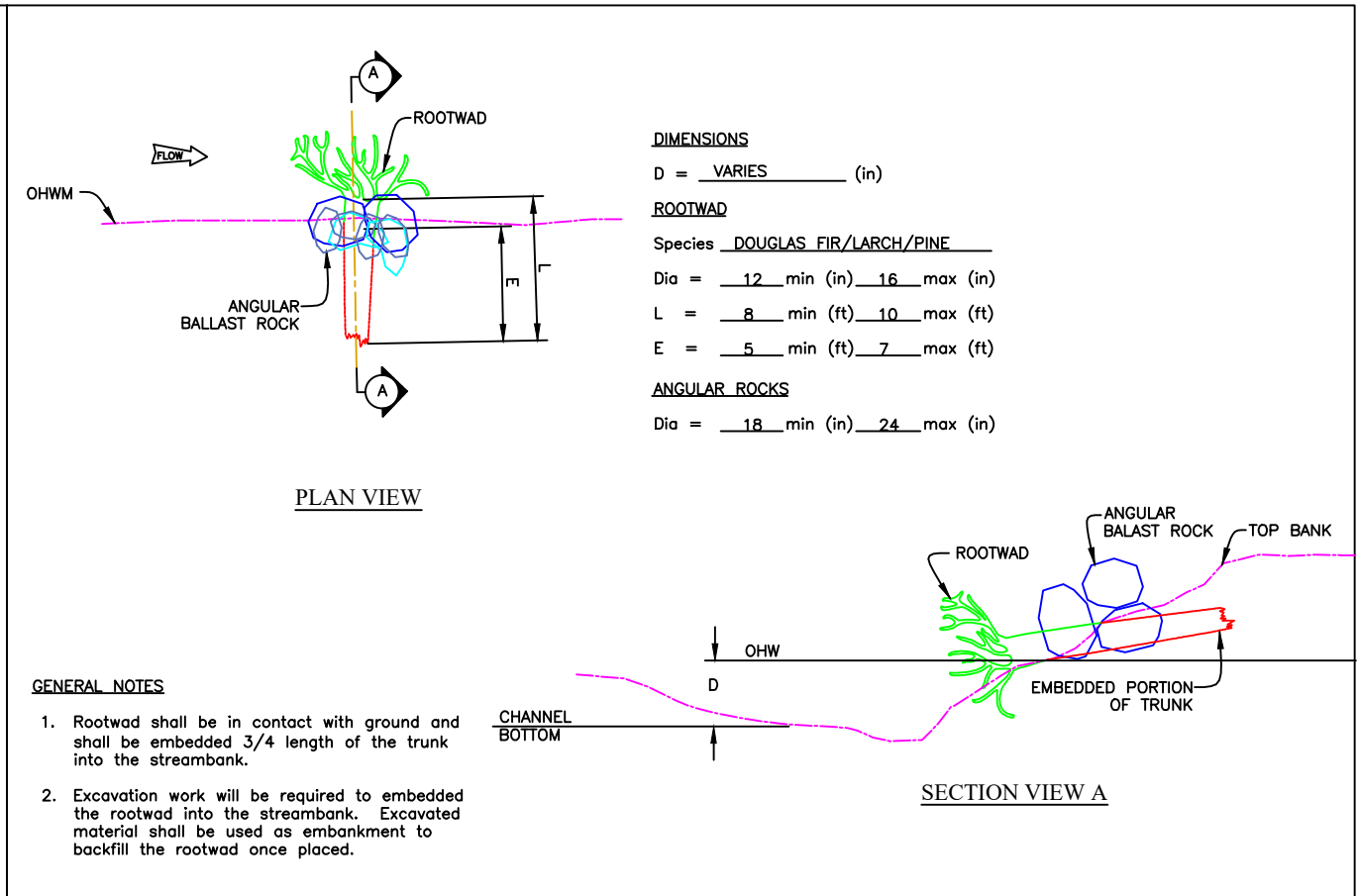
LOCATED IN THE NW COR. OF SEC. 29, T35N, R44E, W.M.,
PEND OREILLE COUNTY, WASHINGTON

DRAWN BY:	GJA	APPROVED BY:
DESIGNED BY:	GJA	



ROCK TOE PROTECTION
STREAMBANK STABILIZATION
WASHINGTON SE AREA ENGINEER

DRAWING NOT TO SCALE



ROOTWAD REVETMENT
STREAMBANK STABILIZATION
WASHINGTON SE AREA ENGINEER

DRAWING NOT TO SCALE

MCGUIRE - PEND OREILLE RIVER
BANK STABILIZATION
PEND OREILLE COUNTY, WASHINGTON

PROJECT	19-013	REVIS
REVISED	04/20	
SHEET	2/2	

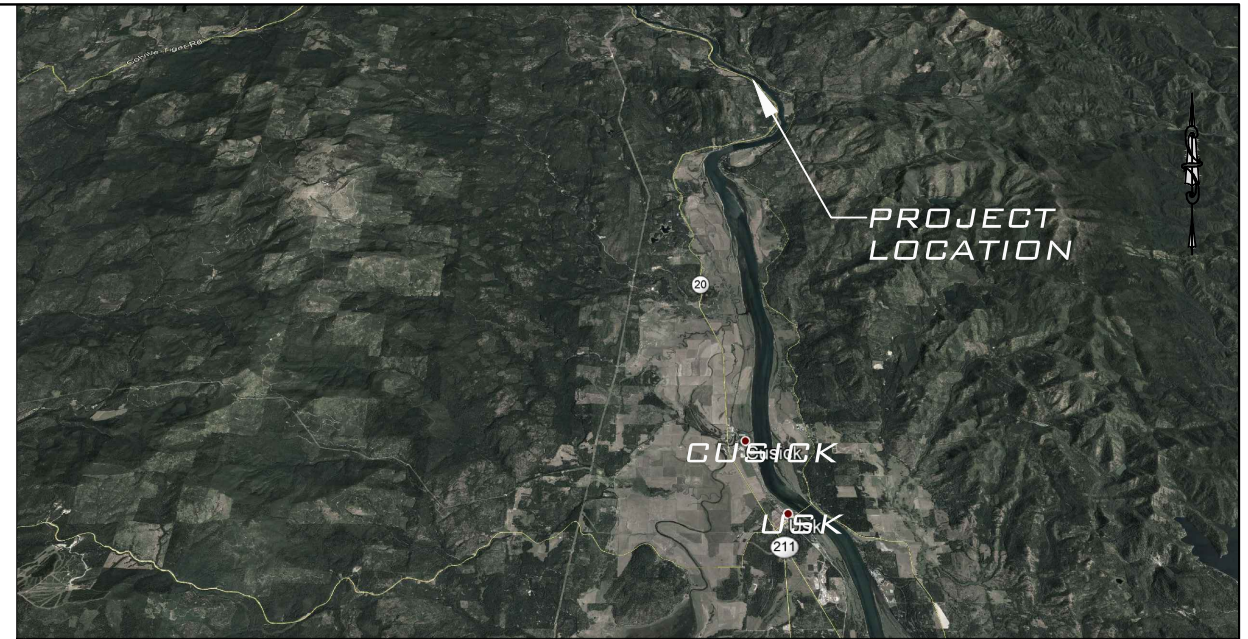
PROPERTY LINES SHOWN ARE APPROXIMATE.
THIS MAP DOES NOT REPRESENT A BOUNDARY SURVEY

LOCATES (2 WORKING DAYS NOTICE REQUIRED PRIOR TO EXCAVATION)
LOCAL CALLING NUMBERS
Northwest Utility Notification Center 1-800-424-5555

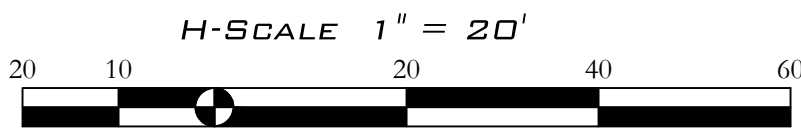
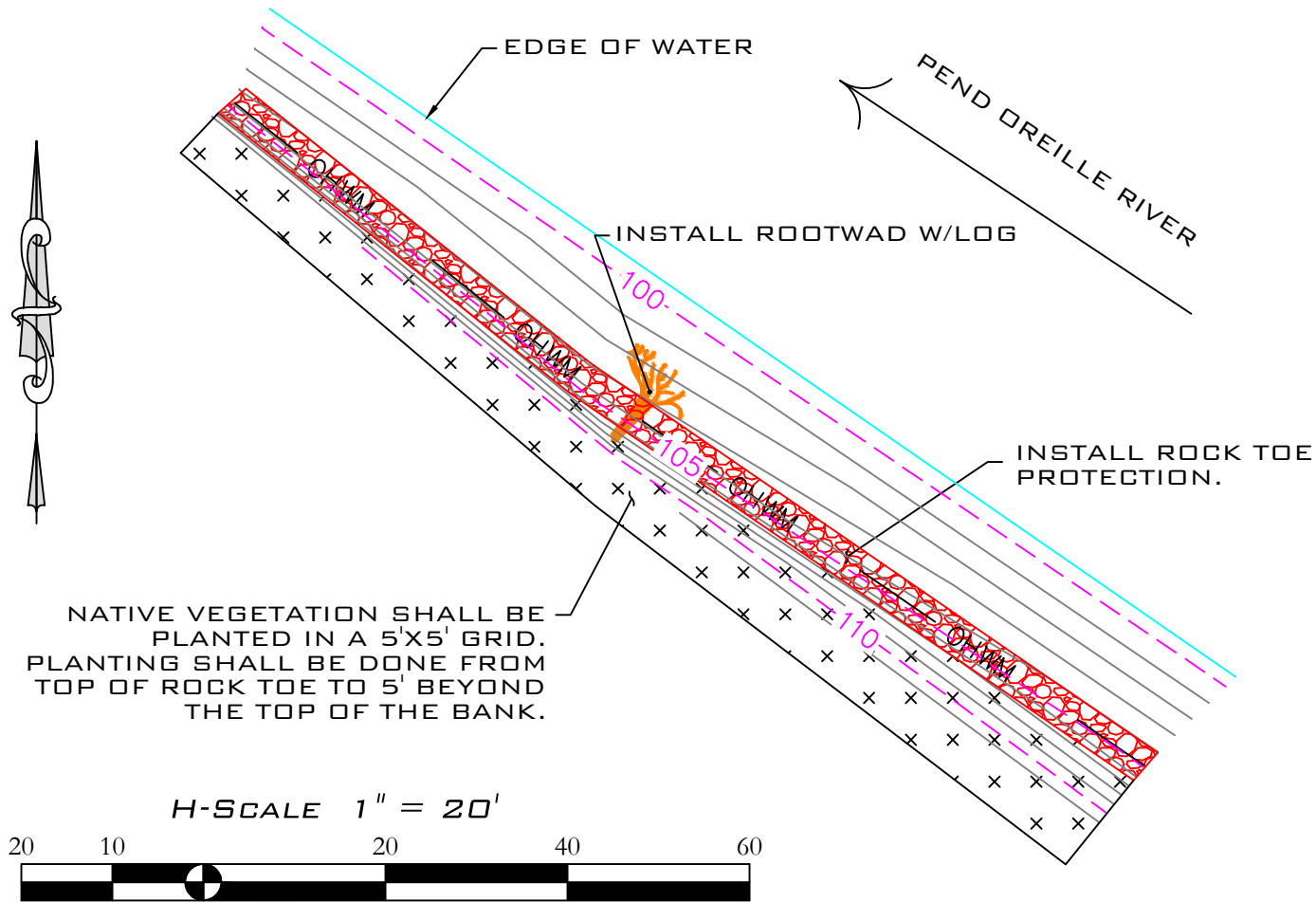


MCGUIRE - PEND OREILLE RIVER BANK STABILIZATION SITE PLAN

LOCATED IN THE NW COR. OF SEC. 29, T35N, R44E, W.M.,
PEND OREILLE COUNTY, WASHINGTON



VICINITY MAP
NO SCALE



General Notes

- 1) The attached NRCS Construction and Material Specifications are part of this plan and shall govern this installation.
- 2) This installation shall be constructed to the lines and grades as shown on the drawings and detailed in the construction specifications.
- 3) Construction activities will be conducted in a manner that minimizes soil, water and air pollution.
- 4) Construction activities will be conducted in a manner consistent with all safety regulations necessary for this installation.
- 5) The installation will be operated and maintained as described in the O&M plan prepared for this operation.

Utilities

The SE Area Engineer does not make any representation to the existence or non-existence of any public and private buried and overhead utilities. Where utilities are shown on the drawing their location and depth or height is approximate. The exact location and depth or height shall be determined by the responsible utility. Any work within the utility easement will conform to the requirements of the utility.

Permits

The SE Area Engineer does not assume any responsibility in the determination, application and/or securing of any necessary permits. All permits for the construction and operation of this facility are the responsibility of the Owner, Operator, Sponsor and/or Contractor.

Review and Acceptance

The Drawings and Construction Specifications for this project have been reviewed with me and are accepted for installation. I also acknowledge that any modifications prior to review by the SE Area Engineer before implementation may result in disapproval of this installation. I hereby acknowledge receipt of copy(ies) of this plan.

Owner/Sponsor _____
Date _____

VOLUME TABLE

ITEM DESCRIPTION	ITEM QTY.	QTY ABV OHWM	QTY BELOW OHWM
REACH OF PROJECT	125 L.F.	N/A	N/A
ROCK TOE PROTECTION	28 CY	14 CY/ 25 TN	14 CY/ 25 TN
EXCAVATION	0 CY	0 CY	0 CY
FILL	0 CY	0 CY	0 CY
NON-WOVEN GEOTEXTILE	56 SY	28 SY	28 SY
ROOTWAD W/LOG	1 EA	N/A	N/A
BALLAST ROCK	1.5 CY	.75 CY	.75 CY

CONSTRUCTION NOTES:

- SEE SHEET 2 FOR CONSTRUCTION DETAILS.
- ALL LINEWORK, AND STRUCTURE LOCATIONS ARE APPROXIMATE.
- ENGINEER SHALL BE ON-SITE DURING CONSTRUCTION.
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- ANY CHANGES TO THE DESIGN OR SPECIFICATIONS MUST BE APPROVED BY THE ENGINEER.

PROPERTY LINES SHOWN ARE APPROXIMATE.
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LOCATES (2 WORKING DAYS NOTICE REQUIRED PRIOR TO EXCAVATION)
LOCAL CALLING NUMBERS
Northwest Utility Notification Center 1-800-424-5555

MCGUIRE - PEND OREILLE RIVER
BANK STABILIZATION
PEND OREILLE COUNTY, WASHINGTON

DRAWN BY: GJA
DESIGNED BY: GJA
APPROVED BY:

PROJECT
19-013

REVISED
04/21

SHEET
1/2

Potential Project Queue

2022 Project Funding Waitlist											
McGuire	2022-1	CW2022-1	EC2022-1	NRI 2022	\$30,500.00	Not Started	08/08/19	NO	NO	NO	NO
Taylor	2022-2	CW2022-2	EC2022-2		\$5,500.00	Not Started	08/08/19	NO	NO	NO	NO
Bittle	2022-3	CW2022-3	EC2022-3		\$5,500.00	Not Started	08/08/19	NO	NO	NO	NO
Barranco	2022-4	CW2022-4	EC2022-4		\$5,000.00	Not Started	08/08/19	NO	NO	NO	NO
Nicholas	2022-5	CW2022-5	EC2022-5		\$5,500.00	Not Started		NO	NO	NO	NO
Ricco	2022-6	CW2022-6	EC2022-6	NRI2022	\$30,500.00	Not Started		NO	NO	NO	NO
Boyce	2022-7	CW2022-7	EC2022-7		\$30,500.00	Not Started		NO	NO	NO	NO
Cantrell	2022-8	CW2022-8	EC2022-8		\$5,500.00	Not Started		NO	NO	NO	NO
Thomure	2022-9	CW2022-9	EC2022-9		\$5,500.00	Not Started		NO	NO	NO	NO
Patton	2022-10	CW2022-10	EC2022-10		\$5,500.00	Not Started		NO	NO	NO	NO
Kensok	2022-11	CW2022-11	EC2022-11		\$5,500.00	Not Started		NO	NO	NO	NO
FY 2022 TOTALS					\$135,000.00						

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

TREASURER'S REPORT

Fund Totals

Pend Oreille Conservation District

12/01/2021 To: 12/31/2021

Time: 11:00:34 Date: 01/12/2022

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	30,632.91	727.71	1,160.67	30,199.95	5.00	-1,005.90	0.00	29,199.05
002 Working Capital Fund	-3,688.09	0.00		-3,688.09	0.00	0.00	0.00	-3,688.09
075 20-21 38NR	7,814.99	0.00		7,814.99	0.00	0.00	0.00	7,814.99
080 PUD FY18	-707.57	0.00	11,967.67	-12,675.24	4,365.04	370.58	0.00	-7,939.62
110 CCIM 2020	14,750.98	0.00		14,750.98	0.00	0.00	0.00	14,750.98
120 CCIM2021	9,256.03	0.00		9,256.03	0.00	0.00	0.00	9,256.03
130 WSCC FY22	-9,586.84	9,528.77	7,850.40	-7,908.47	3,534.01	1,266.14	0.00	-3,108.32
220 20-21 38VS	12,080.87	0.00		12,080.87	0.00	0.00	0.00	12,080.87
240 VSP 2021-2022	466.72	5,315.57	3,193.55	2,588.74	1,800.16	524.99	0.00	4,913.89
300 PUD_2019	-4,560.83	0.00		-4,560.83	0.00	0.00	0.00	-4,560.83
310 PUDEC	1.81	0.00		1.81	0.00	0.00	0.00	1.81
320 20 PUDEC CW	3,070.92	0.00		3,070.92	0.00	0.00	0.00	3,070.92
500 20-21 WQAI P	-360.70	0.00		-360.70	0.00	0.00	0.00	-360.70
510 WQAI P-2021	-6,445.53	563.56	2,133.80	-8,015.77	0.00	216.17	0.00	-7,799.60
	52,725.67	16,135.61	26,306.09	42,555.19	9,704.21	1,371.98	0.00	53,631.38

TREASURER'S REPORT

Account Totals

Pend Oreille Conservation District

12/01/2021 To: 12/31/2021

Time: 11:00:34 Date: 01/12/2022
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 Mountain West	1,092.14	0.00	168.01	924.13	0.00	5.00	929.13
3 PayPal- NRCS	-1,383.07	0.00	0.00	-1,383.07	0.00	0.00	-1,383.07
4 Wash Fed Sav	5,035.07	0.43	0.00	5,035.50	0.00	0.00	5,035.50
5 Wash Fed Ck.	47,981.53	16,135.18	26,138.08	37,978.63	0.00	11,071.19	49,049.82
Total Cash:	52,725.67	16,135.61	26,306.09	42,555.19	0.00	11,076.19	53,631.38
	52,725.67	16,135.61	26,306.09	42,555.19	0.00	11,076.19	53,631.38

TREASURER'S REPORT Outstanding Vouchers

Pend Oreille Conservation District

As Of: 12/31/2021 Date: 01/12/2022
Time: 11:00:34 Page: 3

Year	Trans#	Date	Type	Acct#	Wa#	Vendor	Amount	Memo
2020	54	03/03/2020	Claims	1	12642	Office of the Secretary of State	5.00	Annexation Of Territory Within A Conservation District Processing Fee
							5.00	
2021	385	11/30/2021	Claims	5	2151	Ferry Conservation District	964.90	Nov 2021 Shared Employee IMP/VSP
2021	395	12/15/2021	Claims	5	2160	Rick O'Brien	4,365.04	PUD Cost-share Payout
2021	399	12/31/2021	Payroll	5	2163	Alexandra Case-Cohen	1,371.98	Alex Case-Cohen
2021	400	12/31/2021	Claims	5	2164	Alex Case-Cohen	179.40	Travel Dec 2021 VSP/IMP-D.O./WQ
2021	401	12/31/2021	Claims	5	2165	Exbabylon	500.81	# 90827-IMP/D.O.
2021	403	12/31/2021	Claims	5	2166	Far Corner Communications	450.00	#32 VSP/IMP-D.O. Data Base
2021	402	12/31/2021	Claims	5	2167	State Auditor's Office	452.40	#L145705, IMP-D.O.
2021	404	12/31/2021	Claims	5	2168	WACD	110.00	#WACD/Mike Mumford
2021	405	12/31/2021	Claims	5	2169	Newport Miner	548.28	#2021338/IMP -D.O. Legal Ad Election
2021	414	12/31/2021	Claims	5	2171	Ferry Conservation District	2,128.38	VSP/IMP-D.O. Shared Employee Dec 2021
							11,071.19	
							11,076.19	

Fund	Claims	Payroll	Total
001 General Fund	5.00	-1,005.90	-1,000.90
080 PUD FY18	4,365.04	370.58	4,735.62
130 WSCC FY22	3,534.01	1,266.14	4,800.15
240 VSP 2021-2022	1,800.16	524.99	2,325.15
510 WQAIP-2021	0.00	216.17	216.17
	9,704.21	1,371.98	11,076.19

TREASURER'S REPORT
Signature Page

Pend Oreille Conservation District

12/01/2021 To: 12/31/2021

Time: 11:00:34 Date: 01/12/2022

Page: 4

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

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

WARRANT/CHECK REGISTER

Pend Oreille Conservation District

Time: 11:00:56 Date: 01/12/2022

12/01/2021 To: 12/31/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
422	12/29/2021	Claims	1	EFT	WIX.COM	168.01	IMP/Wix Website Renewal
383	12/13/2021	Payroll	5	EFT	Department Of Retirement Systems	692.08	11/01/2021 To 11/30/2021 - PERS 2
384	12/15/2021	Payroll	5	EFT	United States Treasurer	995.42	941 Deposit For 11/01/2021 - 11/30/2021
406	12/07/2021	Claims	5	EFT	Verizon Wireless	296.46	IMP/Verizon Dec 2021
407	12/20/2021	Claims	5	EFT	City of Newport	96.00	IMP/ City Of Newport, Water
408	12/02/2021	Claims	5	EFT	Lisa Alkire	1,100.00	Dec 2021 VSP/IMP-D.O.
409	12/10/2021	Claims	5	EFT	Pend Oreille PUD	118.15	IMP/ PUD Power Dec 2021
410	12/01/2021	Claims	5	EFT	IFIBER Communications	140.46	IMP-D.O. Ifiber, Internet/phones Dec 2021
411	12/07/2021	Claims	5	EFT	Newport Pie and Coffee	23.64	IMP D.O. Board Meeting Refreshments
412	12/08/2021	Claims	5	EFT	Safeway	25.29	IMP/D.O. Supplies
413	12/09/2021	Claims	5	EFT	Safeway	26.76	IMP-D.O. Supplies
416	12/11/2021	Claims	5	EFT	Adobe	193.55	IMP D.O. Alex
417	12/23/2021	Claims	5	EFT	U.S. Postal Service	9.30	VSP Postage
420	12/20/2021	Claims	5	EFT	Facebook	12.00	IMP Boost Facebook Posts
421	12/28/2021	Claims	5	EFT	University of Washington	50.00	IMP Application Fee UW
388	12/15/2021	Payroll	5	2154	Health Care Authority	853.77	11/01/2021 To 11/30/2021 - Health Care Authority
390	12/07/2021	Claims	5	2156	Aquatechenex LLC	1,917.63	WQ DOE 00033 Bead Lake
393	12/15/2021	Payroll	5	2158		1,500.00	Mid Month Draw Dec 2021
394	12/15/2021	Claims	5	2159	Larry Montgomery	2,079.30	PUD Cost-share Payout
395	12/15/2021	Claims	5	2160	Rick O'Brien	4,365.04	PUD Cost-share Payout
396	12/15/2021	Claims	5	2161	Jason McQuinn	5,000.00	PUD Cost-share Payout
397	12/20/2021	Claims	5	2162	John Floyd	901.98	IMP 22-38 Travel
399	12/31/2021	Payroll	5	2163		1,371.98	Alex Case-Cohen
400	12/31/2021	Claims	5	2164	Alex Case-Cohen	179.40	Travel Dec 2021 VSP/IMP-D.O./WQ
401	12/31/2021	Claims	5	2165	Exbabylon	500.81	# 90827-IMP/D.O.
403	12/31/2021	Claims	5	2166	Far Corner Communications	450.00	#32 VSP/IMP-D.O. Data Base
402	12/31/2021	Claims	5	2167	State Auditor's Office	452.40	#L145705, IMP-D.O.
404	12/31/2021	Claims	5	2168	WACD	110.00	#WACD/Mike Mumford
405	12/31/2021	Claims	5	2169	Newport Miner	548.28	#2021338/IMP -D.O. Legal Ad Election
414	12/31/2021	Claims	5	2171	Ferry Conservation District	2,128.38	VSP/IMP-D.O. Shared Employee Dec 2021
						1,160.67	
						11,967.67	
						7,850.40	
						3,193.55	
						2,133.80	
						26,306.09	
						Claims:	20,892.84
						Payroll:	5,413.25

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

() Chairman () Auditing Officer _____ Date: _____

RECEIPT REGISTER

Pend Oreille Conservation District

Time: 11:01:05 Date: 01/12/2022

12/01/2021 To: 12/31/2021

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
391	12/02/2021	Tr Rec	191011		5	Dept of Ecology	563.56	DOE 00033 Bead Lake
392	12/10/2021	Tr Rec	191012		5	WSCC	9,528.77	IMP FY22-38 Oct 2021 Voucher #04
398	12/07/2021	Tr Rec	191013		5	Frontier Title & Escrow	725.00	Rent Dec 2021
415	12/28/2021	Tr Rec	191014		5	Pend Oreille County	5,315.57	VSP Nov 2021 # 05
418	12/31/2021	Tr Rec	191015		4	Washington Federal	0.43	Savings Interest Dec 2021
419	12/31/2021	Tr Rec	191016		5	Washington Federal	2.28	Checking Interest Dec 2021
360 Misc Revenues							727.71	
001 General Fund							727.71	
330 State Generated Revenues							9,528.77	
130 WSCC FY22							9,528.77	
330 State Generated Revenues							5,315.57	
240 VSP 2021-2022							5,315.57	
330 State Generated Revenues							563.56	
510 WQAIP-2021							563.56	
							16,135.61	

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

Signature & Title

Date

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

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

Account Title: PEND OREILLE CONSERVATION DISTRICT

TOTALLY FREE BUSINESS CHECKING		Number of Enclosures	0
Account Number	@XXXXXXXXXX@8895	Statement Dates	12/01/21 thru 12/31/21
Previous Balance	684.48	Days in the statement period	31
Deposits/Credits	.00	Average Ledger	668.22
1 Checks/Debits	168.01	Average Collected	668.22
Service Charge	.00		
Interest Paid	.00		
Ending Balance	516.47		

Debits and Withdrawals

Date	Description	Withdrawals
12/29	U.S. BANK AUTOPAY	168.01-
	CCD 448559455562237	
	042000012299519	

Daily Balance Information

Date	Balance	Date	Balance
12/01	684.48	12/29	516.47

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 10:58:26 Date: 01/12/2022

12/01/2021 To: 12/31/2021

Page: 1

1 Mountain West

Date	Balance Forward	684.48				
	Total Credits:	0.00				
Year	Trans#	Date	Type	Chk#	Vendor	
2021	422	12/29/2021	Claims		WIX.COM	168.01
					Total Debits:	168.01
					Reconciled Bank Balance:	516.47
					Outstanding Credits:	
2020	54	03/03/2020	Claims	12642	Office of the Secretary of State	5.00
					Outstanding Debits:	5.00
					Reconciled Book Balance:	511.47

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.



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



ACCOUNT NUMBER 4485-5902-0018-4782

AMOUNT DUE \$0.00

000010072 01 SP 0.530 106481437582948 P
 DAVID MARCELL
 PEND OREILLE CD
 PO BOX 465
 NEWPORT WA 99156-0465

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
11-28	11-29	5734	WIX.COM 968186613 WWW.WIX.COM CA	24011341332000031479938	168.01

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 4485-5902-0018-4782	ACCOUNT SUMMARY PURCHASES, FEES & ADJUSTMENTS \$168.01
	STATEMENT DATE 12/27/21	CHECKS/CASH ADVANCES \$0.00
MANAGING ACCOUNT NUMBER 4485-5945-5562-2370 CONTACT AND ADDRESS PEND OREILLE CONS DIST DAVID MARCELL PO BOX 465 NEWPORT, WA 99156		DISPUTE AMOUNT \$0.00 CREDITS \$0.00 STATEMENT TOTAL \$168.01



Statement of Account

PAGE 1 OF 1

Statement End Date December 31, 2021
Statement Begin Date December 1, 2021
Account Number 62763959483

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

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

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

37713 *

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

Business Savings Summary - # 62763959483

Table with 2 columns: Description and Amount. Rows include Annual Percentage Yield Earned for this Statement Period (0.101%), Interest Rate Effective 12/01/2021 (0.100%), Interest Earned/Accrued this Cycle (\$0.43), Number of Days in this Cycle (31), Date Interest Posted (12-31-2021), and Year-to-Date Interest Paid (\$2.81).

Table with 2 columns: Description and Amount. Rows include Beginning Balance (\$5,035.07), Interest Earned This Period (+0.43), and Ending Balance (\$5,035.50).

Advertisement box with text: 'We are here to help! Reach our 24-hour Client Care Center at 1-800-324-9375'. Includes social media icons for Facebook, Twitter, and Instagram, and the text '@WAFDbank wafdbank.com'. A QR code is located in the top right corner of the box.

Interest Earned This Period

Table with 3 columns: Date, Description, and Amount. Row 1: 12-31, Credit Interest, 0.43. Row 2: Total Interest Earned This Period, 0.43.

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

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 10:47:56 Date: 01/12/2022

12/01/2021 To: 12/31/2021

Page: 1

4 Wash Fed Sav

Date	Balance Forward	5,035.07
12/31/2021		0.43
	Total Credits:	0.43

Year	Trans#	Date	Type	Chk#	Vendor	
					Total Debits:	0.00
					Reconciled Bank Balance:	5,035.50
					Outstanding Credits:	
					Outstanding Debits:	
					Reconciled Book Balance:	5,035.50

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.

Employee Accrual Cost

Pend Oreille Conservation Dis

Time: 15:34:12 Date: 01/05/2022

As Of: 12/31/2021

Page: 1

Case-Cohen, Alexandra Loree	Beginning	Earned	Used	Ending	Rate	Cost
Vacation	61.00	8.00		69.00	36.96	2,550.24
Sick Pay	66.00	8.00	16.00	58.00	36.96	2,143.68
				127.00		4,693.92
Report Total:				127.00		4,693.92



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

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

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

37712 *

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 12/01/2021 0.050%
Interest Earned/Accrued this Cycle \$2.28
Number of Days in this Cycle 31
Date Interest Posted 12-31-2021
Year-to-Date Interest Paid \$21.82

Beginning Balance \$56,908.36
Interest Earned This Period +2.28
Deposits and Credits +16,132.90
Checks Paid -20,214.61
ATM, Electronic and Debit Card Withdrawals -3,717.76
Other Transactions -61.35
Ending Balance \$49,049.82

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

Interest Earned This Period

Table with 3 columns: Date, Description, Amount. Shows Credit Interest for 12-31 totaling 2.28.

Advertisement box with text: 'We are here to help! Reach our 24-hour Client Care Center at 1-800-324-9375' and social media icons for Facebook, Twitter, and Instagram.

Handwritten calculations: +16135.18 and -23993.72

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



Statement of Account

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

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

Deposits and Credits

Table with columns: Date, Description, Amount. Includes entries for External Deposit WA ST ECOLOGY and External Deposit WA ST SCC.

Checks Paid

Table with columns: Number, Date, Amount. Lists various check numbers and dates from Dec 3 to Dec 27.

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

ATM, Electronic and Debit Card Withdrawals

Table with columns: Date, Description, Amount. Lists various withdrawal transactions including POS Signature Purchases and External Withdrawals.

WF-01 (6/19)



Statement of Account

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

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

Table with columns: Date, Description, Amount. Includes transactions for 12-18, 12-19, 12-20, 12-21, and 12-28. Total ATM, Electronic and Debit Card Withdrawals: 3,717.76

Other Transactions

Table with columns: Date, Description, Amount. Includes transactions for 12-08, 12-09, and 12-23. Total Other Transactions: 61.35

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

2138

10/31/2021

Ferry Conservation District

PAY TO THE ORDER OF \$ *****2,145.66

*****Two Thousand One Hundred Forty Five and 66/100*****

DOLLARS

Ferry Conservation District
PO BOX 1045
Republic, WA 99166

VSP/IMP Admin Shared Employee Oct 2021

Authorized Signature: *Paula L. Lantieri*

MEMO

#002138# #325070980# 62763959434#

Check 2138 Date 12/03/2021 Amount \$2,145.66

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

2153

11/30/2021

Pend Oreille County Weed Board

PAY TO THE ORDER OF \$ *****2,580.54

*****Two Thousand Five Hundred Eighty and 54/100*****

DOLLARS

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

VSP/DOE Bead Lake/IMP- D.O./WQ Shared Employee

Authorized Signature: *Paula L. Lantieri*

MEMO

#002153# #325070980# 62763959434#

Check 2153 Date 12/14/2021 Amount \$2,580.54

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

2140

10/31/2021

Soiltest Farm Consultants Inc.

PAY TO THE ORDER OF \$ *****43.00

*****Forty Three and 00/100*****

DOLLARS

Soiltest Farm Consultants Inc.
2925 Driggs Dr.
Moses Lake, WA 98837

VSP/Soiltest T/A
#2649

Authorized Signature: *Paula L. Lantieri*

MEMO

#002140# #325070980# 62763959434#

Check 2140 Date 12/06/2021 Amount \$43.00

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 99156

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

2154

12/15/2021

Health Care Authority

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

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

DOLLARS

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

11/01/2021 to 11/30/2021 - Health Care Authority

Authorized Signature: *Paula L. Lantieri*

MEMO

#002154# #325070980# 62763959434#

Check 2154 Date 12/14/2021 Amount \$853.77

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

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

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

2147

11/30/2021

Alexandra Loree Case-Cohen

PAY TO THE ORDER OF \$ *****1,371.43

*****One Thousand Three Hundred Seventy One and 43/100*****

DOLLARS

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

Alex Case Cohen 11/1-30/2021

Authorized Signature: *Paula L. Lantieri*

MEMO

#002147# #325070980# 62763959434#

Check 2147 Date 12/06/2021 Amount \$1,371.43

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

2155

11/30/2021

George Stuivenqa

PAY TO THE ORDER OF \$ *****320.20

*****Three Hundred Twenty and 20/100*****

DOLLARS

George Stuivenqa
16651 W Calispel Road
Cusick, WA 99119

Travel Nov 2021 IMP-D.O/ VSP Admin

Authorized Signature: *Paula L. Lantieri*

MEMO

#002155# #325070980# 62763959434#

Check 2155 Date 12/16/2021 Amount \$320.20

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

2149

11/30/2021

Exbabylon

PAY TO THE ORDER OF \$ *****436.19

*****Four Hundred Thirty Six and 19/100*****

DOLLARS

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

IMP/Exbabylon IT NOV 2021

Authorized Signature: *Paula L. Lantieri*

MEMO

#002149# #325070980# 62763959434#

Check 2149 Date 12/20/2021 Amount \$436.19

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

2156

12/07/2021

Aquatechex LLC

PAY TO THE ORDER OF \$ *****1,917.63

*****One Thousand Nine Hundred Seventeen and 63/100*****

DOLLARS

Aquatechex LLC
PO Box 30824
Bellingham, WA 98228

WQ DOE 00033 Bead Lake

Authorized Signature: *Paula L. Lantieri*

MEMO

#002156# #325070980# 62763959434#

Check 2156 Date 12/20/2021 Amount \$1,917.63

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

2152

11/30/2021

Far Corner Communications

PAY TO THE ORDER OF \$ *****360.00

*****Three Hundred Sixty and 00/100*****

DOLLARS

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

IMP/D.O.- WQ

Authorized Signature: *Paula L. Lantieri*

MEMO

#002152# #325070980# 62763959434#

Check 2152 Date 12/14/2021 Amount \$360.00

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 99156

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

2157

11/30/2021

Alex Case-Cohen

PAY TO THE ORDER OF \$ *****704.91

*****Seven Hundred Four and 91/100*****

DOLLARS

Alex Case-Cohen
Newport, WA 99156

VSP/IMP-WQ/IMP-D.O. Travel Nov 2021

Authorized Signature: *Paula L. Lantieri*

MEMO

#002157# #325070980# 62763959434#

Check 2157 Date 12/13/2021 Amount \$704.91



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

2158

12/15/2021

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.
Chevelah, WA 99109

MEMO Mid Month Draw Dec 2021

[Signature]
AUTHORIZED SIGNATURE

⑆002158⑆ ⑆3250⑆0980⑆ 62763959434⑆

Check 2158 Date 12/21/2021 Amount \$1,500.00

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

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

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

2159

12/15/2021

PAY TO THE ORDER OF Larry Montgomery \$ *****2,079.30

*****Two Thousand Seventy Nine and 30/100*****
DOLLARS

Larry Montgomery
392 Sunnyside Dr.
Newport, WA 99156

MEMO PUD Cost-share Payout

[Signature]
AUTHORIZED SIGNATURE

⑆002159⑆ ⑆3250⑆0980⑆ 62763959434⑆

Check 2159 Date 12/30/2021 Amount \$2,079.30

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

2161

12/15/2021

PAY TO THE ORDER OF Jason McQuinn \$ *****5,000.00

*****Five Thousand and 00/100*****
DOLLARS

Jason McQuinn
581 Bear Paw Dr.
Newport, WA 99156

MEMO PUD Cost-share Payout

[Signature]
AUTHORIZED SIGNATURE

⑆002161⑆ ⑆3250⑆0980⑆ 62763959434⑆

Check 2161 Date 12/23/2021 Amount \$5,000.00

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 99156

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

2162

12/20/2021

PAY TO THE ORDER OF John Floyd \$ *****901.98

*****Nine Hundred One and 98/100*****
DOLLARS

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

MEMO IMP 22-38 Travel

[Signature]
AUTHORIZED SIGNATURE

⑆002162⑆ ⑆3250⑆0980⑆ 62763959434⑆

Check 2162 Date 12/27/2021 Amount \$901.98



BANK RECONCILIATION

Pend Oreille Conservation District

Time: 10:54:06 Date: 01/12/2022

12/01/2021 To: 12/31/2021

Page: 1

5 Wash Fed Ck.

Date	Balance Forward	56,908.36
12/02/2021		563.56
12/07/2021		725.00
12/10/2021		9,528.77
12/28/2021		5,315.57
12/31/2021		2.28
	Total Credits:	16,135.18

Year	Trans#	Date	Type	Chk#	Vendor	
2021	342	10/31/2021	Claims	2138	Ferry Conservation District	2,145.66
2021	347	10/31/2021	Claims	2140	Soiltest Farm Consultants Inc.	43.00
2021	364	11/30/2021	Payroll	2147	Alexandra Case-Cohen	1,371.43
2021	374	11/30/2021	Claims	2149	Exbabylon	436.19
2021	375	11/30/2021	Claims	2157	Alex Case-Cohen	704.91
2021	386	11/30/2021	Claims	2152	Far Corner Communications	360.00
2021	387	11/30/2021	Claims	2153	Pend Oreille County Weed Board	2,580.54
2021	389	11/30/2021	Claims	2155	George Stuivenga	320.20
2021	410	12/01/2021	Claims		IFIBER Communications	140.46
2021	408	12/02/2021	Claims		Lisa Alkire	1,100.00
2021	390	12/07/2021	Claims	2156	Aquatechenex LLC	1,917.63
2021	406	12/07/2021	Claims		Verizon Wireless	296.46
2021	411	12/07/2021	Claims		Newport Pie and Coffee	23.64
2021	412	12/08/2021	Claims		Safeway	25.29
2021	413	12/09/2021	Claims		Safeway	26.76
2021	409	12/10/2021	Claims		Pend Oreille PUD	118.15
2021	416	12/11/2021	Claims		Adobe	193.55
2021	383	12/13/2021	Payroll		Department Of Retirement Systems	692.08
2021	384	12/15/2021	Payroll		United States Treasurer	995.42
2021	388	12/15/2021	Payroll	2154	Health Care Authority	853.77
2021	393	12/15/2021	Payroll	2158	Alexandra Case-Cohen	1,500.00
2021	394	12/15/2021	Claims	2159	Larry Montgomery	2,079.30
2021	396	12/15/2021	Claims	2161	Jason McQuinn	5,000.00
2021	397	12/20/2021	Claims	2162	John Floyd	901.98
2021	407	12/20/2021	Claims		City of Newport	96.00
2021	420	12/20/2021	Claims		Facebook	12.00
2021	417	12/23/2021	Claims		U.S. Postal Service	9.30
2021	421	12/28/2021	Claims		University of Washington	50.00

Total Debits: 23,993.72

Reconciled Bank Balance: 49,049.82

Outstanding Credits:

2021	365	11/30/2021	Claims	2148	Case-Cohen, Alex	
2021	385	11/30/2021	Claims	2151	Ferry Conservation District	964.90
2021	395	12/15/2021	Claims	2160	O'Brien, Rick	4,365.04
2021	399	12/31/2021	Payroll	2163	Case-Cohen, Alexandra Loree	1,371.98
2021	400	12/31/2021	Claims	2164	Case-Cohen, Alex	179.40
2021	401	12/31/2021	Claims	2165	Exbabylon	500.81
2021	402	12/31/2021	Claims	2167	State Auditor's Office	452.40
2021	403	12/31/2021	Claims	2166	Far Corner Communications	450.00
2021	404	12/31/2021	Claims	2168	WACD	110.00
2021	405	12/31/2021	Claims	2169	Newport Miner	548.28
2021	414	12/31/2021	Claims	2171	Ferry Conservation District	2,128.38

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 10:54:06 Date: 01/12/2022

12/01/2021 To: 12/31/2021

Page: 2

Outstanding Debits: 11,071.19

Reconciled Book Balance: 37,978.63

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.

December 2021 admin report

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

Print all checks and get them ready for signatures.

Print grant vouchers for each grant.

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

Payroll draw on the 15th of each month.

Last day of month payroll and travel.

End of each month pay 941 tax, for prior month by the 15th., and Dept of retirement report and payment done on Jan 6th paid on Jan 12th

Quarterly tax reports, 941, L&I, Employment security, FLMA, Leaseholder tax.

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.)

Started to update BIAS to new year with new tax %'s, getting treasures report cleaned up for 2022

**Attachment J:
January 2022
Treasurer's Report**

TREASURER'S REPORT

Fund Totals

Pend Oreille Conservation District

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

Time: 11:08:50 Date: 02/04/2022
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	30,199.95	39,093.40	1,008.44	68,284.91	284.27	-1,179.84	0.00	67,389.34
002 Working Capital Fund	-3,688.09	0.00	-3,688.09	0.00	0.00	0.00	0.00	0.00
075 20-21 38NR	7,814.99	0.00	7,814.99	0.00	0.00	0.00	0.00	0.00
080 PUD FY18	-12,675.24	13,440.18	428.48	336.46	0.00	191.86	0.00	528.32
110 CCIM 2020	14,750.98	0.00	14,750.98	0.00	0.00	0.00	0.00	0.00
120 CCIM2021	9,256.03	0.00	9,256.03	0.00	0.00	0.00	0.00	0.00
130 WSCC FY22	-10,304.04	8,062.74	14,421.26	-16,662.56	7,073.22	2,188.69	0.00	-7,400.65
220 20-21 38VS	12,080.87	0.00	12,080.87	0.00	0.00	0.00	0.00	0.00
240 VSP 2021-2022	525.22	5,448.50	4,923.21	1,050.51	2,779.97	1,190.54	0.00	5,021.02
241 ACRHIVES	-332.04	0.00	442.17	-774.21	442.17	0.00	0.00	-332.04
300 PUD_2019	-4,560.83	0.00	-4,560.83	0.00	0.00	0.00	0.00	0.00
310 PUDEC	1.81	0.00	1.81	0.00	0.00	0.00	0.00	0.00
320 20 PUDECW	3,070.90	0.00	3,070.92	-0.02	0.00	0.00	0.00	-0.02
500 20-21WQAIP	-360.70	0.00	-360.70	0.00	0.00	0.00	0.00	0.00
510 WQAIP-2021	-8,015.75	6,703.75	204.57	-1,516.57	0.00	70.95	0.00	-1,445.62
	37,764.06	72,748.57	59,794.11	50,718.52	10,579.63	2,462.20	0.00	63,760.35

I closed out old grants on 1/31/2022
 I attached what treasurer's report will
 look like in Feb. with old grants closed

TREASURER'S REPORT

Account Totals

Pend Oreille Conservation District

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

Time: 11:08:50 Date: 02/04/2022
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 Mountain West	924.13	0.00	999.30	-75.17	0.00	5.00	-70.17
3 PayPal - NRCS	-1,383.07	0.00	0.00	-1,383.07	0.00	0.00	-1,383.07
4 Wash Fed Sav	5,035.50	0.43	0.00	5,035.93	0.00	0.00	5,035.93
5 Wash Fed Ck.	33,187.50	34,382.16	20,428.83	47,140.83	0.00	13,036.83	60,177.66
Total Cash:	37,764.06	34,382.59	21,428.13	50,718.52	0.00	13,041.83	63,760.35
	37,764.06	34,382.59	21,428.13	50,718.52	0.00	13,041.83	63,760.35

TREASURER'S REPORT Outstanding Vouchers

Pend Oreille Conservation District

As Of: 01/31/2022 Date: 02/04/2022
Time: 11:08:50 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	8	01/31/2022	Claims	5	EFT	Washington State Department of Revenue	279.27	GF/ Leaseholder Tax 4Q-2021
2022	12	01/19/2022	Payroll	5	2175	Health Care Authority	942.65	01/01/2021 To 01/31/2021 - Health Care Authority
2022	27	01/31/2022	Claims	5	2176	Exbablyon	969.31	IMP/D.O. Prof Service Exbablyon Jan 2022
2022	28	01/31/2022	Claims	5	2177	Secretary of State	95.96	Archive Boxes Jan 2022 Inv 00012638/00012646
2022	29	01/31/2022	Claims	5	2178	State Auditor's Office	3,166.80	IMP/D.O. Prof Service State Auditor's Office
2022	30	01/31/2022	Claims	5	2179	Ferry Conservation District	2,439.47	VSP/IMP-D.O. Jan 2022
2022	31	01/31/2022	Claims	5	2180	Far Corner Communications	135.00	IMP/D.O Maintain Database Farcorner
2022	33	01/31/2022	Claims	5	2182	Pend Oreille County Weed Board	3,488.82	VSP/IMP/SOS,
2022	34	01/31/2022	Payroll	5	2183	Alexandra Case-Cohen	1,519.55	Alex Case-Cohen 1/31/2022
							13,036.83	
							13,041.83	

Fund	Claims	Payroll	Total
001 General Fund	284.27	-1,179.84	-895.57
080 PUD FY18	0.00	191.86	191.86
130 WSCC FY22	7,073.22	2,188.69	9,261.91
240 VSP 2021-2022	2,779.97	1,190.54	3,970.51
241 ACRHIVES	442.17	0.00	442.17
510 WQAIP-2021	0.00	70.95	70.95
	10,579.63	2,462.20	13,041.83

TREASURER'S REPORT
Signature Page

Pend Oreille Conservation District

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

Time: 11:08:50 Date: 02/04/2022
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

INTERFUND CASH TRANSACTION

Pend Oreille Conservation District

MCAG #:

Transaction #: 13

Date: 01/25/2022

For:

Transfer #: 2022 - 1

From:	Fund		Remark
597 00 00 002 Tranfer Out	002	-3,688.09	Out To GF
597 00 00 075 Transfer Out	075	7,814.99	Out To GF
597 00 00 110 Operating Transfer To GF - IM	110	14,750.98	Out To GF
597 00 00 120 Operating Transfer To GF - IM	120	9,256.03	Out To GF
597 00 00 220 Tranfer Out	220	12,080.87	Out To GF
597 00 00 300 Transfer Out	300	-4,560.83	Out To GF
597 00 00 310 Tranfer Out	310	1.81	Out To GF
597 00 00 320 Tranfer Out	320	3,070.92	Out To GF
597 00 00 500 Operating Transfer To GF - IM	500	-360.70	Out To GF
		38,365.98	

To:	Fund		Remark
397 00 00 001 Tranfer In	001	-3,688.09	In From 002
397 00 00 001 Tranfer In	001	7,814.99	In From 075
397 00 00 001 Tranfer In	001	14,750.98	In From 110
397 00 00 001 Tranfer In	001	9,256.03	In From 120
397 00 00 001 Tranfer In	001	12,080.87	In From 220
397 00 00 001 Tranfer In	001	-4,560.83	In From 300
397 00 00 001 Tranfer In	001	1.81	In From 310
397 00 00 001 Tranfer In	001	3,070.92	In From 320
397 00 00 001 Tranfer In	001	-360.70	In From 500
		38,365.98	

POSTED BY:

		1/26/2022
Name	Title	Date

Pend Oreille Conservation District

TREASURER'S REPORT
Fund Totals

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

Time: 11:09:20 Date: 02/04/2022
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	68,284.91	0.00	587.46	67,697.45	767.10	-1,075.21	0.00	67,389.34
080 PUD FY18	336.46	0.00	46.50	289.96	0.00	238.36	0.00	528.32
130 WSCC FY22	-16,662.56	0.00	1,174.13	-17,836.69	7,073.22	3,362.82	0.00	-7,400.65
240 VSP 2021-2022	1,050.51	0.00	674.25	376.26	2,779.97	1,864.79	0.00	5,021.02
241 ACRHIVES	-774.21	0.00		-774.21	442.17	0.00	0.00	-332.04
320 20 PUDECCW	-0.02	0.00		-0.02	0.00	0.00	0.00	-0.02
510 WQAIP-2021	-1,516.57	0.00		-1,516.57	0.00	70.95	0.00	-1,445.62
	50,718.52	0.00	2,482.34	48,236.18	11,062.46	4,461.71	0.00	63,760.35

Example

WARRANT/CHECK REGISTER

Pend Oreille Conservation District

Time: 11:13:11 Date: 02/04/2022

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

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
25	01/11/2022	Claims	1	EFT	US Bank Corporate Payment Systems	969.30	IMP/D.O. Smartsheets, 2022
26	01/27/2022	Claims	1	EFT	Mountain West Bank	30.00	Overdraft Fee For Bill Paid Througj USBank
3	01/28/2022	Payroll	5	EFT	Employment Security Department	125.00	Unemployment Quarterly Report
4	01/12/2022	Payroll	5	EFT	Department Of Retirement Systems	692.08	12/01/2021 To 12/31/2021 - PERS 2
5	01/14/2022	Payroll	5	EFT	United States Treasurer	995.42	941 Deposit For 12/01/2021 - 12/31/2021
6	01/28/2022	Payroll	5	EFT	Department of Labor & Industries	136.86	4TH Quarter 10/01/2021 - 12/31/2021
7	01/14/2022	Payroll	5	EFT	Employment Security Department	31.66	10/01/2021 To 12/31/2021 - FMLA
8	01/31/2022	Claims	5	EFT	Washington State Department of Revenue	279.27	GF/ Leaseholder Tax 4Q-2021
18	01/02/2022	Claims	5	EFT	IFIBER Communications	140.91	IMP/phone & Internet
19	01/03/2022	Claims	5	EFT	Lisa Alkire	1,100.00	VSP/IMP Maintain Website And Outreach
20	01/06/2022	Claims	5	EFT	Verizon Wireless	221.46	IMP/D.O Verizon Bill/cell Phone Ipad Jan 2022
21	01/11/2022	Claims	5	EFT	Pend Oreille PUD	141.43	IMP/D.O. Power. PUD Jan 2022
22	01/14/2022	Claims	5	EFT	Newport Pie and Coffee	48.47	G/F, Refreshments
23	01/14/2022	Claims	5	EFT	Ace Hardware #14204	13.75	IMP/D.O. Supplies
24	01/20/2022	Claims	5	EFT	City of Newport	96.00	IMP/D.O Water Jan 2022
35	01/14/2022	Claims	5	EFT	Facebook	2.00	IMP/D.O. Facebook To Boost Ad
36	01/05/2022	Claims	5	EFT	Couresa Inc	41.96	IMP/D.O. Training For Alex. Jan 2022
1	01/04/2022	Claims	5	2170	University of Washington	2,105.00	Program Management Certification Course/IMP D.O Calculated at wrong amount
2	01/07/2022	Payroll	5	2172	Health Care Authority	1,500.00	Jan 2022 Mid Month Draw
10	01/14/2022	Payroll	5	2174		942.65	01/01/2021 To 01/31/2021 - Health Care Authority
12	01/19/2022	Payroll	5	2175	Health Care Authority	969.31	IMP/D.O. Prof Service Exbabylon Jan 2022
27	01/31/2022	Claims	5	2176	Exbabylon	95.96	Archive Boxes Jan 2022 Inv 00012638/00012646
28	01/31/2022	Claims	5	2177	Secretary of State	3,166.80	IMP/D.O. Prof Service State Auditor's Office
29	01/31/2022	Claims	5	2178	State Auditor's Office	2,439.47	VSP/IMP-D.O. Jan 2022
30	01/31/2022	Claims	5	2179	Ferry Conservation District	135.00	IMP/D.O Maintain Database Farcorner
31	01/31/2022	Claims	5	2180	Far Corner Communications	3,488.82	VSP/IMP/SOS,
33	01/31/2022	Claims	5	2182	Pend Oreille County Weed Board	1,519.55	Alex Case-Cohen 1/31/2022
34	01/31/2022	Payroll	5	2183			
						1,008.44	
						428.48	
						14,421.26	
						4,923.21	
						442.17	
						204.57	
						15,484.91	Claims:
						21,428.13	Payroll:
							5,943.22

WARRANT/CHECK REGISTER

Pend Oreille Conservation District

Time: 11:13:11 Date: 02/04/2022

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

Page: 2

Trans Date Type Acct # War # Claimant Amount Memo

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

() Chairman () Auditing Officer _____ Date: _____

RECEIPT REGISTER

Pend Oreille Conservation District

Time: 11:13:27 Date: 02/04/2022

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

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
9	01/07/2022	Tr Rec	191017		5	WSCC	8,062.74	IMP FY22-38 Voucher # 05 Nov 2021
14	01/31/2022	Tr Rec	191018		4	Washington Federal	0.43	Savings Interest Jan 2022
15	01/31/2022	Tr Rec	191019		5	Washington Federal	1.99	Savings Interest Jan 2022
16	01/04/2022	Tr Rec	191020		5	Frontier Title & Escrow	725.00	Rent Jan 2022
17	01/31/2022	Tr Rec	191021		5	Dept of Ecology	6,703.75	DOE, #2-4 Bead Lake 00033
39	01/26/2022	Tr Rec	191022		5	Pend Oreille County	5,448.50	VSP Dec 2021 # 06
40	01/26/2022	Tr Rec	191023		5	Pend Oreille PUD	13,440.18	PUD Grant

360 Misc Revenues	727.42
001 General Fund	727.42
330 State Generated Revenues	13,440.18
080 PUD FY18	13,440.18
330 State Generated Revenues	8,062.74
130 WSCC FY22	8,062.74
330 State Generated Revenues	5,448.50
240 VSP 2021-2022	5,448.50
330 State Generated Revenues	6,703.75
510 WQAIP-2021	6,703.75
	34,382.59

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

Signature & Title

Date

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 11:07:40 Date: 02/04/2022

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

Page: 1

5 Wash Fed Ck.

Date	Balance Forward	49,049.82
01/04/2022		725.00
01/07/2022		8,062.74
01/26/2022		18,888.68
01/31/2022		6,705.74
	Total Credits:	34,382.16

Year	Trans#	Date	Type	Chk#	Vendor	
2021	385	11/30/2021	Claims	2151	Ferry Conservation District	964.90
2021	395	12/15/2021	Claims	2160	Rick O'Brien	4,365.04
2021	399	12/31/2021	Payroll	2163	Alexandra Case-Cohen	1,371.98
2021	400	12/31/2021	Claims	2164	Alex Case-Cohen	179.40
2021	401	12/31/2021	Claims	2165	Exbabylon	500.81
2021	402	12/31/2021	Claims	2167	State Auditor's Office	452.40
2021	403	12/31/2021	Claims	2166	Far Corner Communications	450.00
2021	404	12/31/2021	Claims	2168	WACD	110.00
2021	405	12/31/2021	Claims	2169	Newport Miner	548.28
2021	414	12/31/2021	Claims	2171	Ferry Conservation District	2,128.38
2021	423	12/31/2021	Claims	2173	Pend Oreille County Weed Board	4,791.13
2022	18	01/02/2022	Claims		IFIBER Communications	140.91
2022	19	01/03/2022	Claims		Lisa Alkire	1,100.00
2022	1	01/04/2022	Claims	2170	University of Washington	2,105.00
2022	36	01/05/2022	Claims		Couresa Inc	41.96
2022	20	01/06/2022	Claims		Verizon Wireless	221.46
2022	21	01/11/2022	Claims		Pend Oreille PUD	141.43
2022	4	01/12/2022	Payroll		Department Of Retirement Systems	692.08
2022	5	01/14/2022	Payroll		United States Treasurer	995.42
2022	7	01/14/2022	Payroll		Employment Security Department	31.66
2022	10	01/14/2022	Payroll	2174	Alexandra Case-Cohen	1,500.00
2022	22	01/14/2022	Claims		Newport Pie and Coffee	48.47
2022	23	01/14/2022	Claims		Ace Hardware #14204	13.75
2022	35	01/14/2022	Claims		Facebook	2.00
2022	24	01/20/2022	Claims		City of Newport	96.00
2022	3	01/28/2022	Payroll		Employment Security Department	125.00
2022	6	01/28/2022	Payroll		Department of Labor & Industries	136.86

Total Debits: 23,254.32

Reconciled Bank Balance: 60,177.66

Outstanding Credits:

2022	8	01/31/2022	Claims		Washington State Department of Revenue	279.27
2022	12	01/19/2022	Payroll	2175	Health Care Authority	942.65
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	Case-Cohen, Alexandra Loree	1,519.55

Outstanding Debits: 13,036.83

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 11:07:40 Date: 02/04/2022

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

Page: 2

Reconciled Book Balance: **47,140.83**

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 January 31, 2022
 Statement Begin Date January 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

35685 *

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 01/01/2022 0.050%
 Interest Earned/Accrued this Cycle \$1.99
 Number of Days in this Cycle 31
 Date Interest Posted 01-31-2022
 Year-to-Date Interest Paid \$1.99

Beginning Balance \$49,049.82
 Interest Earned This Period +1.99
 Deposits and Credits +34,380.17
 Checks Paid -19,467.32
 ATM, Electronic and Debit Card Withdrawals -3,787.00
 Other Transactions -0.00
Ending Balance \$60,177.66

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

As we begin another year, we pause to gratefully express our thanks for your trust in us.

May the good things of life be yours in abundance this season and throughout the coming year.

@WAFDbank
 wafdbank.com



+ 34,382.16
 - 23,254.32

Interest Earned This Period

Date	Description	Amount
01-31	Credit Interest	1.99
Total Interest Earned This Period		1.99

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



Statement of Account

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

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

Deposits and Credits

Date	Description	Amount
01-04	Deposit	725.00
01-07	External Deposit WA ST SCC 4710220105GP01700000 - VENDOR PAY 934012!	8,062.74
01-26	Deposit	18,888.68
01-31	External Deposit WA ST ECOLOGY 4610220127CG00200000 - VENDOR PAY 985633!	6,703.75
Total Deposits and Credits		34,380.17



Checks Paid

Number	Date	Amount	Number	Date	Amount
2151	Jan 12	964.90	2168	Jan 24	110.00
2160*	Jan 3	4,365.04	2169	Jan 21	548.28
2163*	Jan 6	1,371.98	2170	Jan 21	2,105.00
2164	Jan 6	179.40	2171	Jan 26	2,128.38
2165	Jan 18	500.81	2173*	Jan 18	4,791.13
2166	Jan 19	450.00	2174	Jan 24	1,500.00
2167	Jan 20	452.40			
Total Checks Paid				\$19,467.32	

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

ATM, Electronic and Debit Card Withdrawals

Date	Description	Amount
01-02	POS Signature Purchase IFIBER COMMUNICATIO866-2843842 WAUS Card #9903	140.91
01-04	POS Signature Purchase IN *LISAALKIRE 509-2027582 WAUS Card #9903	1,100.00
01-05	POS Signature Purchase COURSR9VNRXYSM2RZQ650-963-9884 CAUS Card #9903	41.96
01-06	External Withdrawal ACHMA VISB 800-922-0204 - BILL PYMNT	105.36
01-06	External Withdrawal ACHMA VISB 800-922-0204 - BILL PYMNT	116.10
01-11	External Withdrawal PEND OREILLE PUD UTILITY BILL - PUD 5271	51.38
01-11	External Withdrawal PEND OREILLE PUD UTILITY BILL - PUD 6157	90.05
01-12	External Withdrawal WA DEPT RET SYS - DRS EPAY 4234370	692.08
01-14	External Withdrawal IRS - USATAXPYMT 270241474470495	995.42
01-14	POS Signature Purchase FACEBK NEEPZAPBP2 650-5434800 CAUS Card #9903	2.00
01-15	POS Signature Purchase IN *NEWPORT PIE & CNEWPORT WAUS Card #9903	48.47
01-15	POS Signature Purchase SELKIRK ACE OLDTOWN IDUS Card #9903	13.75
01-19	External Withdrawal PAID FAMILY MED - PAYMENT A 633898710	31.66

WF-01 (8/19)



Statement of Account

PAGE 3 OF 5

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

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

Date	Description	Amount
01-19	External Withdrawal CITY OF NEWPORT COLLECT:1077577721 - CITY OF NE C2B17D1623087	96.00
01-28	External Withdrawal STATE OF WA-ESD NOT USED - ESD ACH 6 ESD WA UI-TAX	125.00
01-31	External Withdrawal LABOR&INDUSTRIES - L&I ELF 16716500-02EOGX	136.86
Total ATM, Electronic and Debit Card Withdrawals		3,787.00



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

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

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

2151

11/30/2021

Ferry Conservation District
*****964.90

PAY TO THE ORDER OF \$

*****Nine Hundred Sixty Four and 90/100*****
DOLLARS

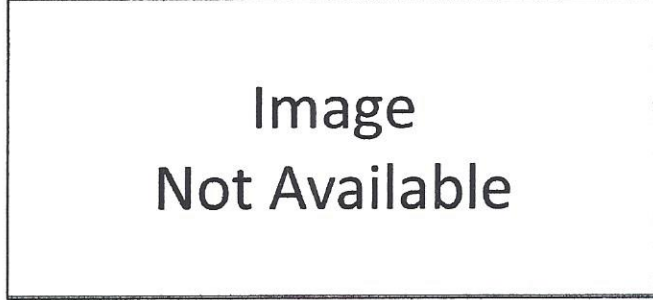
Ferry Conservation District
PO BOX 1045
Republic, WA 99166

Nov 2021 Shared Employee IMP/VSP

Kevin Bush
John W. Flynn

#002151# #325070980# 62763959434#

Check 2151 Date 01/12/2022 Amount \$964.90



Check 2166 Date Amount \$450.00

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

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

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

2160

12/15/2021

Rick O'Brien
*****4,365.04

PAY TO THE ORDER OF \$

*****Four Thousand Three Hundred Sixty Five and 04/100*****
DOLLARS

Rick O'Brien
282 Sunnyside Dr
Newport, WA 99156

PUD Cost-share Payout

Kevin Bush
John W. Flynn

#002160# #325070980# 62763959434#

Check 2160 Date 01/03/2022 Amount \$4,365.04

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

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

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

2167

12/31/2021

State Auditor's Office
*****452.40

PAY TO THE ORDER OF \$

*****Four Hundred Fifty Two and 40/100*****
DOLLARS

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

#L145705, IMP-D.O.

Kevin Bush
John W. Flynn

#002167# #325070980# 62763959434#

Check 2167 Date 01/20/2022 Amount \$452.40

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

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

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

2163

12/31/2021

Alexandra Loree Case-Cohen
*****1,371.98

PAY TO THE ORDER OF \$

*****One Thousand Three Hundred Seventy One and 98/100*****
DOLLARS

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

Alex Case-Cohen

Kevin Bush
John W. Flynn

#002163# #325070980# 62763959434#

Check 2163 Date 01/06/2022 Amount \$1,371.98

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

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

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

2168

12/31/2021

WACD
*****110.00

PAY TO THE ORDER OF \$

*****One Hundred Ten and 00/100*****
DOLLARS

WACD
16564 Bradley Road
Bow, WA 98232

#WACD/Mike Mumford

Kevin Bush
John W. Flynn

#002168# #325070980# 62763959434#

Check 2168 Date 01/24/2022 Amount \$110.00

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

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

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

2164

12/31/2021

Alex Case-Cohen
*****179.40

PAY TO THE ORDER OF \$

*****One Hundred Seventy Nine and 40/100*****
DOLLARS

Alex Case-Cohen
Newport, WA 99156

Travel Dec 2021 VSP/IMP-D.O./WQ

Kevin Bush
John W. Flynn

#002164# #325070980# 62763959434#

Check 2164 Date 01/06/2022 Amount \$179.40

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

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

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

2169

12/31/2021

Newport Miner
*****548.28

PAY TO THE ORDER OF \$

*****Five Hundred Forty Eight and 28/100*****
DOLLARS

Newport Miner
421 S Spokane Ave
Newport, WA 99156

#2021338/IMP -D.O. Legal Ad Election

Kevin Bush
John W. Flynn

#002169# #325070980# 62763959434#

Check 2169 Date 01/21/2022 Amount \$548.28

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

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

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

2165

12/31/2021

Exbabylon
*****500.81

PAY TO THE ORDER OF \$

*****Five Hundred and 81/100*****
DOLLARS

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

90827-IMP/D.O.

Kevin Bush
John W. Flynn

#002165# #325070980# 62763959434#

Check 2165 Date 01/18/2022 Amount \$500.81

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

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

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

2170

01/04/2022

University of Washington
*****2,105.00

PAY TO THE ORDER OF \$

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

University of Washington
WA

Proqram Management Certification Course/IMP/D.O.

Kevin Bush
John W. Flynn

#002170# #325070980# 62763959434#

Check 2170 Date 01/21/2022 Amount \$2,105.00



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

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

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

2171

12/31/2021

Ferry Conservation District

PAY TO THE ORDER OF \$ *****2,128.38

*****Two Thousand One Hundred Twenty Eight and 38/100*****

Ferry Conservation District
PO BOX 1045
Republic, WA 99166

VSP/IMP-D.O. Shared Employee Dec 2021

MEMO

1002171 325070980 62763959434

Check 2171 Date 01/26/2022 Amount \$2,128.38

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

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

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

2173

12/31/2021

Pend Oreille County Weed Board

PAY TO THE ORDER OF \$ *****4,791.13

*****Four Thousand Seven Hundred Ninety One and 13/100*****

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

Dec 2021 Shared Employee VSP/IMP/SOS

MEMO

1002173 325070980 62763959434

Check 2173 Date 01/18/2022 Amount \$4,791.13

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

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

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

2174

01/14/2022

Alexandra Loree Case-Cohen

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

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

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

Jan 2022 Mid Month Draw

MEMO

1002174 325070980 62763959434

Check 2174 Date 01/24/2022 Amount \$1,500.00



BANK RECONCILIATION

Pend Oreille Conservation District

Time: 09:52:29 Date: 02/03/2022

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

Page: 1

1 Mountain West

Date		Balance Forward	516.47			
		Total Credits:	0.00			
Year	Trans#	Date	Type	Chk#	Vendor	
2022	25	01/11/2022	Claims		US Bank Corporate Payment Systems	969.30
2022	26	01/27/2022	Claims		Mountain West Bank	30.00
					Total Debits:	999.30
					Reconciled Bank Balance:	-482.83
					Outstanding Credits:	
2020	54	03/03/2020	Claims	12642	Office of the Secretary of State	5.00
					Outstanding Debits:	5.00
					Reconciled Book Balance:	-487.83

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.

processed ck# 2181 to
cover overdraft. Alex
will drop job with a
Board member, to pay
it job. Also to close account

Pend Oreille Conservation District

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

Warrant: 002181 Amount: 482.83
Date: 02/03/2022 Account:
For: Payment To Cover Overdraft And Fee

Invoices:

FEB 2022 Close account and overdraft 482.83

PEND OREILLE CONSERVATION DISTRICT

Pend Oreille Conservation District

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

Warrant: 002181 Amount: 482.83
Date: 02/03/2022
For: Payment To Cover Overdraft And Fee

001 - 553 11 41 000 - Prof Svc Admin 482.83 Overdraft

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

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

Account Title: PEND OREILLE CONSERVATION DISTRICT

TOTALLY FREE BUSINESS CHECKING		Number of Enclosures	0
Account Number	@XXXXXXXXXX@8895	Statement Dates	1/01/22 thru 1/31/22
Previous Balance	516.47	Days in the statement period	31
Deposits/Credits	.00	Average Ledger	355.29
2 Checks/Debits	999.30	Average Collected	355.29
Service Charge	.00		
Interest Paid	.00		
Ending Balance	482.83-		

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

Debits and Withdrawals		
Date	Description	Withdrawals
1/27	U.S. BANK AUTOPAY CCD 448559455562237 042000010956985	969.30-
1/27	Overdraft Fee	30.00-

Daily Balance Information			
Date	Balance	Date	Balance
1/01	516.47	1/27	482.83-

MOUNTAIN WEST BANK
125 IRONWOOD DRIVE
COEUR D'ALENE, ID 83814

January 28, 2022
Account XXXXXXXXXXXX8895

*****AUTO**ALL FOR AADC 990
2095 0.4401 AB 0.461 6 4 27
PENDING OREILLE CONSERVATION DISTRICT
PO BOX 465
NEWPORT WA 99156-0465

Overdraft and Returned
Item fees: 30.00

Your account was recently overdrawn. The item(s) that created the overdraft are listed below, along with whether they were paid or returned to the presenter. We prefer to pay overdrafts for our customers; however, this is done at our discretion.

We want you to know there are ways to avoid overdrafts. You can take advantage of online and mobile banking for easy access to your account balances, account activity, transfer funds and set-up account alerts regarding your balance. You can visit with a bank representative about setting up automatic transfers from one account to another. You may also qualify for a short term loan or line of credit subject to credit approval. Please visit your local branch or contact us by phone at (208) 765-0284 for more information on these options to help you avoid overdrafts.

Please deduct the overdraft amount and any related charges (shown below) from your account balance. If the account remains overdrawn after five business days, a \$5.00 fee will be assessed on the sixth business day and each subsequent business day your account remains overdrawn.

For resources to help you manage your finances, you can visit our web site to access our free financial literacy program, Financial Foundations. The FDIC also provides information and education at fdic.gov. If you have additional questions, please visit your local branch or contact us at (208) 765-0284.

The items listed below have either been paid (PD) or returned (RT).

Check #	Amount \$	Paid/Returned	Charge
	969.30	Paid	30.00

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



ACCOUNT NUMBER 4485-5902-0018-4782

AMOUNT DUE \$0.00

000009702 01 SP 0.530 106481451775758 P
DAVID MARCELL
PEND OREILLE CD
PO BOX 465
NEWPORT WA 99156-0465

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
01-10	01-11	5734	SMARTSHEET INC. SMARTSHEET.CO WA	24011342010000026308123	969.30

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 4485-5902-0018-4782	ACCOUNT SUMMARY	
	STATEMENT DATE 01/25/22	PURCHASES, FEES & ADJUSTMENTS	\$969.30
MANAGING ACCOUNT NUMBER 4485-5945-5562-2370 CONTACT AND ADDRESS PEND OREILLE CONS DIST DAVID MARCELL PO BOX 465 NEWPORT, WA 99156		CHECKS/CASH ADVANCES	\$0.00
		DISPUTE AMOUNT	\$0.00
		CREDITS	\$0.00
		STATEMENT TOTAL	\$969.30

Receipt for Smartsheet Subscription

<u>Client Account</u>	<u>Payment Date</u>
Pend Oreille Conservation District	2022-01-10

Address 1: PO BOX 465
City: Newport
State: WA
Postal Code: 99156
Country: United States

Transaction ID: ch_3KGQbqIW1RwylD0C0oecGAc4
Invoice Number: 5963470
Plan: Business
Plan Term: Annual
Bill To Name: David Marcell
Bill To Account Number: *****4782
Plan Amount: \$900.00 USD
Tax Amount: \$69.30 USD
Total Payment: \$969.30 USD
Status: PAID

Thanks for choosing Smartsheet!

Smartsheet Inc.
10500 NE 8th Street, Suite 1300
Bellevue, WA 98004-4369 USA
United States Tax ID#: 20-2954357
Smartsheet is required to collect tax in WA.

Questions about this receipt? Email or call:
finance@smartsheet.com
1-855-420-2395

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 08:44:32 Date: 02/03/2022

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

Page: 1

4 Wash Fed Sav

Date	Balance Forward	5,035.50
01/31/2022		0.43
	Total Credits:	0.43

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

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

Reconciled Bank Balance:	5,035.93
--------------------------	----------

Outstanding Credits:	
----------------------	--

Outstanding Debits:	
---------------------	--

Reconciled Book Balance:	5,035.93
---------------------------------	-----------------

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 January 31, 2022
Statement Begin Date January 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

35686 *

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

Business Savings Summary - # 62763959483

Table with 2 columns: Description and Amount. Rows include Annual Percentage Yield Earned for this Statement Period (0.101%), Interest Rate Effective 01/01/2022 (0.100%), Interest Earned/Accrued this Cycle (\$0.43), Number of Days in this Cycle (31), Date Interest Posted (01-31-2022), and Year-to-Date Interest Paid (\$0.43).

Summary table with 2 columns: Description and Amount. Rows include Beginning Balance (\$5,035.50), Interest Earned This Period (+0.43), and Ending Balance (\$5,035.93).

As we begin another year, we pause to gratefully express our thanks for your trust in us.

May the good things of life be yours in abundance this season and throughout the coming year.

Facebook, Twitter, Instagram icons, @WAFDbank, wafdbank.com



Interest Earned This Period

Table with 3 columns: Date, Description, and Amount. Rows include 01-31 Credit Interest (0.43) and Total Interest Earned This Period (0.43).

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

Employee Accrual Cost

Pend Oreille Conservation Dis

Time: 11:19:59 Date: 02/04/2022

As Of: 01/31/2022

Page: 1

Case-Cohen, Alexandra Loree	Beginning	Earned	Used	Ending	Rate	Cost
Vacation	69.00	8.00		77.00	39.10	3,010.70
Sick Pay	58.00	8.00	1.00	65.00	39.10	2,541.50
				142.00		5,552.20
Report Total:				142.00		5,552.20

January 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 15th of each month.

Last day of month payroll and travel.

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

Quarterly tax reports, 941, L&I, Employment security, FLMA, Leaseholder tax.

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 signaturs. (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.)

Close all old grant funds to clean up Treasure's report. It will show on February's report with old funds removed. Attached and example with report.

Updated Comp rate for new year for Alex, with raise and taxes.

**Attachment K:
January 2022
Operations Report**



Pend Oreille Conservation District
Operations Report
January 2022

OPERATIONS UPDATE

- **Building Maintenance** – I just spoke with Josh Walters with WF General Contractors. He has informed me that they are in the preparatory process for working with public agencies. According to Josh, they have switched insurance companies that provide bonds for public works projects (which is a required process).
Next, we will meet with a roofer (through his license) to take a look at the roof. We'll also mockup some designs for the space, and he'll work with an interior designer to transpose those into AutoCAD. Our goal is to create a phased approach for our project that is 1) ADA compliant, 2) allows us to increase our capacity at a sustainable rate, and 3) allows a phased approach to meet our budget.
- **Staffing** – I spoke with Dave Hedrick about Candy's raise. I will send him the figures for her composite rate with us and with Ferry CD; he has agreed to increase her pay to meet our current rate. Please see below for more information.
- **Budget** – Please see **Attachment 5**
- **ExBabylon/IT** – After speaking with Robert Rosencrantz at our previous meeting, I still have not heard from Shane Flowers, the IT Director. I believe it is time to move on and continue our work with ExBabylon.
- **Audit** – We completed our audit review last month (finally). Please review **Attachment 6** for more information.

PROGRAMS

1.) WSCC Implementation Funding Activity:

We've allocated a lot of funds for IM in December & January; we will pay close attention moving forward to ensure that we have enough funds for the program through the end of the fiscal year.

2.) WSCC Natural Resource Investments Funding Activity:

We received an additional \$21,261 of funding from the Conservation Commission. This means that we currently received \$99,927 from the commission to complete up to 3 projects and to cover technical assistance, as well.

After our previous board meeting, I have spoken with the 3 potential landowners (McGuire, Boyce/Hood and Ricco) in order to have more accurate facts and figures to present on projects for the board meeting. I believe my initial estimates were way over-budget; it seems that it could be feasible to complete all 3 projects even with the highest cost estimates suggested by contractors.

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:

- We have scheduled a tentative VSP WG Meeting for February 17th to be held virtually and in person. At this meeting, we will discuss current and future projects, potential monitoring collaboration with the Tribe, and will talk about the Soil Health Stewards Annual Meeting.
- Our quarterly report was submitted on January 10th.
- The soil health stewards will host their annual meeting on February 26th. We plan on holding it at the Clayton Grange from 10 to 3 PM. I'll give you all more information on the event at our next meeting

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

I submitted the Quarterly Report in mid-January. Unfortunately, the contractor Aquatechnex (who surveys and applies herbicide to kill Eurasian Milfoil) over-charged the District for their services beyond what was allocated in the grant by nearly \$1,700. This means the BLCWA owes us the money; I will work with Candy and Dyana next week to speak with them about this.

In order to prevent this from happening again, we will contract directly with Aquatechnex and will establish a “do not exceed” amount.

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

- **NACD Urban Ag Grant:** Mary submitted this application on Friday, January 28th. We are looking forward to find out if we received this grant.
- **Ecology Water Quality Combined Funding:** Two weeks ago, we received word that our application to conduct 10-15 bank stabilization projects along the Pend Oreille River in the Sandy Shores/Sunnyside neighborhood ranked 26th out of 124 applicants. I’ve already been in contact with our grant manager, Curtis Johnson, so stay tuned!
- **FEMA Hazard Mitigation Grant Program:** Mary and I spoke with Tim Cooke, the state Hazard Mitigation Coordinator about our two pre-proposals (Attachment F in Board Packet). While we were approved to move forward with both, we decided to stick with just the Town of Metaline proposal. I met with representatives today (2/4) and they are open to the suggestions made by the grant managers. I will share more in the meeting.

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?** I reached out to LRAPA representatives who are interested and available. Awaiting for doodle poll responses for the end of March.
- **Send John’s questions to Mike L.**
- **Follow up with building contractors:** See OPERATIONS UPDATE
- **Check into Kittattas and other employee policies for reference:** Have done this; we need to create a plan for reviewing and updating our policies/procedures.
- **Get accurate estimate of potential NRI projects, submit addendum to be revised later:** Please see above. Will be discussed during board meeting.
- **Clarification on COLA for contract employees and Candy’s rates:** spoke with Dave Hedrick & Candy today; we will not adjust our composite rate (\$35.52) but Dave will propose at his board meeting that we are both on the same hourly rate.
- **Add Modified Robert’s Rules to February meeting:** Ryan Baye will present at our next board meeting.

FUTURE DATES

- February 5th – 14th – Mary on Vacation
- February 14th – POCD Board Supervisor Candidate Filing Deadline
- February 24th – Ballot Request Deadline
- February 26th – NE WA Soil Health Stewards Annual Meeting (Clayton, WA).

District Manager

Alex C-C

Date 2/4/2022

Mary's Deliverables: January 2022



What Mary has been up to:

- NACD Urban Agriculture Grant for Community Garden
- Website Updates: Farm tour page, form and GIS map; Bank stabilization page; updated hours; 2021 minutes are all posted; updating event calendar
- Soil Health Stewards Meetings: Annual meeting planning for Feb. 26. Designed flyers and advertisements
- Hazard Mitigation Grant Meeting/Planning
- Board Meeting/Minutes
- Staff Meetings, Office Work, Office Cleaning, etc.

No site visits, so no fun photos! (In fact, the one on the cover is from a weekend trip to Montana)

JOIN US!!!

SOIL HEALTH STEWARDS ANNUAL MEETING

February 26, 2022 10 a.m. – 3 p.m. in Clayton, WA

Join the Pend Oreille and Stevens County Conservation Districts in collaboration with the Soil Health Stewards group to discover some of the leading local science in action from farms and farmers near you.

The event cost is \$10 per person and includes lunch. A pancake breakfast is optional for a minimum \$5 donation.

REGISTRATION IS REQUIRED



For more information and to register, scan the QR Code above or go to: tinyurl.com/SHSAnnualMeet22

For questions, please contact the Stevens County Conservation District at (509)-684- 7579 or the Pend Oreille Conservation District at (509)-447-1155



From: [Lisa Alkire](#)
To: [Alex Case-Cohen](#)
Subject: Jan 2022 Monthly Report
Date: Tuesday, February 1, 2022 12:02:20 PM
Attachments: [January 2022 Monthly Report .pdf](#)
[Facebook Page Engagement Report-2022-01-01_2022-02-01.pdf](#)

Hey Alex,

Attached is our monthly report. Pretty exciting month all around. Some notable things when you compare January to December is that we tripled our reach! December was 2,284 - January is 6,258 people reached. We also got 9 more new page likes (followers). We did this with NO paid posts. Meaning “organically”. 50% of our posts were considered viral this last month for our area. 877 users viewed our page not just our posts. Meaning they wanted to know more about what we do or see our other posts. Insane!

Seeing where our people are located is also really insightful to me. Previously only 337 of our people were from Newport. This last month 2,402 people from Newport saw us. Which means not only are our posts getting popular but its actually reaching people from our community! We also expanded into Spokane from 88 to 444. We also found an audience in the first time in Oldtown, Spokane Valley, Deer Park and got views back from Ione! (Haven't had them since e our bank stabilization video released in Ione).

If this wasn't cool enough, it also effected our website engagement! Meaning our posts weren't just cool things people liked- but people were referred to our actual programs through the posts. Our top viewed page, wasn't our home page last month! It was the Farm Tour Page! (BTW when will that map be working again?). This is because 57 of the unique visitors viewed this page from the farm tour posts we had on Facebook. Directly linked!
Wooo!

Our POCD page also was able too join several Farm, Garden, or Agriculture “groups” in the tricounty area. I am looking forward to what potential lies for us in this group too.

Attached are the monthly reports- I have also uploaded them to the Sharepoint folder.

Hope you have an awesome week!

PS my parents have made huge improvements in the last 24 hours. Am doing my best to keep them resting at this point. So thankful!

Lisa. A.

POCD January 2022 Report

Website Update:

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

We had 137 site sessions (times those visitors visited our website overall)

3 minutes 46 seconds is the average amount of time someone spends on our website

57 of those visitors found our website from our Facebook page

44 of them came to our page directly

67 of our visitors viewed our webpage by using a smart phone. (Way more than I've ever previously noticed. Again, I think this is because of our Facebook page doing so well last month)

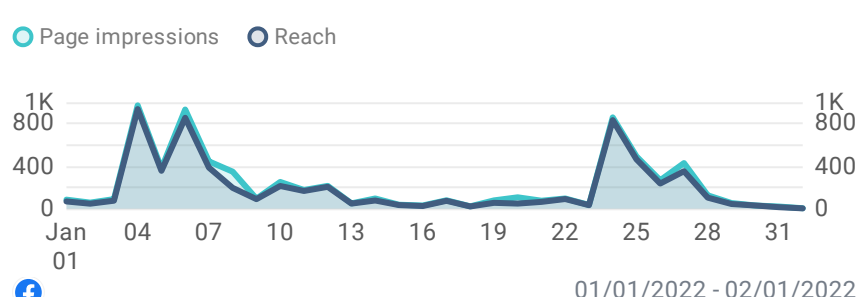
Our pages were viewed over 464 times

- POV Farm Tour – 63! (Facebook posts highlighted this program in January!)
- Homepage 58
- Air quality – 31
- About Us Page – 15
- VSP - 10

One of my greater takeaways from this month's information is that the most frequented pages on our website correlate with the posts I'm creating above on Facebook! That means people are connecting with us further than just a Facebook relationship. That kind of trend is usually very hard to see with a small rural organization statistically. 10 out of the new visitors to our page returned a second time or clicked on other parts of our webpage.

Total page likes
550

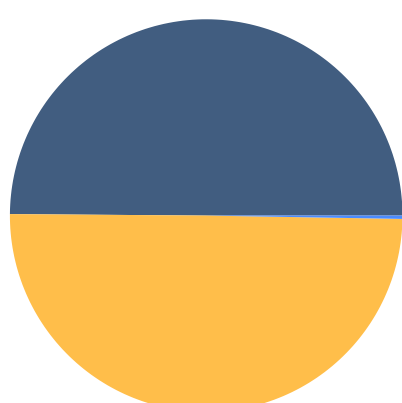
Total page likes over time



Reach
6,258

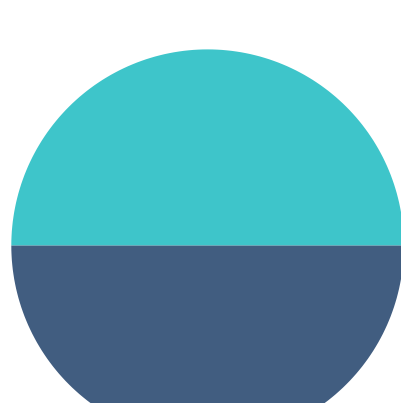
Post unique impressions
5,910

Unique Page Impressions by Type



Paid & unique impressions	0 (0.00%)
Organic & unique impressions	6,246 (49.88%)
Viral & unique impressions	6,242 (49.85%)
Nonviral & unique impressions	34 (0.27%)

Unique Post Impressions by Type



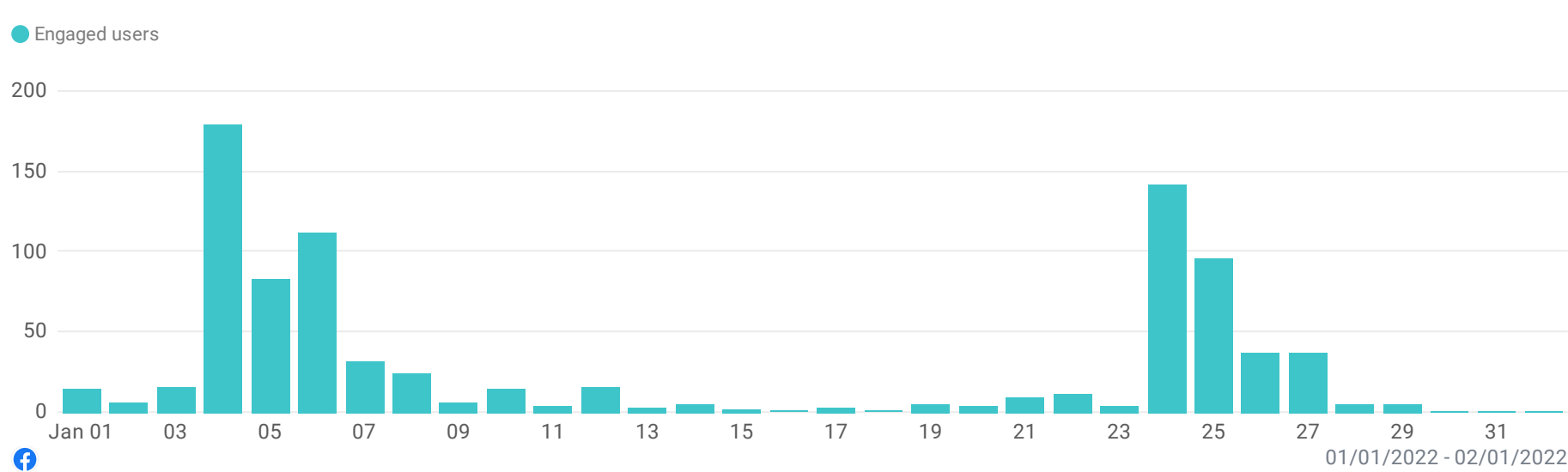
Post organic impressions	6,294 (50.00%)
Post viral impressions	6,294 (50.00%)
Post nonviral impressions	0 (0.00%)

Top time for posting

Top time for posting
02:00

Top weekday for posting
Tuesday

Page Engagement Over Time



Page engagements

Number of people who clicked anywhere on the page.

Engaged users
877

Organic impressions

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

Organic impressions
6,946

Post Reach by Fans

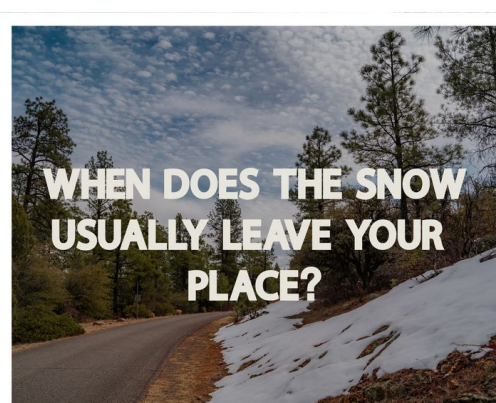
Post reach by people who like your page.

Post unique impressions by fans
1,780

Top Performing Cities

City	Reach
Newport, WA	2,042
Spokane, WA	444
Elk, WA	385
Usk, WA	246
Cusick, WA	167
Priest River, ID	159
Ione, WA	140
Spokane Valley, WA	127
Oldtown, ID	119
Deer Park, WA	86

TOP post insights



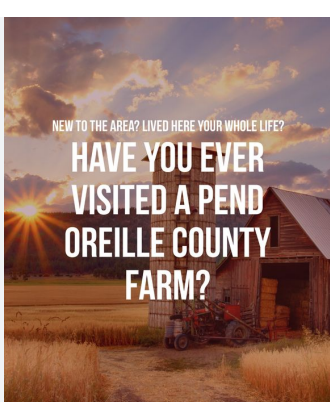
Message: We have a few friends new to the area and asked us this question "When does the snow leave?" 🤔. So we thought we'd ask you.....

Post impressions	Post clicks	Post engaged users
1,673	310	276



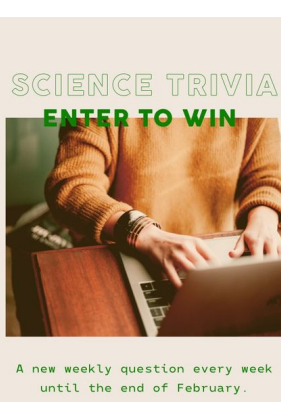
Message: Whether you moved here last week, or you've lived here for decades....we want to know what brought you here to this area? Or better...

Post impressions	Post clicks	Post engaged users
1,475	341	281



Message: You have probably driven past some farms but have you ever been to one? Whether you just want to take the kids to meet some animal...

Post impressions	Post clicks	Post engaged users
1,304	138	135



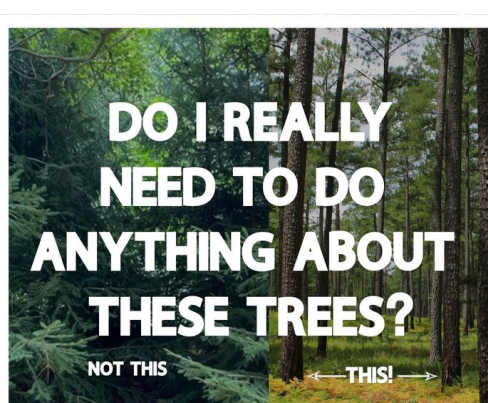
Message: Selkirk Alliance for Science's 2nd Annual Science WizQuiz begins today! Each Monday at 7:00 AM until the end of February, a new...

Post impressions	Post clicks	Post engaged users
425	12	17



Message: Many landowners along the Pend Oreille River are effectively losing their hard earned money into the river every year. We believe that...

Post impressions	Post clicks	Post engaged users
286	7	10



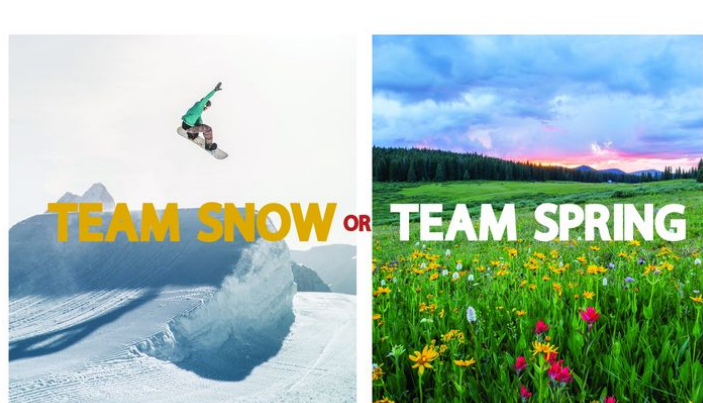
Message: Okay, so you have some property and some trees have started to take over. You can't see past the first row. What's the big deal? #1 🙄...

Post impressions	Post clicks	Post engaged users
217	19	18



Message: There's probably a good chance you've made a snowman this year. We'd love to see your photos! Here's an extra fun idea for you and th...

Post impressions	Post clicks	Post engaged users
210	18	20



Message: We've noticed a divide in our office & friends. So help us settle it. How are you feeling right now? Ready for more Winter? Or are you ready...

Post impressions	Post clicks	Post engaged users
196	28	25

January 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 15th of each month.

Last day of month payroll and travel.

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

Quarterly tax reports, 941, L&I, Employment security, FLMA, Leaseholder tax.

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 signaturs. (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.)

Close all old grant funds to clean up Treasure's report. It will show on February's report with old funds removed. Attached and example with report.

Updated Comp rate for new year for Alex, with raise and taxes.

Dyana James: Deliverables for January, 2022

- Get voice mails from phone – write up email to Alex to detail message(s)
- Check scan file for docs to be scanned – scan docs into monthly invoice and receipt efolder
- File paper documents from the “File” tray
- WA State Archives website
 - Order storage boxes
 - Research metal shelving
 - Research retention schedules for POCD documents
 - Create working retention schedule
- Pick up mail from Post Office, scan and efile invoices received
- Take check(s) to bank for deposit, scan and efile deposit receipt(s)
- Financial meetings with Candy and Alex, prepare notes from meeting
- Answered phone calls and walk-ins
- Efile organization
- Box up 2021 files
- Organize 2022 files into file drawers
- Pick up supplies



WISHING YOU AN EARLY SPRING!

Dyana James

VSP Budget December 1 - June 30, 2022

Table 1			
Remaining VSP Funds:		\$62,125.07	
Funding For:	Task	Monthly Rate	Rest of Biennium total
Pend Oreille Conservation District	Outreach (Lisa)	\$ 550.00	\$ 2,750.00
	Technical Assistance (Alex)	\$ 2,000.00	\$ 10,000.00
	Technical Assistance/Education (Mary)	\$ 1,815.00	\$ 9,075.00
	Admin & Finance (Candy & Dyana)	\$ 1,300.00	\$ 6,500.00
	Admin (Alex)	\$ 1,000.00	\$ 5,000.00
	Travel	\$ 250.00	\$ 1,250.00
	Implementation Advertising/Supplies	\$ 200.00	\$ 1,000.00
	POC GIS Help	\$ 262.00	\$ 1,310.00
	Total		\$ 7,115.00

Table 2	
Potential Cost Share Funds	
Total Potential Projects	Total Cost Share (75%) to be spent
5-6 projects	\$ 20,000.00

Table 3	
Remaining VSP Funds (Funds to be Spent)	\$62,125.07
Expense Estimates (Travel, Advertising/Supplies, GIS Help)	\$ 3,560.00
Staff Time	\$ 33,325.00
Cost Share Allocation	\$ 20,000.00
Monitoring Funds	\$ 10,000.00
Buffer Funds	(\$4,759.93)

IM Fiscal Year 2022 Budget Analysis

IM Budget December 1, 2021 - June 30, 2022		Funds Available: \$45,598.30	
Funding For:	Task	Monthly Rate	Rest of FY total
Staff Time	Admin Tasks (Alex)	\$ 2,000.00	\$ 10,000.00
	Water Quality Tasks (Alex)	\$ 1,000.00	\$ 5,000.00
	Admin Tasks (Dyana)	\$ 500.00	\$ 2,500.00
	Admin/Financials (Candy)	\$ 1,000.00	\$ 5,000.00
	Mary (Outreach/TA)	\$ 1,800.00	\$ 9,000.00
	Lisa (Outreach/Education)	\$ 550.00	\$ 2,750.00
Other Expenses	Travel	\$ 250.00	\$ 1,250.00
	Meetings light refreshments (Mar-June)	\$ 20.00	\$ 100.00
	Building Repairs/Maintenance	\$ 200.00	\$ 1,000.00
	IT & Variable Expenses	\$ 400.00	\$ 2,000.00
	Office/Field Supplies	\$ 285.00	\$ 1,425.00
	Contracted Services	\$ 250.00	\$ 1,250.00
	Subscriptions	\$ 700.00	\$ 3,500.00
Total		\$ 6,005.00	\$ 44,775.00

Remaining IM Funds	\$45,598.30
FY Expense Estimates (Other Expenses)	\$ 9,275.00
Staff Time	\$ 35,500.00
Available Balance	\$ 823.30



Exit Recommendations
Pend Oreille Conservation District
Audit Period Ending: 12/31/2020

We are providing the following exit recommendations for management's consideration. They are not referenced in the audit report. We may review the status of the following exit items in our next audit.

Accountability:

Credit Card Policy

During planning, we determined through review of the District's Operation Policy Manual that the District's credit card policy does not include all the required elements per RCW 43.09.2855 (3).

We recommend that the District update their credit card policy to include credit limits, as required by RCW 43.09.2855 (3).

State Grants

In the prior audit, the District received a recommendation to ensure it timely submits all required progress reports to ensure compliance with its state grant agreements.

During testing, we noted that three quarterly progress reports for the WA Dept. of Ecology grant were submitted after the deadline per the grant agreement. The District was also unable to provide documentation showing when the annual report for the Pend Oreille PUD "Cottonwood Program" grant was submitted.

We will re-issue our recommendation that the District implements controls to ensure it:

- Submits all required progress reports timely to ensure compliance with state grant agreement requirements
- Maintains documentation to show progress reports were submitted timely

Electronic Funds Transfer Policy

The District does not have a policy regarding Electronic Funds Transfers (EFTs) as recommended by the BARS Manual 3.8.11.30.

We will recommend that the District implement an EFT policy that includes the elements recommended by BARS Manual 3.8.11.30.