



Pend Oreille Conservation District
Regular Board Meeting MINUTES: 5/24/2022

Meeting Start – 4:00 PM

In attendance at Camas Center - Randall Leestma, Board Supervisor; John Floyd, Board Supervisor; Jon Paul Driver, Board Supervisor; Mary Malone, Education and Outreach; Corey Brenner, POCD Resource Tech.

In attendance via “GoToMeeting,”: Alex Case-Cohen, POCD District Manager; Mike Mumford, Board Supervisor

Official Action Items				
Motion	Motion made by:	Motioned seconded by:	Decision	Attachment
Motion to approve agenda and take items out of order and include introductions - welcome Jon Paul to board and new staff member Corey Brenner	Randall Leestma	Jon Paul Driver	Carried	A
Motion to approve April 14 regular meeting minutes and April 29 special meeting minutes	Randall Leestma	Jon Paul Driver	Carried	B, C
Motion to approve new meeting date & time as the third Tuesday of each month at 4 p.m.	Jon Paul Driver	Randall Leestma	Carried	NA
Motion to approve NACD Urban Ag grant MOA	Randall Leestma	Jon Paul Driver	Carried	D, E
Motion to approve installation of mini-split heating/cooling system at a maximum amount of \$15,000 with a guarantee it will be installed by June 30, 2022.	Mike Mumford	Jon Paul Driver	Carried	NA
Motion to approve replacement of window in the back office currently used by POCD staff.	Mike Mumford	Randall Leestma	Carried	NA
Approve annual plan of work	Randall Leestma	Jon Paul Driver	Carried	H, I
Motion to approve April 2022 Treasurer’s Report	Randall Leestma	Jon Paul Driver	Carried	J
Meeting Adjourned at 5:33 PM				

Partner Reports

Mike Mumford, WACD

Mike noted that one of the things at WACD is doing is they have a “consent agenda” that includes approval of the agenda, meeting minutes and treasurer’s report all in one. He suggested Alex speak to Tom Salzer and Mike Baden to see if POCD can do that. Also at WACD, there is a new email system. Any district that signs into the email system still needs to make sure they are archiving/retaining records related to the PRA. Committees are up and going: sustainable funding committee, financial investment policy task force, harmful algae bloom task force and livestock task force. Working on DEI resolution year 1; what to do for annual meeting, which will likely be held mid-state. WADE coming up will be hybrid – remote option is no cost. Commission meeting last week; Mike was able to see the urban garden in Davenport and would like to see something similar done. He will send photos to Alex. Mike would also like to remind people that bear spray does not work like bug spray ...

New Business

New POCD board meeting date & time – Alex proposed to change the meeting date & time to the third Tuesday of each month @ 4 p.m. Discussion ensued. Jon Paul moved to reschedule meetings to the proposed date & time. Randy seconded. Motion Carried.

NACD Urban Ag Grant MOA – See attachments D, E. Mary briefly discussed the grant and purpose of MOA. Randy moved to approve the MOA with NACD for the Urban Agriculture Grant. Jon Paul Seconded. Motion carried.

Building Management Plan – See attachments F, G. Alex explained the need for a building management plan in making a decision on what to do with the building to adequately house staff. Alex briefly discussed each section of the plan. Randy discussed what he saw on the roof, that most looked good and a patch would work for awhile before any need to repair the full roof. Alex suggested tabling at this time, but would still like to see the long-term fix done in the next year.

Action items resulting from discussion:

Mike moved to approve the mini split heating and cooling system with a max of 15k with guarantee it is installed by end of June. Seconded by Jon Paul. Motion Carried.

Alex asked for action to have someone come look at the windows and give a bid for replacement. Mike moved to replace or repair the

broken window in back office (will revisit the other windows later).
Seconded by Randy.

Lease with Frontier Title – Discussion over continuing month to month lease with Frontier until no later than December. Alex will contact attorney. No action at this time.

Old Business

Alex Case-Cohen, Annual Plan of Work –

Alex briefly discussed the annual plan of work. Randy moved to approve, seconded by Jon Paul. Motion Carried.

Alex Case-Cohen, Vehicle Surplus –

Spokane CD is surplussing a vehicle that they are willing to “sell” to POCD for \$3.99. Discussion over setting aside funding for maintenance and repairs. Alex will report back to the board with numbers at the June meeting.

Treasurer’s Report for April – See attachment J

Randy moved to approve the April Treasurers report, Jon Paul seconded. Motion Carried.

Operations Report – Alex Case-Cohen, See Attachment K

Meeting Adjourned: 5:33 PM

To Do List:

- Move forward 5-year plan to next board meeting
- Talk to Mike Baden about moving to a “consent” item for minutes and treasurers report for future meetings
- Formalize an easement with the City for the part of the park that is on POCD property; create diagram showing where the fence is; call inspector.
- Get window in back office fixed
- Contact attorney regarding lease with Frontier Title. Scan and send current Frontier lease to Mike M.
- Alex will call the Spokane CD folks about service on the truck. She will have maintenance & repair numbers ready for approval at next meeting; include licensing fees.


Alex Case-Cohen, POCD District Manager


George Stuvenga, POCD Board Chair



BOARD MEETING PACKET

May 24th, 2022

- Attachment A: POCD Regular Board Meeting AGENDA – May 24th, 2022
- Attachment B: POCD Regular Board Meeting MINUTES – April 14th, 2022
- Attachment C: POCD Special Board Meeting MINUTES – April 29th, 2022
- Attachment D: NACD Urban Ag 2022 (UACFY2022) Grant MOA
- Attachment E: NACD Urban Ag 2022 Grant Proposal
- Attachment F: FY2023 Building Management Plan
- Attachment G: POCD-Frontier Title Commercial Lease June-December 2022
- Attachment H: FY2023 Annual Plan of Work DRAFT
- Attachment I: FY2023 Annual Operating Budget
- Attachment J: April 2022 Treasurer's Report
- Attachment K: April 2022 Operations Report



**Pend Oreille Conservation District
Regular Board Meeting AGENDA: May 24th, 2022**

Attachment (A)

This meeting will be held virtually and in-person

In-Person Information

Room 1

Camas Center for Community Wellness

1821 LeClerc Rd. N., Cusick, WA 99119

GoTo Meeting Information

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

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

Access Code: 960-196-629

Time: 4:00 p.m. – 7:00 p.m.

More info: www.pocd.org

Time	Agenda Items	Item Detail	Attachment	Duration
4:00 PM	Introductions & Approval of Current Agenda	<i>Regular Meeting: May 24th, 2022</i>	Attachment A	5 Minutes
4:05 PM	Approve Previous Meeting Minutes:	<i>Regular Meeting Minutes: April 14th, 2022; Special Meeting Minutes: April 29th, 2022</i>	Attachments B, C	10 Minutes
4:10 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 Mike Mumford – WACD</i>		
4:55 PM	New Business			55 Minutes
	Action Item: select a new meeting day and time	<i>Alex proposes the 3rd Tuesday of each month</i>		10 Min.
	Action Item: Approve NACD Urban Ag (UA) Grant Agreement	<i>Mary Malone, POCWB/POCD</i>	Attachments D, E	15 Min
	Action Item: Approve Building Management Plan and 2022 Lease for Frontier Title & Escrow	<i>POCD Building Committee; Alex Case-Cohen, POCD</i>	Attachment F, G	30 Min.
5:50 PM	Break			5 Minutes
5:55 PM	Old Business			50 Minutes
	Action Item: New Meeting Day/Time	<i>Select a new regular board meeting date/time</i>		10 Min.
	Annual Plan of Work	<i>Resolution designating applicant agent for HMGP</i>	Attachment H, I	30 Min.
	New vehicle discussion	<i>Spokane CD will surplus and allow us to purchase a 1990s Dodge Dakota</i>		10 Min.
6:45 PM	Treasurer's Report	<i>April 2022 Treasurer's Report will be approved in June</i>	Attachment J	5 Minutes
6:50 PM	Operation's Report	<i>Review previous month's activities</i>	Attachment K	10 Minutes
5:30 PM	Adjourn			

**Attachment B:
POCD Regular Board
Meeting MINUTES –
April 14th, 2022**



Pend Oreille Conservation District
Regular Board Meeting MINUTES: 4/14/2022

Meeting Start – 5:02 PM

In attendance at Camas Center - George Stuvenga, Board Supervisor – Chair; Randall Leestma, Board Supervisor; John Floyd, Board Supervisor; Kevin Bush, Board Supervisor; Alex Case-Cohen, POCD District Manager; Mary Malone, Education and Outreach.

In attendance via “GoToMeeting,”: Mike Mumford, Board Supervisor; Robert Rosencrantz, Pend Oreille County Commissioner

Official Action Items				
Motion	Motion made by:	Motioned seconded by:	Decision	Attachment
Motion to approve agenda and take items out of order	John Floyd	Randall Leestma	Carried	A
Motion to approve March meeting minutes	John Floyd	Randall Leestma	Carried	B
Motion to approve March 2022 Treasurer’s Report	Randall Leestma	John Floyd	Carried	I
Meeting Adjourned at 7:01				

Partner Reports

Robert Rosencrantz, POCC

Focus on long-term solution to Metaline’s sewer issue and corresponding issues. Brian Smiley in particular has been focused on this and gives thorough reports to the BOCC. Commissioner Rosencrantz is hoping to look at it next week when they are taking a tour up north. Looking forward to a long-term solution.

Mike Mumford, WACD

Mike has attended a number of meetings recently. \$29 million for conservation went through without being lint-itemed by the governor – there is a lot of money going into studies. Believes there is about \$1.5 million toward native plant nurseries. Was hoping to get some for the Kalispel Tribe, but Alex read it is only for WACD plant center. WACD rents their property - part of it is not available as it is essentially wetlands. One of the things that happened this year is they ran out of labor. The nursery manager will have most of the product out at the due date, but there was concern there is not enough staffing. Mike and Alex discussed lack of native plant nurseries in the area. Mike noted the Office of Financial Management is going to allocate funds as they see fit. John suggested using the native plant nursery in Tekoa, WA.

New Business

Discussion of date and time for future meetings, will add this topic to the next month's meeting agenda

Old Business

Alex Case-Cohen, Discussion: Acquiring New Vehicle –

Alex found out fleet vehicles are no longer offered by the Conservation Commission. In speaking with other districts, they bought new vehicles with government discount. Looked at some used vehicles as well. Discussion ensued on need for vehicle or not at this time.

Alex Case-Cohen, Discussion: Staffing –

Received one application for resource tech position. Alex will set up interview for next Friday, April 22, between 1-3 p.m. to be attended by her, Kevin and Mary. There is also the possible position of a riparian planner coming up as was written into the Ecology grant.

Building Committee, Building Update –

Discussion over building options, maybe buying land and building new, partnering with other agencies, or moving into space currently occupied by title company. Alex and John will do inspection at the office space to see if it meets requirements before a decision is

made. There would need to be renovations of bathrooms, etc., to ensure ADA compliance.

Alex discussed bid options with the Board. See attachments D-E. Find out more about Sunvec Warranty/Guarantee (what does “material warranty if any” mean); Breakdown of labor and materials. Take a look at some of the buildings Sunvec has done.

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

Alex noted that we met with partners in March. LRAPA was a great resource for information. Use EPA conversion factor instead of LRAPA now, also the better map has that already built in and is now on the website. Will hopefully be putting in weather stations at high schools in partnership with Selkirk Alliance for Science.

Alex Case-Cohen, *Annual Plan* –

The Board agreed to a special meeting April 29, 10 a.m. – 12 p.m. to work on annual plan and to discuss potential hire. They will have a bulleted list of their priorities for the annual plan to Alex by April 22. The final draft will be presented during the May 12 meeting. Send Jon Paul annual plan of work.

Alex Case-Cohen, *Grants Update* –

Alex gave update on Hazard Mitigation Grant proposal which she submitted today for the Town of Metaline sewer rerouting and bank stabilization. Now back to working on the Salmon Recovery Funding for the Skookum Creek Irrigation Canal project, which includes installing a fish screen, and preliminary planning phase to survey the entire canal. Mary noted we should hear decision from the NACD Urban Ag grant any day.

Treasurer’s Report for March – *See attachment I*

Randy moved to approve, John seconded. Motion carried.

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

To Do List:

- Add discussion of possible change of board meeting date/time to May meeting agenda.
- Set up interview with resource tech applicant for Friday, April 22, between 1-3 p.m.
- Look at Frontier Title's office space
- Find out more about Sunvec Warranty/Guarantee (what does "material warranty if any" mean); Breakdown of labor and materials. Look at some of the buildings that have been done.
- Set special meeting on April 29, 10 a.m., to discuss annual plan and potential hire.

Meeting Adjourned: 7:01 PM

Alex Case-Cohen, POCD District Manager

George Stuiivenga, POCD Board Chair

**Attachment C:
POCD Special Board
Meeting MINUTES –
April 29th, 2022**



Pend Oreille Conservation District
Special Board Meeting MINUTES: 4/29/2022

Meeting Start – 10:08 AM

In attendance at Camas Center - **George Stuivenga**, Board Supervisor – Chair; **Randall Leestma**, Board Supervisor; **Alex Case-Cohen**, POCD District Manager; **John Floyd**, Board Supervisor; **Jon Paul Driver**, assistant supervisor; **Mary Malone**, Education and Outreach

In attendance via “GoToMeeting,”: **Mike Mumford**, Board Supervisor; **Mark Simpson**, USDA NRCS;

Official Action Items				
Motion	Motion made by:	Motioned seconded by:	Decision	Attachment
Motion to approve agenda and take items out of order	John Floyd	Randall Leestma	Carried	A
Motion to hiring new employee at \$16/hr for 60-day trial period, at which time it may increase to \$17, part-time per the job description as posted.	Randall Leestma	John Floyd	Carried	C
Motion to approve Resolution No. 20220429_01: Approval to submit applications for two RCO Grants	Randall Leestma	John Floyd	Carried	E
Meeting Adjourned at 12:39 PM				

Alex Case-Cohen, Discussion: Annual Plan of Work Draft –

See attachment B. Alex went over additions, changes, etc., to the annual plan draft since the last it was presented to the Board. The plan was workshopped, and the final draft plan will be presented during the May regular board meeting.

Executive Session

Board moved to executive session at 12:13 p.m. for 15 minutes, pursuant to RCW 42.30.110 (g): “To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.” Board exited executive session at 12:28 p.m. requesting a 10-minute extension and returned to executive session. The regular meeting resumed at 12:31 p.m.

Board Action Resulting from Executive Session

Randy moved to approve hiring new employee at \$16/hr for 60-day trial period, at which time it may increase to \$17, part-time per the job description as posted. Seconded by John Floyd. Motion carried (2 in favor, 1 opposed).

Alex Case-Cohen, Action Item: Resolution No. 20220429_01 –

See attachment E. Approval to submit two grant applications to the Salmon Recovery Funding Board for the Skookum Creek Fish & Farm Enhancement Project. Randy moved to approve the resolution, seconded by John.

Alex Case-Cohen, Discussion: Sunvek –

See attachment D. Alex will ask John Skoog to attend the May meeting when this will be on the agenda as an action item.

Meeting Adjourned: 12:39 PM

Alex Case-Cohen, POCD District Manager

George Stuiivenga, POCD Board Chair

**Attachment D:
NACD Urban Ag 2022
(UACFY2022) Grant MOA**

Memorandum of Agreement Between The National Association of Conservation Districts and Pend Oreille Conservation District

AGREEMENT

This agreement (referred to as the “Agreement” or “MOA”) is entered into by the National Association of Conservation Districts (referred to as “NACD”), located at 509 Capitol Court NE, Washington, DC 20002 and the: **Pend Oreille Conservation District** (referred to as “Grantee”)

Grantee Address: 121 N. Washington Ave. P.O. Box 465
Newport, Washington 99156

Grantee Contact Person: Alex Case-Cohen
Email Address: admin@pocd.org
Phone Number: 18606267222

NACD shall provide your District with a total grant of: \$15719.37
The Grantee agrees to provide match in the amount of: \$5239.79

according to the information outlined in the District’s proposal to the NACD request for proposals (RFP) announced on November 3, 2021.

The Grantee agrees to carry out the initiatives for the project **Newport Community Garden** detailed in the proposal, and that proposal is hereby made a part of this Agreement as **Exhibit I**. In keeping with NACD procurement policy, this grant has been awarded under a competitive process. These funds are made available by a Contribution Agreement between NACD and the Natural Resources Conservation Service (NRCS). The requirements as specified in the RFP are also made a part of this Agreement as **Exhibit II**.

It is the intent of this Agreement and this project to increase the urban agriculture conservation technical assistance available to your community so as to improve the conditions of natural resources and the society that depend on them while providing the maximum flexibility for you to carry out your responsibilities for these funds.

STATEMENT OF WORK

The District shall undertake the work and activities set forth in Exhibit I, made a part hereof and incorporated by reference as if fully written herein.

The District expressly acknowledges this Agreement shall not be construed or interpreted as a contract of agency or employment. The District shall furnish its own support staff necessary for the satisfactory performance of this Agreement.

NACD may, from time to time as it deems appropriate, communicate specific instructions and requests to the District concerning the performance of the work described in this Agreement. Upon such notice and within a reasonable period of time, the District shall respond to such requests. It is expressly understood by the parties these instructions and requests are for the sole purpose of performing the specific tasks requested to ensure satisfactory completion of the work described in this Agreement, and are not intended to amend or alter this Agreement or any part thereof.

Any or all materials created under this Agreement may be utilized by NACD and/or NRCS to promote outreach, educational and knowledge transfer nationally.

The District shall consult with the personnel of NACD and other appropriate persons as necessary to assure understanding of the work and satisfactory completion thereof. NACD will designate a person or persons to whom the District will contact and who will communicate with the District regarding the services provided, the time for performance of the services and to assist in arranging communications and/or other arrangements with NACD personnel to facilitate the performance under this Agreement.

REPORTING

NACD will require quarterly (3 month) reports for the project as of the following dates:

REPORT #	PERIOD COVERED	DATE DUE
1	Starting date to June 30	July 15
2	July 1 to September 30	October 15
3	October 1 to December 31	January 15
4	January 1 to March 31	April 15
5 (if needed)	April 1 to June 30	July 15
Final Report	Project period	Within 30 days of completion of project

A final report will be due at the conclusion of the grant period. Using the templates provided by NACD, the reports should address progress on carrying out technical assistance work outlined in Exhibit I; related outreach, marketing and public relations accomplishments; and progress on providing sustainability for the project going into the future.

Approval from NACD is required for all proposed deviations of more than 10% from your original proposed budget.

NACD will respond to reports when and if there is either a request for guidance or a question of compliance with this Agreement.

TERM OF AGREEMENT

This Agreement is effective and binding upon both parties for **12 months** from the day of the last signature date set forth below. This Agreement shall remain in effect until the work described in Exhibit I is completed to the satisfaction of NACD, or until otherwise terminated as provided in this Agreement. This Agreement may be extended for an additional period for reasons agreed upon by both parties, but within the terms of NACD's agreement with NRCS.

This Agreement shall not obligate any participating parties to endorse, support, or otherwise influence any policy, legislation, or program activities.

RECORD KEEPING REQUIREMENTS

The District shall keep all financial records in a manner consistent with generally accepted accounting procedures.

All disbursements made for this Agreement shall be only for obligations incurred in the performance of this Agreement and shall be supported by documentation and data, as appropriate to support such

disbursements. All disbursements for this Agreement shall be for obligations incurred only after the effective date of this Agreement unless specific authorization for prior disbursements has been given in writing by NACD.

PAYMENT TERMS AND CONDITIONS

An initial check for 25% of the grant will be issued to the District upon receipt of the signed copy of this Agreement. The remaining amount of the grant will be provided in quarterly payments (25% of grant amount) upon satisfactory completion of each quarterly report. If the District is unable to use all the funds on the project by the initial deadline, or by an approved extension, all remaining funds will be returned to NACD.

CONFLICTS OF INTEREST

The District expressly acknowledges no officer or employee of NACD has been employed, retained, induced or directed by the District to solicit or secure this Agreement with NACD upon an Agreement, offer, understanding or implication involving the payment of any form of remuneration, whatsoever. The District agrees, in the event NACD has substantial reason to believe this provision has been violated, NACD may, at its sole option, consider this Agreement void; and in doing so, NACD is released from any and all obligations under this Agreement.

INDEMNIFICATION

The District, at its own expense, shall defend and hold NACD, its officers and employees, harmless from any and all claims, expenses, damages and judgments, including attorney's fees, in the event of a suit or claim arising out of the District's performance in executing the services as stated in Exhibit I and II. Similarly, NACD shall provide the District with reasonable notice of such suit or claim and provide information required for the defense of same.

WARRANTY AND DISCLAIMER OF WARRANTY

The District warrants the work and activities as set forth in this Agreement shall be performed by trained and qualified personnel, and in a professional and workmanlike manner.

COMPLIANCE WITH LAW

The District agrees to comply with all applicable federal, state, and local laws in the conduct of the work hereunder. The District accepts full responsibility for payment of all taxes including without limitation, unemployment compensation insurance premiums, all income tax deductions, social security deductions, and any and all other taxes or payroll deductions required for all employees engaged by the District in the performance of the work authorized by this Agreement.

NON-DISCRIMINATION

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

LIMITATION OF LIABILITY

The District's and NACD's liability for damages, whether in contract or in tort, shall not exceed the amount of direct damages incurred by either party as determined by a court of competent jurisdiction.

The District's and NACD's sole and exclusive remedies for failure to perform under this Agreement shall be as set forth in this Article. In no event shall either party be liable to the other for any indirect or consequential damages, including lost profits, even if the parties knew or should have known of the possibility of such damages.

CHANGES OR MODIFICATIONS

This Agreement constitutes the entire Agreement between the parties and supersedes all prior negotiations, commitments, representations and understanding of the parties with respect to the services contemplated under Article I of this Agreement. Any change, deletion, addition or modification of any portion of this Agreement shall not be valid or binding upon either party, unless such change, addition, deletion or modification is agreed to in writing and signed by both parties under this Agreement.

ASSIGNMENT

Neither this Agreement nor any rights, duties, or obligations described herein shall be assigned by either party hereto and not already agreed to in Exhibit I without the prior express written consent of the other party.

CONSTRUCTION

This Agreement shall be construed and interpreted and the rights of the parties determined in accordance with the laws of the District of Columbia.

FORCE MAJEURE

Neither party shall be responsible for failure to perform under this Agreement due to causes beyond the parties' control, including but not limited to, fires, civil disobedience, riots, embargoes, explosions, rebellions, strikes, work stoppages, acts of God or acts of any governmental authority or any other similar occurrence.

BINDING EFFECT

This Agreement shall ensure to the benefit and be binding upon the legal representatives of the parties hereto, subject to the grant of consent for assignment as provided in this Agreement.

SEVERABILITY

If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Agreement shall remain in full force and effect.

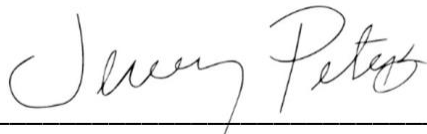
IN WITNESS WHEREOF, the parties have executed this Agreement as of the last signature date set forth below.

Signature, District Chair or designated official/manager

Print Name of Signer

Name of Grantee: Pend Oreille Conservation District

_____, 2022
(Month) (Date)



Jeremy Peters, Chief Executive Officer
National Association of Conservation Districts

May 10, 2022

**Attachment E:
NACD Urban Ag Grant
Proposal**

District Name

Pend Oreille Conservation District (POCD)

Previous Grantees – 200 word limit

If your district is a previous grantee, please provide a 200 word description of previous grant’s accomplishments and how the project has continued beyond the UAC grant time frame. Please also explain how the new activity/service will enhance the initial project, or if the new proposal will begin a separate project. Districts who have previously received two UAC grants are not eligible at this time.

N/A

Project Budget

Please complete the following table, double checking your math. These tables are often added incorrectly by applicants, so please make sure the numbers add up correctly.

Category	Funds Requested from NACD	Proposed Match from Non-Federal Sources Must equal at least 25% of the Funds Requested from NACD
Salary, Benefits and Honorariums	\$10,442.16	\$3,480.72
Employee Training and Travel Costs	\$1,895.70	631.90
Consultant/Contractor Less than 25% of the NACD Budget	N/A	N/A
Supplies, Equipment and Promotion Less than 15% of the NACD Budget	\$2,250.00	\$750.00
Administrative Less than 10% of the NACD Budget	\$1,131,51	\$377.17
TOTAL Please make sure these numbers add up correctly, and that the match equals at least 25% of the NACD Budget!	\$15,719.37	\$5,239.79

Budget Description – 300 word limit

Provide a detailed description (300 word limit) of how the funds will be used, making sure to indicate how the funds will help achieve project goals.

Goal 1: Garden Implementation

Staff salaries and materials are included in assisting community partners with constructing and planting the garden in the spring.

Goal 2: Education and outreach

District staff will plan and implement monthly educational events throughout the growing season (June-November), with an effort to reach some of the more underserved and rural communities in the county. Programming will vary to reach both youth and adults. Requested funds include staff salaries, outreach materials (water, snacks, printed media), speaker travel/compensation, and travel costs for student field trips.

Goal 3: Administration

Requested funds will be used for staff salaries for billing/vouchering, quarterly reporting and completing the final report.

In addition, for the required 25% match, up to \$2,500 will be provided by the Friends of the Library District, with the remaining match provided by the Pend Oreille Conservation District through State Conservation Commission grant funds.

Applicant Qualifications – 200 word limit

Describe the conservation district's experience and expertise in providing technical assistance in urbanized settings, working with non-traditional partners and engaging communities and citizens. If the experience and/or expertise is limited, describe how district board and staff will prepare for the project implementation. Please describe how the project aligns with the districts' long-range or strategic plan.

The mission of the Pend Oreille Conservation District is to protect and enhance all natural resources through education, partnerships, and the implementation using BMPs and financial/technical assistance. Much of the District's technical assistance is focused outside of the urban setting as we are primarily a rural county; however, the garden provides an ideal opportunity to work with partners within the city of Newport, such as the County Library and the nonprofit Friends of the Library.

District staff have superior communication skills and experience in reaching and engaging citizens from both urban and rural areas. District staff have served on DEI committees and are dedicated to making natural resource and conservation practice knowledge available to all members of our community.

POCD's values include outdoor education and public service. As such, one of our priority natural resource conservation needs is to "(Continue) the life-long education of people on conservation and natural resources" (pg. 2). In addition, our long-range plan specifically sites the application of the NACD UAC grant in our hopes to "...help bring local partners together" (pg. 3). This means that the application and acceptance of the NACD UAC grant aligns with the values, goals and long-range plan outlined for POCD.

District Capacity - 200 word limit

Describe how this project will enhance the district's future capacity to provide conservation technical assistance to urban agriculture.

Our goal is to create an urban garden in each of our incorporated towns and cities. As the County seat, we believe Newport is an ideal pilot project for our future goals. Through grants and other funding, the District will continue to provide technical assistance, education and outreach for any of the future gardens we hope to create.

By designing and implementing a pilot community garden in the most populous city in the County, we will have a central location to host outreach and education events for years to come.

Detailed Project Description – 1,000 word limit

Describe the community population and location, the potential for community and partners' support, the urban agriculture conservation assistance needs, and how the project will address those needs. Include the additional benefits of the project such as stormwater infiltration, invasive species management, community engagement, participant business skills, etc. Districts are **strongly encouraged** to include demographic data, information from local, state, or national databases on resource concerns or food security metrics, etc.

Newport is in Pend Oreille County in northeast Washington state. The county population is 13,400, with 2,229 in the City of Newport (census.gov). This project is a collaborative effort between several community partners to build a garden in the green space at the County library in the heart

of Newport. Community partners include the Pend Oreille Conservation District, Pend Oreille County Library District, the nonprofit Friends of the POC Library District, Washington State University Extension Program, and the WSU Master Gardeners Program.

This will be the first community garden in town and will serve to provide food and increase education for individuals and families in the area. Following implementation of the garden in the spring, this grant will primarily support District staff in planning and implementing one of the bi-weekly educational programs per month throughout the 2022 growing season. Instruction will not simply teach people of all ages to grow food, but also about soil health, invasive species and the importance of planting native species, composting, food preservation, stormwater management and more. Instruction will also aim to promote self-sufficiency through gardening education. The garden will also help combat food insecurity through distribution of the harvest to the public both through library programming and the Newport Food Bank. There will be a grand opening in July and a big harvest event at the end of the season, as well.

According to CountyHealthRankings.org, Pend Oreille County is ranked among the bottom quartile of counties in Washington when considering factors such as adult obesity and food environment index – 21.7% of children in Pend Oreille County are food insecure. With a poverty rate of 22.39% in Newport (worldpopulationreview.com), this limits the access to fresh foods and severely increases food insecurity among our local families.

Pend Oreille County has the potential for a gardening community with avid gardeners such as the Master Gardeners, the Farmers' Market vendors, the Plant Man and others. These passionate gardeners, and all partners involved in this project, aim to connect with our at-risk community to share the skills and joy of home gardening, and to create a space where new gardeners feel welcome and encouraged to have fun while also being able to take home food and/or seedlings.

We also plan to install a stormwater infiltration garden. This will be a demonstration and a workshop to show individuals the impacts of stormwater on the watershed and will show members of our community ways to increase infiltration in their own gardens.

Through the educational programming, we hope to see more gardens pop up in the green spaces around town and the county. The goal is reach people of all ages: we aim work with students from Newport schools and intend to provide transportation for students from our more underserved northern communities. We also plan to conduct both virtual and in-person programming to ensure inclusiveness. Our goal is to serve up to 300 students and 200 adults. We believe these efforts will provide the District and partners with a solid foundation for our future work within an urban context.

Geographic Focus – 200 word limit

Please describe how your project will address technical assistance in a specific community. If applicable, please also include any information on outreach to underrepresented areas or populations, and how your project may address food insecurity or food sovereignty. Districts should include any supporting information that clearly identifies specific needs through resource or needs assessments, data available from partners, etc.

As stated in the project description, Newport and the surrounding community face a high rate of poverty and food insecurity. The community garden will serve the growing needs of the many food insecure families in Pend Oreille County by providing activities, knowledge and resources. As part of the Newport Library, the garden will be inclusive and accessible to everyone. Outreach efforts will include the more isolated northern areas of the county in order to increase access for underserved community members and to provide them with programming and available resources. Instruction will also aim to promote self-sufficiency through gardening education. The garden will also help combat food insecurity through distribution of the harvest to the public both through library programming and the Newport Food Bank.

Though no formal needs assessment has been conducted through POCD, anecdotal evidence suggests that the northern part of the county is largely underserved. The town of Metaline is located 20 miles south of the Canadian border, 50 miles east of the town of Colville, WA (the Stevens County seat) and 60 miles from Newport; based on geography alone, the northern part of the County has limited access to other county-wide resources.

Project Goals and Timeline – 200 word limit

This is a one-year initiative running April 2022 to March 2023. List the specific goals of the project along with the proposed timeline for each.

Goal 1: Garden Implementation
April-May 2022

Goal 2: Education and outreach
Monthly educational events will be held from June-November 2022

Goal 3: Administration
April-November 2022. While the one-year initiative is through March 2023, we aim to complete our requirements by the end of November 2022.

Project Sustainability – 200 word limit

*This question is not required for UAC Planning Grants. Describe how the project will continue after the NACD UAC grant term has ended. Include any expected contributions by partners to help support ongoing project activities. Please describe source of ongoing funds, e.g., district funds or additional grants, and the role the district will play in providing technical assistance beyond the term of the grant.

Library staff will continue to work with partners such as the Master Gardeners, volunteers and others for garden maintenance and to continue bi-weekly programming, whether in-person or virtually. POCD staff will continue to assist with programming and outreach through our sustaining grants and other funding we hope to apply for in the future. The project partners have applied for grant funding through the Innovia Foundation, and to date have raised approximately \$3,000 for the garden through community and local business donations. They will continue to collect donations and apply for grants.

Project Promotion – 200 word limit

*This question is not required for UAC Planning Grants. Describe how the project will be showcased at the

local, state and national level, outside of traditional audiences. Your outreach plan should provide information beyond what you are already doing, and not include only NACD and our publications. Include how the project can be used to encourage/mentor other districts' work in urban agricultural conservation. Please also link to any social media accounts you expect to use to promote the project, if not included elsewhere.

In addition to NACD publications, we will have extensive outreach at both the state and local levels. The District representative has several years' experience in journalism and the project partners have strong relationships with the local newspapers. We will write articles and/or invite reporters to chronicle each step of the way, along with photos. The district will also publish articles and photos in our quarterly newsletter. District staff serves on Washington State's CD Educator Work Group and will provide the information to the committee for the Washington State Conservation Commission newsletter. We will also provide information to the local Chamber of Commerce for their bi-monthly "What's Happening" email. We will post regular updates to social media, primarily using the district and the library social media pages (see links below), encouraging others to post and share as well. We often work closely with neighboring conservation districts, and will not only promote urban agriculture to them, but they can help us promote our project as well through their social media, newsletters, word of mouth, etc.

<https://www.facebook.com/pocd.org>

<https://www.facebook.com/pocld.org>

**Attachment F:
FY2023 Building
Management Plan**



Fiscal Year 2023

Building Management Plan

Overview

As the Pend Oreille Conservation District continues to expand, it is essential for us to have proper office space for our growing staff. Our current office space does not suffice for more than 2 staff members at a time; as such, I propose a building management plan for FY2023 to meet the demands of our growing staff and to conduct necessary repairs and renovations to our building to maintain or improve its value. I have broken down the necessary measures into two categories: 1) secure a suitable office space for up to 3 full-time and 2 part-time staff; and 2) conduct repairs and renovations to the building. By following these steps, I believe we will provide ourselves a stop-gap to adequately house staff and determine the best option for our organization long-term. Additionally, anything that I've proposed in terms of renovations will only increase the value of the building, which helps our potential future resale value.

Secure a suitable office space for up to 3 full-time and 2 part-time staff

As stated previously, our current office space does not comfortably house more than 2 full-time or 3 part-time staff. My first proposal is to extend our lease with Frontier Title and Escrow until December 31st, 2022; as of January 1st, 2023, POCD will occupy the front office and Frontier Title will need to relocate by December 31st. Though this is not an ideal measure, I believe it is the best option to adapt to a growing staff. We earn \$725 per month (plus snow removal fees) from Frontier Title, which equals \$8,700 per year; if we were to hire one full-time staff person (with a composite hourly rate of \$36.50/hour), POCD could earn over \$1,500 per month if we apply the 25% overhead from WSCC grants. While this cannot be considered a consistent or sustainable funding option, hiring just one full-time staff person could double our monthly income.

Additionally, I propose that we sign a new lease and increase our rent with NRCS to \$725 per month for the garage and back parking. I will also continue discussion with Stan Janowicz about the potential to move one soil conservationist (Mark Simpson) to our back office and will report back to the board with what would be required.

Conduct Repairs and Renovations to the Building (listed in order of priority)

- 1.) Plumbing: An unexpected plumbing project came to fruition on May 11th, 2023; this project could cost POCD between \$15,000 and \$20,000 once the project is completed. A break in the sewer main line resulted in the trapped hydrojetter fixture and hours of diagnosis and location of the problem. We hope to complete this project before Friday, May 20th. This unexpected expense has upended the order in which I would like to complete some of our potential projects; nevertheless, I still believe we can accomplish most of what our building needs immediately
- 2.) Installing a mini-split heating and cooling system in the front office: in the heatwave of June 2021, the front office became so unbearably hot that Frontier's staff were unable to work there.

This is an urgent issue that must be remedied immediately. I have requested \$9,000 of additional funding from WSCC to pay for this; however, this would require that the unit is installed before June 30th, 2022. I'm having some difficulty receiving a callback from a company locally or in Spokane; nevertheless, this is a necessary expense that must be incurred whether or not we are able to install it before the end of FY2022. The total potential cost of this project is \$9,000 - \$15,000.

- 3.) Replacing the Roof: Though I'm sure Randy will disagree with me, our next expense will be to repair the roof using a coating method outlined by either Sunvek WA or Spokane Roof Company (see attachments). This will help prevent future leaks and mold growth in the building. The estimated cost for this will bet \$12,000 to \$15,000.
- 4.) Replacing Windows: In the short-term, we will repair the broken window in the current POCD office; this will likely cost between \$500 and \$1,000. In the long-term, though, it is a smart idea to invest in all new windows. This will help lower energy costs and will only improve the value of our building if we decide to resell. To replace 11 windows in the front part of the building (since we have adequate buildings in the back office and will replace the broken window), our cost will likely be \$10,000 to \$15,000.
- 5.) Repair back office for rental: Mark Simpson has expressed interest in occupying the back office; I've reached out to Stan Janowicz to see what steps need to be taken to make the back office in compliance with their policies. He had concerns about an ADA accessible bathroom. Nevertheless, it would still be smart to prepare the office for someone else to occupy. This is the last priority since we've got many other priorities to address.

Summary

I believe these changes will allow us to make the best decision for the organization moving forward. Having adequate office space for our expanding staff will allow us to continue to grow without impeding on our work. It will also give us a public-facing office front for landowners to come during designated hours. With added staff, our overhead can provide us more income than what we currently earn from both our renters combined. We will also increase NRCS' rent for the two garage bays to \$725. I believe this will set us up well to complete our tasks and to grow our general fund until we decide what to do with the building.

Below is a table of proposed repairs and renovations to be completed in FY2023

Priority	Project	Cost	Estimated Date of Completion	Funding Source
1	Plumbing	\$15000-\$20,000	End of May 2022	General Fund
2	Adequate heating/ cooling for front office	\$10,000-\$15,000	June-July 2022	WSCC year-end funds, General Fund
3	Roof Replacement	\$12,000 - \$15,000	End of Summer 2022	General Fund
4	Window Repair/ Replacement	\$500-\$1,000 \$10,000-\$15,000	June 2022 End of Summer 2022	General Fund
5	Back office Rental Repair/Renovation	TBD	Unknown	General Fund
		\$47,500-\$66,000		

**Attachment G:
POCD – Frontier Title
Commercial Lease
June-December 2022**

**Attachment H:
Fiscal Year 2023
Annual Plan of Work
DRAFT**



FY2022 (7/1/22 – 6/30/23) Annual Work Plan Pend Oreille Conservation District

For More Information Contact: Alex Case-Cohen, 509-447-1155 or alexcc@pocd.org



Mission of the Pend Oreille Conservation District

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

Values of the Pend Oreille Conservation District

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

Natural Resource Priorities (not ordered by importance)

Forest Health/Wildland-Urban Interface

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

Water Quality/Supply

- *Is this a state and or regional natural resource priority along with being a local priority? Yes*
- *Source of data relied upon to indicate the resource concern: Department of Ecology (2011) Pend Oreille River Temperature Total Maximum Daily Load (TMDL): Water Quality Improvement Report; United States Geological Survey (USGS) National Water Information System along the Little Spokane River and the Pend Oreille River; WRIA 62 Watershed Planning Unit (March 2005) Pend Oreille Watershed Management Plan; WRIA 55/57 Watershed Implementation Team (February 2008) Detailed Implementation Plan: Little and Middle Spokane River Basins, Water Resource Inventory Area 55/57; WDFW Strategy for Protection and Improvement of Native Salmonid Habitat in the Pend Oreille Watershed, WRIA 62 (2007).*
- *Other entities engaged in addressing this resource concern: Pend Oreille County Public Utility District (PUD), USDA Natural Resource Conservation Service (NRCS); Kalispel Tribe of Indians; Pend Oreille County Community Development and Weed Board, Washington State Department of Ecology (DOE), non-governmental organizations (Ducks Unlimited, Trout Unlimited, Audubon Society, etc.) WSU Extension, Whitworth University, Recreation and Conservation Office (RCO).*

Agricultural Land/Soil Preservation, Enhancement and Management

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

Lifelong Education of People on Conservation and Natural Resources

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

Program Areas: Natural Resource Programs

I. Forest Health/Wildland-Urban Interface

Goals:

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

Natural Resource Measurable Result Objective:

- **Refer Pend Oreille County landowners to DNR and NRCS programs and resources**

Programmatic Measurable Result Objective

- **Encourage DNR to attend at least two POCD regular board meetings**
- **Refer landowners to WSU forest health management workshop**
- **Teach Forest Soils course for spring and fall cohorts of WSU Coached Forest Management Planning Course**

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

Goal	Activities for FY2022	Person Responsible	Hours (Days) Required	Grant/Funding Source	Overhead	Estimated Funding
<i>Refer landowners to DNR and NRCS cost share programs and technical resources to address forest health resource concerns</i>	<i>Send technical assistance resources via email, over-the-phone, and in-person. Track response rates on referral spreadsheet</i>	<i>Alex Case-Cohen</i>	<i>16 (2) \$696</i>	<i>IM</i>	<i>\$174 (25%)</i>	<i>\$870.00</i>
		<i>VSP Coordinator</i>	<i>8 (1) \$280</i>		<i>\$70 (25%)</i>	<i>\$350.00</i>
<i>Foster local and regional partnerships, encourage outreach and education</i>	<i>Encourage DNR attendance at 2 board meetings, encourage landowners to attend inter-agency forest health workshop</i>	<i>Alex Case-Cohen</i>	<i>40 (5) \$1,740</i>		<i>\$435 (25%)</i>	<i>\$2,175.00</i>
<i>Data analysis and ground-truth previous BMP implementation</i>	<i>Analyze existing DNR Forest Health Tracking Tool, verify on-the-ground BMP Implementation</i>	<i>Resource Technician</i>	<i>40 (5) (\$800)</i>	<i>VSP</i>	<i>\$200 (25%)</i>	<i>\$1,000.00</i>
		<i>VSP Coordinator</i>	<i>29 (3+) \$1,015</i>		<i>\$253.75 (25%)</i>	<i>\$1,268.75</i>
			Total			\$5,663.75

II. Water Quality

Goals:

- A. Successfully implement water quality best management practices through current water quality grants and programs which include:**
- 1. The Pend Oreille PUD Erosion Control and Cottonwood/Riparian Planting Program**
 - 2. The WSCC Natural Resource Investment Program & new Riparian Enhancement Funding as available**
 - 3. Apply for the Town of Metaline Bank Stabilization/sewer mainline rerouting project along Riverside Avenue. If successful, plan for implementation for Calendar Year 2024 or 2025**
 - 4. The Washington State Department of Ecology Aquatic Invasive Plant Water Quality programs for Bead Lake Eurasian Milfoil Project**
 - 5. Apply for fish screen at Skookum Creek headgate for irrigation canal through the Recreation and Conservation Office (RCO) Salmon Recovery Funding (SRF) Board. If successful, plan for implementation for Calendar Year 2023.**
 - 6. Apply for one Family Forest Fish Passage Program (FFFPP) project. If successful, plan for implementation for Calendar Year 2023.**
- B. Monitor previously implemented water quality protection/enhancement projects Ecology Clean Water/Centennial Grant**

Natural Resource Measurable Result Objective:

- Implementation of 4 shoreline stabilization projects resulting in approximately 500 ft. of stabilization**
- Install at least 1000 feet of fence along Little Spokane River and other at-risk tributaries**
- Apply more bioengineered techniques in bank stabilization projects**

Programmatic Measurable Result Objective

- Submit all required permits for FY2024 shoreline stabilization water quality work**
- Form partnership with Spokane County Conservation District, Department of Ecology, and local landowners to create plan to address Little Spokane River TMDL**
- Survivability and project lifespan monitoring for 20 previously implemented cost share projects dependent upon staff availability**
- Hire and train Riparian Planner to implement projects in FY2024 & 2025**
- Receive funding for FFFPP**
- Receive funding for Town of Metaline Project**

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

Goal	Activities for FY2022	Person Responsible	Hours (Days) Required	Grant/ Funding Source	Overhead	Estimated Funding
<i>Complete all reporting requirements for WQ grants</i>	<i>DOE Clean Water/Centennial and Aquatic Invasives, PUD, NRI, RCO (FFFPP, SRF Board)</i>	<i>Alex Case-Cohen</i>	<i>56 (7) \$2,436</i>	<i>See activities</i>	<i>\$609 (25%)</i>	<i>\$3,045.00</i>
		<i>Riparian Planner</i>	<i>40 (5) \$1,460</i>		<i>\$365 (25%)</i>	<i>\$1,825.00</i>
<i>Successfully implement water quality best management practices through current water quality grants and programs</i>	<i>Complete program outreach, technical/financial assistance, implementation, for all current NRI, PUD, DOE, RCO (FFFPP and SRF Board) funded water quality projects</i>	<i>Alex Case-Cohen</i>	<i>428 (71) \$18,618</i>		<i>\$4,654.50 (25%)</i>	<i>\$23,272.50</i>
		<i>Riparian Planner</i>	<i>1,312 (164) 5+ months \$47,888</i>		<i>\$11,972 (25%)</i>	<i>\$59,860.00</i>
<i>Monitor previously implemented projects</i>	<i>On-site monitoring and reporting created for all ECY, NRI, PUD and IM projects completed since June 2015</i>	<i>Resource Technician</i>	<i>160 (20) \$5,840</i>	<i>DOE CW</i>	<i>\$1,460 (25%)</i>	<i>\$7,300.00</i>
		<i>Riparian Planner</i>	<i>160 (20) \$3,200</i>		<i>\$800</i>	<i>\$4,000.00</i>
		<i>Cecily Van Cleave</i>	<i>144 (18) \$7,200</i>	<i>N/A</i>	<i>\$7,200.00</i>	
<i>Coordinate with local agencies to increase outreach, participation and implementation</i>	<i>Facilitate inter-agency site visit along the Little Spokane River with DOE and Spokane Conservation District, formulate plan for campaign</i>	<i>Alex Case-Cohen</i>	<i>80 (10) \$3,480</i>	<i>Riparian Enhance.</i>	<i>\$870 (25%)</i>	<i>\$4,350.00</i>
		<i>Riparian Planner</i>	<i>80 (10) \$2,920</i>		<i>\$730 (25%)</i>	<i>\$3,650.00</i>
		<i>Cecily Van Cleave</i>	<i>72 (9) \$3,600</i>		<i>N/A</i>	<i>\$3,600.00</i>
<i>Apply for Grants</i>	<i>Determine partners, formulate plan, complete and submit grant applications for FFFPP, Town of Metaline and SRF Board</i>	<i>Alex Case-Cohen</i>	<i>80 (10) \$3,480</i>	<i>IM</i>	<i>\$870</i>	<i>\$4,350.00</i>
		<i>Cecily Van Cleave</i>	<i>200 (25) \$10,000</i>	<i>Riparian Enhance.</i>	<i>N/A</i>	<i>\$10,000.00</i>
					Total	\$132,452.50

III. Agricultural Land/Soil Preservation, Enhancement and Management

Goals:

A. Successfully implement the POC VSP Work Plan

- 1. Program Management**
- 2. Technical Assistance/Farm Planning**
- 3. Implement at least 10 successful cost share projects**
- 4. Outreach and Marketing**
 - **Facilitate at least 3 in-person VSP/Soil Health events**
 - **Create relevant materials (electronic and physical) for distribution to landowners**
- 5. Create Robust Monitoring/Reporting Plan**

B. Establish Sustainable Farms & Fields Program

- 1. Create Roster of Potential Projects**
- 2. Coordinate with VSP Work Group and determine priorities**
- 3. Implement up to 5 cost share projects**

C. Begin Preliminary Planning Phase for Skookum Creek Fish & Farm Enhancement Project

- 1. Apply for SRF Board Funding. If successful, implement FY2024.**
- 2. Coordinate with environmental project manager (PM)**
- 3. Hold stakeholder meetings**
- 4. Potentially apply for final design/implementation funds in April 2023**

Natural Resource Measurable Result Objective:

- **Implementation of individual stewardship plan projects resulting in over 250+ acres of critical area/agricultural intersect protection or enhancement.**
- **Implement Carbon Smart farming on at least 100 acres**

Programmatic Measurable Result Objective

- **Reach all measurable annual goals and benchmarks outlined in the work plan**
- **Complete all reporting requirements**
- **Hire and Train VSP Coordinator**
- **Establish Sustainable Farms & Fields Program**
- **Begin Skookum Creek Fish & Farm Enhancement Project Preliminary Design Phase**

Funding Source(s): WSCC VSP Funds, SFF funds, SRF Board Funds

Goal	Activities for FY2022	Person Responsible	Grant/ Funding Source	Hours (Days) Required	Overhead	Estimated Funding
<i>Successfully implement the POC VSP Work Plan</i>	<i>Program management and work group coordination</i>	<i>Alex Case-Cohen</i>	VSP	152 (19) \$6,612	\$1,653 (25%)	\$8,265.00
		<i>VSP Coordinator</i>		100 (12.5) \$3,500	\$875 (25%)	\$4,375.00
	<i>Technical Assistance/Farm Planning/Cost share Implementation</i>	<i>Alex Case-Cohen</i>		348 (43.5) \$15,138	\$3,784.50 (25%)	\$18,922.50
		<i>VSP Coordinator</i>		224 (28) \$7,840	\$1,960 (25%)	\$9,800.00
	<i>Monitoring/Reporting</i>	<i>Resource Technician</i>		420 (52.5) \$8,400	\$2,100 (25%)	\$10,500.00
		<i>VSP Coordinator</i>		148 (18.5) \$5,180	\$1,295 (25%)	\$6,475.00
<i>Establish the Sustainable Farms & Fields Program</i>	<i>Create roster of potential projects</i>	<i>Alex Case-Cohen</i>	SFF	80 (10) \$3,480	\$870 (25%)	\$4,350.00
	<i>Coordinate with VSP Work Group and determine priorities</i>			24 (3) \$1,044	\$261 (25%)	\$1,305.00
	<i>Implement up to 5 cost share projects</i>	<i>Alex Case-Cohen</i>		96 (12) \$4,176	\$1,044 (25%)	\$5,220.00
		<i>VSP Coordinator</i>		96 (12) \$3,360	\$840 (25%)	\$4,200.00
<i>Complete Preliminary Phase for Skookum Creek Fish & Farm Enhancement Project</i>	<i>Receive funds, coordinate with environmental PM, conduct survey/design work, hold stakeholder meetings, complete preliminary design phase</i>	<i>Alex Case-Cohen</i>	RCO SRF Board	140 (17.5) \$6,090	\$1,522.50	\$7,612.50
		<i>Environmental PM</i>		160 (20) \$16,000	N/A	\$16,000.00
		<i>Engineer</i>		160 (20) \$16,000	N/A	\$16,000.00
				Total		\$113,024.50

IV. Lifelong Education of People on Conservation and Natural Resources

Goals:

- A. Increase natural resource education and opportunities through various outreach events held across the county.**
 - 1. Implement Newport Library Community Garden Implementation & Outreach Plan**
 - 2. Coordinate two Outreach Events on the Pend Oreille River: one at Sandy Shores/Sunnyside Neighborhood and another at a location TBD.**
 - 3. Coordinate at least 3 natural resource outreach events with Stevens County, Spokane, Lincoln and Ferry CDs; WSU Extension; the Lands Council; and/or the Kalispel Tribe of Indians**
 - 4. Host Snow Investigations**
- B. Maintain or improve current social media**
 - 1. Create, edit and post content for Facebook, Instagram, YouTube, and manage the website**
 - 2. Create, edit, design and send out quarterly newsletter**
- C. Attend/table at other county-wide outreach events (POC Fair, Weed Board events, tribal events, etc.)**
- D. Purple Air Quality Monitoring Outreach/Engagement**
 - 1. Partner with Selkirk Alliance for Science to install weather stations at local schools**
- E. Apply for and receive one environmental education grant**

Programmatic Measurable Result Objective

- Engage with over 7,500 users annually through social media platforms**
- Provide technical assistance as requested and track in the TA/CS master spreadsheet or Smartsheets**
- Host 5 Newport Garden events, 3 soil health stewards/VSP/forestry events, 1 Outreach event at Sandy Shores/Sunnyside neighborhood and 1 riparian event at Metaline (or another location TBD).**
- Attend/table at least 3 county-wide events**

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

Goal	Activities for FY2022	Person Responsible	Grant/ Funding Source	Hours (Days) Required	Overhead	Estimated Funding
Increase natural resource education and opportunities through POC schools and existing social media platforms	Implement Newport Library Community Garden Outreach Plan through NACD Urban Ag Grant	Mary Malone	NACD UA	240 (30) \$8,360	\$1,212.20 (14.5%)	\$9,572.20
		Resource Technician		272 (34) \$5,440	\$1,360 (25%)	\$6,800.00
	Host 2 riparian outreach events	Mary Malone	Riparian Enhance./ DOE CW	160 (20) \$6,080	\$881.60 (14.5%)	\$9,572.20
		Riparian Planner		80 (10) \$2,920	\$730 (25%)	\$3,650.00
	Coordinate at least 3 additional natural resource outreach events with partners (2 VSP, 1 SFF)	Mary Malone	VSP/SFF	160 (20) \$6,080	\$881.60 (14.5%)	\$6,961.60
		Riparian Planner		64 (8) \$2,336	\$584 (25%)	\$2,920.00
		VSP Coordinator		104 (13) \$3640	\$910 (25%)	\$4,550.00
		Alex Case-Cohen		48 (6) \$2,088	\$522 (25%)	\$2,610.00
	Snow Investigations at 49 Degrees North	Mary Malone	IM	160 (20) \$6,080	\$881.60 (14.5%)	\$9,572.20
		Riparian Planner		80 (10) \$2,920	\$730 (25%)	\$3,650.00
		VSP Coordinator	80 (10) \$2,800	\$700 (25%)	\$3,500.00	
Continue to expand social media and marketing program	Create, edit and post content on Facebook, YouTube, Instagram, manage website	Lisa	VSP/IM	304 (38) \$11,400	N/A	\$11,400.00
		Mary		40 (5) \$1,520	\$220.40 (14.5%)	\$1,740.40
	Create Content for and send out Quarterly Newsletter	Lisa		56 (7) \$2,100	N/A	\$2,100.00
		Mary		56 (7) \$2,128	\$308.56 (14.5%)	\$2,436.56
Attend/Table at local outreach events	Potential county-wide outreach events include: POC Fair, Weed Board events, hay growers' meetings, 4H, school events, etc.	Mary	VSP/IM	60 (7.5) \$2,280	\$330.60 (14.5%)	\$2,610.60
		Riparian Planner	IM	40 (5) \$1,460	\$365 (25%)	\$1,825.00
		VSP Coordinator	VSP	40 (5) \$1,400	\$350 (25%)	\$1,750.00
Air Quality and Weather Monitoring	Install weather stations at 3 local schools	TBD		80 (10)		\$3,200.00

Write and receive environmental education grant for FY2024-25	Determine partners, formulate plan, complete and submit grant application	Mary	IM	64 (8) \$2,432	\$352.64 (14.5%)	\$2,784.64
					Total	\$93,205.40

Program Areas: District Operations

Goals:

- A. 2021 WSCC CAP compliance requirements met**
- B. Manage Financials and Required Financial Reports**
- C. Have a functioning office with a meeting area for at least 5 Full-Time staff members.**
- D. Complete Archiving Grant**
- E. Update Policy and Procedural Manuals completed and approved by POCD Board**
 - 1. Establish Operations/Procedure Manual**
 - 2. Establish Property Management Plan**
 - 3. Edit/Finalize Personnel Policy/Employee Handbook**
- F. Encourage participation from Metaline Falls and Cusick**
- G. Implement Smartsheets or other reporting and data management program**

Programmatic Measurable Result Objective

- Score at least 13/15 on the WSCC 2021 CAPP checklist by June 30, 2022**
- Meet all financial reporting monthly, quarterly and annual deadlines**
- Implement Smartsheet**

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

Goal	Activities for FY2022	Person Responsible	Grant/ Funding Source	Hours (Days) Required	Overhead	Estimated Funding
2021 WSCC CAPP compliance requirements met	Achieve at least a 13/15 compliance standards	Alex Case-Cohen	IM	240 (30) \$10,440	\$2,610 (25%)	\$13,050.00
Manage Financials and Required Reports	Complete POCD monthly, quarterly and annual financial management checklists	Alex Case-Cohen	VSP/IM	40 (5) \$1,740	\$435 (25%)	\$1,905.00
		Candy Roman		480 (60) \$17,520	\$3,504 (20%)	\$20,533.00
		Dyana James		288 (36) \$10,512	\$1,524.24 (14.5%)	\$12,036.24
Have a functioning office	Facilitate building renovation/renting/moving with assistance from POCD Building Committee	Alex Case-Cohen	IM	120 (15) \$5,220	\$1,305 (25%)	\$6,525.00
		TBD		120 (15)		\$4,200.00
Complete Archiving Grant	Organize and sort archives and create archiving system	Dyana James	SOS Archive	128 (16) \$4,672	\$677.44 (14.5%)	\$5,349.44
		Resource Technician		48 (6) \$960	\$240 (25%)	\$1,200.00
			Total			\$65,798.68



FY2022 Annual Budget

Pend Oreille Conservation District

Fund	Total Allocation/ Funds Available	Staff (includes overhead)	Travel	Maintain District Operations	Project Funding	Supplies/ Utilities & Subscriptions	Contracted Services	Sub-totals
WSCC IM	\$117,853	\$80,398.00	\$3,000	\$15,000	\$0	\$13,755	\$5,700.00	\$117,853.00
POC VSP	\$217,500	\$113,762	\$6,000	\$5,000	\$78,738.30	\$5,000	\$9,000	\$217,410.30
NRI	\$99,927	\$23,251	\$2,400		\$74,276	\$0		\$99,927
DOE Water Quality Aquatic Invasive Program	\$11,122.50	\$1,122.50	\$0		\$10,000.00	\$0		\$11,122.50
PUD Erosion Control – Cottonwood Plantings	\$23,000	\$5,500	\$0		\$17,500			\$23,000.00
Riparian Enhancement	\$150,000	\$70,995.80	\$2,400		\$50,000		\$17,200	\$140,985.80
SFF	\$50,000	\$24,324.48	\$2,400		\$20,000	\$0		\$46,724.48
DOE Clean Water/319	\$56,605.80	\$48,605.80	\$3,000		\$0	\$5,000		\$56,605.80
FFFP	\$10,000	\$8,687.50	\$1,200		\$0			\$9,887.50
SRF Board – Fish Screen	\$35,000	\$14,031.25	\$100		\$19,900			\$34,931.25
SRF Board – SCFFEP	\$40,000	\$6,525	\$1000		\$0		\$32,000	\$39,525.00
Archive Grant	\$5,200	\$5,200	\$0		\$0	\$0		\$5,200.00
NACD UA Grant	\$15,719.37	\$12,869.37	\$600		\$0	\$2,250		15,719.37
SAS Grant?		\$3,200			\$UK	\$UK		\$UK
General Fund	\$156,678.08 **	\$4,376.88	\$1,000	\$4,920		\$3,498	\$60,000	\$82,833.20
Totals	\$986,605.75	\$419,649.58	\$24,000	\$24,920.00	\$304,498.00	\$29,503.00	\$123,900.00	\$890,386.58

**Includes 25% overhead (6,610.67/month for 12 months) and rent from Frontier: (\$725/month for 6 months) and NRCS: (\$500/month for 12 months)

**Attachment I:
Fiscal Year 2023
Annual Operating Budget**

	Staff	Alex	Mary	Candy	Lisa	Dyana	Resource Technician	Riparian Planner	VSP Coordinator	Total*
FY2022	Hourly rate	\$ 43.50	\$ 38.00	\$ 36.50	\$ 37.50	\$ 36.50	\$ 20.00	\$ 36.50	\$ 35.00	
	new average hours per week	40	20	10	7.25	8	30	40	40	
	new average hours per month	173	87	43	31	35	155	173	173	
	salary per month	\$ 7,540.00	\$ 3,293.33	\$ 1,581.67	\$ 1,178.13	\$ 1,265.33	\$ 2,600.00	\$ 6,326.67	\$ 6,066.67	\$ 29,851.79
	overhead amount	25%	14.5%	20%	n/a	14.5%	25.0%	25.0%	25.0%	\$ 1.49
	total new overhead per month	\$ 1,885.00	\$ 477.53	\$ 316.33	n/a	\$ 183.47	\$ 650.00	\$ 1,581.67	\$ 1,516.67	\$ 6,610.67
	New Travel per month	\$ 500.00	\$ 250.00	\$ 250.00	n/a	n/a	\$ 350.00	\$ 500.00	\$ 500.00	\$ 2,350.00
	new travel per year	\$ 6,000.00	\$ 4,000.00	\$ 3,000.00	n/a	n/a	\$ 2,000.00	\$ 6,000.00	\$ 3,000.00	\$ 24,000.00
	New total cost per month	\$ 9,925.00	\$ 4,020.87	\$ 2,148.00	\$ 1,178.13	\$ 1,448.81	\$ 3,600.00	\$ 8,408.33	\$ 8,083.33	\$ 38,812.47
	new total cost per year	\$ 119,100.00	\$ 48,250.40	\$ 25,776.00	\$ 14,137.50	\$ 17,385.68	\$ 21,600.00	\$ 100,900.00	\$ 48,500.00	\$ 395,649.58

	Grants/ Funding Source	IM	VSP	NRI	PUD	SOS Archive Grant	DOE -- BLCWA	NACD UA Grant	DOE Clean Water/319 Grant	Riparian Enhancement	SFF	FFFP	SRF Board Fish Screen	SRF Board -- SCFFEP	General Fund**	Totals	
Funding Sources FY2022	Total Allocation/ Funds Available	\$ 117,853.00	\$ 217,500.00	\$ 99,927.00	\$ 23,000.00	\$ 5,200.00	\$ 11,122.50	\$ 15,719.37	\$ 56,605.80	\$150,000	\$48,000	\$10,000	\$35,000	\$40,000	\$ 156,678.08	\$ 986,605.75	
	Status	Approved	Approved	Approved	Approved	Application Approved	Grant Approved -- need to sign	Grant Approved -- need to sign	Grant Approved -- need to sign	Approved -- To Be Allocated	Approved -- To Be Allocated	In Process	In Process	In Process			
	Start Date	7/1/2022	7/1/2022	7/1/2022	7/1/2022	7/1/2022	7/1/2022	7/1/2022	7/1/2022	7/1/2022	7/1/2022	9/1/2022	9/1/2022	9/1/2022	9/1/2022		
	Staff	\$ 80,398.00	\$ 113,762.00	\$ 23,251.00	\$ 5,500.00	\$ 5,200.00	\$ 1,122.50	\$ 12,869.37	\$ 48,605.80	\$ 70,995.80	\$ 24,324.48	\$ 8,687.50	\$ 14,031.25	\$ 6,525.00	\$ 4,376.88	\$ 419,649.58	
	Cost Share	n/a	\$ 78,738.00	\$ 74,276.00	\$ 17,500.00	n/a	\$ 10,000.00	\$ -	\$ -	\$ 50,000.00	\$ 20,000.00	\$ 19,900.00	\$ -	\$ -	\$ -	\$ 270,414.00	
	Maintain District Operations	\$15,000.00	\$ 5,000.00	n/a	n/a										\$ 4,920.00	\$24,920.00	
	Supplies	\$ 5,000.00	\$ 5,000.00					\$ 2,250.00	\$ 5,000.00	\$ -					\$ 1,350.00	\$ 18,600.00	
	Additional Travel	\$ 3,000.00	\$ 6,000.00	\$ 2,400.00				\$ 600.00	\$ 3,000.00	\$ 2,400.00	\$ 2,400.00	\$ 1,200.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 24,000.00	
	Contracted Services	\$ 5,700.00	\$ 9,000.00							\$ 17,200.00				\$ 32,000.00	\$ 60,000.00	\$ 123,900.00	
	Utilities & Subscriptions	\$ 8,755.00													\$ 2,148.00	\$ 10,903.00	
	Total funds spent	\$ 117,853.00	\$ 217,500.00	\$ 99,927.00	\$ 23,000.00	\$ 5,200.00	\$ 11,122.50	\$ 15,719.37	\$ 56,605.80	\$ 140,595.80	\$ 46,724.48	\$ 9,887.50	\$ 34,931.25	\$ 39,525.00	\$ 73,794.88	\$ 892,386.58	
	Total Funds Remaining	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,404.20	\$ 1,275.52	\$ 112.50	\$ 68.75	\$ 475.00	\$ 82,883.20	\$ 94,219.17

**Includes 25% overhead (6,610.67/month for 12 months) and rent from Frontier: (\$725/month for 6 months); and NRCS: (\$500/month for 12 months)

FY2023 Annual Budget															
CATEGORY	EXPENSE	MONTH												TOTALS	
		7/1/2022	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	6/30/2023	Sub Totals by Item	Sub Totals by Category
Maintain District Operations	Annual Dues & Membership Fees		WACD \$4,100	NACD \$ 800.00			SAO \$ -	Springbrook \$3,000	ENDURIS \$4,500	WCS \$120				\$ -	\$ 12,520.00
	Advertising (includes needs for VSP Outreach)	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 1,200.00	\$ 1,200.00
	Meeting Registration Fees (WADE, NE Area, WACD, Etc.)				\$ 200.00	\$ 2,000.00		\$ 2,000.00			\$ 500.00	\$ 1,500.00	\$ -	\$ 6,200.00	\$ 6,200.00
					NE Area	WACD		WACD Leg Days			WSCC Policy	WADE		\$ -	\$ -
	Trainings					\$500	\$500	\$1,000	\$1,000	\$500	\$500	\$500	\$500	\$ 5,000.00	\$ 5,000.00
Supplies	Outreach Event Supplies	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$ 12,000.00	\$ 12,000.00
	Meeting Light Refreshments	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 600.00	\$ 600.00
	Office & Field Supplies / Equipment	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 6,000.00	\$ 6,000.00
Travel	Staff & Supervisor Travel	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 24,000.00	\$ 24,000.00
Staff	Alex Case-Cohen, POCD Manager	\$ 9,425.00	\$ 9,425.00	\$ 9,425.00	\$ 9,425.00	\$ 9,425.00	\$ 9,425.00	\$ 9,425.00	\$ 9,425.00	\$ 9,425.00	\$ 9,425.00	\$ 9,425.00	\$ 9,425.00	\$ 9,425.00	\$ 113,100.00
	Riparian/Watershed Program Manager	\$ 7,908.33	\$ 7,908.33	\$ 7,908.33	\$ 7,908.33	\$ 7,908.33	\$ 7,908.33	\$ 7,908.33	\$ 7,908.33	\$ 7,908.33	\$ 7,908.33	\$ 7,908.33	\$ 7,908.33	\$ 7,908.33	\$ 94,899.96
	Resource Technician	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00									\$ 16,250.00
	VSP Coordinator							\$ 7,583.00	\$ 7,583.00	\$ 7,583.00	\$ 7,583.00	\$ 7,583.00	\$ 7,583.00	\$ 7,583.00	\$ 45,498.00
	Mary Malone -- POCWB Education & Outreach/ Grant Writing	\$ 4,020.87	\$ 4,020.87	\$ 4,020.87	\$ 4,020.87	\$ 4,020.87	\$ 4,020.87	\$ 4,020.87	\$ 4,020.87	\$ 4,020.87	\$ 4,020.87	\$ 4,020.87	\$ 4,020.87	\$ 4,020.87	\$ 48,250.44
	Candy Roman, FCD - Admin & Bookkeeping	\$ 2,148.00	\$ 2,148.00	\$ 2,148.00	\$ 2,148.00	\$ 2,148.00	\$ 2,148.00	\$ 2,148.00	\$ 2,148.00	\$ 2,148.00	\$ 2,148.00	\$ 2,148.00	\$ 2,148.00	\$ 2,148.00	\$ 25,776.00
	Lisa Alkire -- Website and Social Media Mgmt.	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 14,400.00
Dyana James -- POCWB Admin Assistance	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 16,999.92	
Contracted Services	Building Repairs / Maintenance	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 60,000.00	\$ 60,000.00
	IT Variable Expenses	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 2,400.00	\$ 2,400.00
	IT Fix expenses	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 7,200.00	\$ 7,200.00
	Grant writing/ Smartsheets assistance	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 12,000.00	\$ 12,000.00
	Monitoring -- VSP & WQ	\$ 816.67	\$ 816.67	\$ 816.67	\$ 816.67	\$ 816.67	\$ 816.67	\$ 816.67	\$ 816.67	\$ 816.67	\$ 816.67	\$ 816.67	\$ 816.67	\$ 816.67	\$ 9,800.00
	Engineering/ Environmental PM	\$ 2,666.67	\$ 2,666.67	\$ 2,666.67	\$ 2,666.67	\$ 2,666.67	\$ 2,666.67	\$ 2,666.67	\$ 2,666.67	\$ 2,666.67	\$ 2,666.67	\$ 2,666.67	\$ 2,666.67	\$ 2,666.67	\$ 32,000.04
	GIS mapping set-up/TA	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00								\$ 500.00
Utilities & Subscriptions	Cell Phone+Data Plans	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 4,800.00
	Office Phone / Internet	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 1,680.00	\$ 1,680.00
	Water	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 1,200.00	\$ 1,200.00
	Electric	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 1,800.00
	Smartsheets Prj. Mgmt.							\$ 968.40						\$ 968.40	\$ 968.40
	Amazon Prime(shopping)			\$ 150.00										\$ 150.00	\$ 150.00
	WIX.com Website Editor					\$ 200.00								\$ 200.00	\$ 200.00
	NP Miner / Selkirk Sun											\$ 105.00		\$ 105.00	\$ 105.00
Total Staff Costs		\$ 29,368.86	\$ 29,368.86	\$ 29,368.86	\$ 29,368.86	\$ 29,368.86	\$ 26,118.86	\$ 33,701.86	\$ 33,701.86	\$ 33,701.86	\$ 33,701.86	\$ 33,701.86	\$ 33,701.86	\$ 375,174.32	\$ 375,174.32
Total Other Costs		\$ 14,823.34	\$ 18,923.34	\$ 15,773.34	\$ 15,023.34	\$ 17,523.34	\$ 15,223.34	\$ 21,691.74	\$ 20,223.34	\$ 15,343.34	\$ 15,723.34	\$ 16,828.34	\$ 15,223.34	\$ 202,323.44	\$ 202,323.44
Totals by Month		\$ 44,192.20	\$ 48,292.20	\$ 45,142.20	\$ 44,392.20	\$ 46,892.20	\$ 41,342.20	\$ 55,393.60	\$ 53,925.20	\$ 49,045.20	\$ 49,425.20	\$ 50,530.20	\$ 48,925.20	\$ 577,497.76	\$ 577,497.76

Average Monthly Expenses		\$ 48,124.81
Average Monthly Staff Cost		\$ 31,264.53
Average Monthly Other Costs		\$ 16,860.29
Highest Monthly Total Costs	Jan-23	\$ 55,393.60
Lowest Monthly Total Costs	Nov-22	\$ 41,342.20

**Attachment J:
April 2022
Operations Report**

TREASURER'S REPORT

Fund Totals

Pend Oreille Conservation District

04/01/2022 To: 04/30/2022

Time: 11:19:36 Date: 05/16/2022

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	68,597.14	728.45	3,693.69	65,631.90	1,956.72	-404.10	0.00	67,184.52
080 PUD FY18	263.93	0.00	67.00	196.93	0.00	37.40	0.00	234.33
130 WSCC FY22	3,035.60	11,151.56	5,897.55	8,289.61	2,559.89	783.40	0.00	11,632.90
131 22-38-NRI	38.51	0.00	55.72	-17.21	0.00	54.51	0.00	37.30
240 VSP 2021-2022	-351.26	9,657.37	4,699.28	4,606.83	1,848.18	1,195.79	0.00	7,650.80
241 AGRHIVES	-1,728.85	916.43	1,141.78	-1,954.20	1,141.78	0.00	0.00	-812.42
320 20 PUDECCW	-0.02	0.00	0.00	-0.02	0.00	0.00	0.00	-0.02
510 WQAIIP-2021	96.72	0.00	0.00	96.72	0.00	0.00	0.00	96.72
	69,951.77	22,453.81	15,555.02	76,850.56	7,506.57	1,667.00	0.00	86,024.13

TREASURER'S REPORT

Account Totals

Pend Oreille Conservation District

04/01/2022 To: 04/30/2022

Time: 11:19:36 Date: 05/16/2022
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 Mountain West	412.66	0.00	0.00	412.66	0.00	0.00	412.66
3 PayPal- NRCS	-1,383.07	0.00	0.00	-1,383.07	0.00	0.00	-1,383.07
4 Wash Fed Sav	5,036.75	0.41	0.00	5,037.16	0.00	0.00	5,037.16
5 Wash Fed Ck.	65,885.43	22,453.40	15,555.02	72,783.81	0.00	9,173.57	81,957.38
Total Cash:	69,951.77	22,453.81	15,555.02	76,850.56	0.00	9,173.57	86,024.13
	69,951.77	22,453.81	15,555.02	76,850.56	0.00	9,173.57	86,024.13

TREASURER'S REPORT Outstanding Vouchers

Pend Oreille Conservation District

As Of: 04/30/2022 Date: 05/16/2022
Time: 11:19:36 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	100	04/29/2022	Payroll	5	EFT	Department of Labor & Industries	132.28	1ST Quarter 01/01/2022 - 03/31/2022
2022	116	04/29/2022	Claims	5	EFT	Washington State Department of Revenue	279.27	1Q 2022 Leasehold Return Payment
2022	118	04/22/2022	Claims	5	2205	John Floyd	138.70	Travel Jan/April 2022
2022	119	04/30/2022	Payroll	5	2206	Alexandra Case-Cohen	1,534.72	Alex Case-Cohen 4/1-30/2022
2022	120	04/30/2022	Claims	5	2207	Alex Case-Cohen	161.38	Travel April 2022
2022	136	04/29/2022	Claims	5	2208	Far Corner Communications	450.00	HMG Grant April 2022
2022	140	04/29/2022	Claims	5	2211	Ferry Conservation District	1,321.34	VSP/IMP D.O. April 2022
2022	142	04/29/2022	Claims	5	2212	Pend Oreille County Weed Board	5,155.88	IMP/D.O.- SOS- VSP
							9,173.57	

Fund	Claims	Payroll	Total
001 General Fund	1,956.72	-404.10	1,552.62
080 PUD FY18	0.00	37.40	37.40
130 WSCC FY22	2,559.89	783.40	3,343.29
131 22-38-NRI	0.00	54.51	54.51
240 VSP 2021-2022	1,848.18	1,195.79	3,043.97
241 ACRHIVES	1,141.78	0.00	1,141.78
	7,506.57	1,667.00	9,173.57

TREASURER'S REPORT

Signature Page

Pend Oreille Conservation District

04/01/2022 To: 04/30/2022

Time: 11:19:36 Date: 05/16/2022
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: 11:19:09 Date: 05/16/2022

04/01/2022 To: 04/30/2022

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
99	04/15/2022	Payroll	5	EFT	United States Treasurer	1,056.86	941 Deposit For 03/01/2022 - 03/31/2022
100	04/29/2022	Payroll	5	EFT	Department of Labor & Industries	132.28	1ST Quarter 01/01/2022 - 03/31/2022
101	04/29/2022	Payroll	5	EFT	Employment Security Department	132.25	Unemployment Quarterly Report
103	04/08/2022	Payroll	5	EFT	Department Of Retirement Systems	732.22	03/01/2022 To 03/31/2022 - PERS 2
104	04/08/2022	Payroll	5	EFT	Employment Security Department	58.10	01/01/2022 To 03/31/2022 - FMLA
116	04/29/2022	Claims	5	EFT	Washington State Department of Revenue	279.27	1Q 2022 Leasehold Return Payment
125	04/04/2022	Claims	5	EFT	Verizon Wireless	221.32	IMP D.O April 2022
126	04/19/2022	Claims	5	EFT	City of Newport	123.25	IMP D.O. Water
127	04/11/2022	Claims	5	EFT	Pend Oreille PUD	137.80	IMP D.O April 2022
128	04/02/2022	Claims	5	EFT	IFIBER Communications	138.15	IMP D.O April 2022
129	04/12/2022	Claims	5	EFT	Family Dollar	10.19	IMP D.O. April 2022
130	04/19/2022	Claims	5	EFT	U.S. Postal Service	8.95	IMP D.O. April 2022
133	04/05/2022	Claims	5	EFT	Coursera Inc	41.96	IMP D.O. April 2022
134	04/05/2022	Claims	5	EFT	Lisa Alkire	1,280.00	VSP/IMP D.O.
135	04/05/2022	Claims	5	EFT	Ace Hardware #14204	4.76	IMP D.O. Supplies April 2022
146	04/06/2022	Claims	5	EFT	Amazon.com	18.30	IMP/D.O. Supplies April 2022
147	04/10/2022	Claims	5	EFT	WIX.COM	12.92	WIX Website April 2022/IMP D.O.
102	04/04/2022	Payroll	5	2198	Health Care Authority	904.42	03/01/2022 To 03/31/2022 - Health Care Authority
117	04/15/2022	Payroll	5	2204		1,500.00	April 2022 Mid Month Draw
118	04/22/2022	Claims	5	2205	John Floyd	138.70	Travel Jan/April 2022
119	04/30/2022	Payroll	5	2206		1,534.72	Alex Case-Cohen 4/1-30/2022
120	04/30/2022	Claims	5	2207	Alex Case-Cohen	161.38	Travel April 2022
136	04/29/2022	Claims	5	2208	Far Corner Communications	450.00	HMG Grant April 2022
140	04/29/2022	Claims	5	2211	Ferry Conservation District	1,321.34	VSP/IMP D.O. April 2022
142	04/29/2022	Claims	5	2212	Pend Oreille County Weed Board	5,155.88	IMP/D.O.- SOS- VSP
						3,693.69	
						67.00	
						5,897.55	
						55.72	
						4,699.28	
						1,141.78	
						15,555.02	
						Claims:	9,504.17
						Payroll:	6,050.85

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: 11:19:25 Date: 05/16/2022

04/01/2022 To: 04/30/2022

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
115	04/05/2022	Tr Rec	191040		5	Office of the Secretary of State	916.43	Febraury 2022 #03
121	04/29/2022	Tr Rec	191041		5	WSCC	11,151.56	IMP Fy22-38 March 2022 # 09
123	04/30/2022	Tr Rec	191042		4	Washington Federal	0.41	Savings Interest April 2022
124	04/30/2022	Tr Rec	191043		5	Washington Federal	3.04	Checking Interest April 2022
131	04/21/2022	Tr Rec	191044		5	Pend Oreille County	9,657.37	VSP # 09 March 2022
132	04/05/2022	Tr Rec	191045		5	Frontier Title & Escrow	725.00	Rent April 2022
360 Misc Revenues							728.45	
001 General Fund							728.45	
330 State Generated Revenues							11,151.56	
130 WSCC FY22							11,151.56	
330 State Generated Revenues							9,657.37	
240 VSP 2021-2022							9,657.37	
330 State Generated Revenues							916.43	
241 ACRHIVES							916.43	
							22,453.81	

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

Signature & Title

Date

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 11:03:39 Date: 05/16/2022

04/01/2022 To: 04/30/2022

Page: 1

5 Wash Fed Ck.

Date	Balance Forward	76,843.41
04/05/2022		1,641.43
04/21/2022		9,657.37
04/29/2022		11,151.56
04/30/2022		3.04
	Total Credits:	22,453.40

Year	Trans#	Date	Type	Chk#	Vendor	
2022	97	03/31/2022	Payroll	2196	Alexandra Case-Cohen	1,530.14
2022	98	03/31/2022	Claims	2197	Alex Case-Cohen	995.85
2022	105	03/31/2022	Claims	2199	Ferry Conservation District	1,927.33
2022	106	03/31/2022	Claims	2200	Far Corner Communications	225.00
2022	109	03/31/2022	Claims	2201	Exbabylon	436.19
2022	110	03/31/2022	Claims	2202	Mike Mumford	561.28
2022	114	03/31/2022	Claims	2203	Pend Oreille County Weed Board	5,282.19
2022	128	04/02/2022	Claims		IFIBER Communications	138.15
2022	102	04/04/2022	Payroll	2198	Health Care Authority	904.42
2022	125	04/04/2022	Claims		Verizon Wireless	221.32
2022	133	04/05/2022	Claims		Coursera Inc	41.96
2022	134	04/05/2022	Claims		Lisa Alkire	1,280.00
2022	135	04/05/2022	Claims		Ace Hardware #14204	4.76
2022	146	04/06/2022	Claims		Amazon.com	18.30
2022	103	04/08/2022	Payroll		Department Of Retirement Systems	732.22
2022	104	04/08/2022	Payroll		Employment Security Department	58.10
2022	147	04/10/2022	Claims		WIX.COM	12.92
2022	127	04/11/2022	Claims		Pend Oreille PUD	137.80
2022	129	04/12/2022	Claims		Family Dollar	10.19
2022	99	04/15/2022	Payroll		United States Treasurer	1,056.86
2022	117	04/15/2022	Payroll	2204	Alexandra Case-Cohen	1,500.00
2022	126	04/19/2022	Claims		City of Newport	123.25
2022	130	04/19/2022	Claims		U.S. Postal Service	8.95
2022	101	04/29/2022	Payroll		Employment Security Department	132.25

Total Debits: 17,339.43

Reconciled Bank Balance: 81,957.38

Outstanding Credits:

2022	100	04/29/2022	Payroll		Department of Labor & Industries	132.28
2022	116	04/29/2022	Claims		Washington State Department of Revenue	279.27
2022	118	04/22/2022	Claims	2205	Floyd, John	138.70
2022	119	04/30/2022	Payroll	2206	Case-Cohen, Alexandra Loree	1,534.72
2022	120	04/30/2022	Claims	2207	Case-Cohen, Alex	161.38
2022	136	04/29/2022	Claims	2208	Far Corner Communications	450.00
2022	140	04/29/2022	Claims	2211	Ferry Conservation District	1,321.34
2022	142	04/29/2022	Claims	2212	Pend Oreille County Weed Board	5,155.88

Outstanding Debits: 9,173.57

Reconciled Book Balance: 72,783.81

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



Statement of Account

PAGE 1 OF 4

Statement End Date April 30, 2022
 Statement Begin Date April 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

33906 *

Add 2% cashback
 to your grocery list.



Receive 2% on qualified gas,
 grocery, and pharmacy purchases
 as an automatic statement credit.
 Plus, earn 1% cashback on all
 qualified purchases with your
 WaFd Bank Credit Card.
 Apply today.

Subject
 to credit
 approval



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 04/01/2022 0.050%
 Interest Earned/Accrued this Cycle \$3.04
 Number of Days in this Cycle 30
 Date Interest Posted 04-30-2022
 Year-to-Date Interest Paid \$10.79

Beginning Balance \$76,843.41
 Interest Earned This Period +3.04
 Deposits and Credits +22,450.36
 Checks Paid -13,362.40
 ATM, Electronic and Debit Card Withdrawals -3,977.03
 Other Transactions -0.00
 Ending Balance \$81,957.38

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

Interest Earned This Period

Date	Description	Amount
04-30	Credit Interest	3.04
Total Interest Earned This Period		3.04

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 April 30, 2022
Statement Begin Date April 1, 2022
Account Number 62763959434

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

Deposits and Credits

Table with 3 columns: Date, Description, Amount. Rows include External Deposit WA ST SECRETARY 0850220330CG04100000 - VENDOR PAY 118228! (916.43), Deposit (725.00), Deposit (9,657.37), External Deposit WA ST SCC 4710220427GP03400000 - VENDOR PAY 174048! (11,151.56), and Total Deposits and Credits (22,450.36).



Checks Paid

Table with 6 columns: Number, Date, Amount, Number, Date, Amount. Rows list check numbers 2196-2200 and 2201-2204 with dates and amounts, totaling \$13,362.40.

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

ATM, Electronic and Debit Card Withdrawals

Table with 3 columns: Date, Description, Amount. Rows list various withdrawals including POS Signature Purchases and External Withdrawals with dates and amounts, totaling 1,056.86.



Statement of Account

Statement End Date PAGE 3 OF 4
April 30, 2022
Statement Begin Date April 1, 2022
Account Number 62763959434

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

Date	Description	Amount
04-19	External Withdrawal CITY OF NEWPORT COLLECT:1077577721 - CITY OF NE C2E17D2100683	123.25
04-20	POS Signature Purchase USPS PO 5458660756 NEWPORT WAUS Card #9903	8.95
04-29	External Withdrawal STATE OF WA-ESD NOT USED - ESD ACH 6 ESD WA UI-TAX	132.25
Total ATM, Electronic and Debit Card Withdrawals		3,977.03



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

2196

03/31/2022

PAY TO THE ORDER OF: Alexandra Loree Case-Cohen

\$ *****1,530.14

One Thousand Five Hundred Thirty and 14/100

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

MEMO: Alex Case-Cohen March 2022

MP/IMP

MP/IMP

#002196# #325070980# 62763959434#

Check 2196 Date 04/04/2022 Amount \$1,530.14

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

2201

03/31/2022

PAY TO THE ORDER OF: Exbablyon

\$ *****436.19

Four Hundred Thirty Six and 19/100

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

MEMO: IMP/D.O. Prof Service IT March 2022

MP/IMP

MP/IMP

#002201# #325070980# 62763959434#

Check 2201 Date 04/25/2022 Amount \$436.19

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

2197

03/31/2022

PAY TO THE ORDER OF: Alex Case-Cohen

\$ *****995.65

Five Hundred Ninety Five and 85/100

Alex Case-Cohen
Newport, WA 99156

MEMO: March 2022 Travel VSP/IMP

MP/IMP

MP/IMP

#002197# #325070980# 62763959434#

Check 2197 Date 04/04/2022 Amount \$995.85

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

2202

03/31/2022

PAY TO THE ORDER OF: Mike Mumford

\$ *****561.28

Five Hundred Sixty One and 28/100

Mike Mumford
331231 HWY 2
Newport, WA 99156

MEMO: IMP/D.O. Supplies And Hotel Cost For Mike

MP/IMP

MP/IMP

#002202# #325070980# 62763959434#

Check 2202 Date 04/26/2022 Amount \$561.28

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

2198

04/04/2022

PAY TO THE ORDER OF: Health Care Authority

\$ *****904.42

Nine Hundred Four and 42/100

Health Care Authority
PO Box 42657
Seattle, WA 98124-5565

MEMO: 03/01/2022 To 03/31/2022 - Health Care Authority

MP/IMP

MP/IMP

#002198# #325070980# 62763959434#

Check 2198 Date 04/20/2022 Amount \$904.42

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

2203

03/31/2022

PAY TO THE ORDER OF: Pend Oreille County Weed Board

\$ *****5,282.19

Five Thousand Two Hundred Eighty Two and 19/100

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

MEMO: VSP/admin-outreach IMP/D.O. March 2022

MP/IMP

MP/IMP

#002203# #325070980# 62763959434#

Check 2203 Date 04/22/2022 Amount \$5,282.19

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

2199

03/31/2022

PAY TO THE ORDER OF: Ferry Conservation District

\$ *****1,927.33

One Thousand Nine Hundred Twenty Seven and 33/100

Ferry Conservation District
PO BOX 1045
Republic, WA 99166

MEMO: VSP/IMP March 2022 Shared Employee

MP/IMP

MP/IMP

#002199# #325070980# 62763959434#

Check 2199 Date 04/26/2022 Amount \$1,927.33

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

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

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

2204

04/15/2022

PAY TO THE ORDER OF: Alexandra Loree Case-Cohen

\$ *****1,500.00

One Thousand Five Hundred and 00/100

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

MEMO: April 2022 Mid Month Draw

MP/IMP

MP/IMP

#002204# #325070980# 62763959434#

Check 2204 Date 04/18/2022 Amount \$1,500.00

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

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

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

2200

03/31/2022

PAY TO THE ORDER OF: Far Corner Communications

\$ *****225.00

Two Hundred Twenty Five and 00/100

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

MEMO: IMP/HMGP March 2022

MP/IMP

MP/IMP

#002200# #325070980# 62763959434#

Check 2200 Date 04/19/2022 Amount \$225.00



BANK RECONCILIATION

Pend Oreille Conservation District

Time: 11:05:37 Date: 05/04/2022

04/01/2022 To: 04/30/2022

Page: 1

4 Wash Fed Sav

Date	Balance Forward	5,036.75
04/30/2022		0.41
	Total Credits:	0.41

Year	Trans#	Date	Type	Chk#	Vendor	
					Total Debits:	0.00
					Reconciled Bank Balance:	5,037.16
					Outstanding Credits:	
					Outstanding Debits:	
					Reconciled Book Balance:	5,037.16

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 April 30, 2022
 Statement Begin Date April 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

33907 *

Add 2% cashback
 to your grocery list.



Receive 2% on qualified gas,
 grocery, and pharmacy purchases
 as an automatic statement credit.
 Plus, earn 1% cashback on all
 qualified purchases with your
 WaFd Bank Credit Card.

Apply today.

Subject
 to credit
 approval



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

Business Savings Summary - # 62763959483

Annual Percentage Yield Earned for this Statement Period	0.099%
Interest Rate Effective 04/01/2022	0.100%
Interest Earned/Accrued this Cycle	\$0.41
Number of Days in this Cycle	30
Date Interest Posted	04-30-2022
Year-to-Date Interest Paid	\$1.66

Beginning Balance	\$5,036.75
Interest Earned This Period	+0.41
Ending Balance	\$5,037.16

Interest Earned This Period

Date	Description	Amount
04-30	Credit Interest	0.41
Total Interest Earned This Period		0.41

Employee Accrual Cost

Pend Oreille Conservation Dis

Time: 09:36:53 Date: 05/04/2022

As Of: 04/30/2022

Page: 1

Case-Cohen, Alexandra Loree	Beginning	Earned	Used	Ending	Rate	Cost
Vacation	93.00	8.00	8.00	93.00	39.10	3,636.30
Sick Pay	77.00	8.00	8.00	77.00	39.10	3,010.70
				170.00		6,647.00
				Report Total:	170.00	6,647.00

April 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 May 4th paid on May 9th.

All Quarterly reports and payments, L&I, Employment security, FLMA, 941 If Due. Did all reports for 1st Quarter of 2022.

Transfer reports and grant information to shared drive.

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

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

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

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

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

Attachment K
April 2022
Operations Report



Pend Oreille Conservation District
Operations Report
April 2022

OPERATIONS UPDATE

- **Building Maintenance** – Not much has happened for the building this year; Frontier Title requested that we purchase a heating and cooling system for them to deal with the warmer months. I requested \$9,000 from the surplus funds from the WSCC to cover most of this expense. We have much to discuss at our June board meeting about the building and will need to approve the FY2023 Building Management Plan at May's postponed board meeting.
- **Staffing** – We've hired a temporary part-time resource technician. His name is Corey Brenner and his first day with the District was May 9th. We're excited to have him on board. He will help us with soil health sample collection in May and other VSP-related monitoring tasks through the rest of the field season
- **State Auditor's Office Annual Report** – Randy and I will need to review the annual report before we submit. The annual report is due May 30th.
- **Budget** – We will have a completed budget for the June 2022 meeting.
- **ExBabylon/IT** – ExBabylon has helped us to set up a new account for our new employee, Corey Brenner.

PROGRAMS

1.) WSCC Implementation Funding Activity: We have used up much of our IM funds, though we are still on budget for the FY. Using Hazard Mitigation funds and IM will help to alleviate some of the Task 1 expenses

2.) WSCC Natural Resource Investments Funding Activity:

We held our inter-agency site visit with Department of Ecology and Fish and Wildlife; they had some issues with the extent of the Boyce/Ricco project; I planned an inter-agency meeting to discuss how to move forward with engineering our bank stabilization site plans since they are not a fan of using too much rock. Unfortunately, I have not heard back from them. Hopefully we can schedule something in June.

3.) POPUD Erosion Control and Cottonwood Funding:

During our inter-agency site visit, the habitat biologist for WDFW and representatives from DOE expressed significant concerns with the Nicholas project. As such, we have decided to withdraw this application. We may instead propose a SRF board project where we remove the bulkhead entirely. Will keep you posted! As such, we now have 3 potential erosion control projects though our number of cottonwood projects is undetermined at this time.

4.) WSCC Professional Engineering Funding Activity:

There are 3 bank stabilization site visits scheduled for May; however, since we are unsure what direction the regulating agencies (DOE and WDFW) want us to go, we have put a hold on any potential projects until we know what they expect from our site plans. In addition, we received double our normal budget for engineering in this year's legislative session. This means that we may have adequate funds to complete a preliminary design for the Metaline project.

5.) POC Voluntary Stewardship Implementation Funding Activity:

- **Program Management:** the program management class has been extremely informative and helpful. Our last class is May 21st and after that class, I'll have my Program Management Certificate and a wealth of knowledge to help me manage the entire lifecycle of District programs.
- **Outreach:** Hank Jones and I presented at the 2022 Eastern Washington Riparian Symposium about managing Reed Canary Grass. I led a work session during lunch to discuss RCG management. Hank and I believe we have an effective plan moving forward to eradicate RCG at the Calispell Duck Club.
- **Monitoring:** In May, we will complete our Soil Health Sampling. In total, we will collect samples from at least 20 sites.

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

We need to sign a contract with DOE for this grant. I'll also need to secure an MOA or contract with Aquatechnex to ensure they do not go over budget.

7.) Secretary of State Archives Grant

Dyana continues to work hard on going through our extensive backlog of archives. We may need to hire a professional shredder.

8.) Grant Applications

- **Salmon Recovery Funding (SRF) Board Irrigation Efficiencies Grant Application:** We submitted our applications on April 29th. We will meet with Danny Didricksen with WDFW on May 11th to learn more about fish screen options for the headgate of the canal and will meet with RCO representatives and other agency personnel (Kalispel Tribe, WDFW, USFS, etc.) to learn more about what is required to successfully submit our completed application by the end of June 2022.
- **NACD Urban Ag Grant:** Our application was approved! We will need to sign an MOA at our next meeting. Mary and Corey will then build a garden and commence with their outreach and engagement plan.
- **Ecology Water Quality Combined Funding:** No new news on this application; I will keep the board posted as I learn more.
- **FEMA Hazard Mitigation Grant Program:** I submitted a completed application for the HMGP grant on April 14th, 2022.

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:

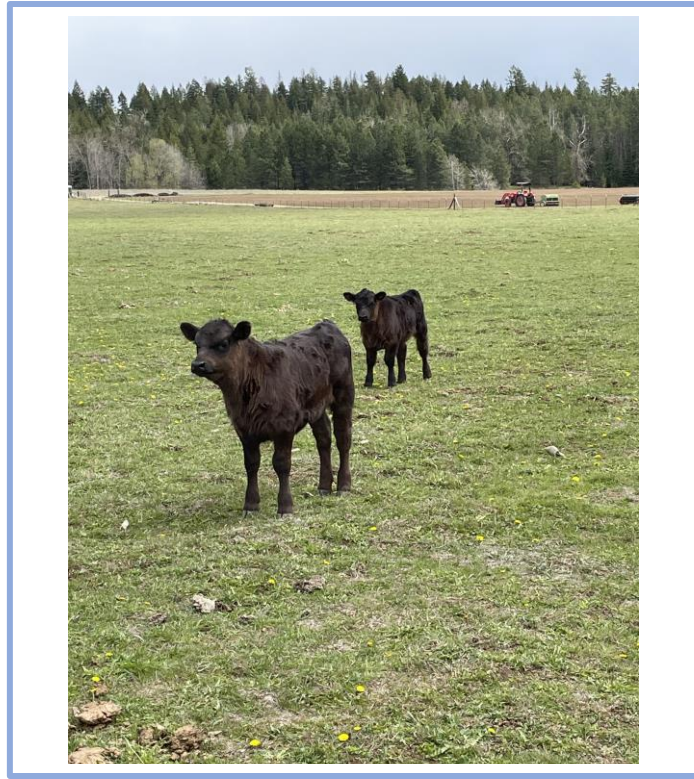
- **Add discussion of possible change of board meeting date/time to May meeting agenda:** We will decide a potential meeting time at our May 24th meeting. My proposal is the 3rd Tuesday of the month.
- **Set up interview with resource tech applicant for Friday, April 22, between 1-3 p.m.:** He has been interviewed and hired. His first day was May 9th.
- **Look at Frontier Title's office space:** Will be completed on May 17th.
- **Find out more about Sunvek Warranty/Guarantee (what does "material warranty if any" mean); Breakdown of labor and materials. Look at some of the buildings that have been done:** Please see attachments. We will have John Skoog present at our next regular board meeting.
- **Set special meeting on April 29, 10 a.m., to discuss annual plan and potential hire:** completed.

FUTURE DATES

- May 28th – Soil Health Stewards field day at Ramstead Ranch
- May 30th – SAO Annual Report Due
- May 30th – Memorial Day
- May 31st – Annual Report due to WSCC
- June 13th – 15th - WADE
- June 21st – proposed next regular board meeting

District Manager _____ Date _____

Mary's Report for April, 2022



What Mary has been up to:

- Snow investigation on Mt. Spokane
- Hazard Mitigation Grant for Metaline
- Salmon Recovery Funding meetings
- Forest Legacy
- Newport Community Garden
- Designed new business cards
- Site Visits/Tour of river sites with ecology & Dept. of Fish & Wildlife
- Soil Health Stewards YouTube
- Newsletter
- Online class – Writing about Research for Impact and Influence
- Board Meeting/Minutes
- Website Updates
- Staff Meetings, Office Work, Office Cleaning, etc.

Tour of future bank stabilization project sites with DOE and Fish & Wildlife



Designed New Business Cards



ALEX CASE-COHEN
DISTRICT MANAGER
PEND OREILLE CONSERVATION DISTRICT

Working together with our community to protect and enhance natural resources

ALEX CASE-COHEN
DISTRICT MANAGER


-  ALEXCC@POCD.ORG
-  509-447-1155 (OFFICE)
-  509-671-5085 (CELL)
-  121 N WASHINGTON AVE, NEWPORT WA
-  WWW.POCD.ORG





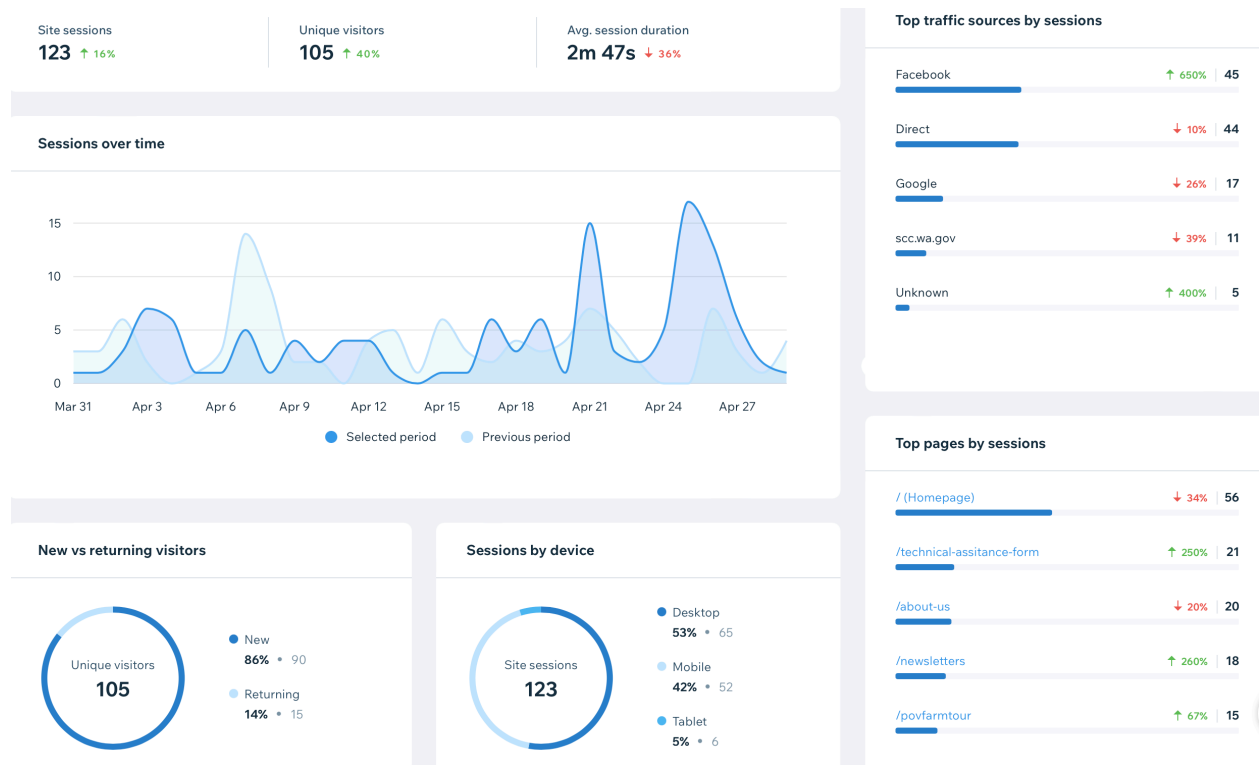
MARY MALONE
EDUCATION AND OUTREACH



<p>PEND OREILLE CONSERVATION DISTRICT</p> <ul style="list-style-type: none">  MMALONE@POCD.ORG  509-447-1155 (OFFICE)  509-671-3110 (CELL)  121 N WASHINGTON AVE, NEWPORT WA  WWW.POCD.ORG 	<p>PEND OREILLE COUNTY NOXIOUS WEED BOARD</p> <ul style="list-style-type: none">  MMALONE@PENDOREILLE.ORG  509-447-6451 (OFFICE)  509-671-3110 (CELL)  227B SOUTH GARDEN AVE, NEWPORT  WWW.PENDOREILLE.ORG/WEEDBOARD
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Thank You

April 2022 Alkire Collab Report



Top traffic sources from Facebook is up! The technical assistance form is our second most popular page! Which is a WIN! 5 new people filled out the technical assistance form in the month of April. (I'll let Alex expound on the details because I can't see the content of those messages from here since they go to the admin email.)

Also, excited to see the newsletter page being frequented this last month with our release as well.

The POV Farm Tour is still being circulated well within the Facebook groups we've become a part of!

[View this email in your browser](#)

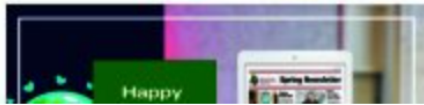


Happy Earth Day from the Pend Oreille Conservation District!

We hope you enjoy our Winter 2022 Newsletter.

By 1996, Earth Day had gone global and, today, the official Earth Day Network collaborates with more than 17,000 partners and organizations in 174 countries. According to EDN, more than 1 billion people are involved in Earth Day activities, making it "the largest secular civic event in the world."

It is our honor and privilege to serve this abundant land, working with stewards like yourselves to ensure that we conserve and protect our ample natural resources for the benefit of our children, our children's children, and the wildlife that also calls this place home.



Completed Campaign • Apr 22

Newsletter (copy 03)

81 Recipients

Open Rate **61.7%**

Clicks Per Unique Open **32.0%**

Successful Deliveries **81**

Total Opens **80**

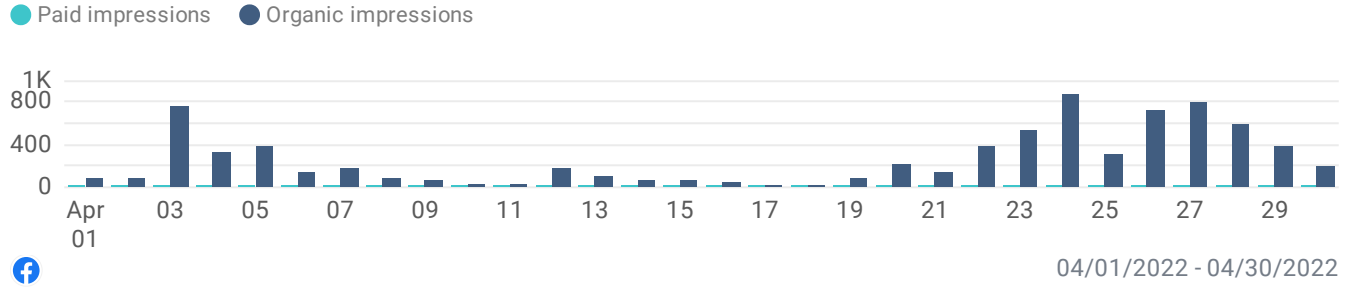
Newsletter went out to 81 Recipients. 61% of them opened the file and 32% of them clicked the link to open the newsletter! "Total opens" reflects the amount the 32% of them continued to open it either by forwarding it to someone not on our original list or opened it again for themselves

Page 1: General overview

Date period

04/01/2022 - 04/30/2022
Duration: 30 days

Reach broken down by type



Page views
100

Page clicks
369

Likes
167

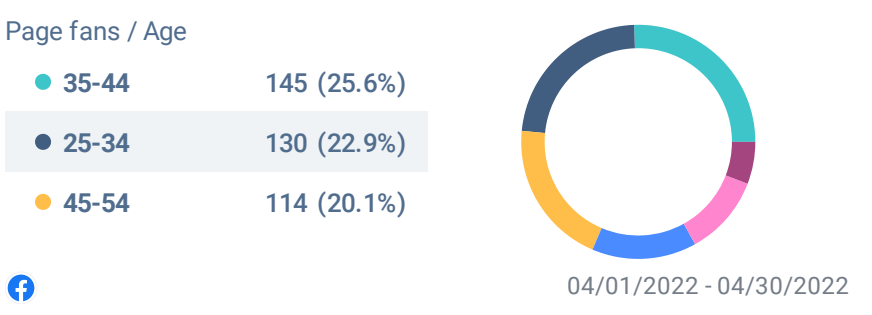
Reach
6,770

Audience Location

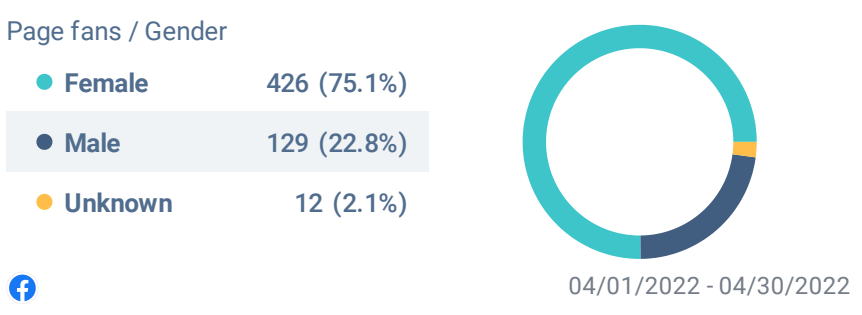
City	Reach
Newport, WA	1,705
Spokane, WA	483
Elk, WA	334
Ione, WA	273
Colville, WA	265
Usk, WA	213
Cusick, WA	184
Metaline Falls, WA	144
Spokane Valley, WA	135
Priest River, ID	135



Brakedown of fans by age

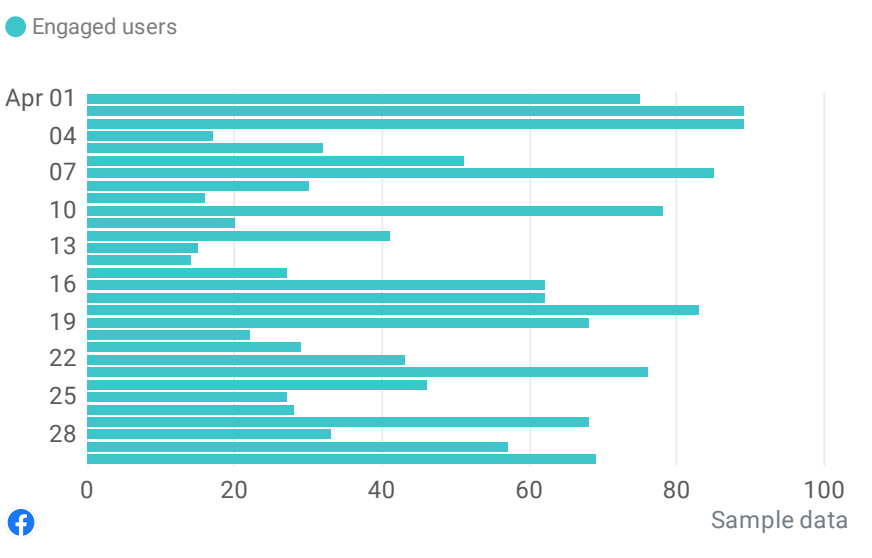


Brakedown of fans by gender



Page 3: Posts analysis

Most Engaging Content Type



Posts reactions

Post like	126
Love	65
Wow	73
Haha	57
Sorry	86
Anger	95

Sample data



Post performance

Message: Can your home can survive a wildfire? Your home's ignition risk is determined by its immediate surroundings or its "Home Ignition Zone."...

Post impressions	Post clicks	Post like	Post shares
1,467	66	23	10

Message: Hey local producers! Wanna put your farm products in a tri county buyers guide? This guide is totally free! The Stevens, Ferry and...

Post impressions	Post clicks	Post like	Post shares
1,033	60	27	5

Message: NOW HIRING! Share this post to get the word out! POCD is hiring a seasonal resource technician to support our urban and rural agricultur...

Post impressions	Post clicks	Post like	Post shares
522	25	4	4

Message: Help a local farmer out by sharing this post! The Pend Oreille Valley Farm Tour was created to help get the word out about the...

Post impressions	Post clicks	Post like	Post shares
520	33	21	7

04/01/2022 - 04/30/2022

April 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 May 4th paid on May 9th.

All Quarterly reports and payments, L&I, Employment security, FLMA, 941 If Due. Did all reports for 1st Quarter of 2022.

Transfer reports and grant information to shared drive.

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

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

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

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

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

Dyana James: Deliverables for April, 2022

- WA State Archives Grant
 - Box up files for archive/retention
 - Destroy documents
 - Recycle toner/cardboard
 - Clean upstairs
- Scan documents into monthly invoice and receipt efolders
- Match up vouchers with invoices and check stubs
- File paper documents
- Create new grant and program folders as needed
- Pick up mail from Post Office, scan and efile invoices received
- Take check(s) to bank for deposit, scan and efile deposit receipt(s)
- Pick up supplies



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Enjoy!

Dyana James

IM Fiscal Year 2022 Budget Analysis

IM Budget May - June 30, 2022		Funds Available: \$21,100.95	
Funding For:	Task	Monthly Rate	Rest of FY total
Staff Time	Admin Tasks (Alex)	\$ 1,000.00	\$ 2,000.00
	Water Quality Tasks (Alex)	\$ 1,000.00	\$ 2,000.00
	Admin Tasks (Dyana)	\$ 500.00	\$ 1,000.00
	Admin/Financials (Candy)	\$ 1,000.00	\$ 2,000.00
	Mary (Outreach/TA)	\$ 1,800.00	\$ 3,600.00
	Lisa (Outreach/Education)	\$ 550.00	\$ 1,100.00
Other Expenses	Travel	\$ 500.00	\$ 1,000.00
	Meetings light refreshments (Mar-June)	\$ 20.00	\$ 40.00
	Building Repairs/Maintenance	\$ 200.00	\$ 400.00
	IT & Variable Expenses	\$ 400.00	\$ 800.00
	Office/Field Supplies	\$ 285.00	\$ 570.00
	Contracted Services	\$ 250.00	\$ 500.00
	Subscriptions	\$ 700.00	\$ 1,400.00
	Total	\$ 6,255.00	\$ 16,410.00

Remaining IM Funds	\$21,100.95
FY Expense Estimates (Other Expenses)	\$ 3,710.00
Staff Time	\$ 12,700.00
Available Balance	\$ 4,690.95

VSP Budget May 1 - June 30, 2022

Table 1			
Remaining VSP Funds:		\$46,056.17	
Funding For:	Task	Monthly Rate	Rest of Biennium total
Pend Oreille Conservation District	Outreach (Lisa)	\$ 600.00	\$ 1,200.00
	Technical Assistance (Alex)	\$ 1,000.00	\$ 2,000.00
	Technical Assistance/Education (Mary)	\$ 1,815.00	\$ 3,630.00
	Admin & Finance (Candy & Dyana)	\$ 1,300.00	\$ 2,600.00
	Program/Grant Management (Alex)	\$ 1,000.00	\$ 2,000.00
	New Intern (beginning May 1st)	\$ 2,500.00	\$ 5,000.00
	Travel	\$ 1,000.00	\$ 2,000.00
	Implementation Advertising/Supplies	\$ 200.00	\$ 400.00
	POC GIS Help	\$ 262.00	\$ 524.00
	Total		\$ 9,677.00

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

Table 3	
Remaining VSP Funds (Funds to be Spent)	\$46,056.17
Expense Estimates (Travel, Advertising/Supplies, GIS Help)	\$ 2,924.00
Staff Time	\$ 16,430.00
Cost Share Allocation	\$ 15,000.00
Monitoring Funds	\$ 5,000.00
Buffer Funds	\$6,702.17