



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

Meeting Start – 5:00 PM

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

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

New Business

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

Old Business

Alex Case-Cohen, NRI Potential Project Update –

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

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

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

Meeting Adjourned: 5:45



Alex Case-Cohen, POCD District Manager



George Stuiyenga, POCD Board Chair



BOARD MEETING PACKET

January 27th, 2022

- Attachment A: POCD Special Board Meeting AGENDA – January 27th, 2022
- Attachment B: POCD NACD Urban Ag Conservation Grant Proposal DRAFT
- Attachment C: POCD NACD Urban Ag Conservation Grant Proposed Budget DRAFT
- Attachment D: NACD Urban Ag Conservation Request for Proposals
- Attachment E: December 2021 Treasurer's Report



Pend Oreille Conservation District
Special Board Meeting AGENDA: January 27th, 2022
Attachment A

In accordance with the Proclamation by the Governor 20-28 Open Public Meetings Act this meeting is being held via Zoom and teleconference ONLY. The public is invited to call in.

GoTo Meeting Information
POCD Special Board Meeting
Thursday, January 27th, 2022 5:00 PM to 5:50 PM
Meeting link - <https://global.gotomeeting.com/join/302082853>
United States: +1 (408) 650-3123/One-touch: tel:+14086503123,,302082853#
Access Code: 302-082-853

Time: 5:00 p.m. – 5:50 p.m.

More info: www.pocd.org

Start Time	Agenda Items	Item Detail	Attachments	Duration
5:00 PM	Call to Order	<i>George Stuivenga, Board Chair</i>		5 Minutes
5:05 PM	Introductions and Review of Current Agenda		A	5 Minutes
5:10 PM	Action Item: Review & Approve NACD Urban Ag Grant Proposal	<i>Mary Malone, POCWB</i> <i>Alex Case-Cohen, POCD</i>	B, C, D	20 Minutes
5:30 PM	Discussion: NRI Potential Project Update	<i>Alex Case-Cohen, POCD</i>		10 Minutes
5:40 PM	Action Item: Approve December 2021 Treasurer's Report	<i>Alex Case-Cohen, POCD</i> <i>Randall Leestma, Treasurer</i>	E	10 Minutes
5:50 PM	Adjourn			

Attachment A
Special Board Meeting
Agenda
January 27th, 2022

Attachment B
POCD NACD
Urban Ag Conservation
Grant Proposal DRAFT

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.

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 the and provide the information to the Washington State Conservation Commission's education committee for their 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 C
POCD NACD
Urban Ag Conservation
Proposed Budget

Program	Task	Sub Task	Sub Task Detail	April	May	June	July	August	September	October	November	Total Per Sub Task (hours/ weeks/ mileage)	Who	Rate (Hourly Comp. & mileage)	Total Cost Per Task	Cost estimate by Task				
Newport Library Community Garden																				
	1 - Install & Maintain Garden																			
		Actual Project Implementation																		
		Materials (Irrigation, tools, soil, etc)														50	N/A	\$50.00	\$ 2,500.00	\$ 7,433.88
		Project Implementation Support																		
		Garden Installation														8	Mary	\$ 35.37	\$ 2,263.68	
		Staff Training														8	Intern	\$ 20.00	\$ 1,600.00	
		Staff Training														10	N/A	\$ 25.00	\$ 1,000.00	
		Total Units for Task 1														50	units			
		Total Hours for Task 1														144	hours			
		Total Travel per task 1														120	mileage	\$ 0.585	\$ 70.20	
	2 -- Outreach & Education																			
		Speakers																		
		Speaker Travel, compensation														2	TBD	\$ 25.00	\$ 200.00	
		Logistics																		
		Student Field Trip (renting buses, etc.)														1		\$300	\$ 1,200.00	
		Materials																		
		Flyers, water, light snacks														1	N/A	\$100.00	\$ 500.00	
		Outreach & Education Support																		
		Coordinating monthly educational events, on-going support for project implementation														8	Mary	\$ 35.37	\$ 5,659.20	
																10	Intern	\$ 20.00	\$ 4,200.00	
		Total Hours for Task 2														210	hours			
		Total Travel per task 2														378	mileage	\$ 0.585	\$ 257.40	
	3 -- Administration																			
		Bookkeeping																		
		Billing/Vouchering														2	Candy	\$ 36.50	\$ 730.00	
		Reporting																		
		Quarterly Reporting														3	Alex	\$ 39.36	\$ 354.24	
		Final Report														6	Mary	\$ 35.37	\$ 424.44	
		Total Hours for Task 3														41				
	Total Hours															568				\$ 20,959.16
	Total Travel																			

Task	Total Amount	% of total grant requested	Funded by NACD (75%)	Proposed non-federal match (25%)
Total implementation staff time	\$ 13,922.88	66%	\$ 10,442.16	\$ 3,480.72
Training/Travel	\$ 2,527.60	12%	\$ 1,895.70	\$ 631.90
Supplies/ Equipment	\$ 3,000.00	14%	\$ 2,250.00	\$ 750.00
Admin	\$ 1,508.68	7%	\$ 1,131.51	\$ 377.17
Total	\$ 20,959.16	100%	\$ 15,719.37	\$ 5,239.79

Attachment D
NACD
Urban Ag Conservation
Request for Proposals



National Association of Conservation Districts

Request for Grant Proposals (RFP) Urban Agriculture Conservation Grants - FY2022

Program Background

The National Association of Conservation Districts (NACD) and the Natural Resources Conservation Service (NRCS) are proud partners in support of the Urban Agriculture Conservation (UAC) Grant Initiative. Since 2016, the Initiative has provided approximately \$5.6 million in competitive grants in support of over 122 projects. More information about the program is [available online](#).

NACD will again award up to \$900,000 in grants to conservation districts in Fiscal Year (FY) 2022, ***pending the finalization of funds from NRCS***. Conservation districts—as defined by their state statute—are eligible to apply for funding to address issues of conservation technical assistance related to conservation in urban, community and small-scale agricultural production.

Districts should review NACD's [Board Statement on Diversity, Equity and Inclusivity \(DEI\)](#) before applying; proposed projects must include components related to DEI, specifically, outreach to underrepresented communities and traditionally marginalized individuals, workshops or activities focusing on orphan or indigenous crops, the use of non-traditional agricultural practices, partnerships with tribal organizations, etc. Additional information is available in NACD'S [DEI Toolkit](#), and [past grantees](#) provide examples of successful programs incorporating DEI components.

Activities proposed through this RFP must focus on **technical assistance related to agricultural conservation** but can address a variety of community-based approaches, and districts are encouraged to think creatively to support conservation within their communities. The technical assistance may address any natural resource concerns in agriculture, for example, soil health, water quality/quantity issues, biodiversity and habitat improvement, etc. Projects with a focus on food security or sovereignty, food deserts, and other opportunities to connect individuals lacking access to with healthy, fresh food in populated areas are especially encouraged.

Example activities may include (see more information about technical assistance on [NRCS' website](#)):

- The promotion of new or innovative conservation practices to address emerging or ongoing natural resource concerns (soil, water quality and quantity, air, energy, biodiversity)
- Educational and informational workshops and tours highlighting local conservation activities
- Online and virtual trainings, networking events, or other opportunities to share information about agricultural conservation or in development of peer-to-peer communities
- The development of a cultural ambassador program to provide technical assistance in locally relevant languages (other than English) and contexts
- See additional examples of successful projects on [NACD's urban and community webpage](#)

Eligibility

Only conservation districts as defined by state statute and tribal organizations are eligible to receive funding. *Applicants must upload a resolution adopted by the district board, indicating that the board has reviewed and approved the proposal and has addressed any conflicts of interest.*

Previous grantees are not eligible for UAC grants if have previously received two UAC grants; grantees who have only received one grant may apply only if all activities under the first grant are finalized, and a final report for the project is on file with NACD staff.



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Available Funding

New to FY 2022, two funding pools will be available, both of which require a match of 25% from non-federal funding sources.

1. **UAC Planning Grants** (up to \$10,000) and
2. Traditional UAC Grants, to be referred to as **UAC Implementation Grants** (up to \$50,000).

UAC Planning Grants:

Conservation districts may apply for up to \$10,000 and are required to provide 25% matching grant funds, in-kind or cash, from non-federal sources.

These smaller UAC Planning Grants will only be available to **first time UAC conservation district grantees**, for the purposes of early-stage development of a program related to urban or community agricultural conservation. These grants must focus on community needs assessments, partnership development, and building preliminary capacity to begin programming in these areas.

Districts may partner with a consultant or other organization to conduct the early research needed to later implement a full urban agricultural conservation project or program. After completing their planning project, the district should be prepared to address why and what type of technical assistance is needed in their community, how the identified need fits within the context of the district's long-range or strategic plan, who the target audience would be, key organizations for partnerships, and long-term funding sources beyond NACD.

With the successful completion of a planning grant, a district will have the basis to later apply for a UAC implementation grant. However, having received a planning grant does not guarantee that a district will receive an implementation grant; districts with a previous planning grant will be evaluated on a competitive basis compared to all other applications for an implementation grant in the same year.

Districts who already have a strong urban or community agricultural conservation program should not apply for these grants, and instead consider the UAC Implementation Grants. **Rural districts looking to expand into community-oriented agricultural and conservation programs and those from NACD's South Central, Northern Plains, and Southwest Regions are especially encouraged to apply.**

UAC Implementation Grants:

Applicants may request up to \$50,000 and are required to match 25% of the requested funds through in-kind or cash match, from non-federal sources.

The UAC Implementation Grants are open to any conservation district; however, districts who have already received two NACD UAC grants are not eligible to receive a third grant. Previous grantees who have only received one UAC grant are eligible only if they have successfully completed all requirements related to their first grant, with a final report on file with NACD, and if they can document ongoing activity that is not dependent on the NACD UAC grant.

Districts may apply for any type of project focused on technical assistance within a community- or urban focused agricultural context (see example activities above). As part of the application, districts are asked how the grant fits within the context of their long-range or strategic plan; districts who cannot answer this question are encouraged to apply for a UAC Planning Grant instead of a full UAC Implementation Grant.



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At least half of the project budget must support direct technical assistance, to include staff time related to the project, or compensation to others providing the technical assistance (for example, honorariums of speakers or cultural ambassadors). Supplies are an acceptable expense but must be less than 15% of the proposed budget, for example, food, materials, or other necessities for events, signage, seeds, planting, garden beds, or other equipment like shovels.

Grants **may not** be used for large infrastructure, such as the purchase of land or buildings, nor to exclusively hire contractors for the purposes of site preparation or other major renovations needed for an agricultural site. See detailed information about project budgets below, in the Application , and in the [Frequently Asked Questions](#) for this grant.

Districts are encouraged to work closely with other conservation districts and partners, but we will not accept more than one application for the same project. Specifically, more than one conservation district cannot apply for the same project with the goal of increasing the overall project budget.

At least one Letter of Support from a partner organization is required as part of the application—to indicate support for the project and likelihood that the district will complete it successfully—but also to help indicate how partner organizations may increase the long-term sustainability beyond the term of the NACD grant. Up to 5 letters are accepted as part of the application, and these will be read closely by the evaluation team.

Districts within NACD's South Central, Northern Plains, and Southwest Regions are especially encouraged to apply.

Project Budgets

Districts must provide 25% match from non-federal sources for both types of grants. For additional information, see the [Frequently Asked Questions](#) for this grant.

For both grants, applicants may request funds in the following categories, within the limits indicated:

Salary, Benefits, and Honorariums:

These grants are designed to increase district capacity related to urban agriculture conservation, so ensuring district employees have time to carry out the work related to technical assistance should be the primary objective within your proposal. At least 50% of the budget should cover salary, benefits, or honorariums of any staff, cultural ambassadors, or speakers involved in project planning and implementation. Time may include contacting and working with partners, organizing and delivering outreach events, promoting the program and contacting potential community farmers, etc., and any time needed to fill out the reports submitted to NACD. Districts are encouraged to work with cultural ambassadors if they do not have the multicultural or language skills on staff to work with specific, underrepresented, communities and honorariums may be used to compensate those individuals for their time.

Employee Training and Travel Costs:

These funds may cover any training needed to conduct the proposed project activities or to continue the project after the NACD grant. For example, training related to small scale and urban farming and conservation, cultural awareness, community engagement, asset mapping, or other relevant topics. Travel to and from project sites, events, training activities, etc. would also fit in this category.



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Consultant/Contractor: for UAC Implementation Grants, this category must be less than 25% of the funds requested from NACD

Consultants or contractors may support any special outreach needs (for example, curriculum development), site development, planning, etc. that would not fall under the district employee or partner capabilities. For example, you would use this category if you need to hire a contractor to level ground prior to site development.

Supplies, Equipment and Promotion: must be less than 15% of the funds requested from NACD

This category includes any infrastructure or materials needed to conduct the project (signage, printed materials, shovels, irrigation equipment, snacks for events, etc.).

Administrative: must be less than 10% of the funds requested from NACD

Any costs associated with managing the employee dedicated to the project would fall under this category. Examples may include the district manager’s time (discussing activities, providing guidance or mentorship, reviewing timecards), activities related to recruiting or hiring employees, interns or AmeriCorps members, and any time by district finance staff related to financial management.

Grant Timeframe and Sustainability

Grantees will have one year to complete project activities but will be evaluated on how they plan to continue the activities after the grant period. As part of the application districts must show how they will leverage partnerships with neighboring districts and other organizations to achieve the goal of long-term sustainability.

In the application, districts should provide details on other sources of funding or donations that they may seek to continue the program after the NACD grant, or how the grant will contribute to new revenue for the district to become self-sustaining (e.g., through plant of seed sales, fundraising events, fee-for-service programs, etc.). [Funding Resources and Tools for Conservation Districts](#) available on the Members Only Section of NACD’s Website may provide helpful ideas.

Proposal Guidelines and Timeline

Applications will be [accepted online](#) through **January 31, 2022, 11:59 PM Local Time**.

ACTIVITY	TIMELINE
NACD Announcement and Promotion	November 2021 – January 2022
Applicant Proposal Deadline	January 31, 2022
NACD Proposal Review and Selection	January 31 – February 28, 2022
NACD Award Notification and Processing of Agreements	March 2022
Applicant Project Implementation With ongoing reports submitted quarterly	April 1, 2022 – March 31, 2023

Applicants are encouraged to draft their text prior to starting the [online application](#) (see application questions at the end of the RFP), as applications cannot be saved to return to later. Review the Proposal Evaluation Criteria below prior to drafting the application.

Proposal Evaluation Criteria

To ensure full consideration, proposals should address each of these criteria:

- Application provides clear and concise answers to each question.
- Proposals are submitted on behalf of a conservation district as defined by the state’s legislation.



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- Proposals include a resolution adopted by the district board indicating that the board has reviewed and approved the proposal and has addressed any conflicts of interest.
- Project addresses a need for conservation technical assistance for urban or community agriculture. See more information in [USDA National Agriculture Library's resources](#) and [NRCS website on the benefits of technical assistance](#).
- Project addresses additional natural resource and community concerns, for example, outreach to underrepresented populations or areas.
- Proposal indicates that the district has the capacity or will gain the capacity to provide urban and community conservation technical assistance.
- Application details how the project fits within the district's long-range or strategic plan.
- Project incorporates partnership activities with neighboring conservation districts, nonprofits, the private sector, or others.
- Proposal identifies plans for project continuity beyond the grant timeframe (e.g. inclusion in conservation district planning documents, sources of second year funding/in-kind services, etc.).
- If this is a request for a second grant, proposal indicates how the project has continued and operated without NACD UAC grant funds.
- Proposal indicates how the district will promote the project.
- **For UAC Implementation Grants:** At least one letter of support is required from a partner organization detailing how the district and the partner will work together over the long-term. Applicants for the UAC Planning grants may submit letters, but they are not required.

Project Agreements and Reporting Requirements

To receive grant funds, successful applicants must submit a signed 1-year Memorandum of Agreement (MOA), provided by NACD upon announcement of successful proposals. Grantees will then receive a 25% payment to begin project activities, with the remainder of funds disbursed in 25% increments on a quarterly basis.

Beyond the first grant disbursement, districts must show ongoing activity toward project completion by submitting detailed quarterly reports on time. NACD will provide the reporting templates, which districts will use to provide information on project progress and detailed information about expenses.

Applicants must also be willing to be interviewed post-project about ongoing project activities and be willing to be featured in NACD publications, including reports, newsletters and additional media.

Contact Information

Ariel Rivers, Ph.D.

NACD Pacific Region Representative and Urban and Community Staff Lead

(925) 290-8925

Ariel-Rivers@nacdnet.org



National Association of Conservation Districts

Application Instructions

Applicants must apply online by **January 31, 2022, 11:59 PM Local Time**. The application form is available online: [NACD Urban Agriculture Conservation Grant Initiative - 2022 Application](#) and on [NACD's Urban and Community Webpage](#).

Interested applicants are encouraged to read these instructions and prepare their application with required documents well before the deadline. Late applications will not be accepted, and assistance with applications will not be available on the date they are due (January 31, 2022).

The online application includes a combination of questions that applicants must answer directly, as well as places for the district to upload specific files. **To be considered for funding, you must follow these instructions closely, answer each question, and submit all required documents.** Applicants will answer questions 1-2 and 4-9 directly in the online application, and upload documents for questions 3, 10 and 11. For the questions that require you upload a document, please save the file name as indicated in the question, **making sure to include your two-letter state abbreviation code and district name** (e.g., WA-Benton CD).

The required questions and required documents are numbered and italicized below, with additional instructions (including word counts) where indicated. A complete application includes clear and concise answers to each question within the word limits, and documents uploaded with the application. Please note that all questions are required for UAC Implementation Grants, and certain questions are not required for UAC Planning Grants (where indicated).

Districts may contact Ariel Rivers, Ph.D (ariel-rivers@nacdn.org) **well before the deadline** with any questions or issues. Assistance with applications will not be available on the date they are due. Additional information is available online in the [Frequently Asked Questions](#) for this grant.

Required Questions and Documents:

1. **Applicant Information**

Provide the district name and address, contact person name/phone number/email address

2. **Are you applying on behalf of a conservation district according to your state's legislation?**

If you are not applying for a conservation district, you are not eligible for this grant.

3. **Board Resolution**

Upload a resolution adopted by the district board stating that the board has reviewed and approved the proposal and has addressed potential conflicts of interest.

The file name should include the state and name of the district, saved as: **UAC22-Resolution-State-District**. Example: UAC22-Resolution-WA-Benton CD.

For larger files or to submit a document separately, contact Ariel Rivers, Ph.D. ariel-rivers@nacdn.org. All documents must be received by the application deadline.



National Association of Conservation Districts

4. **Which UAC Grant are you applying for? – Multiple Choice**

- UAC Planning Grant (Up to \$10,000)
- UAC Implementation Grant (Up to \$50,000)

5. **Project title**

6. **Project description - In 50 words or less**

7. **Total grant amount requested from NACD**

8. **What is your total estimated project budget?**

You requested a specific amount from NACD in question 7. What is the total project budget, including NACD funds and non-federal match for this grant, federal funding sources, and in-kind support?

9. **Is your district a previous UAC grantee? Multiple Choice**

- Yes
- No

10. **Letters of Support**

Upload up to 5 letters of support **as a single document** from potential project partners. Letters are a key factor in evaluation, applicants to the UAC Implementation Grant program should upload at least one letter; letters are encouraged but not required for UAC Planning Grants.

The file name should include the state and name of the district, saved as: **UAC22-Letter-State-District**.
Example: UAC22-Letter-WA-Benton CD.

For larger files or to submit a document separately, contact Ariel Rivers, Ph.D. ariel-rivers@nacdn.org; all documents must be received by the application deadline. Application support is not available the day the applications are due (Jan. 31, 2022).

11. **PROPOSAL UPLOAD**

To be considered for the grant, you must **upload a single document** that addresses each of the following questions within the word limits noted. Applicants for the UAC Implementation Grants must answer every question. For UAC Planning Grants, questions that are not required are indicated.

The file name should include the state and name of the district, saved as: **UAC22-Proposal-State-District**.
Example: UAC22-Proposal-WA-Benton CD.

Districts are encouraged to copy the questions into a new document to ensure they answer each question as indicated. For larger files or to submit a document separately, contact Ariel Rivers, Ph.D. ariel-rivers@nacdn.org; all documents must be received by the application deadline. Application support is not available the day the applications are due (Jan. 31, 2022).



National Association of Conservation Districts

Information Required in the Proposal (Uploaded):

District Name

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.

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		
Employee Training and Travel Costs		
Consultant/Contractor Less than 25% of the NACD Budget		
Supplies, Equipment and Promotion Less than 15% of the NACD Budget		
Administrative Less than 10% of the NACD Budget		
TOTAL Please make sure these numbers add up correctly, and that the match equals at least 25% of the NACD Budget!		

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.

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.

District Capacity - 200 word limit

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



National Association of Conservation Districts

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.

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.

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.

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.

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.

**Attachment E
December 2021
Treasurer's Report**

TREASURER'S REPORT

Fund Totals

Pend Oreille Conservation District

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

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

Page: 1

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

TREASURER'S REPORT

Account Totals

Pend Oreille Conservation District

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

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

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

TREASURER'S REPORT Outstanding Vouchers

Pend Oreille Conservation District

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

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

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

TREASURER'S REPORT
Signature Page

Pend Oreille Conservation District

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

Time: 11:00:34 Date: 01/12/2022
Page: 4

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

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

WARRANT/CHECK REGISTER

Pend Oreille Conservation District

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

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

Page: 1

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

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

() Chairman () Auditing Officer _____ Date: _____

RECEIPT REGISTER

Pend Oreille Conservation District

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

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

Page: 1

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

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

Signature & Title

Date

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

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

Account Title: PEND OREILLE CONSERVATION DISTRICT

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

Debits and Withdrawals

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

Daily Balance Information

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

BANK RECONCILIATION

Pend Oreille Conservation District

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

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

Page: 1

1 Mountain West

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

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



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



ACCOUNT NUMBER 4485-5902-0018-4782

AMOUNT DUE \$0.00

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

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

MESSAGES:

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

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



Statement of Account

PAGE 1 OF 1

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

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

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

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

37713 *

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

Business Savings Summary - # 62763959483

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

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

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



Interest Earned This Period

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

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

BANK RECONCILIATION

Pend Oreille Conservation District

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

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

Page: 1

4 Wash Fed Sav

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

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

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

Employee Accrual Cost

Pend Oreille Conservation Dis

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

As Of: 12/31/2021

Page: 1

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



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

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

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

37712 *

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

Business Interest Checking Summary - # 62763959434

Annual Percentage Yield Earned for this Statement Period 0.050%
 Interest Rate Effective 12/01/2021 0.050%
 Interest Earned/Accrued this Cycle \$2.28
 Number of Days in this Cycle 31
 Date Interest Posted 12-31-2021
 Year-to-Date Interest Paid \$21.82

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

	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
12-31	Credit Interest	2.28
Total Interest Earned This Period		2.28 ✓

We are here to help!

Reach our 24-hour Client Care Center at 1-800-324-9375

@WAFDbank
 wafdbank.com

+16135.18
 - 23993.72

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



Statement of Account

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

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

Deposits and Credits

Date	Description	Amount
12-02	External Deposit WA ST ECOLOGY 4610211130CG67600000 - VENDOR PAY 863641!	563.56
12-07	Deposit	725.00
12-10	External Deposit WA ST SCC 4710211208GP01500000 - VENDOR PAY 880122!	9,528.77
12-28	Deposit	5,315.57
Total Deposits and Credits		16,132.90



Checks Paid

Number	Date	Amount	Number	Date	Amount
2138	Dec 3	2,145.66	2155	Dec 16	320.20
2140*	Dec 6	43.00	2156	Dec 20	1,917.63
2147*	Dec 6	1,371.43	2157	Dec 13	704.91
2149*	Dec 20	436.19	2158	Dec 21	1,500.00
2152*	Dec 14	360.00	2159	Dec 30	2,079.30
2153	Dec 14	2,580.54	2161*	Dec 23	5,000.00
2154	Dec 14	853.77	2162	Dec 27	901.98
Total Checks Paid				\$20,214.61	

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

ATM, Electronic and Debit Card Withdrawals

Date	Description	Amount
12-02	POS Signature Purchase IFIBER COMMUNICATIO866-2843842 WAUS Card #9903	140.46
12-06	POS Signature Purchase IN *LISAALKIRE 509-2027582 WAUS Card #9903	1,100.00
12-09	POS Signature Purchase IN *NEWPORT PIE ANDNEWPORT WAUS Card #9903	23.64
12-09	External Withdrawal ACHMA VISB 800-922-0204 - BILL PYMNT	105.36
12-09	External Withdrawal ACHMA VISB 800-922-0204 - BILL PYMNT	191.10
12-11	POS Signature Purchase ADOBE ACROPRO SUBS 408-536-6000 CAUS Card #9903	193.55
12-13	External Withdrawal PEND OREILLE PUD UTILITY BILL - PUD 5271	42.89
12-13	External Withdrawal PEND OREILLE PUD UTILITY BILL - PUD 6157	75.26
12-13	External Withdrawal WA DEPT RET SYS - DRS EPAY 4226115	692.08
12-15	External Withdrawal IRS - USATAXPYMT 270174923230059	995.42
12-16	POS Signature Purchase FACEBK M7SG2AFCP2 650-5434800 CAUS Card #9903	2.00
12-17	POS Signature Purchase FACEBK BZUT3AFCP2 650-5434800 CAUS Card #9903	2.00

WF-01 (6/19)



Statement of Account

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

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

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

Other Transactions

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

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

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

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

2138

10/31/2021

Ferry Conservation District

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

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

DOLLARS

Ferry Conservation District
PO BOX 1045
Republic, WA 99166

VSP/IMP Admin Shared Employee Oct 2021

Authorized Signature: *Paula L. Lantieri*

MEMO

#002138# #325070980# 62763959434#

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

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

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

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

2153

11/30/2021

Pend Oreille County Weed Board

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

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

DOLLARS

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

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

Authorized Signature: *Paula L. Lantieri*

MEMO

#002153# #325070980# 62763959434#

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

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

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

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

2140

10/31/2021

Soiltest Farm Consultants Inc.

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

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

DOLLARS

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

VSP/Soiltest T/A #2649

Authorized Signature: *Paula L. Lantieri*

MEMO

#002140# #325070980# 62763959434#

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

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

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

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

2154

12/15/2021

Health Care Authority

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

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

DOLLARS

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

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

Authorized Signature: *Paula L. Lantieri*

MEMO

#002154# #325070980# 62763959434#

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

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

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

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

2147

11/30/2021

Alexandra Loree Case-Cohen

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

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

DOLLARS

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

Alex Case Cohen 11/1-30/2021

Authorized Signature: *Paula L. Lantieri*

MEMO

#002147# #325070980# 62763959434#

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

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

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

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

2155

11/30/2021

George Stuivenqa

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

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

DOLLARS

George Stuivenqa
16651 W Calispel Road
Cusick, WA 99119

Travel Nov 2021 IMP-D.O/ VSP Admin

Authorized Signature: *Paula L. Lantieri*

MEMO

#002155# #325070980# 62763959434#

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

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

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

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

2149

11/30/2021

Exbabylon

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

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

DOLLARS

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

IMP/Exbabylon IT NOV 2021

Authorized Signature: *Paula L. Lantieri*

MEMO

#002149# #325070980# 62763959434#

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

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

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

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

2156

12/07/2021

Aquatechex LLC

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

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

DOLLARS

Aquatechex LLC
PO Box 30824
Bellingham, WA 98228

WQ DOE 00033 Bead Lake

Authorized Signature: *Paula L. Lantieri*

MEMO

#002156# #325070980# 62763959434#

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

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

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

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

2152

11/30/2021

Far Corner Communications

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

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

DOLLARS

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

IMP/D.O.- WQ

Authorized Signature: *Paula L. Lantieri*

MEMO

#002152# #325070980# 62763959434#

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

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

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

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

2157

11/30/2021

Alex Case-Cohen

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

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

DOLLARS

Alex Case-Cohen
Newport, WA 99156

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

Authorized Signature: *Paula L. Lantieri*

MEMO

#002157# #325070980# 62763959434#

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



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

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

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

2158

12/15/2021

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

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

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

MEMO Mid Month Draw Dec 2021

Kevin Beach
John W. Beach
AUTHORIZED SIGNATURE

⑈002158⑈ ⑆325070980⑆ ⑆2763959434⑆

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

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

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

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

2159

12/15/2021

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

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

Larry Montgomery
392 Sunnyside Dr.
Newport, WA 99156

MEMO PUD Cost-share Payout

Kevin Beach
John W. Beach
AUTHORIZED SIGNATURE

⑈002159⑈ ⑆325070980⑆ ⑆2763959434⑆

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

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

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

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

2161

12/15/2021

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

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

Jason McQuinn
581 Bear Paw Dr.
Newport, WA 99156

MEMO PUD Cost-share Payout

Kevin Beach
John W. Beach
AUTHORIZED SIGNATURE

⑈002161⑈ ⑆325070980⑆ ⑆2763959434⑆

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

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

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

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

2162

12/20/2021

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

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

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

MEMO IMP 22-38 Travel

Kevin Beach
Franklin Kenton
AUTHORIZED SIGNATURE

⑈002162⑈ ⑆325070980⑆ ⑆2763959434⑆

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



BANK RECONCILIATION

Pend Oreille Conservation District

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

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

Page: 1

5 Wash Fed Ck.

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

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

Total Debits: 23,993.72

Reconciled Bank Balance: 49,049.82

Outstanding Credits:

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

BANK RECONCILIATION

Pend Oreille Conservation District

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

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

Page: 2

Outstanding Debits: 11,071.19

Reconciled Book Balance: 37,978.63

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

December 2021 admin report

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

Print all checks and get them ready for signatures.

Print grant vouchers for each grant.

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

Payroll draw on the 15th of each month.

Last day of month payroll and travel.

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

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

Transfer reports and grant information to shared drive.

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

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

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

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

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

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