



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

Meeting Start – 3:00 PM

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

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

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

## Partner Reports

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

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

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

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

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

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

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

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

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

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

**Mike Mumford, WACD**

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

**Stan Janowicz, NRCS**

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

**Robert Rosencrantz, County Commissioner**

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

**Jon Driver, Local Farmer**

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

**Mike Lithgow, Kalispel Tribe Natural Resources**

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

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

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

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

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

### Old Business

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

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

#### **John Floyd, *Washington State Conservation Society* –**

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

#### **Building Committee, *Building Update* –**

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

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

Tabled until February meeting

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

Moved to end of meeting to include executive session.

## New Business

POCD Employee Handbook & Policy – See attachments E, F. Board/staff discussed the employee handbook and policy. The board approved the Employee Handbook in May 2020, though a finalized draft has not been found. Alex would like to review the document again, go through it with personnel committee and review and revise over the next year. Possibly add telework and leave donation considerations, check FMLAs for accuracy, etc.

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

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

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

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

## Executive Session

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

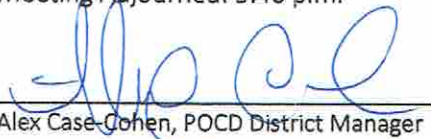
## Board Action Resulting from Executive Session

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

## **To Do List:**

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

Meeting Adjourned: 5:46 p.m.

  
Alex Case-Cohen, POCD District Manager

  
George Stuiivenga, POCD Board Chair



# BOARD MEETING PACKET

## January 13<sup>th</sup>, 2022

- Attachment A: POCD Regular Board Meeting AGENDA – January 13<sup>th</sup>, 2022
- Attachment B: POCD Regular Board Meeting MINUTES – December 9<sup>th</sup>, 2021
- Attachment C: Case-Cohen Evaluation Packet
- Attachment D: Cost of Living Adjustment (COLA) Proposal with Budget
- Attachment E: POCD Employee Handbook
- Attachment F: POCD Operations Policy Manual
- Attachment G: FY22-23 NRI Addendum Amendment & supporting documents
- Attachment H: December 2021 Treasurer’s Report
- Attachment I: December 2021 Operation’s Report



**Pend Oreille Conservation District  
Regular Board Meeting AGENDA: January 13<sup>th</sup>, 2021**

Attachment (A)

This meeting will be held virtually and in-person.

**In-Person Information**

The Community Room  
Camas Center for Community Wellness  
1821 LeClerc Rd. N., Cusick, WA 99119

**GoTo Meeting Information**

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

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

Access Code: 960-196-629

Time: 3:00 p.m. – 5:30 p.m.

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

Time	Agenda Items	Item Detail	Attachment	Duration
3:00 PM	Introductions & Approval of Current Agenda	<i>Regular Meeting: January 13<sup>th</sup>, 2021</i>	Attachment A	5 Minutes
3:05 PM	Approve Previous Meeting Minutes:	<i>Regular Meeting Minutes: December 9<sup>th</sup>, 2021</i>	Attachments B	5 Minutes
3:10 PM	Partner Reports			45 Minutes
		<i>Robert Rosencrantz -- POC</i>		
		<i>Mike Baden – WSCC</i>		
		<i>Mike Lithgow – Kalispel Tribe</i>		
		<i>Mark Simpson-USDA NRCS</i>		
		<i>Mike Mumford – WACD</i>		
3:55 PM	Old Business			50 Minutes
	Discussion: Modified Robert's Rules	<i>Ryan Baye – WACD</i>		10 Min.
	Action Item: 2021 Evaluation & Raise Discussion	<i>Personnel Committee</i>	Attachment C, D	20 Min
	Building Update	<i>POCD Building Committee</i>		5 Min.
	Purple Air Update	<i>Mary Malone &amp; Alex Case-Cohen</i>		5 Min.
4:45 PM	Break			5 Minutes
4:50 PM	New Business			40 Minutes
	Discussion: POCD Employee Handbook & Policy Approval	<i>Look at employee handbook and current policy and come up with plan.</i>	Attachments E, F	20 Min.
	Discussion: Potential NRI Projects	<i>Discuss NRI project plan with board</i>	Attachment G	20 Min.
5:30 PM	Treasurer's Report	<i>Review Treasurer's Report for December 2021</i>	Attachment H	10 Minutes
5:40 PM	Operation's Report	<i>Review previous months' activities</i>	Attachment I	10 Minutes
5:50 PM	Adjourn			



**Attachment B:  
POCD Regular Board  
Meeting MINUTES –  
December 9<sup>th</sup>, 2021**



Pend Oreille Conservation District  
Regular Board Meeting MINUTES: 12/9/2021

Meeting Start – 3:05 PM

In attendance at Camas Center: **George Stuvenga**, Board Supervisor – Chair; **Randall Leestma**, Board Supervisor; **Alex Case-Cohen**, POCD District Manager; **John Floyd**, Board Supervisor; **Mark Simpson**, USDA NRCS; **Robert Rosencrantz**, PO County Commissioner; **Mary Malone**, POCD/POCWB Education & Outreach

In attendance via “GoToMeeting,”: **Kevin Bush**, Board Supervisor; **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, amended to include discussion on Roberts Rules of Order and action item of Program Management Training at UW for Alex under new business	John Floyd	Randall Leestma	Carried	A
Motion to approve November minutes	John Floyd	Randall Leestma	Carried	B
Motion to approve Candidate Statement Policy	Randall Leestma	Kevin Bush	Carried	C
Motion to approve Candidate Statement Guidelines	Randall Leestma	Kevin Bush	Carried	D
Motion to approve Resolution #12-9.1-2021 for 2022 Mail-in ballot	Randall Leestma	John Floyd	Carried	E
Motion to approve Program Management Training for Alex at UW for 1 <sup>st</sup> quarter (Jan-March) in the amount of \$2,050 with stipulation of guaranteed one year employment for each quarter of the program she takes. If she decides to change employment, she will pay back the amount at a pro-rated rate	Randall Leestma	Kevin Bush	Carried	N/A
Motion to approve November Treasurer’s Report	Randall Leestma	Kevin Bush	Carried	F
<b>Meeting Adjourned at 5:44 PM</b>				

## **Partner Reports**

### **Mark Simpson, NRCS**

Mark noted that he has been on vacation, but before he left, Stan told him NRCS was advertising for 8 or 9 conservation planners throughout the state. One will be in Colville. Also the new infrastructure bill resulted in doubling the agency's budget. They are talking about hiring more people and Stan was asking what Mark needs as far as staff. Mark has heard some about "partners' money" and hopes the District will be able to use the money somehow as well. Locke Dam inspection report should have been received by District – not sure if it is the last inspection or not, waiting to hear back. John George, the former area conservationist is off at his new job and they are working on a replacement. Mark heard they hired someone who is supposed to start in January. Mark has been helping process applications for the Conservation Security Program. Two interns coming to Colville as well. There are also a lot of retirements this year. Received a request from the new POC forester for cost share. Checked into it, but Mark is pretty sure the agency doesn't cost-share on government lands, only private lands. Alex heard from DNR, and there are grants for cities, counties and tribal lands available.

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

POC is 12 days away from adopting FY22 budget. Concerns over federal money that sets up for structural challenges – temporary infusions of cash with permanent increases are recipe for financial instability. Want to make sure any budget changes are sustainable. Working on contract negotiations toward compensating employees for inflation. Newport is getting \$100,000 of \$213,000 available for improvements to mobility, largely pedestrian mobility, in Newport. Community development is working on SEPA process for the comprehensive plan. Otherwise, just getting to know the people and the players and enjoying every minute of it.

### **Mike Mumford, WACD**

Mike is the new WACD president. At the annual business meeting, approved the joint elections committee recommendations. The Conservation Commission was happy about that. There was a

commission meeting last Thursday, and one commission member said they didn't think there would be much interest in elections this year, however there were many phone calls coming in even the night before. One representative is pushing to have all conservation districts on general ballot. Most of the input from the legislators is they like the idea the commission took the lead and accepted proposals. Future meetings will be hybrid. In answer to a question about quorums, Mike noted that in the bylaws, part IV, section V says a quorum must exist at any meeting of the association at which official business is to be conducted. A quorum consists of the voting members present. Another thing that passed was the term of office for the president and and VP is two years with an additional two years.

### **Old Business**

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

Alex noted that she has been in communication with two organizations: Department of Enterprise Services & WF General Contractors. She is meeting with WF General Contractors on Dec. 14.

#### **John Floyd, *Scholarship Update* –**

John discussed the Washington Conservation Society Scholarship Program, noting that he would like the board to help raise money for them. Alex noted that there is a can of \$68 that could be donated. It was also discussed that board members could, on their own, donate their mileage into a scholarship fund if they chose to do so.

#### **Alex Case-Cohen, *Fall Grant Application Update* –**

Alex discussed the Hazard Mitigation Grants for the Town of Metaline and up to 50 bank stabilization projects. Waiting to hear back on one-page proposals. Commissioner Rosencrantz asked if ARPA funds would be eligible for such projects. Alex will look into it.

#### **Mary Malone, *Purple Air Update* –**

Mike Mumford first gave overview of POCD Purple Air history and noted that the monitors measure 2.5 particulate matter. Mary

updated that a monitor was delivered to the South Pend Oreille Fire Rescue in Diamond Lake and they would have it up and running soon. Town of Metaline cannot get theirs to work for more than a day, so the monitor will need to be picked up and tested. The December 15 partners meeting will be rescheduled to January.

## **New Business**

POCD Candidate Statement Policy – Action Item. See attachment C. Policy to allow candidates to submit approved candidate statements for elections. Discussion included adding language that will allow candidates to submit hard copies of typed statements as well as electronically. Randy moved to approve the Candidate Statement Policy, seconded by Kevin. Motion carried.

POCD Candidate Statement Guidelines – Action Item. See attachment D. Randy moved to approve Candidate Statement Guidelines, seconded by Kevin. Motion carried.

Resolution #12-9.1-2021 for 2022 Mail-in ballot – Action Item. See Attachment E. Randy moved to adopt Resolution #12-9.1-2021 for 2022 Mail-in ballot election process/procedures, seconded by John Floyd. Motion Carried.

Manager Evaluation Discussion – Discussion of proceedings for annual evaluation of current manager and moving forward. Mike Mumford recommends the personnel committee (made up of two board supervisors – Kevin and Mike) make recommendations for final approval by the board. Discussion over whether to hold in executive session or open meeting. Will clarify through legal. Committee to meet with Alex prior to next meeting.

Roberts Rules of Order – Mike Mumford noted that there is a modified Roberts Rules of Order that allows the president/chair to vote and make motions, which might be helpful for the board when not all supervisors are present. Suggested having a guest speaker at next meeting to go over RRO and see if this would be beneficial.

Program Management Certification – Action Item. Alex requested the board approve a Program Management Certification training course for her at University of Washington. She would like to take the first quarter from Jan-March, in the amount of \$2,050. She may request to take the second quarter as well, but is unsure of when. Randy moved to approve Alex take the training, with the stipulation of guaranteed one year employment for each quarter of the program she takes. If she decides to change employment, she will pay back the amount at a pro-rated rate. Seconded by Kevin. Motion Carried.

**Treasurer's Report for November** – *See Attachment F.* Randy moved to approve the November Treasurer's report, seconded by Kevin. Motion carried

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

**To Do List:**

- Find out if ARPA funds are eligible for Town of Metaline project?
- Send election notice to Miner
- Set up and meet with Mike and Kevin for evaluation discussion prior to next meeting. Clarify with legal on executive session vs open session on personnel evaluations.
- Contact Ryan(?) as guest for next meeting to discuss Roberts Rules of Order
- Have PUD look at John's property to determine erosion rating

Meeting Adjourned: 5:44 PM

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Alex Case-Cohen, POCD District Manager

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George Stuvenga, POCD Board Chair

# Attachment C: Case-Cohen 2021 Evaluation Packet

**Pend Oreille Conservation District  
MID-YEAR/YEAR END  
PERFORMANCE EVALUATION**

Employee Name: Alex Case-Cohen

Position/title: District Manager

Supervisors Name: POCD Board of Supervisors

Using the following Scale:

- Excellent – 5 (un-usually strong performance)
- Very Good – 4 (above required performance)
- Satisfactory – 3 (required performance)
- Improvement Needed – 2 (below required performance)
- Unsatisfactory – 1 (unacceptable performance)

Assign a score of from 1 to 5 for each of the following attributes; if an attribute does not apply to the employee's job and/or duties enter N/A.

<b>Performance Elements</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Quantity of Work					X	
2. Quality of Work					X	
3. Job Knowledge					X	
4. Initiative					X	
5. Judgment/Prioritization				X		
6. Acceptance of Responsibility					X	
7. Adaptability					X	
8. Dependability				X		
9. Attendance/Punctuality			X			
10. Cooperation					X	
11. Adherence to Company Policy					X	
12. Customer Service					X	
13. Safety				X		
14. Work Environment				X		
15. Communication skills – verbal				X		
16. Communication skills – written					X	
17. Communication skills – listening					X	
18. Organizational Skills			X			



**Pend Oreille Conservation District  
MID-YEAR/YEAR END  
PERFORMANCE EVALUATION**

Managerial/Supervisory Performance Elements	N/A	1	2	3	4	5
1. Leadership					X	
2. Decision Making/Judgement				X		
3. Planning				X		
4. Time Management			X			
5. Problem Solving				X		
6. Staff Development				X		
7. Employee Performance Appraisals	X					
8. Cost Efficiency				X		
9. Workplace Relationships					X	

Overall Job Performance = total rating points/ # attributes rated

**Performance Rating -  $yy/xx = 3.37$**

4.1 to 5.0 – Excellent

3.1 to 4.0 – Very Good

2.1 to 3.0 – Satisfactory

1.1 to 2.0 – Improvement Needed

0 to 1.0 – Unacceptable Performance

**Specific notes:**

Employee's signature acknowledging receipt: \_\_\_\_\_

*Alex C-C*

Date: 12/28/21

Name of Person Doing Evaluation: \_\_\_\_\_

*Kevin Smith*

Date: 12/25/21

*Pend Oreille Conservation District*  
**MID-YEAR/YEAR END  
 PERFORMANCE EVALUATION**

<b>Managerial/Supervisory Performance Elements</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Leadership					X	
2. Decision Making/Judgement				X		
3. Planning				X		
4. Time Management			X			
5. Problem Solving				X		
6. Staff Development				X		
7. Employee Performance Appraisals	X					
8. Cost Efficiency				X		
9. Workplace Relationships					X	

Overall Job Performance = total rating points/ # attributes rated

**Performance Rating - yy/xx = 3.37**

- 4.1 to 5.0 – Excellent
- 3.1 to 4.0 – Very Good
- 2.1 to 3.0 – Satisfactory
- 1.1 to 2.0 – Improvement Needed
- 0 to 1.0 – Unacceptable Performance

**Specific notes:**

**Training Needs**

- Time Management
- Program Management – University of Washington Program Management Certificate Program

Employee's signature acknowledging receipt: Alex C-C

Date: 12/22/2021

Name of Person Doing Evaluation: Michael L Mumford

Date: 12/22/2021

## POCD Year-End Manager's Report

Alex Case-Cohen, MES

This has been an exciting year of growth and transformation for me and POCD. We've experienced these changes within our existing programs (VSP, Implementation, PUD), applying for new grants, strengthening partnerships, increasing our capacity, and continuing to grow.

### Existing Programs

For all existing programs, I have followed through with adequate program/project reporting, submitting contracts and all forms in a timely manner, and maintaining compliance with program requirements.

VSP: In February of 2021, Pend Oreille County's VSP 5-Year Report (5YR) was due to the Conservation Commission staff. Beginning prior to my acceptance of this position, I worked with consultants to ensure that our 5YR proved that we met and exceeded our VSP goals and benchmarks. While the technical panel partially agreed, the Commission Director Carol Smith agreed that we met our goals and signed off on our 5YR. This was a huge win for the District and the County and grants us the ability to continue with the program for the next 5 years.

We've also completed 9 VSP projects which include: 1500 feet of exclusionary fencing along riparian areas, one frost-free watering facility with at least 500 feet of livestock pipeline, 1 solar pump project, over 60 acres of weed control, 20 acres of cover crop, and over 50 acres of no-till hay planting. There were numerous hurdles to accurately complete these projects (re-printing correct contracts, complying with all WSCC cost share protocol), but I was able to navigate this complex learning curve and reimburse all landowners for their work. This, I believe, was my biggest accomplishment to date.

Moving forward, I plan to work closely with the County to maintain communication and to keep them informed, and to also utilize partnerships to assist with work completion. This includes working closely with the Kalispel Tribe to utilize their existing water quality data to help address monitoring in the Cusick Flats area (the greatest agricultural/critical area intersect in the County). In addition, we will continue partnering with local CDs (Stevens, Ferry, Spokane and Lincoln), WSU extension and other partners to continue the expansion of our Soil Health Stewards network and will look for funds to allow us to increase our VSP capacity and to conduct research with farmers in the area.

Implementation: For this biennium, the legislature accepted the WSCC request to cover Conservation Technical Assistance; this means that our operating grant increased by nearly \$23,000 per year. This has allowed us to increase our current staffing capacity slightly, and to continue to provide adequate staff time towards water quality and riparian projects.

PUD: While I did not come into this position with much experience with riparian projects, I was nonetheless able to help facilitate the implementation of 4 full cost share projects. I met with multiple agency personnel on at least 5 site visits to highlight a permit process for landowners to follow. I've also alerted County personnel of the mandatory steps required by potential cost share recipients to ensure that our clients follow all protocol and will receive clear and correct communication from the moment they submit their permits. I've also lined up 10 potential projects for the next two funding cycles (2022 & 2023).

Moving forward, I would like to strengthen our monitoring protocol, and would like to utilize Smartsheet to help with this. This was an area I struggled with for this program but will be remedied during the Spring of 2022.

Engineering: Since November 2020, I have secured over \$25,000 of cost share for at least 15 potential projects along riparian areas throughout the County. This program has allowed us to secure projects for 2022 and 2023 and has offered a great service to local landowners who wish to submit permits for bank stabilization and other projects.

Ecology WQAIP Grants: These programs also proved to be quite the learning curve. After encountering many issues and spending far too much time with the Weed Board's Ecology grant that we administered, I concluded that we will no

longer administer Ecology grants with this organization. Nevertheless, we completed all tasks outlined, and were able to successfully close out this grant.

The Bead Lake Ecology grant has been much easier to administer than the aforementioned grant; as such, we have submitted a request with Ecology to continue this grant into the next biennium.

### **Applying for New Grants**

This year, I set an ambitious goal to apply for 6 grants for a total of \$3.75 million to be administered over the next 3-5 years. To date, we have successfully submitted 5 of these applications: one filing room organization grant with the Washington Secretary of State Archives, one multi-year bank stabilization grant with Ecology, one biennial Ecology grant for continued aquatic invasive species management on Bead Lake, and two hazard mitigation grants for work performed on the Pend Oreille River. I have utilized help from Mary Malone, our go-to team member shared with the Weed Board; as well as Cecily Van Cleave of Far Corner Communications, who has extensive conservation district experience as well as a Masters in English literature.

We have yet to hear back from most of our applications; however, we did learn that our application was accepted for the Washington Secretary of State Archives grant. This grant will allow us to establish a retention schedule for our documents and will give us time to organize our existing files into a manageable system for future administrative tasks.

I am excited to hear back from our other grants, including our pre-proposals from the Washington State Military Department's Hazard Mitigation Grant.

### **Strengthening Partnerships**

In the past year of my employment with the District, I have continued to strengthen relationships with our existing partners, including: the Northeast Area CDs, the WACD and districts outside of our area, the Kalispel Tribe of Indians, the Selkirk Alliance for Science, NRCS, and the County. I've also begun work with the Lands Council concerning the production and demonstration of Biochar and have looked to strengthen our existing partnerships in new and unique ways.

Within the CD world, I have made sure to show up for programs and projects that I'm passionate about, including DEI, VSP, Soil Health, and pursuing sustainable funding sources. I believe our work would not be possible without the strong bonds we form with other CDs, and I look forward to continuing meeting and engaging with these organizations in the future.

I've worked closely with Mike Lithgow to see how we can work with the Tribe in unique ways. Potential projects include water quality monitoring for VSP, pursuing funding through the Salmon Recovery Funding Board, work on Calispell Lake, and increased community-wide education and outreach.

Through the Selkirk Alliance for Science, we will continue our work on monitoring air quality throughout the region. With increased capacity, we may be able to prioritize weather stations at local high schools to increase monitoring, outreach, and engagement throughout the County.

I enjoy working with Mark Simpson and am grateful that he keeps us informed of his work with local landowners. He has recently informed me that NRCS may be able to provide additional funding for tasks orders with the District in the near future. This could allow us to devote our VSP funds for staff and could create opportunities for the District to assist with the completion of larger projects across the County.

I am pleased to announce that I speak with the County Commissioners on a regular basis. I keep them informed of VSP, our work on the River, and what work we may hope to perform in the future. I've also become connected to Ryder Bricker, the County's new forester. I am excited to see what work we can do together moving forward.

## **Increasing our Capacity**

Since I began in this position, I've secured contracts for staffing for 4 part-time positions. This means that our education/outreach and administrative programs are operating smoothly and securely, which allows me to complete technical assistance for VSP and bank stabilization projects. Our existing contracted staff is highly adaptable, flexible and self-sufficient. All staff members perform tasks efficiently and within pre-determined timelines. I believe this method and our existing staff have been the perfect introduction to management I could have asked for.

Moving into the future, and with our current grant applications in the hopper, I do hope to increase our capacity in 2022. This means I would like to hire one full-time riparian project manager, and one full-time VSP intern.

## **Continued Growth**

In summary, this has been quite the year for growth and change. I do believe I've met and exceeded my duties outlined in my job description. I have strengthened partnerships across multiple agencies, I represent the District through all inter-District organizations and meetings, and I've successfully completed all tasks outlined by the WSCC. I work with our financial team to ensure that all accounting, budgets and other responsibilities are 'appropriate and accountable'. I've also become a health Care Administrator for the District and have secured health care through the Washington Health Care Authority's Public Employee Benefits Board (PEBB)

I oversee our existing contracted staff and work with them regularly to ensure that they are not only meeting their deliverables, but that they are satisfied with the work they are asked to do. I am working to create a strong outreach and education program through social media and local partnerships, and I ensure that we offer sound technical assistance to landowners with a variety of natural resource concerns. I have also learned from experts that the work I perform is not necessarily project management but *program* management, and I am seeking to increase my knowledge in this arena to ensure that our programs are functioning at their highest capacity.

In summary, I believe I have met and exceeded expectations for this position, and I am so excited to continue to grow with the District.

**Attachment D:  
FY22 Annual Operating  
Budget – COLA**

FY2022	Staff	Alex	Mary	Candy	Lisa	Dyana	Total*
	Hourly rate	\$ 36.96	\$ 35.57	\$ 33.75	\$ 35.00	\$ 35.62	
	new average hours per week	40	20	8	7.25	8	
	new average hours per month	160	80	32	29	32	
	salary per month	\$ 6,406.40	\$ 3,082.73	\$ 1,170.00	\$ 1,099.58	\$ 1,234.83	\$ 12,993.54
	overhead amount	25%	14.5%	20%	n/a	14.5%	
	total new overhead per month	\$ 1,601.60	\$ 447.00	\$ 234.00	n/a	\$ 179.05	\$ 2,461.65
	New Travel per month	\$ 200.00	\$ 100.00	\$ 200.00	n/a	n/a	\$ 500.00
	new travel per year	\$ 2,400.00	\$ 1,200.00	\$ 2,400.00	n/a	n/a	\$ 6,000.00
	New total cost per month	\$ 8,208.00	\$ 3,629.73	\$ 1,604.00	\$ 1,099.58	\$ 1,413.88	\$ 15,955.19
	With 5.9% raise potential from January 1-June 30	\$ 2,834.83		\$ 1,818.18			\$ 4,653.01
new total cost per year	\$ 101,330.83	\$ 43,556.76	\$ 21,066.18	\$ 13,195.00	\$ 16,966.52	\$ 196,115.29	

Funding Sources FY2022	Grants/ Funding Source	IM	VSP	NRI	PUD	SOS Archive Grant	DOE -- BLCWA	Hazard Mitigation Funding	General Fund**	Totals
	Total Allocation/ Funds Available	\$ 117,853.00	\$ 117,500.00	\$ 5,000.00	\$ 60,500.00	\$ 8,300.81	\$ 1,000.00	\$ 3,300	\$ 95,955.20	\$ 409,409.01
	Status	Approved	Approved	Approved	Approved	Application Approved		Approved		
	Start Date	7/1/2021	7/1/2021	7/1/2021	7/1/2021	12/1/2021		8/12/2021		
	Staff	\$ 82,497.00	\$ 81,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,941.01	\$ 1,000.00	\$ 3,000.00	\$ 10,000.00	\$ 195,438.01
	Cost Share	n/a	\$ 20,000.00	\$ -	\$ 55,000.00	n/a		\$ -		\$ 75,000.00
	Maintain District Operations	\$ 1,900.57		n/a	n/a			\$ -		\$ 1,900.57
	Miscellaneous	\$ 15,000.00	\$ 5,000.00					\$ -	\$ 1,110.00	\$ 21,110.00
	Supplies	\$ 2,000.00	\$ 1,000.00			\$ 1,350.00		\$ -		\$ 4,350.00
	Additional Travel	\$ 2,000.00	\$ 1,000.00					\$ 300.00	\$ 600.00	\$ 3,900.00
	Contracted Services	\$ 5,700.00	\$ 9,000.00						\$ 62,000.00	\$ 76,700.00
Utilities & Subscriptions	\$ 8,755.43								\$ 8,755.43	
<b>Total funds spent</b>	<b>\$ 117,853.00</b>	<b>\$ 117,500.00</b>	<b>\$ 5,000.00</b>	<b>\$ 60,500.00</b>	<b>\$ 8,291.01</b>	<b>\$ 1,000.00</b>	<b>\$ 3,300.00</b>	<b>\$ 73,710.00</b>	<b>\$ 387,154.01</b>	
<b>Total Funds Remaining</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9.80</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,245.20</b>	<b>\$ 22,255.00</b>	

\*\*Includes 25% overhead and rent for the year (\$978/month & 11,736/year)

FY20 Annual Budget															
CATEGORY	EXPENSE	MONTH												TOTALS	
		7/1/2021	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	6/30/2022	Sub Totals by Item	Sub Totals by Category
Misc	Annual Dues & Membership Fees		\$ 4,100.00				\$ -	\$ 2,800.00	\$ 4,500.00					\$ 11,400.00	\$ 21,110.00
			WACD				SAO	BIAS	ENDURIS			NACD	WCS	\$ -	
	Advertising (includes needs for VSP Outreach)	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 900.00	
	Meeting Registration Fees (WADE, NE Area, WACD, Etc. )			\$ 100.00	\$ 110.00	\$ 2,000.00		\$ 2,000.00			\$ 500.00	\$ -	\$ -	\$ 4,710.00	
Alex Program Mgmt. Courses								\$2,050		\$2,050			\$ 4,100.00		
Supplies	Meeting Light Refreshments	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 360.00	\$ 2,760.00
	Office & Field Supplies / Equipment	\$ 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	
Travel	Staff & Supervisor Travel	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 9,600.00	\$ 9,600.00
Staff	Candy Roman, FCD - Admin & Bookkeeping	\$ 1,604.00	\$ 1,604.00	\$ 1,604.00	\$ 1,604.00	\$ 1,604.00	\$ 1,604.00	\$ 1,698.64	\$ 1,698.64	\$ 1,698.64	\$ 1,698.64	\$ 1,698.64	\$ 1,698.64	\$ 19,815.82	\$ 191,326.67
	Alex Case-Cohen, POCB Manager	\$ 8,008.00	\$ 8,008.00	\$ 8,008.00	\$ 8,008.00	\$ 8,008.00	\$ 8,008.00	\$ 8,480.47	\$ 8,480.47	\$ 8,480.47	\$ 8,480.47	\$ 8,480.47	\$ 8,480.47	\$ 98,930.83	
	Lisa Alkire -- Website and Social Media Mgmt.	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 13,440.00	
	Mary Malone -- POCWB Education & Outreach/ Grant Writing	\$ 3,629.73	\$ 3,629.73	\$ 3,629.73	\$ 3,629.73	\$ 3,629.73	\$ 3,629.73	\$ 3,629.73	\$ 3,629.73	\$ 3,629.73	\$ 3,629.73	\$ 3,629.73	\$ 3,629.73	\$ 43,556.76	
	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	\$ 15,583.26	
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	\$ 75,779.98
	IT Variable Expenses	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 900.00	
	IT Fix expenses	\$ 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	
	Smartsheets/Grant writing assistance		\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00								\$ 3,000.00	
	Monitoring with Kalispel NRD							\$ 833.33	\$ 833.33	\$ 833.33	\$ 833.33	\$ 833.33	\$ 833.33	\$ 4,999.98	
GIS mapping set-up/TA						\$ 1,000.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 2,080.00		
Utilities & Subscriptions	Cell Phone+Data Plans	\$ 275.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 260.00	\$ 260.00	\$ 260.00	\$ 2,655.00	\$ 8,755.43
	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	
	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	
	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	\$ 1,800.00	
	Smartsheets Prj. Mgmt.							\$ 968.40						\$ 968.40	
	Lucid Chart, Flow Chart	\$ 59.40												\$ 59.40	
	Amazon Prime(shopping)			\$ 119.00										\$ 119.00	
	WIX.com Website Editor					\$ 168.63								\$ 168.63	
NP Miner / Selkirk Sun										\$ 105.00			\$ 105.00		
<b>Totals by Month</b>		\$ 23,082.79	\$ 28,048.39	\$ 24,167.39	\$ 23,558.39	\$ 24,200.36	\$ 23,948.39	\$ 32,347.23	\$ 29,028.83	\$ 26,578.83	\$ 25,088.83	\$ 24,693.83	\$ 24,588.83	\$ 309,332.08	\$ 309,332.08

Average Monthly Expenses	\$ 25,777.67
Average Monthly Staff Cost	\$ 11,838.55
Average Monthly Other Costs	\$ 9,833.78
Highest Monthly Other Costs	\$ 8,587.40
Lowest Monthly Other Costs	\$ 2,853.00



**Attachment E:  
POCD  
Employee Handbook  
Updated 5.14.2020**



The Pend Oreille Conservation District  
Employee Handbook

DRAFT

Last Updated: 5/14/2020  
Last Reviewed by Legal: 6/13/2019

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## PURPOSE

This Employee Handbook summarizes the basic personnel policies of the Pend Oreille Conservation District (“District”) and is intended to serve as a resource concerning your employment with the District. All employees are expected to review the Handbook and become familiar with its policies and provisions. This Handbook supersedes any prior policies and handbooks. As the District grows or evolves, its personnel policies may change. Therefore, the District Board of Supervisors (Board”) reserves the right to modify, revoke, suspend, terminate or deviate from the policies set forth in this Handbook at any time, and effective immediately, without prior notice or consultation. |

It is the responsibility of the employees to know and comply with the policies and procedures outlined in this handbook. Good work and safety habits, as well as courtesy given to coworkers and the public, help ensure a productive and pleasant work environment for everyone.

There are several things to keep in mind about this Handbook. This Handbook is not intended to address every aspect of your employment with the District in detail. In some cases, detail may be found in other controlling documents such as the summary plan descriptions of benefit plans. You may also have questions about whether and how a policy applies to specific situation. For questions regarding a specific employment issue please contact the District Manager or the District Board Chair.

In cases where this handbook conflicts with state or federal law, or a written employment contract, the terms of the law or contract will control.

## AT WILL EMPLOYMENT

This Handbook contains only general information and guidelines. **This Handbook does not constitute an employment contract, or promises of specific treatment, or a promise of employment for any specific duration between the District and its employees.** Your employment with the District is “at will,” which means that the employment relationship can be terminated at any time, without cause or notice, by you or the District. Nothing in this Handbook is intended to modify the at-will relationship between the District and its employees. No supervisor or other representative of the District has the authority to modify an employee’s or prospective employee’s at-will status, or to make representations that are inconsistent with this Handbook, unless the modification is in writing and is approved by the Board.

## NRCS RELATIONSHIP

The Conservation District – The USDA

Natural Resource Conservation Service (NRCS) are partners that.. - partnership is very valuable to both entities.

All staff are encouraged to work together as a team in order to fulfill the objectives of both agencies. The NRCS District Conservationist is in the Colville Field Office staff are available to provide advice and assistance to District employees in attaining mutual goals. District staff will also assist NRCS staff as appropriate.

## **EMPLOYER – EMPLOYEE RELATIONSHIP**

The Board is the employer, with the Board Chair designated as the contact supervisor for employment issues. The District Manager serves as the supervisor for all staff (employees and volunteers) and is directly responsible to the Board. The District Manager also serves as the daily supervisor to technical staff, unless otherwise determined by the Board. Each employee's day-to-day supervisor will be clearly identified in the employee's job description.

## **EMPLOYEE STATUS**

Regular employees are those hired to fill permanent positions with the District.

Temporary or project employees are hired by the District to complete specific tasks within a specific time period, usually less than one year. These positions may be full-time or part-time, and. [Part-time positions receive only those benefits as required by law.](#)

Full-time employees are those who are required to work 40 hours per week.

Part-time employees are those who work less than 40 hours per week.

## **CHANGES IN PERSONAL INFORMATION**

It is the responsibility of the employee to promptly notify the District Manager of any changes in personal data. This includes any information that is needed for employment or benefits administration purposes such as change of name or marital status, personal mailing address, telephone number, number and names of dependents, individuals to be contacted in case of an emergency, educational accomplishments, and other such information. It is the District's policy not to release this information unless the employee signs a statement authorizing the release of confidential information or the District is otherwise required to do so by law or judicial process.

## **WAGES:**

The Board shall set and approve the wages of all employees of the District.

## **ATTENDANCE**

Punctuality and regular attendance are essential to the proper operation of any business, and are essential job functions of each position within the District.

Employees must notify the District Manager if they will be absent from work for any reason. Absence without proper notification, excessive absenteeism, tardiness, or abuse of leave policies may be cause for disciplinary action, up to and including termination.

## **WORKWEEK**

The workweek begins on Sunday and ends on Saturday.

## WORK HOURS

Normal work hours are 7:00 a.m. to 4:00 p.m., Monday through Friday. Subject to approval by the District Manager in consultation with the Board., employees may request approval of an alternate daily schedule.



Each employee is allowed a one-hour unpaid lunch break and two 15-minute paid breaks per day. Neither lunch nor break time can be accumulated or used for any purpose other than intended.

## OVERTIME

Non-exempt employees of the District are entitled to compensation in the form of overtime for all hours worked in excess of forty (40) in a given workweek. All overtime must be authorized in advance by the District Manager. No Non-exempt employee shall work in excess of forty (40) hours in a given workweek unless they have received such prior authorization to do so by the District Manager.(review position and pay as factors of non exempt status).

Overtime pay is calculated at one and one-half (1 ½) the employee's regular rate of pay. Overtime pay shall be calculated to the nearest one-quarter (1/4) hour.

Exempt employees are non-eligible for overtime pay. The District Manager is an exempt employee for purposes of the FLSA, the Washington State Minimum Wage Act, and all other federal and state wage and hour laws.

## COMPENSETORY TIME

Upon mutual agreement between the District Manager and an employee compensatory time may be earned in lieu of overtime. Comp time is earned at the same rate as overtime: 1-1/2 hours earn for every hour worked. Comp time will accrue to a maximum of 40 hours; after 40 hours no comp time will be accrued until the balance falls below 40 hours. Comp shall be used prior to using annual leave. All comp time must be prior to the end of the calendar year that it was accrued.

## TIMEKEEPING

All employees must keep a log of their daily activities and hours worked into the BIAS accounting software. The District will provide planners, time management software and/or timesheets for this purpose. These planners, time management software and/or timesheets are the property of the District. The log must contain the hours worked, whether the hours were field or office hours, a brief description of the tasks completed, and the funding source those hours will be charged to. The employee will use this information to complete his or her semimonthly timesheets; it also serves as documentation for grant projects.

The District Manager will sign all employee timesheets attesting to the hours worked. A Board member will sign the timesheet attesting to the hours reported for the District Manager.

**PAY PERIODS**

Employees are paid on a semimonthly basis as follows: The first pay period of the month includes the first through the fifteenth; the second pay period includes the sixteenth through the last day of the month. (Alt. employees may\*\*\*)

**PAY PROCEDURES**

All employees must submit a completed semi-monthly timesheet to the District Manager by 8:30 a.m. the next working day after the pay period ends. Paychecks will usually be distributed by 5:00 p.m. that same day. If a Board member is not available to approve payroll on the day it is to be completed, checks will be distributed as soon as approval can be obtained. Any employee's failure to timely submit their timesheet to the District Manager may result in a delay in the payment for those hours.

Occasionally, due to time constraints and workload, and with prior approval of the Board Chair, payroll may be distributed early. Employees will be notified ahead of time if this is going to occur. On these occasions, hours will be estimated for the current pay period and, if necessary, adjusted during the next pay period. (IF so for some reason timesheet input becomes impaired or impractical, employee will track in a provided timesheet log).

**DUTY STATION**

Duty station is defined as any place an employee is authorized to conduct District business, including but not limited to the District office, alternative workstations, field sites, or meeting and workshop locations. Normally, the District office is the designated workplace for all staff unless special provisions are made to work elsewhere. Employees may request permission from the District Manager to work at home, or at another location, for one or two days. For longer periods of time, a request must be submitted to the Board stating the reason for the request and the estimated duration of the absence from the office.

**USE OF PERSONAL EQUIPMENT**

Employees' use of personal equipment and/or tools to perform field work is prohibited. The tools and equipment required to perform field work will be provided to employees by District.

An employee's use of his or her personal cell phone or computer for District business may make all information contained in or generated by those devices subject to public disclosure laws. Again, employees who choose to use personal equipment for work purposes are doing so at their own risk.

**WORK CLOTHING**

Employees who work in the field may require special protective gear and/or clothing to perform their duties. The District will provide employees with any required protective gear and/or



clothing such as hip or chest waders, safety vests, and hard hats. The District is not responsible for other work clothing or footwear.

### **VEHICLE USE/TRAVEL**

All employees are required to have and maintain a valid Washington State driver's license and to notify the District Manager immediately of any changes in their driving status.

Suspension or loss of a driver's license may result in suspension or loss of employment as determined by the Board will complete a certification statement verifying driver's license status annually or as deemed necessary by the District Manager.

Employees are prohibited from using District-owned vehicles for personal uses. Employees must operate vehicles in a safe manner and obey traffic laws or be subject to disciplinary action. Smoking is prohibited in all District-owned vehicles and seat belts must be worn by all occupants of the vehicle at all times while the vehicle is in motion. Except for legally allowable hands free use, cell phone or tablet use and texting while driving are prohibited.

Employees must reserve a vehicle and coordinate with other employees for vehicle use. Disputes over use of District-owned vehicles shall be resolved by the District Manager. Employees using vehicles must be courteous and keep them clean for other users.

Each [District](#) vehicle has a mileage log and credit card for fuel purchases. The mileage log must be completed for each use, including the date, purpose of the trip, project identified, and beginning and ending odometer readings. The credit card should only be used for fuel purchases and receipts must be kept. The odometer reading will be required at the time fuel is purchased.

In the event a District-owned vehicle is not available, an NRCS-owned vehicle may be available to employees that have a valid driver's license, a good driving record, and a current Certification Statement for Operation of Government Owned or Leased Vehicles signed by the NRCS District Conservationist. These forms should be updated annually. The use of NRCS vehicles must be coordinated with NRCS staff. District employees using District or NRCS vehicles must complete required training, follow all applicable regulations, such as use of seat belts and policies prohibiting smoking and texting while driving and cell phone/tablet use without a hands free device.

Under no circumstances may employees allow others to ride in an NRCS vehicle without authorization. When on travel status, staff may not allow others (family or friends) to travel with them without authorization from the District Manager. Non-employee passengers in District-owned vehicles are limited to landowners, volunteers or partners for purposes of conducting business related activities only.

It is necessary for each employee to carry liability insurance on their personal vehicle and to have an endorsement (rider) to that policy for coverage while driving a "non-owned auto" on an irregular basis for the purpose of his or her employment.

In those instances where it is necessary for staff to use their personal vehicles for District business, mileage reimbursement will be made at the current Washington State rate. Also, per diem, when authorized, will be at the current Washington State rate.

A travel expense voucher will be filled out and submitted at the end of each week in which travel expenses were incurred.

### **REPORTING VEHICLE ACCIDENTS**

Any vehicle accident involving an employee, whether work related or not, must be reported as soon as possible to the District Manager and, if the employee is authorized to use NRCS vehicles, the NRCS District Conservationist.

When a vehicle driven by an employee in course and scope of his or her employment with the District, and without regard to ownership of the vehicle being driven, is involved in an accident, the following procedures must be followed. In the case of a single vehicle accident: 1) ensure that any and all injuries are properly taken care of as the situation dictates, which may include calling for emergency medical services; 2) prior to leaving the scene of the accident law enforcement must be contacted and notified of the accident, and the accident must be reported to the District Manager; 3) a District accident report must be completed by the driver of the vehicle within one (1) business day of the accident.

In the case of a multiple-vehicle accident, follow all steps outlined above for a single-vehicle accident. In addition, to those steps, the District employee should obtain the following information: the make, model, license plate number, and owner's name of all other vehicles involved in the accident; the driver's license number of the driver of every other vehicle involved in the accident; the address, and telephone number of all occupants of every vehicle involved in the accident. .

### **COPYRIGHT LAWS**

Employees may not download or use copyrighted material without obtaining proper authorization.

### **CREDIT CARD MAINTENANCE AND PURCHASING POLICY**

The Board will designate which employees are authorized to use credit cards for making business related purchases. Authorized card holders shall maintain the security of their credit cards and report immediately any mispending, loss, or theft.

Employees authorized to use credit cards must consult with the District Manager for authorization to make purchases and submit receipts in a timely fashion. Receipts must clearly

identify which project(s) the purchase applies to. Personal use of the credit card may result in disciplinary action up to and including termination. Prior approval by the Board is required for all purchases in the amount of \$1,000.00 or greater.

### **ELECTRONIC COMMUNICATIONS**

Access to the computer network is critical to the performance of job duties. There are policies, expectations and rules of behavior associated with this privilege. Therefore, misuse of access may result in disciplinary action and possible termination of employment.

Internet and electronic mail access are available to District employees for purposes of conducting business and limited personal use, such as checking email while on break. However, these tools are considered public forums and as such, their use can be monitored by the District without notification of the employees. All electronic mail and internet activity transmitted, received or stored on District computers is the property of the District and subject to public disclosure (including an employee's personal activity). Sensitive information is not to be sent via electronic mail including but not limited to personal employee information, performance reviews and disciplinary notices. Inappropriate or offensive messages such as racial, sexual or religious slurs are prohibited in email or any other form of correspondence.

### **SAFETY**

The District strives to ensure a safe working environment. Employees must also take responsibility for their own safety and do their part to make sure that work areas are free from hazards of all kinds. Each employee shall promptly report all unsafe or potentially hazardous conditions. The District will make every effort to remedy problems as quickly as possible.

Employees should also become familiar with all fire exits and building emergency plans, as well as security policies.

In case of a work accident involving a personal injury, regardless of how minor, the District Manager will be notified immediately.

### **USE OF SOCIAL MEDIA**

Social media such as Facebook, Twitter, or LinkedIn, and activities such as posting, tweeting and blogging have an ever increasing presence in the workplace. With increased usage however, comes the increased potential for accidental or intentional inclusion of inappropriate information. Employees should use the utmost care in using social media in a way that promotes the District and its partners in the most positive manner as well as avoiding any release of confidential information.

### **USE OF DISTRICT EQUIPMENT**

Telephones are available for limited personal use.

Any use of software and business equipment for personal gain is prohibited.

All District property will remain in the office or in the storage unit unless it is being used in the field. If equipment is being used for several days in a row, it may be secured in the vehicle or other appropriate place. Under no circumstances should District property be left unsecured.

**TOBACCO SMOKE-FREE WORKPLACE**

Chewing and/or Smoking is prohibited during work hours except during break times when an employee may smoke outside of the building at least 25 feet from any entrance.

**POSSESSION OF FIREARMS**

Firearms are not allowed in the NRCS building or ~~in District or~~ NRCS vehicles. Employees, Management and Board Supervisors are not allowed to carry firearms during work hours or work-related meetings and project site visits – without prior board approval?

**POLITICAL ACTIVITY**

District employees may participate in political or partisan activities of their choosing provided that District resources and property are not utilized, and the activity does not adversely affect the responsibilities or of the employee in his/her position.

Employees may not campaign on District time or in a District uniform or while representing the District in any way. Employees may not allow others to use District staffing resources, facilities or funds for political activities.

Any District employee who meets with or may be observed by the public or otherwise represent the District to the public, while performing his/her regular duties may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on District property or District time, for a contribution for a partisan political cause.

An employee shall not hold an elected public office position of the District.

Except as noted in this policy, District employees are otherwise free to fully exercise their constitutional rights.

## **RECRUITMENT & HIRING PROCEDURES**

Prior to initiating any recruitment and hiring process, the District Board will determine a strategy and timeline for hiring staff to fulfill their workload requirements. It is the practice of the District to advertise open positions for a minimum of two weeks, although the Board reserves the right to deviate from this practice.

Applications will typically be reviewed and evaluated by a selection committee. The committee will interview and conduct reference checks for the top three or four applicants being considered and make a recommendation to the Board, who will make the final decision to hire. The process for hiring seasonal or temporary project employees may deviate from this practice.

A letter of employment will be sent to the applicant selected. The letter will include the employment start date, wage, benefits, work hours, and any other agreed upon items relating to employment.

As grant projects and workloads change, the District Board may grant in-house job transfers to employees or change an employee's job duties when it is beneficial to do so. The Board will also give consideration to employees who may wish to change from full-time to part-time status, or vice versa.

## **NEPOTISM POLICY**

The District is committed to providing a working environment which fosters the equitable treatment of all employees. Hiring of members from the same family is not prohibited; however, certain restrictions apply. Family members are prohibited from exercising supervisory capacity over other family members and will not be employed in positions that may create a conflict of interest or any other problem resulting from patronage or favoritism.

## **EMPLOYMENT OF MINORS**

Federal and state laws regulate the employment of minors (persons under age 18).

Before a minor can be employed, he/she must obtain a permit to work from the Department of Labor & Industries, which must be signed by a parent and appropriate school authority. In addition, the District must obtain a permit to employ minors from the Department of Labor & Industries.

## **STATE PATROL CHECK**

It is anticipated that most District employees may have public contact with school age children. Because of this, District employees may be subject to a Washington State Patrol check at the discretion of the District Manager. In the event any crime has been committed against a child, the employee will be dismissed without provision for appeal. Washington State Patrol checks may be conducted at the time of hire and periodically during employment as deemed necessary by the District Manager or the Board.

### **NEW EMPLOYEE PROBATIONARY PERIOD**

Unless otherwise determined by the Board of Supervisors, there is a six-month introductory period for all new employees. During this period, if the employee fails to adapt successfully to the requirements of the position, or the District as a whole, employment will be terminated immediately or the introductory period will be extended. The decision to terminate or extend the introductory period will be made by the Board of Supervisors. The Board may consult the Conservation Commission's Regional Manager or appropriate District staff when making these decisions.

### **ORIENTATION**

Orientation will be provided to new staff by the District Manager and/or other appropriate District staff, normally within the first three days of employment, but no later than one week after the employee begins work. This may include or be followed up by orientation from the Conservation Commission Regional Manager.

At the time an applicant accepts a position, or shortly afterward, the following information, to the extent particular items are applicable, will be provided:

- Job title
- Job description
- Job duties
- Designated supervisor
- Starting wage
- Performance review criteria/frequency
- Work schedule
- Overtime requirements
- Holidays observed
- Vacation
- Sick leave
- Retirement
- Health insurance
- Planner options

All employees will receive orientation materials and required employment forms, such as:

- The District's Employee Handbook with Certification of Receipt
- Semimonthly timesheets [access](#)
- IRS Form W-4
- Immigration Form I-9
- Drug-Free Workplace Act Certification

- Emergency Information Form
- Certification Statement for Operation of Government Owned or Leased Vehicles
- Building Access Information
- Other Informational Materials

Orientation will also include, as necessary, use of the computer network, telephone and office machines.

While the District strives to follow these guidelines, it may not always be possible to do so. Accordingly, employees of the District should not view these as a contractual agreement or obligation.

### **TRAINING**

For employees to most effectively perform their jobs, it is necessary for them to be kept up to date in areas that affect their work. The employee and the District share in the responsibility for career planning, maintenance of professional awareness, and motivation to work to peak capabilities.

When training needs are identified by either a staff member or their supervisor, a Request for Training should be submitted to the District Manager. The District Manager will evaluate and approve training requests based on available funding and as they pertain to the District's needs and the employee's career path.

Training must be approved in advance by the District Manager and, if necessary, by an appropriate grant project officer. Documentation of training will be retained in the employee's file as requested.

Mandatory training may also be required by granting or other agencies. Staff will be notified when these trainings will take place.

### **STANDARDS OF EMPLOYEE BEHAVIOR/CONDUCT**

The District strives to provide a safe and enjoyable work experience for all employees. Good work and safety habits, and courtesy given to coworkers and the public, help ensure a productive and pleasant work environment for everyone.

Some guidelines for on-the-job behavior:

- Know job requirements and area of responsibility;
- Be willing to learn; show interest and initiative in the job;
- Do your best every day; strive for quality and efficiency;
- Demonstrate cooperation and respect for Board Members and supervisors;

- Strive for and maintain a positive, cooperative working environment;
- Show consideration and respect for the property of the District and co-workers;
- Conduct all work performed on behalf of the District or its employees with honesty and integrity;
- Speak honestly and tactfully about the District, NRCS, coworkers, customers and other agencies. Refrain from making malicious, false, or derogatory statements that could damage the integrity or reputation of the District, NRCS, coworkers, customers, or other agencies.

Inappropriate behavior or conduct will be handled as follows:

1. Conduct normally resulting in counseling, assistance, or corrective action as deemed necessary by the employee's immediate supervisor or the District Manager:
  - Excessive absences or tardiness;
  - Neglect or abuse of District property;
  - Unintentional violation of safety rules;
  - Unauthorized personal use of the phone, District computer or other equipment (including playing computer games and personal use of the Internet or email during work hours);
  - Use of abusive language;
  - Dishonesty;
  - Drug or alcohol abuse on the job;
  - Conflict of interest;
  - Unethical conduct;
  - Conduct which disrupts the District's business.
  
2. Conduct that may justify immediate suspension or termination (the District Board will make this decision):
  - Falsification of documents;
  - Sexual harassment;
  - Workplace violence;
  - Theft of District property or that of other employees;
  - Insubordination;
  - Intoxication, including the effects of illegal drugs, during working hours;
  - Deliberate misuse of District property;
  - Any other illegal activity.

## **CONFLICT OF INTEREST & ETHICAL CONDUCT**

The District may limit an employees' ability to engage in outside employment as allowed by law.



Employees are not to use the District's name, equipment (including telephones and computers), data or vehicles for personal gain.

No employee shall accept anything of value from the public for or because of any official act he or she has performed or will perform. No employee shall solicit or accept directly or indirectly any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value from members of the public with whom he or she has an official relationship.

The following are exempt from the above restrictions:

- Food and refreshments of nominal value on an infrequent basis;
- Unsolicited promotional items of nominal value, such as pens, pencils, note pads, calendars, etc.;
- Awards for merit or achievement in public service given by a charitable, religious, professional, social, fraternal, nonprofit, public service, or government organization.

No employee or supervisor of the District shall participate in the award or administration of a contract if a conflict of interest should arise. Such a conflict of interest would arise when the employee or supervisor, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the above, has a financial or other interest in the firm solicited.

Employees are prohibited from inducing by any means any person employed or otherwise involved in any District project to give up any part of the compensation to which he or she is otherwise entitled to, or receive any fee, commission or gift in return for award of a subcontract.

The District's officers, employees, or agents must not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or other parties to contracts.

Unauthorized employee solicitation of funds, sales of tickets/merchandise, posting of notices, and distribution of literature and solicitation of membership in organizations in District facilities during work hours is prohibited.

## PERFORMANCE EVALUATIONS

Performance evaluations are designed to aid communications between supervisors and employees, clarify duties and responsibilities, and advise employees of their performance strengths and weaknesses. They are intended to assist in the personal development of employees and to strengthen their performance towards achieving the District's goals. Performance evaluations are used to substantiate recommendations for promotions, step increases and dismissals.

The District will develop performance standards for each regular employee based on his or her job description. Using these standards, employee evaluations will take place at the end of the six-month probationary period and annually thereafter on or around the anniversary of the hire date or the six-month review date, depending on the "step" at which an employee is hired (see Compensation Section on page 5). The evaluations will be carried out as follows:

1. The employee will independently complete the evaluation form based on their judgment of personal job performance.
2. Other parties involved in the performance evaluation (immediate supervisor and/or District Manager, Board Chair, etc.) will independently evaluate the employee's job performance.
3. The employee, immediate supervisor, and District Manager will meet in a private setting to compare and discuss the performance evaluation. The final result will be a mutually agreed-upon evaluation that will be placed in the employee's personnel file. If all parties do not agree on the contents of the evaluation, differences will be documented and placed in the employee's personnel file.

Temporary employees hired for a period of less than one year will not follow the regular performance evaluation process. A performance letter may be drafted and reviewed with the employee at the end of six months, and/or at the end of employment, or both, depending on the length of employment. The performance letter will be signed by the District and the employee.

## RESIGNATION PROCEDURES

An employee who voluntarily separates from employment is asked to give 15 calendar days written notice to the District Manager of his or her intent to leave the position. The written notice will include the date submitted to the District Manager and resignation effective date. If the employee is willing, the Board would like the letter to include the reason for the resignation.

Prior to the last day of work, the employee will complete an exit report containing status of projects the employee was assigned, ongoing work to be transferred to other staff, relevant contact information and any passwords and/or accounts created. An exit interview will then be held with the employee, the immediate supervisor and/or District Manager to transition workload and make arrangements for any administrative needs. On the last day of work the employee must surrender all accounts created, account credentials (usernames and passwords),

work keys, equipment, thumb drives, electronic and physical files, daily planner, etc., to the District Manager or Board Chair. Additionally, whenever possible, the board chair or a board member designated by the board chair shall conduct an exit interview with the departing employee, during their final week of employment for process improvement purposes.

## **DISCIPLINARY PROCEDURES**

The District strives to offer the public the highest possible level of service while operating the most efficient, economical, and orderly manner consistent with quality management practices. All employees must conduct their behavior in a manner, which is consistent with District policies and procedures. Disciplinary action is utilized for the purpose of maintaining an efficient and effective business operation. While the District strives to take necessary corrective action in a fair and consistent manner, the District reserves full discretion to make any and all disciplinary decisions deemed appropriate and necessary to further ensure the highest level of service is offered to the public.

It is the District's intent to follow a policy of progressive discipline. This means we will take appropriate action based on the seriousness of the situation and the circumstances. Discipline less than termination may take the form of an oral warning, a written warning, a performance appraisal indicating below-standard performance in one or more areas, probation, or suspension. Which of these options is chosen, or whether any of them is used prior to termination, will depend on the seriousness of the disciplinary problem. The District is not required to pursue disciplinary action in any order, method or amount prior to termination of an employee's employment.

## **DISPUTE RESOLUTION**

When disputes in the workplace exist, employees who have complaints or disagreements are encouraged to try to resolve them by discussing the situation frankly with their immediate supervisor. At the same time, the District realizes that not all problems can be resolved in this manner, and employees may sometimes be reluctant to approach their supervisors.

An employee who has a problem is responsible for reporting it to the District Manager unless this problem pertains involves the alleged actions/inactions of the District Manager, in which case the employee should report the problem to the Board Chair. There should be no fear of retaliation at any stage in this process. The District Manager or the Board Chair should work with the employee to reach a solution.

If there is no resolution at this level, the employee should submit a written statement to the Board Chair. The Chair will review the facts of the case with the other Board Members during an executive session and issue a written decision to the employee and the employee's supervisor. No record of the proceeding will be placed in the employee's personnel file unless the employee requests it.

## **TERMINATION**

If employee problems cannot be resolved through the above actions, or the severity of employee misconduct warrants immediate dismissal, termination will occur. The Board must authorize any employee termination.

Immediately upon termination, the employee must surrender all work keys, equipment, thumb drives, electronic and physical files, daily planner, etc., to the District Manager or Board Chair. The District Manager or Board Chair will have building access codes deactivated.

## **BENEFITS**

### **RETIREMENT**

The District participates in the State's Public Employees' Retirement System (PERS) for all regular full-time and qualifying part-time employees as required by law. Employer and employee contributions are based on plan choices and submitted on a monthly basis. Employees have 90 days from their start date to review and select a qualifying PERS plan.

### **STATE OF WASHINGTON DEFERRED COMPENSATION PROGRAM**

All employees are eligible to participate in the Deferred Compensation Program. This program is for employee contributions only. A minimum contribution of \$30 per month is required, and is collected through payroll deduction. The maximum contribution is 25% of gross pay up to \$8,000 each year, depending on other deferred arrangements the employee may have.

### **SOCIAL SECURITY & FEDERAL WITHHOLDING**

All employees will contribute to both the retirement and Medicare portions of the Social Security System. The District matches contributions made by the employee. Federal Income Tax is withheld from wages according to information provided on each employee's W-4.

### **INDUSTRIAL & UNEMPLOYMENT INSURANCE**

Industrial and unemployment insurance coverage are mandatory for all employees. They are provided by the Department of Labor & Industries and the Employment Security Department. The District / employees pay their portion of these premiums as required by law.

### **MEDICAL & DENTAL INSURANCE**

After the six months probationary period, a medical, dental, vision, life & long-term disability insurance package is available. The district shall pay up to %50 of premiums of these plans.

## TYPES OF LEAVE

### **Administrative Leave with Wages & Benefits**

Defined as authorized leave with pay and full benefits except during disciplinary procedures; it will usually last no longer than one or two days. Administrative leave may be granted to regular employees, as directed by the Board of Supervisors, for special occasions or when inclement weather or building safety conditions cause closure of the District office.

### **Administrative Leave Without Wages & Benefits**

Is defined as authorized unpaid leave without wages and benefits. Typically, this type of leave is used during disciplinary procedures.

### **Annual Leave**

All regular full-time and part-time employees who work at least 30 hours per week are entitled to annual leave as follows:

- a. For full-time employees: During the first through fourth years of employment, annual leave will accrue at a rate of eight hours per month. During the fifth through ninth years, it will accrue at a rate of ten hours per month. For employees who have been with the District for ten or more years, it will accrue at a rate of 14 hours per month. Annual leave will accrue proportionately to the hours worked for employees hired mid-month, or for those whose employment ends during the month. Annual leave will be prorated for the month when an employee is absent without pay.

For part-time employees who work at least 30 hours per week: During the first through the fourth years of employment, annual leave will accrue at a rate of six hours per month. During the fifth through ninth years, it will accrue at a rate of eight hours per month. For employees who have been with the District for ten or more years, it will accrue at a rate of ten hours per month. Annual leave will accrue proportionately to the hours worked for employees hired mid-month, or for those whose employment ends during the month. Annual leave will be prorated for the month when an employee is absent without pay.

- b. Annual leave is considered accrued at the end of each pay period.
- c. After the six-month probationary period, annual leave can be used as soon as it is accrued.

- d. For full-time employees, the maximum amount of annual leave that can be accrued is 168 hours. Any annual leave hours accrued beyond these limits must be used by December 31 or forfeited. It is the employee's responsibility to take the appropriate action to ensure hours in excess of the maximum allowed are used prior to the end of the year. ON a case by case basis, the Board may authorize increases carry-over of hours if a situation warrants and it is approved.
- e. Upon termination for any reason, an employee shall be paid for all unused annual leave at his or her rate of pay at the time of termination.
- f. Annual leave can be used in 1/2-hour increments.
- ~~g.~~ Employees must notify the District Manager when using annual leave. Leave of eight hours or more requires submittal of a Leave Request Form (attachment C) and authorization prior to taking the leave.
- h. Employees will document any use of annual leave in their planners and on the semimonthly timesheets. They will be notified at the end of each pay period of the leave balance. Employees should bring to the attention of the District Manager any perceived errors in the leave balances.

### **Bereavement Leave**

In the event of a death in the family of a regular full-time or part-time employee (spouse, parent, child, stepchild, brother, sister, grandparent, aunt, uncle, niece, nephew, grandchild, in-laws, guardian of employee, any person residing with or legally dependent upon the employee), the employee shall be granted one eight hour day of leave with pay. Bereavement leave will not be deducted from the employee's annual leave or sick leave.

Bereavement leave may be scheduled on a day beginning with the day of death and extending up to and including the day of the funeral or within two weeks of the death. Sick leave may be used for up to three additional days of time off during this time period. Time off taken beyond that point may be from accrued compensatory time, annual leave or leave without pay. On a case by case basis, the Board may authorize adjustment of this policy.

### **Family & Medical Leave Act (FMLA)**

The Family and Medical Leave Act (FMLA) allows eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12 month period. To be eligible, an employee must have been employed by the District for at least one year and worked a minimum of 820 hours during the 12 months preceding the leave. To qualify for FMLA leave, one of the following reasons must apply:

- Care of an employee's newborn child after birth;

- Care of an employee’s newly adopted or foster child after placement;
- Serious health condition of the employee’s spouse, child or parent;
- Serious health condition that prevents the employee from performing the essential functions of the job.

A serious health condition is any illness, injury, impairment, or physical or mental condition that involves:

- A period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, hospice, or residential medical care facility;
- Any period of incapacity that requires an absence of more than three calendar days and also requires continuing treatment by a health care provider, or
- Continuing treatment by a health care provider for a chronic or long-term condition which would likely result in an absence of more than three calendar days if it were not treated.

Prenatal care is expressly listed as a “serious health condition” by the FMLA.

Whenever possible, at least 30 days advance written notice should be provided to the District Manager for FMLA leave. If the FMLA leave request is for a serious health condition, either for themselves or a family member, the employee must provide a certification of the illness or injury from a physician/licensed health care provider.

#### **FMLA Benefits**

- For the duration of approved FMLA [any](#) leave, medical and dental benefits will be maintained. The employee is still responsible for paying premiums for covered family members. (Other benefits such as annual leave, sick leave and holidays will be suspended during FMLA leave and will resume upon return to active employment.)
- Upon returning from approved FMLA leave, the employee will return to his or her original or equivalent position.

If an employee does not return to work, they will be responsible for reimbursing the District for the District’s portion of medical and dental insurance premiums paid during this absence.

#### **HOLIDAYS**

The District will observe the following holidays:

New Year's Day

Martin Luther King Jr. Day

Presidents’ Day

Memorial Day

Independence Day

Labor Day



Veterans Day  
 Thanksgiving Day  
 Christmas Day  
 \*Plus one Floating Holiday

Regular employees who consistently work less than 30 hours per week and temporary employees are not eligible for holiday pay.

Regular employees who consistently work at least 30 hours per week will be granted paid holidays as follows:

- All full-time employees and employees who consistently work at least 30 hours per week, will receive eight-hour paid holidays.

If a holiday falls during an employee's vacation, the employee will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed. Reasonable accommodation will be made for religious practices / observances.

Holidays cannot be accrued and must be taken on the specific holiday or be forfeited unless the employee is specifically representing the District on that holiday and that work has been pre-approved.

### **JURY DUTY**

Regular full-time staff and part-time staff who consistently work 30 or more hours per week who are required to report for jury duty will receive their full pay and benefits for up to three days of time served per year. For jury duty requiring more than three days, the employee will be required to use compensatory time, annual leave, or leave without pay. Leave for jury duty must be arranged as early as possible. When released from jury duty, the employee must return to work. Compensation received from the court for jury duty may be retained by the employee.

### **LEAVE WITHOUT PAY**

Any employee may request, in writing, a period of leave without pay. Leave without pay for periods of five working days or less may be authorized in advance by the District Manager; periods in excess of five days require approval of the Board of Supervisors. The Board may, at their discretion, grant leave without pay for an extended but defined period. Sick leave and annual leave will not accrue during periods of leave without pay that exceed five days. Except for FMLA absences, if the leave is 15 days or more, the employee contributions for health insurance must be paid by the employee at the time those payments would normally be made. Holidays occurring during periods of leave without pay will be forfeited unless approved for payment by the Board.

### **ABSENT WITHOUT LEAVE**

Unauthorized absences will be treated as leave without pay and may be grounds for disciplinary action. Upon return, the employee will give a written statement to the District Manager explaining the reason for the absence.

**MATERNITY LEAVE** A leave of absence will be granted to an employee for the period of time that she is actually ill or disabled due to pregnancy or childbirth. The employee shall provide medical documentation from her physician setting forth the medical necessity for the leave and the expected duration of the leave.

An employee taking a leave of absence for the period of disability relating to pregnancy and childbirth has the right to return upon expiration of such leave to the same position, or a similar position of comparable pay and benefits, unless business necessity prevents the District from returning the employee to such position. If an employee extends her pregnancy-related leave beyond the period of actual disability, the employee has no right to return to the same or similar position upon expiration of such leave.

Maternity leave is unpaid but an employee may elect to use all accrued sick leave and annual leave during maternity leave. Except for FMLA qualified leave, the employee must pay medical insurance premiums for periods of maternity leave that exceed 15 days. (See pages 20-21.)  
 “Consider doing away with employee payment of medical benefits during maternity leave.”

A written request for maternity leave should be given to the District Manager as early as possible.

### **MILITARY LEAVE**

Employees may take up to 21 workdays of paid military leave per calendar year (January 1 through December 31) for active duty or active duty training with the National Guard or other military reserve organization. Employees will suffer no loss of benefits or status due to the absence.

Attendance at military reserve meetings is not considered military training. If an employee is required to attend such meetings on work time, annual leave, compensatory time or leave without pay may be used.

Employees called to active duty which will extend beyond the 21 days qualify for other benefits according to federal and state law. Employees must inform the District Manager immediately upon receipt of such orders at which time future employment benefits and options will be discussed and arrangements made to accommodate the needs of the employee and the District during the period of service.

### **SICK LEAVE**

All employees accrue sick leave.

- a. Sick leave will accrue at a rate of eight hours per month for full-time employees and at a rate of one hour per every 40 hours worked for part-time employees. Sick leave will not accrue during periods of leave without pay that exceed five days.
- b. Sick leave is considered accrued and paid at the end of each pay period. Employees are entitled to use accrued paid sick leave after the successful completion of the six-month probationary period. No more than 96 hours of paid sick leave will be carried over to the following year.
- c. Sick leave may be used for the following: health needs of the employee or the health needs of their family members; when the employee's workplace or their child's school or place of care has been closed by a public official for any health-related reason; and bereavement for the death of a family member as described in the Bereavement Leave section. For this section, the term "family members" includes the employee's spouse, partner or significant other, parent, child, stepchild, brother, sister, grandparent, aunt, uncle, niece, nephew, grandchild, in-laws, guardian of employee, any person residing with or legally dependent upon the employee).
- d. In the event of an extended illness in which the employee exhausts all accrued sick leave, annual leave may be used.
- e. Sick leave may be used in 1/2-hour increments.
- f. The Board of Supervisors may authorize donation of sick leave to another employee on a case by case basis.
- g. The District Manager may request verification of illness from a licensed physician when an employee is on sick leave status for three or more consecutive days.
- h. Upon termination for any reason, the employee will not receive compensation for any unused sick leave.
  - i. Employees will document any use of sick leave in their planners and on the semimonthly timesheets. They will be notified at the end of each pay period of the leave balance. Employees should bring to the attention of the District Manager any perceived errors in the leave balances.
  - ii.

## EMPLOYMENT LAWS & POLICIES

### FEDERAL OCCUPATIONAL SAFETY AND HEALTH ACT & WASHINGTON INDUSTRIAL SAFETY AND HEALTH ACT

The District will strive to furnish each of its employees a place of employment free from recognized hazards that are likely to cause serious injury or death to its employees. The District will comply with the applicable requirements of the federal Occupational Safety and Health Act of 1970, and the Industrial Safety and Health Act of 1973 (Chapter 49.17 Revised Code of Washington).

### DRUG / ALCOHOL-FREE WORKPLACE ACT

The District maintains a drug-free workplace policy. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the District's workplace. (See page 7 for a definition of "workplace.") Violations of this policy may result in the termination of the employee. Such actions will also be reported to appropriate law enforcement officials. Drug or alcohol violations will be treated equally.

#### The following rules also apply:

- Employees are prohibited from being under the influence of illegal drugs during work hours.
- Employees are prohibited from being under the influence of alcohol during work hours.
- Employees who are taking prescription drugs or medication which could adversely affect the employee's alertness, coordination, reaction, response or safety should discuss the situation with his or her supervisor.
- Prescription drugs should be used only in the manner, combination and quantity prescribed and only by the person for whom they are prescribed.
- For purposes of this policy, "drug" means any substance, excluding alcohol, capable of altering an individual's mood, perception, pain level or judgment. A "prescription drug" is any substance prescribed for individual consumption by a licensed medical practitioner. An "illegal drug" is any drug or controlled substance the sale or consumption of which is illegal. For purposes of this policy, marijuana is considered an "illegal drug".

As a general condition of employment, and as a specific and express condition of employment on a federal contract, each District employee must abide by the terms of this policy and agree to do so in writing by signing the Drug-Free Workplace Act Certification.(See attachment B). Employees must also notify the District Manager in writing if they are convicted of an alcohol related or criminal drug statute violation no later than five calendar days after such conviction. Employees that do not report their conviction may be terminated immediately. Within 30 days of such notice from the employee, the District may take appropriate disciplinary action against the convicted employee.

On November 6, 2012, Washington voters passed Initiative 502 legalizing the recreational use of small amounts of marijuana under Washington State law. The law became effective on

December 6, 2012. However, under federal law, marijuana remains a controlled substance, and possession or use of the drug constitutes a crime. The federal and state governments have not yet determined how to resolve this conflict between state and federal law. Since the District utilizes federal funds and programs, it will follow the federal law and prohibit any use of marijuana. Any employee found in possession of, under the influence of, or using marijuana during work hours will be subject to disciplinary action, up to and including termination of employment.

### **FEDERAL CIVIL RIGHTS ACT, WASHINGTON FREEDOM FROM DISCRIMINATION ACT & EQUAL EMPLOYMENT OPPORTUNITY**

The District conducts its programs in compliance with the nondiscrimination provisions contained in Title VI and VII of the Civil Rights Act of 1964 as amended, the Civil Rights Restoration Act of 1987 and other nondiscrimination statutes, namely Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments of 1972, the Age Discrimination Act of 1975, and Chapter 49.60 Revised Code of Washington.

The District does not discriminate against any person on the basis of race, religion, color, sex, age, national origin, marital status, veteran status or the presence of any sensory, physical or mental disability or the use of a trained guide dog or service animal by a disabled person. This policy covers all District programs, services and procedures.

The District will pursue equal opportunity for all qualified employees and applicants for employment. The objective of this policy is to obtain individuals qualified and trainable for positions by virtue of education, training, experience and personal qualifications, without discrimination.

### **AMERICANS WITH DISABILITIES ACT**

In accordance with the federal Americans with Disabilities Act of 1990, the District will provide reasonable accommodation for the physical or mental limitations of an otherwise qualified person with a disability. Reasonable accommodation refers to modifications to a job, work environment, work process, or an employment policy, or to training, benefits, or employer sponsored activities that enable an employee with a disability to enjoy the same benefits and privileges of employment as non-disabled employees. This applies to all aspects of employment. The need for reasonable accommodation will not adversely affect the consideration of an individual with a disability for employment, training, promotion, or the opportunity to enjoy equal terms, benefits, privileges and conditions of employment.

The obligation to provide reasonable accommodation is limited to those disabilities of which the District knows, or should know. Generally, it is the obligation of an individual with a disability to request a reasonable accommodation. The request must be submitted in writing to the District Manager and must specify the nature of the accommodation requested. Decisions regarding accommodations will be determined by the District Manager or the Board on a case-by-case basis.

All information regarding the presence or nature of an employee's or applicant's disability will be treated as a confidential medical record and will be maintained in a secure manner, apart from personnel files with access restricted to designated personnel on a need-to-know basis.

### **PRIVACY & PUBLIC DISCLOSURE REGULATIONS**

All District employees must become familiar with federal and state regulations for dealing with requests for information from the public and rights to privacy. For specific information see the District's policy and procedure for managing public records requests.

### **VIETNAM VETERANS READJUSTMENT ACT OF 1974**

It is the policy of the District to ensure that all Vietnam Era and/or disabled veterans who are current employees or applicants for employment are afforded equal opportunity in maintaining a present position and/or being considered for a position, provided they are qualified. This policy includes all aspects of employment: hiring, promotion, recruitment, advertising, layoff or termination, equal pay and other compensation, and selection for training.

### **REPORTING IMPROPER GOVERNMENTAL ACTION (WHISTLEBLOWER PROTECTION ACT)**

In compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41.050, this policy is created to encourage employees to disclose any improper governmental action taken by District officials or employees without fear of retaliation. This policy also safeguards legitimate employer interests by encouraging complaints to be made first to the District with a process provided for speedy dispute resolution.

#### **Key Definitions:**

**Improper Governmental Action** means any action by a District officer or employee that is:

1. Undertaken in the performance of the official's or employee's official duties, whether or not the action is within the scope of the employee's employment, and
2. In violation of any federal, state or local law or rule, is an abuse of authority, is of substantial and specific danger to public health or safety or is a gross waste of public funds.
3. "Improper governmental action" does not include personnel actions (i.e. hiring, firing, complaints, promotions, or reassignment). In addition, employees are not free to disclose matters that would affect a person's right to legally protected confidential communications.

**Retaliatory Action** means any adverse change in an employee's employment status, or the terms and conditions of employment including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance

evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action; or hostile actions by another employee towards an employee that were encouraged by a supervisor or senior manager or official.

**Emergency** means a circumstance that if not immediately changed may cause damage to persons or property.

### **Procedure for Reporting Improper Government Action**

District employees who become aware of improper governmental action should follow the procedure below:

1. Submit a written report to the District Manager, if non-involved, stating in detail the basis for the employee's belief that an improper action has occurred. This should be done as soon as the employee becomes aware of the improper action.
2. Where the employee believes the improper action involves the District Manager, the employee may submit the written report required by paragraph 1 directly with the Board Chair.
3. The Board Chair, or their designee, as the case may be, shall promptly investigate the report of improper government action. After the investigation is completed the employee shall be advised of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

An employee who fails to make a good faith effort to follow this policy shall not be entitled to the protection of this policy against retaliation, pursuant to RCW 42.41.030.

In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may bypass the above procedure and report the improper action directly to the appropriate government agency responsible for investigating the improper action.

Employees may report information about improper governmental action directly to an outside agency if the employee reasonably believes that an adequate investigation was not undertaken by the District to determine whether an improper governmental action occurred, or that insufficient action was taken by the District to address the improper action or that for other reasons the improper action is likely to recur.

### **Protection Against Retaliation**

It is unlawful for a local government to take retaliatory action because an employee, in good faith, provided information that improper government action occurred. Employees who

believe they have been retaliated against for reporting an improper governmental action should follow the procedure below:

#### **Procedure for Seeking Relief Against Retaliation**

1. Employees must provide a written complaint to the District Manager within thirty (30) days of the occurrence of the alleged retaliatory action. If the District Manager is involved, the notice should go to the Board Chair. The complaint shall specify the alleged retaliatory action and relief requested.
2. The District Manager or the Board Chair, as the case may be, shall investigate the complaint and respond in writing within thirty (30) days of receipt of the written charge.
3. After receiving the District's response, the employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief under the law. The request for hearing must be delivered within the earlier of either fifteen (15) days of receipt of the District's response to the charge of retaliatory action or forty five (45) days of receipt of the charge of retaliation to the District Manager or Board Chair's for response.
4. Within five (5) working days of receipt of a request for hearing the District shall apply to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge. At the hearing, the employee must prove that a retaliatory action occurred by a preponderance of the evidence in the hearing. The ALJ will issue a final decision not later than forty-five (45) days after the date of the request for hearing, unless an extension is granted.

#### **Policy Implementation**

The District Manager is responsible for implementing these policies and procedures. This includes posting the policy on the District bulletin board, making the policy available to any employee upon request, and providing the policy to all newly hired employees. Officers, managers and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, up to and including dismissal. The District Manager will set aside time for annual review of this handbook with all staff, volunteers, and contracted employees.

#### **SEXUAL-HARASSMENT POLICY**

The District Sexual Harassment Policy is contained in **APPENDIX (D)** of this employee handbook.

#### **HARASSMENT & DISCRIMINATION COMPLAINT PROCEDURES**

Persons who believe they are being, or have been, subjected to harassing or discriminatory behavior should report the incident(s) to the District Manager and/or any member of the Board



of Supervisors within 30 days of the incident. Throughout any harassment resolution process, confidentiality will be maintained.

Every attempt will be made to satisfactorily resolve matters at the initial stage of a complaint. However, other alternatives are available to a complainant if he or she is not satisfied with the District's proposed resolution. An individual may file a formal complaint through the Human Rights Commission in Olympia at (360) 7536770 within 180 days of an incident, or with the U.S. Equal Employment Opportunity Commission within 300 days of an incident.

### **RETALIATION**

Retaliation in any manner against a person for filing a complaint of harassment or discrimination, testifying in an investigation, providing information, assisting in an investigation or engaging in other protected activity is expressly prohibited and subject to disciplinary action up to and including termination. The Board of Supervisors will take reasonable steps to protect the complainant and other persons engaging in protected activity from further harassment, and to protect the complainant from any retaliation as a result of communicating the complaint.

### **FALSE COMPLAINTS**

Any complaint made by an employee of the District regarding job-based harassment, which is conclusively proven to be intentionally false, shall result in discipline, up to and including termination. This section is not intended to discourage employees from making complaints; however, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

### **REQUIRED EMPLOYMENT RELATED POSTERS**

Employment related posters are displayed in the office. These posters outline current employment law relating to minimum wage, unemployment, workers compensation and other topics. Employees are encouraged to review these posters.

## HANDBOOK QUESTIONS / RESEARCH

### 1. Review work hours considering required lunch period. 7 -3? 7-3:30? 7-4:00?

We'll simply have to change our work hours from 7-3, to 7-4 PM. Employees will receive up to an hour lunch un-paid, and two-fifteen-minute breaks paid.

### 2. Review w/ L& I the exempt status of David Marcell given the new qualifications. (asked MRSC)

#### ANSWER:

You ask the following: A couple questions since we are updating our employee handbook: 1.) Looking at the "who gets overtime," section on this page (<https://lni.wa.gov/workers-rights/wages/overtime/>) it appears I am exempt from overtime since I have a "white-collar," position. I wanted to verify that I have a white-collar position even though I complete field work as well as the manager and sole FTE of POCD. 2.) Is an employee able to use in combination state and federal FMLA benefits or forced to choose one or the other in times of needed leave? 3.) How many hours must an employee work in a year to qualify for the new state FMLA benefit? 1250 or 820? or A different amount? If these questions could be best answered elsewhere, please let me know and I can forward them accordingly.

Determining whether you are exempt or not requires a careful review of your job description. Here are the tests to determine whether your position is exempt, either as an executive or administrative employee:

#### Executive Exemption

To qualify for the executive employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary basis (as defined in the regulations) at a rate not less than \$684\* per week;
- The employee's **primary duty** must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise;
- The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
- The employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight.

#### Administrative Exemptions

To qualify for the administrative employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$684\* per week;
- The employee's **primary duty** must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
- The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

Note, the fact that you do work in the field does not necessarily preclude you from being exempt; the key is whether your "*primary duty*" qualifies your position as exempt.

### 3. Research comp. time policy - also double check resolutions and minutes.

\*Q2 & 3 can be answered referring to the FLSA found here through MRSC. I am waiting for a their response vs. putting my interpretation in ink before making a final policy recommendation. Here is the language on comp time:

"Comp time allows an employee to take paid time off work instead of being paid overtime pay. Comp time accumulates in the same fashion as overtime pay; that is, for every hour worked over 40 hours during the workweek, the employee, if he or she chooses to do so and the use of comp time has been agreed to, accumulates comp time at the rate of an hour and one-half for each overtime hour.

A public agency may provide for comp time to its employees as long as it is provided for under a collective bargaining agreement, employment agreement, or memorandum of understanding. The "agreement" can be made in one of three ways: through negotiation with individual employees; through negotiation with employees' representatives; or through negotiation with a recognized collective bargaining agent.

The FLSA sets the *maximum* amount of comp time that may be accumulated: employees who work in "a public safety activity, emergency response activity, or seasonal activity" may accumulate up to a maximum of 480 hours of comp time, while other employees are limited to 240 hours. Local jurisdictions may, however, set lower limits on the number of hours of comp time which may be accrued by employees. Comp time use must be permitted "within a reasonable period" after the employee has made a request, if the use does not unduly disrupt the operations of the public agency. See [29 U.S.C. Sec. 207\(o\)](#). "

#### 4. Research w/ Enduris personal vehicle use.

\*Asked Enduris for advice since their template has nothing on the topic.

**ANSWER:** David,

Thank you for the question, which is a very important one. I have attached a couple of sample risk management documents that might be helpful.

In the state of WA, insurance follows the vehicle. If a driver is using their personal vehicle for work use, financial responsibility (insurance) falls to the owner/insurer of that specific vehicle. Enduris would provide secondary liability coverage.

If the vehicle is damaged, it is solely up to the individual whether or not to insure the vehicle for physical damage (comp & collision). Enduris does not provide any coverage to physical damage of a non-owned automobile.

While this places a lot of burden on the owner of the vehicle, this is the way coverage is addressed in the insurance world. As an added recommendation, if somebody regularly uses their personal auto for business use I would make a recommendation they notify their insurer for counsel so they do not have any unknown exclusions that might be related to use of the vehicle.

Please follow up if you have any questions about this. Thank you, David.

Risk Manager / Underwriter

## 5. Moonlighting new law 2020, research.

I found this information along with several examples. I have also asked MRSC if this information is relevant given Inslee's new Non Compete Legislation passed in May 2019. Still waiting for a response.

<http://mrsc.org/Home/Explore-Topics/Management/HR-Management/Outside-Employment-Policies.aspx>

### ANSWER:

Hello David,

You wrote:

Is this moonlighting information relevant given the latest non-compete legislation passed by Gov. Jay Inslee in May 2019?

I'm wondering if I may be missing something from your inquiry, as I don't know which moonlighting information you are referring to. With that said, I believe the legislation you are referring to is [ESHB 1450](#) which was codified at Chapter [49.62](#) RCW. The provisions of this new law do apply to local governments and political subdivisions, as it uses the definition of employer in RCW [49.17.020](#). The law goes into effect on January 1, 2020.

Regarding "moonlighting," the new law states at RCW [49.62.070](#):

(1) Subject to subsection (2) of this section, an employer may not restrict, restrain, or prohibit an employee earning less than twice the applicable state minimum hourly wage from having an additional job, supplementing their income by working for another employer, working as an independent contractor, or being self-employed.

(2)(a) This section shall not apply to any such additional services when the specific services to be offered by the employee raise issues of safety for the employee, coworkers, or the public, or interfere with the reasonable and normal scheduling expectations of the employer.

(b) This section does not alter the obligations of an employee to an employer under existing law, including the common law duty of loyalty and laws preventing conflicts of interest and any corresponding policies addressing such obligations.

So, the law preserves the right of a person to work a second job if they earn less than twice the state's minimum wage, however there are limitations related to safety and scheduling. Additionally, common law issues related to conflict of interest and duties of loyalty are not affected by the legislation.

I found this [blog post](#) on the new law to be a helpful overview. I hope this helps. Please feel free to call if you would like to discuss this further.

Thank you,

Jill

**Jill Dvorkin**

Legal Consultant

206.625.1300 | [MRSC.org](http://MRSC.org) | Local Government Success

## 6. Can we deny full or portion of benefits, during scenario of LWOP?

\*Contacted MRSC with this question, waiting for reply.

### ANSWER:

Inquiry: Another question we have in updating our employee handbook: May an employer deny benefits in full or partially of an employee when that employee is assigned to Leave Without Pay?

Response: During time an employee is not at work because of leave without pay (LWOP) status, I do not think the district may deny benefits such as health care coverage. However, the district could have a policy that the employee instead of the district needs to pay certain premiums for health care coverage. If an employee is on leave without pay for entire months at a time, I believe there could be a policy adopted where the employee pays for the health care premium instead of the employer. I do not think the district can deny benefits to an employee, perhaps depending on the reason for LWOP status.

For voluntarily provided benefits such as accrual of vacation leave with pay, an employer could have a policy that vacation days will not be accrued in a month when employees are on LWOP the entire month. The federal COBRA laws require health care coverage to be offered to former employees for up to twelve months and the employee pays the premium.

For more information, here are links to MRSC's topic pages [Personnel Policy Manuals](#) and [Family and Medical Leave](#).

I recommend you consult with your district's legal counsel and perhaps a personnel law attorney. Let me know if you want to discuss this response.

**Linda Gallagher**

Legal Consultant

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**7. Define contracted employee vs. shared staff titles in light of pro services & contracted services BIAS BARS coding.** (discussed with Candy, will adjust "Professional Services," BARS codes to differentiate between CD shared staff and contractors.

## 8. FMLA benefit threshold hours worked 1250, or 820?

\*Contacted MRSC with this question, waiting for reply.

### ANSWER:

Benefits will be available to employees under the Paid Family Medical Leave Act if the employee has worked 820 hours (about 16 hours a week) in Washington during the qualifying period, which is about the last year. I encourage you to review your questions (and my responses) with the district's legal counsel.

**9. Is an employee able to use in combination state and federal FMLA benefits or one or the other, or is there a special circumstance for certain employees of a participial status? (Asked MRSC)**

\*Contacted MRSC with this question, waiting for reply.

**ANSWER:**

As of January 1, the current *state* family leave act disappears (it's patterned for the most part after the federal Family and Medical Leave Act. As your question notes, the new Paid Family Medical Leave Act benefits go into effect January 1. Once that happens, you would be entitled to the more generous provisions of either, if there is a conflict. Presumably an employee will use the new state paid provisions because they are paid and the new state law generally follows the federal law.

Benefits will be available to employees under the Paid Family Medical Leave Act if the employee has worked 820 hours (about 16 hours a week) in Washington during the qualifying period, which is about the last year. I encourage you to review your questions (and my responses) with the district's legal counsel.

Are rules still the same given COVID-19 adaptations ?

---

Next, when it comes to the *Human Rights Commission's (HRC) model sexual harassment policy and procedures* frank sent me, I say we reference the HRC policies as attachments, vs. embedding them word for word into the handbook since they're 6 and 7 pages with a lot of detail. **Find them attached.** If that's not a popular option, we will then need to consider some sort of legal review to get this down to a summarized version that checks all the boxes.

---

Finally, I wanted to mention I accessed the ORIGINAL *Enduris handbook template* online and uploaded it to the "**Employee Handbook Draft,**" Folder located in the board meeting file in the **cloud**. Many of these topics were missing from it, hence the multiple MRSC help desk requests mention in the 1st section of this email.

David Marcell

**Attachment F:  
POCD Operation's Manual  
Updated 7.2012**

# **POCD**

## **OPERATIONAL POLICY AND** **PROCEDURE MANUAL**

*Adopted by the Board of Supervisors on  
July 25, 2012*



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## **OPERATIONS**

### **Delegation of Authority**

The Board of Supervisors will make policy-level decisions by motion or by resolution at its regular meetings. The District Manager will design and implement procedures to carry out those policies.

The District Manager shall have the authorities listed below.

#### **Policies and Procedures**

The District Manager or the Board of Supervisors may promulgate District policy. Upon adoption of the policy by the Board of Supervisors, the District Manager shall give effect to that policy by designing and implementing such procedures as are appropriate in the opinion of the District Manager.

A policy is a broad statement expressing the intent of a particular program or making a fundamental decision about a particular issue or set of issues.

A procedure is a method, a system of rules, a list of steps, or an ordering of tasks that give effect to the policy of the District.

The Board of Supervisors reserves the right to review procedures periodically to ensure they give effect to the policies as adopted.

#### **Financial Practices**

The District Manager and District Treasurer shall design and implement appropriate procedures to maintain control over all fiscal matters, including the receipt and expenditure of funds, for the District. The District Treasurer shall design and implement a reporting system that shows the sources and uses of District funds and shall present reports to the Board of Supervisors at least once per month.

#### **Other Matters**

This list of authorities granted above is not exhaustive or limiting in nature. As other matters arise, the District Manager is authorized to act or not to act in any circumstance deemed to be advisable in the judgment of the District Manager.

The District Manager may re-delegate the authorities delegated to the District Manager to other District employees.

## **Policy Amendments**

### Policy

The District Manager will develop recommendations for final approval by the Board of Supervisors on District policy. The Board of Supervisors will approve additions, revisions or new policies to be formally incorporated into the Policies and Procedures Manuals.

If, in the opinion of the District Manager, it is necessary to make a policy decision without the approval of the Board of Supervisors because of a time limitation, the District Manager is authorized to make that policy. In such a case, the District Manager shall present the new policy to the Board for ratification at its next regular meeting.

### Procedure

Any Ferry Conservation District employee recognizing the need for a policy or procedure may initiate a policy or procedure in writing to the District Manager. After conferring with the Board of Supervisors, the District Manager will respond in writing advising on the status of the request, or take such action that appropriately responds to the issues raised. If a decision is made to develop or modify a policy, the District Manager will establish a process that allows all District employees to review and comment on draft proposals prior to approval by the Board of Supervisors. The District Manager is responsible for District-wide policy publication and distribution.

## **Program Management**

The District complies with the Program Management Standards set by the Washington State Conservation Commission.

## **Intellectual Property**

All works created while either: a) on district time, b) working on a district project, or c) performing district job duties, are the property of Ferry Conservation District. Works may include grant applications, position papers, data interpretations, scientific reports, general reports and any other writings.

## **Personnel Records**

Personnel records contain performance-related documents and may be accessed by the employee and his/her supervisor. Information contained within personnel records is the property of Ferry Conservation District and may not be removed from the premises. Employees may obtain copies of any form within their file by submitting a written request to the Public Records Officer.

Each employee of the District shall have a personnel file that contains the following information:

1. A copy of the Employee's Contract, if any
2. A record of all historic rates of pay for that employee
3. A copy of the job description for the position the employee holds, or has held in the past
4. A current W-4
5. Copies of the annual performance reviews, along with all actions concerning the performance of that employee
6. Time Sheets
7. Leave Accruals

Portions of personnel records are considered confidential and not subject to the terms of the Public Disclosure Act, to the extent allowed by law. Of the above information, numbers 1, 2, 3, 6 and 7 are public records. Numbers 4 and 5 are not public records and shall not be disclosed without the consent of the employee in writing. Employment Eligibility Verification (I-9) forms are to be maintained in a separate file and will only be disclosed under the terms of the Federal Immigrant law.

## **Records Retention**

Records shall be retained as prescribed by the Records Management Guidelines and General Records Retention Schedule for the local government agencies of Washington State. Records pertaining to specific grants, i.e. program files, vouchers, budgets, shall be retained according to grant contract requirements, which shall supersede the above referenced guidelines. Unless otherwise indicated by the contract, grant files from the Department of Ecology may be disposed of after four (4) years from date of final payment; and grant files from the Conservation Commission may be disposed of after seven (7) years from date of final payment. Board meeting minutes and treasurer's reports will be kept into perpetuity.

## **Travel**

*(revised July 2012)*

### Policy

Staff and supervisors may attend events on behalf of the district. Events eligible for travel reimbursement include, but are not limited to, training, meetings, conferences or fairs, and hearings. Any event requiring out-of-town travel must be approved by the Board of Supervisors. Travel arrangements should minimize costs to the District. government discounts, economy vehicles, moderate accommodations and meals, and discount air fares must be used unless there is a bona fide reason for doing otherwise.

Lodging will be reimbursed by the District at single occupancy rates. The use of moderately priced lodging is required. Employees or supervisors attending a seminar conference may use the host facility. Lodging that is located less than two hours driving time from the employee's residence will not be reimbursed.

Subsistence includes all reasonable and necessary charges for breakfast, lunch and dinner, including tips. Snacks apart from these are not reimbursable. Discretionary expenditures, such as video rentals and alcoholic purchases are not reimbursable. When meals are provided in conjunction with a meeting, conference or seminar, reimbursement will not be made for substitute meals unless unusual circumstances apply and are approved by the employee's supervisor. All eligible reimbursements will be made at current Washington state per diem rates.

Staff hours shall include all time spent traveling to and from the event, as well as all time spent at the event not to exceed 8 hours per day. Supervisors will not be reimbursed for their time.

#### Procedure

The employee or supervisor requesting travel reimbursement must submit an approved state travel voucher form with supporting documentation. The District Administrator/Manager and/or the District Auditor will review each employee's or supervisor's travel voucher form and supporting documentation for reasonableness, compliance and approval in accordance with this policy. Additional explanations must be supplied for any item that is not self-explanatory or is unusual.

Requests for reimbursement will be submitted monthly and will include all acceptable supporting documentation. Supporting documentation must include the place, date, items and amount. Acceptable supporting documentation includes cash register receipt, credit card receipt or hotel room bill. Incidental expenses without a receipt will not be reimbursed.

### **Operational Continuance**

*(originally adopted May 28, 2008)*

In the event that a quorum is unavailable to conduct time-sensitive, operationally necessary, or emergency/disaster recovery business, the District Administrator / Manager may seek to obtain temporary approval for business items from the District Chair. If the District Chair gives approval, the District Administrator / Manager is authorized to proceed and must document the items for which approval was given. This documentation must be presented at the next regularly scheduled board meeting for review and approval.

This policy is intended only to allow the District to continue day-to-day operations in certain situations when a quorum is unavailable to conduct business and should not be misconstrued as permission to circumvent the Board's authority. Items of business for which this policy may apply includes, but is not limited to: payment of accounts payable, approval of grant applications, approval of cost share applications, and/or capital assets management. The District Chair shall in no instance makes decisions regarding an employee's performance or termination without the consent of the Board.

## **FINANCIAL MANAGEMENT**

The Ferry Conservation District will comply with the Money Management Standards set by the Washington State Conservation Commission. The District will utilize Quick Books to record all financial transactions and to provide financial reporting to the Board. Additional internal controls for financial management are as follows:

### **Annual Budget**

The District Treasurer and District Manager shall prepare an annual operating budget for review and approval at the December Board meeting. All anticipated revenues/expenses shall be included in this budget and it shall act as a primary internal control for District expenditures. The District Treasurer shall be authorized to make adjustments to the budget as necessary to reflect additional grants and/or unexpected expenses outside of normal budget parameters. All adjustments must be presented for approval at the next board meeting. A report comparing actual figures to budget figures will be presented to the board for review quarterly.

### **Expenditures**

Expenditures are handled by the District Treasurer. Prior approval for all purchases must be obtained from either the District Manager and/or the Board of Supervisors. An expense voucher prepared by the District Treasurer must be attached to all invoices certifying the claim and indicating the purpose of the expense, the BARS code and the grant category of the expense. The voucher will be approved by the District Manager. At the regular board meeting, the District Treasurer will present a report of Accounts Payable to be approved for payment by the Board of Supervisors. The District Treasurer may be authorized to pay recurring and necessary expenses, such as payroll and taxes; however, the Board will stipulate such via formal motion. When authorized as such, the expenditures will be presented at the next regular board meeting for approval. A Checkbook Expense Voucher/Disbursements Journal will be prepared monthly for review by the District Auditor on a regular basis, not to exceed annually. Receipts for expenditures will be filed by month and by vendor.

### **Receipts**

Receipts are handled by the District Treasurer or District Manager. All monies received, via cash, check, or direct deposit, will be receipted immediately, using pre-printed and pre-numbered receipts, and deposited within 24 hours. The District Treasurer will prepare a monthly receipts journal, documenting all monies received, and a monthly deposit journal, documenting all deposits made, for review by the District Auditor on a regular basis, not to exceed annually.

Tracking and billing of accounts receivables will be handled by the District Treasurer. All grants shall be vouchered at least quarterly. A monthly report will be presented to the Board outlining all expected revenues and their sources. All monies received will be checked for accuracy.

#### Account Reconciliation

Reconciliation of all bank accounts shall be done monthly by the District Treasurer. The Board shall be notified of any discrepancies that cannot be reconciled.

#### Petty Cash

The District shall have a petty cash fund in the amount of \$50 for the purchase of small items, such as stamps and miscellaneous office supplies. The District Treasurer shall serve as the custodian and shall be responsible for reconciling this fund at the end of each month. Purchases made with petty cash funds do not require prior Board authorization; however, a petty cash reconciliation report will be presented to the Board monthly. All purchases made with petty cash funds must have receipt documentation. Petty cash funds shall not be used for staff cash advances.

#### Credit Cards

The Board authorizes the District Treasurer and/or District Manager to determine whether a credit or purchase card system is an appropriate method of transacting business. If it is determined that a credit/purchase card is appropriate, the District Manager shall approve use, **and all credit cards shall display the name of Ferry Conservation District on the card.** (Approved 5/27/09). All employees must present receipts for all purchases made. The District Treasurer shall reconcile the account(s) each month to determine that all charges are authorized. Unauthorized charges may be cause for disciplinary action up to and possibly including termination of employment.

#### Financial Reporting

Financial reporting shall be presented to the Board monthly. At a minimum, accounts payable, accounts receivable, receipts and disbursements for the previous month, petty cash reconciliation, benefits liability and bank account reconciliation reports shall be presented for review and approval. A comparative budget versus actual report indicating income and expense shall be generated quarterly.

#### Payroll

Employees will be paid twice monthly. No additional draws are authorized without prior approval of the Board of Supervisors. Employees will be paid no later than the 5<sup>th</sup> and 20<sup>th</sup> of each month. If either of these days falls on a weekend or holiday, employees will be paid the business day immediately preceding the 5<sup>th</sup> or the 20<sup>th</sup>.

Hourly employees will submit a Time Sheet to their supervisor for approval covering the 1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> through the end of the month. Salaried and hourly employees will submit a Monthly Time Report documenting all hours worked by grant and task for approval by the 5<sup>th</sup> of each month.

The District Treasurer will calculate payroll wages and taxes and prepare payroll checks to be signed by the authorized signators. The District Treasurer will maintain files tracking the number of hours worked, gross pay earned by each employee, amounts withheld from each employee's pay, the District's accrued liability and leave balances. The District Auditor shall review payroll records periodically, not more than annually, and certify the accuracy of the records.

The District Treasurer shall prepare and file all quarterly and annual tax reports and shall pay any payroll related benefits, including but not limited to medical insurance premiums.



## **POLICIES**

### **Capital Assets Management Policy**      *(originally adopted on March 28, 2005)*

#### **References**

Budgeting, Accounting and Reporting System (BARS) for Conservation Districts, Section 5-10 through 5-14.

#### **Purpose**

To establish policy for the control of conservation district capital assets in order to ensure that public property is adequately protected and that its use is properly managed. This policy is designed to protect capital assets by enabling the conservation district to know what assets it owns, where they are, what condition they are in, and that they are protected from loss and unauthorized use. This policy will also help the district avoid unnecessary duplication of assets and establish a basis for the amount of insurance coverage required.

#### **Capital Assets Criteria**

- Capital assets are classified as land or land rights, buildings, improvements other than buildings, vehicles, machinery and equipment.
- Capital assets can be purchased, donated or in some cases leased.
- Capital assets have a useful service life of more than one year.
- Capital assets have an initial acquisition cost equal to or exceeding five hundred dollars (\$500).
- Capital assets which are jointly owned are included.
- Include assets purchased that do not meet the criteria for capital assets but are classified as “at risk” assets. “At risk” assets are to be included in inventory because of their sensitive, portable, and/or theft prone nature, i.e. audio/video equipment, cameras, office machines, computer hardware and peripherals.

#### **Controlling Capital Assets**

- All capital assets will be appropriately tagged and numbered upon acquisition by a permanent method of identification.
- Two members of the board of supervisors and/or staff will conduct an annual inventory of all capital assets.
- Partial inventories will be conducted when any employee terminates. At a minimum, the following items will be inventoried: keys, credit cards, checks, computers and cameras.

#### **Capital Assets Inventory**

- The following information will be maintained for all capital assets acquired subsequent to the adoption of this policy:
  1. Asset Number
  2. Item Description
  3. Serial Number and/or Model Number
  4. Date of Purchase

5. Location Stored
6. Funds Source
7. Source Release Date
8. Purchase Price (a copy of the invoice will be maintained in the capital assets file)

- Capital assets in the district's possession as of the adoption of this policy shall be verified and inventoried and the following information shall be gathered: asset number, item description, serial number and/or model number, location stored, and value. If it is known or can be determined, the purchase date, purchase price, funds source and source release date shall be included as well.
- Capital assets inventory records and purchase invoices will be retained for a period of six years.

### **Loss, Damage To and/or Theft of Capital Assets**

Loss or damage to capital assets will be reconciled within the annual inventory process.

### **Acquisition of Capital Assets**

Conservation districts are given authority to acquire real property, or rights or interests in that property; and to maintain, administer, and improve any properties acquired, to receive income from such properties and expend such income in carrying out their programs of natural resource conservation. (RCW 89.08.220)

Assets may be acquired by the conservation district in one of the two following methods:

1. If the asset is to be purchased with grant and/or other entity contracted funds to accomplish activities defined in a contract scope of work, the district will contact the grantor and/or the entity for guidance on acquiring assets purchased with their funding.
2. If the asset is to be purchased with conservation district funds, all capital asset purchases will be authorized by the board of supervisors.

### **Disposal of Capital Assets**

Conservation district assets that are no longer useable, are no longer of value to the district or are surplus to the district's needs may be removed or disposed of by utilizing one of the two following methods:

1. If the asset was purchased with grant and/or other entity contracted funds:
  - a) For assets purchased with Conservation Commission grant funds, the district will utilize the Grants Administrative Procedures Manual for guidance on disposal of property purchased with Conservation Commission grant funds.
  - b) For assets purchased with federal grant funds, the district will utilize the Budgeting, Accounting and Reporting System (BARS) manual for conservation districts that describes the procedure required for disposal of assets purchased with federal grant funds.

- c) For assets purchased with grant and/or other entity funds, the district will contact the grantor and/or the entity for guidance on disposal of assets purchased with their funding.

2. If the conservation district owns the asset:

- a) The conservation district board of supervisors will declare the asset as surplus.

*Note: If the asset proposed as surplus is evidence released by the Court, seized assets or unclaimed property, the Board of Supervisors must seek qualified legal counsel prior to declaring it a surplus.*

- b) The conservation district board of supervisors will assign a value to the asset.

*Note: Conservation district officials and municipal officers are prohibited by state law from benefiting from the disposal of public assets owned by the conservation district. The board may elect to delegate the task of declaring items surplus to an officer or agent who is not a member of the conservation district board of supervisors. If such a delegation is made, the prohibition of benefiting from the disposal of public assets is extended to the officer or agent.*

- c) The board will determine a recommended method of disposal.

Primary methods of disposal include:

- (i) Disposal of Assets to the General Public— Primary methods of disposal to the general public are recognized as direct sale, sealed bid, trade-in or auction. Other methods of disposal to the general public must be clearly detailed in writing and must have the consent of the conservation district board of supervisors.

When disposal is made to the general public through direct sale, sealed bid or auction, final determination of value will be the highest responsible bid or offer.

(ii) Disposal of Assets to Other/Governmental Entities—The District may sell, transfer, exchange, lease or otherwise dispose of any assets to any municipality or any political subdivision (this includes other conservation districts), or the federal government, on such terms and conditions as may be mutually agreed upon.

- Requires a written request and a determination that to do so is in the public interest. The written request from the recipient public agency will specify the asset and the compensation to be received by the conservation district. Compensation may be less than the fair market value and may take the form of monetary payment, services, materials, or other assets provided in exchange for the asset.
- If the value of the asset is estimated to be more than \$50,000, provisions of Section 39.33.020 RCW will apply. This outlines several requirements, including a public hearing and certain notice provisions.

**Cost Share Assistance Award Policy** (originally adopted on March 28, 2005,  
revised on November 21, 2005 & April 28, 2008  
revised on July 25, 2012)

**PURPOSE**

The Cost-Share Assistance Program is an incentive program intended to defray landowner costs for implementing conservation practices that benefit water quality and wildlife habitat on private and public land. The goal of this program is to help landowners and land users (hereinafter referred to as Cooperators) practice better environmental stewardship by providing financial assistance for the implementation of conservation practices that only indirectly or marginally benefit them.

The Ferry Conservation District Board of Supervisors (hereinafter referred to as the District) expects that Cooperators are responsible for the conservation of natural resources under their management and should be actively engaged in the conservation planning process and contribute (financially or in kind) to conservation practice implementation. Long-term operation and maintenance of conservation practices is the responsibility of the Cooperator.

Cost-share funding administered by the District comes from a variety of Federal, State and local sources. Each funding source has specific requirements and restrictions related to the use of public funds on private land. To most efficiently and equitably distribute these funds, the District developed this uniform Cost Share Policy. This policy is designed to comply with each of the various requirements and restrictions; however, depending on the specific source of funds, there may at times be exceptions to this policy that are more restrictive.

**ELIGIBILITY**

All property owners within Ferry Conservation District, including District supervisors, are eligible for cost sharing. Land users are also eligible with the approval of the landowner. Ferry Conservation District includes all of Ferry County including federal and tribal lands. All cost-share applicants must sign an *Application & Agreement between the Ferry Conservation District and Landowner* in order to be considered for cost sharing. Employees or agents of the District are not eligible for cost share assistance.

**ELIGIBLE PRACTICES**

All practices listed in the Natural Resources Conservation Service (NRCS) Field Office Technical Guide (FOTG) are eligible practices for cost share assistance. Alternative practices not listed in the FOTG may be considered as well. Typically, practices must contribute to an improvement in water quality or wildlife habitat. Both preventative practices and corrective practices are eligible; however, preference for funding will usually be given to practices that address an existing resource conservation problem over those that are preventative in nature.

## **INELIGIBLE PRACTICES**

The following are not eligible for cost share assistance:

- ◆ Practices required as a result of a court order;
- ◆ Practices required for compliance with local building permits;
- ◆ Practices associated with required mitigation;
- ◆ Wells that will be utilized as a source of potable water;
- ◆ Fencing that prevents easement access or that serves as a boundary barrier.

## **COST SHARE RATES**

Cost-share rates are determined in part by the relative landowner/public benefit, the location of the practice to be implemented, and the funding source's requirements. Prior to the announcement of any cost-share program, the District will determine what percentage of project costs the District will award to landowners and what percentage will be the landowner's responsibility. Typically, the District awards cost share assistance at 50 percent of the project total. Practices located within streams or riparian areas that directly benefit water quality may be eligible for up to 75 percent cost sharing. The district reserves the right to set the cost share assistance percentage as seems appropriate for the program. It will remain constant for all applicants under the program. Cost share awards will always follow the specific requirements and restrictions related to the use of public funds on private lands.

## **LANDOWNER MATCH**

Cooperators are expected to contribute their matching share of practice implementation costs. Cooperator contributions can be in the form of purchased materials and services, equipment rental, donated equipment use, materials, and/or labor. The value of donated materials and equipment use will be equal to local retail prices for comparable materials and equipment. The value that can be claimed for donated labor varies depending on the funding source. If a proposed practice is identified as a high priority for cost sharing and a unique situation exists that precludes a Cooperator from contributing a sufficient share, the District will work with the Cooperator to help secure their necessary share from other sources.

Practice reimbursement rates are based on actual cost not to exceed predetermined maximum costs. Two options are available for determining practice maximum reimbursement rates:

1. Current NRCS WA State Environmental Quality Incentives Program (EQIP) Cost List
2. Low Bid, based on a minimum of three written bids

The District will prepare a cost estimate for the practice. This cost estimate serves as the maximum cost and is included in the *Cost-Share Agreement* that is entered into by the District and the Cooperator. The maximum cost can only be exceeded by providing proof that the cost estimate is inaccurate. This may be done with written bids. Approval for a

landowner to exceed project costs may not be given if all cost share funds have been allocated to other projects.

### **COST-SHARE LIMIT**

Some funding sources may limit the amount of cost share a Cooperator is eligible to receive per calendar year or per operation. Each project will be evaluated on a case by case basis and within the restrictions set by the funding agency.

### **APPLICATION AND APPROVAL PROCESS**

The District will make formal announcement of project funding availability. Efforts will be made to publicize the availability of cost share funds on our website, in local newspapers, and in the *Conservation Connection*, the District's quarterly newsletter. The announcement will set an application period with a specific closing date. If the District chooses, it may extend the application period; however, if this is done, another formal announcement will be made.

Applicants will submit an Application and Agreement for Ferry Conservation District Cost Sharing Assistance form detailing the proposed project. Some projects may require other agreements to meet funding criteria.

At the end of the application period, all proposals will be evaluated and ranked. Evaluation criteria may vary among projects, but will always include need/immediacy of the problem, effectiveness of the proposed solutions, and cost effectiveness of the proposed solutions. If a District Supervisor has applied for cost share funding, that supervisor will recuse themselves from the ranking process. During the ranking process, the District will prioritize the projects from highest to lowest and offer cost share assistance to applicants starting with the highest prioritized project until all funds have been committed.

The District will continue to accept applications, even if there is no current funding available. These projects will be placed on a list of alternate projects. If an applicant awarded funding is unable to proceed with their project, the District reserves the right to reallocate the funds as it deems appropriate, giving first consideration to any alternate projects. If a District Supervisor has an alternate project being considered for funding, that supervisor will recuse themselves from the consideration and approval process.

In the event that no cost share applications are received during the application period or that all available cost share funding is not allocated, the District will evaluate projects for merit and award cost share individually. If a District Supervisor has a project being evaluated individually, that supervisor will recuse themselves from the evaluation process.

Applications received after the closing of an application period and placed on the alternate projects lists, may be considered for future cost share funding. When a new application period opens, District staff will contact applicants on the alternate list to

determine if interest and ability to proceed still exists. If so, that project will be evaluated and ranked with other applications received during the application period.

**OTHER IMPORTANT POINTS**

**Applicants will be notified in writing of the status of their application. If awarded cost-share funds, such written notification shall also serve as authorization for the Cooperator to begin practice implementation. Any costs incurred prior to written approval are not eligible for reimbursement. Recipients must notify the District of their acceptance in writing.**

**It is the responsibility of the cost-share recipient to complete projects on time and submit appropriate documentation of expenses. Such expenses may include purchased or contributed materials, contracted or donated equipment, and labor costs. Original receipts are required.**

All Ferry Conservation District Board of Supervisor meetings are open to the public and the public is encouraged to attend. Cost-share applicants in particular are encouraged to attend the Board meetings in which their applications are being reviewed in order to respond to questions pertinent to their applications.

No consideration of race, gender, religion, political affiliation, or working or volunteer positions will be made during the application process.



## **Public Records Policy**

*(originally adopted on July 10, 2006)*

It is the policy of Ferry Conservation District to comply with the Public Disclosure Act, as described at RCW 42.17. This law requires that public agencies retain public records for a period of time and disclose those public records in response to inquiries by the public. The following legislative policy statement was incorporated into the public disclosure act in 1992:

“The people of this state do not yield their sovereignty to the agencies that serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may maintain control over the instruments they have created. The public records subdivision of this chapter shall be liberally construed and its exemptions narrowly construed to promote this public policy.”

The provisions of this policy will be liberally interpreted and construed to promote full access to the District’s public records in order to assure continuing public confidence in government. The District shall prevent unreasonable invasions of privacy, shall protect public records from damage or disorganization, and shall prevent excessive interference with essential government functions.

For the purposes of this policy, “public records” are defined as: any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

"Writing" is defined as: handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

Public records shall be made available for public inspection and copying unless the records fall within the specific exemptions of the Public Records Act or another statute which exempts or prohibits disclosure of specific information or records. The Public Records Act does not require the District to create a record if it does not already exist at the time the request is made. If the records are not identifiable by the Public Records Officer fulfilling the request, the requestor will be informed that more information is necessary in order for the District to respond.

### How to Request a Public Record

Public records may be inspected and/or copies may be obtained under the following procedures:

1. A request for public records shall be directed to the Public Records Officer for the District. The Public Records Officer will be the person having custody or control of the requested records, generally the administrative assistant/secretary for the District.
2. A request for public records shall be made in writing using the Public Records Request Form. Requests may be made anonymously; however, the date and time of the request are required. If you would like the information forwarded to you, the manner and method must be stated.
3. A reasonable fee will be charged for all standard sized copies to reimburse the District for the costs of providing copies. The Public Records Officer may waive the fee for fewer than 20 pages on the basis that the expense of processing the payment exceeds the costs of providing the copies. The Public Records Officer may require that all copying fees are paid in advance of the release of the copies.
4. Large public records requests may be responded to on a partial or installment basis. In this case, the requester shall be charged for each part of the installment as it is provided; however, the Public Records Officer may require a deposit in an amount not to exceed ten percent of the estimated cost of providing the requested public records.

### Inspection of Public Records

Public records shall be inspected at the District office. Public records will be available for inspection from 9:00am to 12:00noon and from 1:00pm to 4:30pm, Monday through Friday, excluding legal holidays. The Public Records Officer may request that the person seeking to inspect public records schedule an appointment for inspection.

### Response to Public Records Requests

The Public Records Officer shall assist requesters in identifying the public records sought. There is no obligation for the District to allow inspection or provide a copy of a public record on demand. The Public Records Officer shall respond in writing to the request within five business days. The response will inform the requester either: 1) the request was approved and give instructions for receiving the requested records, 2) the request was denied and give reasons for the denial, or 3) more time will be needed to process the request and state a reasonable time estimate.

Additional time to respond to a request may be based upon the District's need to:

1. Clarify the intent of the request;
2. Identify, locate, assemble and/or make the records ready for inspection or disclosure;
3. Notify third persons or agencies affected by the request; or
4. Determine whether any of the records or information requested is exempt from disclosure and whether a denial should be made as to all or part of the request.

If a requester fails to clarify the request after receiving a response from the Public Records Officer seeking clarification, the Public Records Officer need not respond further to the request.

## **Vehicle Operational Policy**

*(originally adopted on October 24, 2005)*

The following policy applies to any and all vehicles possessed by Ferry Conservation District:

1. The vehicle will be used by Ferry Conservation District employees whenever practical to accomplish work within the District. Staff members must have a valid Washington state driver's license and have a good driving record.
2. Use of privately owned vehicles to conduct District work/business must be on a volunteer basis or be approved by the District Manager. In those instances where it is necessary for staff to use their personal cars on District business, reimbursement will be made at the current Washington state rate. A travel reimbursement form should be filled out and submitted at least one day before the closing of each month.

Any use of a NRCS vehicle must be authorized by the NRCS Resource Conservationist and will be used for District business only.

3. Routine maintenance and servicing will be accomplished as needed to ensure the vehicle is safe to operate.
4. The operator will perform a safety inspection prior to operation. This will include:
  - a. Checking the oil level
  - b. Checking the coolant level
  - c. Performing a check of the lighting system: brakes, headlights, tail lights, turn signal
5. Smoking is prohibited in the vehicle.
6. Vehicle operators are expected to report all discrepancies as soon as they are identified. The vehicle will not be operated if a maintenance discrepancy renders the vehicle unsafe to drive.
7. Vehicle accidents will be reported to the District Manager within 24 hours of the occurrence of the accident.

## **Tree Sale Deposit Policy**

*(originally adopted on March 28, 2005)*

All tree sale orders over \$100 require a 50% non-refundable deposit. The District Manager may waive the deposit in cases where orders will be reimbursed through grant funding or in any other situation the Manager deems appropriate.

## **Consent Agenda Policy**

*(originally adopted on July 23, 2007)*

### **Purpose**

The purpose of this policy is to allow the use of a consent agenda and establish procedures for its use by the Ferry Conservation District Board of Supervisors for its meetings.

### **General Policy**

In order to more effectively administrate monthly meetings, the Board elects to use a consent agenda for the passage of non-controversial or housekeeping type items. Consent items are those which usually do not require discussion or explanation prior to Board action, represent results of past business conducted, or are items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items may include tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of treasurer's report, and approval of staff reports. Items placed on the consent agenda must meet the following criteria:

1. The proposed item is considered to be routine and non-controversial, with documentation provided to the Board prior to the board meetings that is adequate and sufficient for approval without inquiry or discussion.
2. The proposed item conforms to a previously adopted board policy or implements an item previously approved by the Board.
3. There are adequate appropriated funds in the current budget for the proposed item.
4. There is no expected public comment anticipated regarding the proposed item.
5. The proposed item would not require a board member to disclose a potential conflict or otherwise abstain from voting.

### **Consent Agendas**

The administrator or any supervisor may place an item of business on the consent agenda provided it is consistent with the above criteria, does not involve an advertised public hearing, and does not require a roll call vote. By using a consent agenda, each Board member consents to the consideration of stated items as a group under a single motion. An item that is included on the consent agenda shall not be debated or discussed by the Board members unless that item is removed from the consent agenda.

Items shall be removed from the consent agenda by a timely request from any individual Board member, staff member, or member of the public for independent consideration. A request is considered timely if made prior to the vote by the Board on the consent agenda. The request to remove an item from the consent agenda requires neither a second nor a vote by the Board. An item removed from the consent agenda will be discussed and acted upon as a separate agenda item immediately following the consideration of the consent agenda.

The consent agenda, or the remainder thereof omitting the removed items, shall be passed with a single motion and vote. Consent agenda items are considered en masse by a single vote of the Board, but shall be recorded separately in the minutes of the meeting. Action on the consent agenda shall require a positive vote of at least (3) Board members. Any vote by a Board member for adoption of the consent agenda shall result in the recording of an aye vote for each separate item on the consent agenda. A vote against adoption of the consent agenda shall be recorded as a nay vote on each item placed on the consent agenda. A Board member, when casting an aye vote or nay vote for approval or disapproval of the consent agenda, may specifically exclude from such vote specific items on the agenda. Such an exception shall be recorded accordingly.

## **Supervisor and Employee Training Policy**

*(originally adopted on May 28, 2008)*

### **Purpose**

Ferry Conservation District supports continued training and development for supervisors and employees within its organizational and resource limits through approved training sessions, seminars, conferences, field work, etc. Training needs may vary with individual job descriptions or supervisory responsibilities. Recognizing that the District is only as effective as its team of people, the District supports orientation and ongoing training and development efforts designed to:

- provide access and information regarding the District's mission, goals, values and traditions;
- enhance the skills a supervisor or employee uses in their current position;
- provide practical information in a timely manner;
- educate supervisors and employees about relevant legal and regulatory issues;
- encourage respect and foster an appreciation of individual differences, a culture of service and personal responsibility;
- expand a supervisor's or employee's existing knowledge and skills to prepare for a modification or change in the current position;
- broaden a supervisor's or employee's existing knowledge and skills to prepare for future needs of the organization; and
- encourage a supervisor or employee to pursue personal educational goals.

The District encourages individuals to seek opportunities for professional growth and enrichment and encourages supervisors and employees to identify educational, training, and development opportunities that will improve job/board performance and develop potential in current or prospective positions.

No person shall be discriminated against in opportunities for training and development on the basis of race, sex, color, religion, national origin, age, marital status, disability or veteran status. The Board reserves the right to refuse training on the basis of inadequate financial resources.

### **Guidelines**

All supervisors and employees are eligible to attend trainings, workshops, seminars, conferences, field tours, or demonstrations applicable to their personal or professional development. At the Board's discretion, Associate Supervisors may also be eligible for training opportunities.

All training opportunities must have prior authorization of the Board of Supervisors; however, in time sensitive situations the Board Chair may authorize training attendance. For time sensitive situations in which the Board Chair is seeking training approval, the Vice-Chair may give authorization. In these cases, the District Administrator / Manager must present a report to the board at the next regularly scheduled meeting for review and approval.

Employees are responsible for identifying and seeking out training opportunities that will improve employee or supervisor performance and knowledge. Employees shall keep the Board informed of any training necessary for proper certification and licensing.

All Board approved training tuition will be paid by the District. In the event that an employee must register and pay for the training up front, the District will provide reimbursement. Training reimbursement requests will be submitted on Washington State approved Travel Vouchers and must be accompanied by a legitimate receipt. Reimbursement requests without an accompanying receipt may be rejected.

Normally training and development programs shall be attended during an employee's regularly scheduled work hours. If at all possible, training should be scheduled so that it will avoid the need for overtime. Training that occurs outside the normal work week may be attended; however, the employee should adjust their work week to avoid overtime.

Employees will be compensated for their time to attend the training and for travel and per diem according to District policy. Supervisors will not be compensated for their time but will be compensated for travel and per diem according to District policy. Travel and per diem reimbursement requests will be submitted on Washington State approved Travel Vouchers. Please see the *Travel Policy* located in the Operational Policy and Procedure Manual for more details.

Supervisors and employees may attend training that is not approved by the Board; however, in these cases travel and per diem will not be paid, and employees must use personal leave time if the training occurs during the normally scheduled work week.

All information, literature, media, or other items obtained at training events paid for by the District become the property of the District and shall be available upon request for review and/or use by other employees or supervisors.

**Attachment G:  
FY22-23  
NRI Addendum  
Amendment**



**Natural Resource Investment Addendum Amendment Draft**

**FY2022**

**Conservation District:** Pend Oreille

Alex Case-Cohen

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

**Overhead:** 25%

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

**Total Grant Award:** \$93,750

**Intermediate Outcome #1:** \$18,750

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

**Intermediate Outcome #2:** \$25,000

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

Landowner ID: XXXXX

BMP --

410 Grade Stabilization Structure (Rip Rap Toe Protection)

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

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

612 Tree and Shrub Establishment (Native Riparian Vegetation)

**Intermediate Outcome #3:** \$25,000

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

Landowner ID: XXXXX

BMP --

410 Grade Stabilization Structure (Rip Rap Toe Protection)

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

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

612 Tree and Shrub Establishment (Native Riparian Vegetation)

**Intermediate Outcome #4: \$25,000**

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

Landowner ID: XXXXX

BMP --

410 Grade Stabilization Structure (Rip Rap Toe Protection)

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

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

612 Tree and Shrub Establishment (Native Riparian Vegetation)

**Box 2 -- Total Intermediate Outcomes Budget: \$93,750**

Total to be Obligated MUST EQUAL Total Intermediate Outcomes Budget

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

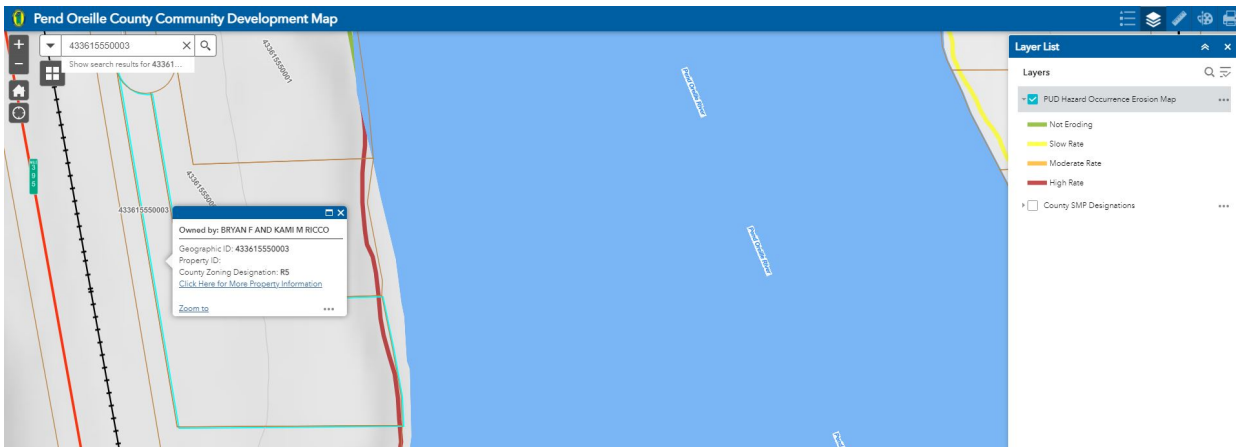
**Board of Supervisors have approved this Addendum in a public meeting? Yes**

**Date approved by board: 1-13-22**

## Ricco Potential Project

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

Severity of Bank Stabilization: Severe



Length of shoreline: 260 ft.

Project cost estimate: \$50,000 - \$75,000

Potential Project Allocation:

- NRI: \$25,000
- PUD: \$5,500
- Total: \$30,500

Project Status: Awaiting site plan, then permits to be submitted before end of January 2022.

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



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



Ricco Property: Clear evidence of steep slopes and mass failure



Ricco Property: Mass failure

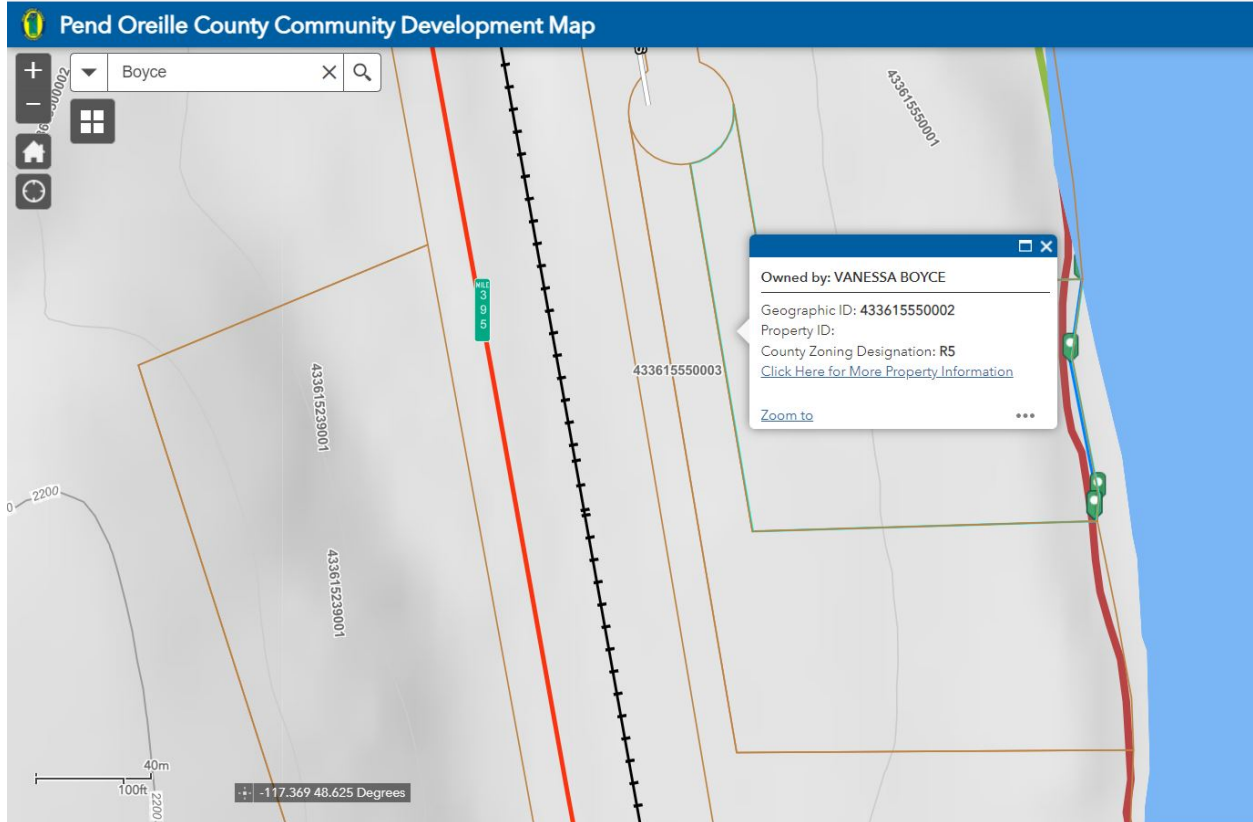


Ricco Property: View from the dock

## Boyce Potential Project

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

Severity of Bank Stabilization: Severe



Project cost estimate: \$50,000 - \$75,000

Potential Project Allocation:

- NRI: \$25,000
- PUD: \$5,500
- Total: \$30,500

Project Status: Awaiting site plan, then permits to be submitted before end of January 2022.

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



## McGuire Project

404777 Highway 20, Cusick, WA 99119

Severity of Bank: Moderate to Severe



Project cost estimate: \$75,000-\$100,000

Potential Project Allocation:

- NRI: \$25,000
- PUD: \$5,500
- Total: \$30,500

Project Status: permits submitted; awaiting determination



Potential Project Queue

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

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

**Attachment I:  
December 2021  
Operations Report**



Pend Oreille Conservation District  
Operations Report  
December 2021

## OPERATIONS UPDATE

- **Building Maintenance** – We received our new security cameras; however, due to the inclement weather, we have not had the opportunity to install them. We will report back when we do.  
No news from our contractors; I will call them next week for an update.
- **Staffing** – This month, I had my evaluation with the Personnel committee; we will report back on the results at this meeting.  
I will also speak with the board about a COLA for Candy Lammon and her work with POCD.
- **Budget** – Please see Attachment 3
- **Grant Applications** – We are now waiting to hear back from the grants we applied for last fall. Will keep you posted on those.  
Mary is looking into the NACD urban agriculture grant for the POC library's community garden project (Attachment 2). I have also started looking into ag research grants, and may consider applying for an outreach/education grant from SARE for a large soil health stewards event early next year (Attachment 4)
- **ExBabylon/IT** – I cannot get in touch with Shane Flowers. This option may not work out. We are meeting with Josh Shelton next week to begin our ArcGIS map updates and improvements.

## PROGRAMS

### 1.) WSCC Implementation Funding Activity:

No new news for IM at this time.

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

At this coming board meeting, we will need to discuss 3 potential NRI projects: the Boyce-Ricco bank stabilization (Ibbetson Dr. S. near Lone) as well as a bank stabilization that has been in the queue for multiple years now (McGuire, also near Lone). I've already alerted Gary Ausman to prioritize the Boyce-Ricco site plan so that these landowners can submit their permits by January (which was a request from Jess Jordan, the representative from the Army Corps of Engineers).

After speaking with Mike Baden, we at least need to put in an addendum to show that we will utilize the funds. There may also be additional funds available, therefore I propose that we request an equal amount of funds for landowners (approximately \$25k of NRI funds each) to be supplemented with PUD funds.

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

I submitted the annual report to the PUD for all projects completed in 2021 (Attachment 5). This was a good exercise to prepare us for the coming year. I've outlined our monitoring plan and have specified which projects are in queue for the next year.

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

We completed two more bank stabilization surveys: one located on Joyner Dr. south of Lone, and one in the Sandy Shores/Sunnyside Neighborhood. Gary has quite a backlog of projects, so I've requested that he prioritizes our NRI project site plans so the landowners can submit their permits before the end of January.

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

- Not much VSP news at this time. We will host a workgroup meeting sometime in February.
- I will submit our quarterly report before January 10<sup>th</sup>
- The soil health stewards will host their annual meeting on February 26<sup>th</sup>. We plan on holding it at the Clayton Grange from 10 to 3 PM. I'll give you all more information on the event at our next meeting.

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

Dyana and I will submit our quarterly report for this grant before the end of January.

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

- Dyana and I met with our Archives representative in December. She's already ordered boxes, began her training on records retention, and has started sifting through the decades of files that we have.

**8.) Shared Employee Reports**

- **Mary's Monthly Report:** Attachment 1
- **Lisa's Monthly Report:** Attachment 2

**9.) To do list from previous board meeting:**

- **Telecommuting Policy:** Drafts will be proposed at February Meeting
- Find out if ARPA funds are eligible for Town of Metaline project? Have not had a chance to do this.
- Send election notice to Miner: Completed and published on December 15<sup>th</sup> & 22<sup>nd</sup>.
- Set up and meet with Mike and Kevin for evaluation discussion prior to next meeting. Clarify with legal on executive session vs open session on personnel evaluations: Completed
- Contact Ryan(?) as guest for next meeting to discuss Roberts Rules of Order: Completed
- Have PUD look at John's property to determine erosion rating: Have not completed.

**FUTURE DATES**

- January 15<sup>th</sup> – First day of Program Management class (in Bellevue)
- January 17<sup>th</sup> -- Martin Luther King, Jr. Day
- February 1<sup>st</sup> – Due date for Western SARE outreach grant
- February 1-2<sup>nd</sup> – Alex on Vacation
- February 5<sup>th</sup> – 14<sup>th</sup> – Mary on Vacation
- February 10<sup>th</sup> – POCD Regular Meeting
- February 14<sup>th</sup> – POCD Board Supervisor Candidate Filing Deadline
- February 24<sup>th</sup> – Ballot Request Deadline
- February 28<sup>th</sup> – NE WA Soil Health Stewards Annual Meeting (Clayton, WA).

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

## Mary's Deliverables: December 2021



### What Mary has been up to:

- Elections Website and Advertisement Design
- Weed Conference article for newsletter
- Completed IdaH2O Master Water Stewards Class
- Purple Air monitor to South PO Fire & Follow up with Metaline
- Engineering proposals
- Engineering Surveys in Lone and Sandy Shores
- Family Forest Fish Passage Project Intro and Site Visit
- Biochar Demonstration
- Grant Research for Community Garden Project
- Door and Window Signs for When Staff is Out
- NRCS Security Training (trying to get into AgLearn)
- Editing various reports and documents
- Board Meeting/Minutes
- Staff Meetings, Office Work, Office Cleaning, etc.

## Elections Ad for Newsletter and Website



# PEND OREILLE CONSERVATION DISTRICT 2022 ELECTION INFORMATION

Interested in running for a  
volunteer position as a POCD  
Board Supervisor?

### CANDIDATE INFORMATION

We currently have one elected position expiring on the POCD Board. Qualified candidates must submit the required (and optional) information by the filing deadline of February 14, 2022, at the POCD office. For more information such as where and how to file, forms, etc., please visit our elections page at:

[www.pocd.org/elections](http://www.pocd.org/elections)

Or contact

[admin@pocd.org](mailto:admin@pocd.org) / 509-447-1155

### Important Dates

Feb. 14: Candidate Filing Deadline

Feb. 24: Last day to request ballot

March 17: Election Day

### VOTER INFORMATION

**Because this election will be held by mail-in/drop-off voting, ballots are available by request only. The deadline to request a ballot is Feb. 24, 2022, at 5:00 PM.** Completed ballots must be mailed-in or dropped off by Election Day, March 17. Please see elections page for more information.





Biochar Demonstration, December 15 by the Lands Council on Kalispel Tribe property



Snowy day for an engineering survey in lone



This photo was taken the same day as the engineering survey in lone pictured above, after we backtracked down to Sunnyside/Sandy Shores





Future Site of a Family Forest Fish Passage Project off of Scotia Rd

*Thank  
You*

### **Website Update:**

We had 94 site sessions (times visitors visited our website overall)

56 of those are unique users

71 of the total sessions were viewed from desktop computers – 22 were mobiles

Our pages were viewed over 464 times

- Homepage 69
- Newsletters– 17
- Our Team 15
- About us 14
- Air quality – 9

### **Newsletter**

Our newsletter was sent to 81 people via email

31% of recipients clicked to open the newsletter

2 new subscribers for future newsletters were collected from Facebook posts

Did weed board send it out to their list? If not- can we start?

## General overview

### Date period

12/01/2021 - 12/31/2021  
Duration: 31 days



Total Page likes  
**541**



Reach  
**2,284**



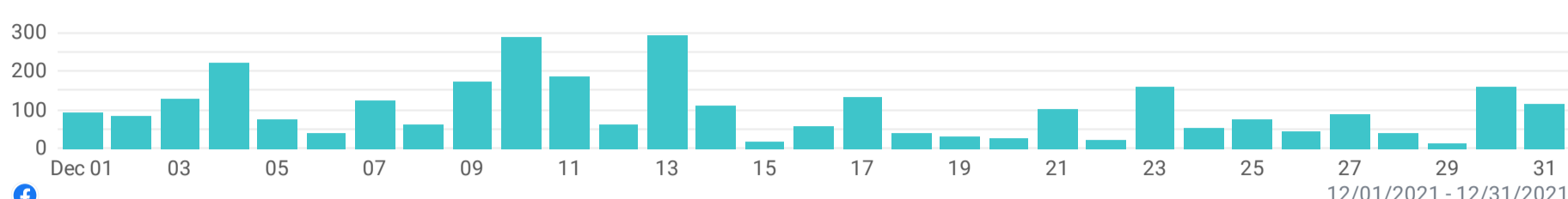
Page views  
**51**



Page clicks  
**264**

### Impressions made over time

Organic impressions



### Age of our audience

Page fans / Age

- 35-44: 134 (24.8%)
- 25-34: 124 (22.9%)
- 45-54: 107 (19.8%)



12/01/2021 - 12/31/2021

### Gender of our audience

Page fans / Gender

- Female: 411 (76.0%)
- Male: 123 (22.7%)
- Unknown: 7 (1.3%)



12/01/2021 - 12/31/2021

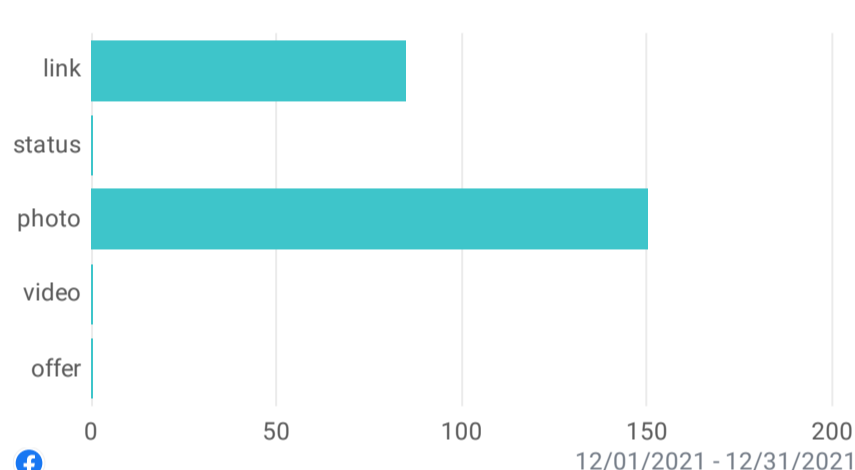
### Individual Posts analysis

#### Where Our Posts Are Most Popular

City	Reach
Newport, WA	337
Spokane, WA	88
Elk, WA	65
Usk, WA	47
Cusick, WA	31
Spokane Valley, WA	31

#### Most Engaging Content Type

Engaged users



#### Posts reactions most used

Post like	103
Love	23
Wow	13
Haha	3
Sorry	1
Anger	0

Post engagements  
**422**

Unique post clicks  
**233**

### Post performance

Message: ❤️ Wow! A heart warming wildlife story

Post impressions	Post clicks	Post like	Post shares
266	68	19	2

Message: Whoa!

Post impressions	Post clicks	Post like	Post shares
241	88	7	1

Message: What do Alaska and Hawaii have in common this week? Blizzard Warnings. ❄️ ❄️ \* Find out more about this extremely rare weather...

Post impressions	Post clicks	Post like	Post shares
206	3	1	1

Message: Check out Mary, our new go-to team member, learning how to survey at the total station for our engineering cost share program. She's...

Post impressions	Post clicks	Post like	Post shares
199	7	9	1

Message:

Post impressions	Post clicks	Post like	Post shares
183	18	8	1

Message: Last year we almost didn't have a white christmas! How much snow do you have where you live?

Post impressions	Post clicks	Post like	Post shares
175	28	2	0

Message: Farmers in Pend Oreille County have learned to get creative with planting. Check out a recent dormant seeding that took place outside of...

Post impressions	Post clicks	Post like	Post shares
169	16	4	0

Message: Which ones have you seen?

Post impressions	Post clicks	Post like	Post shares
146	12	8	0



# 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.



# National Association of Conservation Districts

## **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.



# National Association of Conservation Districts

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.



# National Association of Conservation Districts

**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.



# National Association of Conservation Districts

- 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](mailto: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](mailto: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](mailto: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.net](mailto:ariel-rivers@nacdn.net); 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.net](mailto:ariel-rivers@nacdn.net); 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		
<b>Supplies, Equipment and Promotion</b> 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.



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207 Linfield Hall • P.O. Box 172840 • Bozeman, MT • 59717-2840  
406-994-4789 • [wsare@montana.edu](mailto:wsare@montana.edu) • [westernsare.org](http://westernsare.org)

**Request for Applications - Western Region**  
**Sustainable Agriculture Research and Education (SARE) Program Education and Outreach**  
**Enhancement Project**  
**Deadline for Receipt of Applications: February 1, 2022**

Western Sustainable Agriculture Research and Education (Western SARE) is a federally funded program by USDA NIFA that strives to advance sustainable agriculture through competitive grant programs. Montana State University (MSU) serves as the Host Institution for Western SARE. Please visit the organizational website to learn more about the program: [western.sare.org](http://western.sare.org)

Western SARE solicits proposals for projects that enhance effective outreach and engagement among the agricultural community of the West and Pacific Islands. Current practices for producer education methods need re-evaluation and improvement to better accommodate learning styles of diverse producer groups. The background of agricultural producer groups represented in the Western SARE region are vast and range from large-scale, advanced production operations to subsistence.

This RFA encourages creative approaches to: 1) identify and synthesize the current state of knowledge and best practices for effective education, outreach, and engagement to reach diverse agriculture producer and stakeholder groups across the Western SARE region, and develop recommendations for improved producer engagement; 2) from outcomes of objective 1, develop an educational resource or best practices guide that can be used to effectively disseminate Western SARE research with producers across the region.

**The budget for this project is not to exceed \$65,000, and will be awarded as a contracted services agreement from Montana State University.**

**PURPOSE AND OBJECTIVES**

The purpose of this project is to enhance the overall educational impact of the Western SARE sustainable agriculture program through improved engagement and learning among the diverse agricultural producer groups represented throughout the western SARE region. Overall project objectives are to:

- 1) Evaluate existing learning styles information and develop a white paper or guide that identifies and synthesizes effective methods, best practices, and science-based techniques for producer-relevant outreach and engagement that best serve traditional and underrepresented agricultural producer groups across the West and Pacific Islands. Aside from summarizing published information, this evaluation should

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include innovative recommendations for improved producer engagement and education among the target audiences.

- 2) Develop an educational resource (such as a handbook and/or web-based program), from findings in objective 1 that can inform SARE projects region-wide. Overall, the final product must:
  - a. Be easy to implement for individuals with a broad spectrum of experience and formal educational training.
  - b. Enhance the capacity of SARE projects to develop producer partnerships, and to achieve effective education and outreach objectives related to understanding and implementation of research findings among traditional and underrepresented producer groups.
  - c. Include science-based and easy-to-follow training and implementation guidelines.
  - d. Be published in a print and online format. The online format must be permanently available to the public at no charge.

### **EVALUATION TIMELINE**

Milestones and an estimated timeline of activities include:

Step 1: October 18, 2021—Proposal announcement

Step 2: February 1, 2022—Proposal deadline (4:00pm MST)

Step 3: March 3, 2022—Award Notification

Step 4: June 1, 2022—Learning styles identification and report development

Step 5: July 2022—Share learning styles report (Objective 1) with Western SARE Administrative Council

Step 6: August 2022-January 2023—Educational resource development (Objective 2)

Step 7: February 1, 2023—Complete final report and submit to Western SARE Administrative Council

### **FORMAT, PROPOSAL SUBMISSION and CONTACT INFORMATION**

Applications should be no more than six pages, typed in 12-point Times New Roman font, and single spaced. Each 8-1/2" by 11" page must have a minimum of 1" lateral and vertical margins. The application should include: 1) a proposed strategy for accomplishing outlined goals; and 2) a proposed budget and total project cost. Please use the enclosed scope of work template to develop your application and budget.

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**An electronic copy, in Microsoft Word or PDF, of the application must be received by Clayton Marlow, Western SARE Regional Coordinator no later than 4:00pm MDT, on February 1, 2022. Please email application materials to [cmarlow@montana.edu](mailto:cmarlow@montana.edu)**

Questions regarding this Request for Applications or the Western SARE Program can be directed to Sara Trojan, [strojan@sare.org](mailto:strojan@sare.org).

### **SCOPE OF WORK TEMPLATE**

**Cover page:** Please include a cover page with application to include Project Leader name, title, affiliation and relevant contact information.

**Experience and Qualifications:** Applicants must state qualifications and experience in ability to synthesize information related to learning styles in agriculture, and the development of educational resources. Curriculum vitae for the Project Leader and collaborators must be attached to the application.

**Learning Styles Assessment:** The selected research team (hereafter referred to as the team) will identify the learning styles found among diverse agricultural producer groups within the Western SARE region. The fundamental need is for the team to determine if adequate information on producer learning styles already exists and if that information is sufficient to appropriately address this objective.

**Development of Educational Resource:** Development of the educational resource should be derived from the findings in the learning styles assessment, and in close cooperation with the associate PDP coordinator and other key representatives of the Western SARE program. The team will develop a draft resource for evaluation among a diverse subset of producers. The final educational resource will be used by research teams to enhance the impact of their education and outreach activities funded through Western SARE.

**Technical Report:** The team will provide a technical report in both Word and PDF formats that includes the learning styles identification, outcomes and implications, and the platform, rationale and training for the educational resource. **All publication rights for the research information are retained by Western SARE and USDA.**

**Deliverables:** The team will provide a report that identifies the learning styles of agricultural producers in the Western SARE region, including implications and outcomes. The team will also provide an educational resource that can be universally employed among all Western SARE programs to enhance education and outreach activities. The educational resource must be developed to target the previously identified learning styles, and include detailed training for implementation of the targeted methodologies.

**\*If human subjects are involved in any part of this project, internal IRB (Human Subjects) exemption or approval must be obtained from the survey team's institution prior to any survey. Proof of IRB exemption or approval is a requirement of USDA-NIFA and Western SARE and is necessary prior to issuance of the first payment.**

### **APPLICATION BUDGET**

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Applicants must fill out and include the budget form found below, as well as a detailed budget justification for each budget line item requested. No other template will be accepted.

Please see the [budget form](#) that accompanies this call.

**Funds may be budgeted in the following categories:**

- Salaries and Benefits: compensating yourself and/or employees (including students) of your institution for performing work directly related to the project. Provide base salary, FTE's, fringe benefit rates and salary/benefit amounts requested.
- Subawards: paying project collaborators not at your institution and/or to cover costs associated with the subrecipient's portion of the proposed project.
- Contracted Services: includes paying for professional services.
- Supplies: basic supplies and materials needed to carry out the project, minor equipment (individual items that cost less than \$5,000), envelopes/paper, photocopying, shipping costs, etc.
- Communication: includes postage and mailing expenses.
- Travel: includes estimated mileage reimbursement, airfare, lodging, meal per diem; car rentals, taxi, shuttle expenses and parking. Please note, travel *per diem*, mileage reimbursement, and meals must follow your organization's approved rates. If no rate is available, please use the Federal Government rate listed on <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Additionally, lodging reimbursements for all travel must be limited to the Federal Government rate listed on the [U.S. General Services Administration website](#).
- Rent: includes fees associated with renting equipment, facilities, etc.



**SUPPORTING DOCUMENTS**

Please include the following documents with your grant submission:

**Signature Page:** Signatures from the Project Leader is required.

**Vitae:** A brief vita is required for the Project Leader and co-Project Leader(s). The limit is three pages for each.

**SIGNATURE PAGE**

**Project Title:**

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

**Project Leader**

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

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*Signature: Project Leader*

*Date*

Printed Name:

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