



Pend Oreille Conservation District  
Regular Board Meeting MINUTES: 10/14/2021

Meeting Start – 3:00 PM

In attendance via "GoToMeeting,": George Stuvenga, *Board Supervisor – Chair*; Randall Leestma, *Board Supervisor*; Alex Case-Cohen, *POCD District Manager*; John Floyd, *Board Supervisor*; Kevin Bush, *Board Supervisor*; Mike Mumford, *Board Supervisor*; Mark Simpson, *USDA NRCS*; Mary Malone, *POCD/Weed Board Education and Outreach*; Robert Rosencrantz, *Pend Oreille County Commissioner*; Sharon Sorby, *Weed Board Coordinator*.

Official Action Items				
Motion	Motion made by:	Motioned seconded by:	Decision	Attachment
Motion to approve agenda and take items out of order	John Floyd	Randall Leestma	Carried	Attachment A
Motion to approve September meeting minutes	Mike Mumford	Kevin Bush	Carried	Attachment B
Motion to approve Alex looking into and reporting back on rates and charges option for district contract with POC for VSP implementation, amended to have the report back by February Board Meeting.	Kevin Bush	John Floyd	Carried	Attachment E
Motion to approve district contract with POC for VSP implementation	John Floyd	Randall Leestma	Carried	Attachment C
Motion to table treasurer's report to next meeting	Mike Mumford	Randall Leestma	Carried	Attachments G
Meeting Adjourned at 5:26 PM				

## Partner Reports

### **Mark Simpson, NRCS**

Mark noted that the FY22 deadline for EQUIP ended earlier than normal this year (normally doesn't end until mid-November) with 14 applications submitted – he had hoped for more as NRCS wants each planner to have about 30 active contracts. Steve Wilson's wetland restoration on Rocky Gorge moved forward with a lot of earthwork done in the last month. Planting will hopefully occur next spring.

Commissioner Rosencrantz asked about river project with the Tribe at Cusick Meadows. Mark noted that it was completed last fall.

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

Commissioner Rosencrantz noted that this is a modestly challenging budget year for the county – will be ok without slashing any budgets too deeply. Moving forward with broadband action team to bring high-speed internet particularly to the northern part of the county. Being a new commissioner, he said there are a lot of issues he is still trying to get a clear picture on and which are the highest priority. One thing that came into focus quickly is how in Pend Oreille County and Northeast Washington, how interrelated and codependent people and issues are – not much room for error. As a result, you have to take all of the issues seriously because, at some point, that issue will be vital to the region. Noted that he will be asking lots of questions and taking lots of notes.

### **Mike Mumford, WACD**

Mike noted that this is the month of area meetings, with the second of six held today. The meeting next week will be important for supervisors to attend. The WACD has some changes to bylaws – suggested the supervisors go to the hub to view the proposed changes. One thing that came out of the southwest was a resolution that will be acted on at the annual meeting, which has to do with sustainable funding and putting together a committee. Mike thought it was going to be a task force, but it sounds like they are recommending a standing committee. Mike said there are unsubstantiated reports that he may be the president of WACD after the annual meeting. If that happens, it will impact his time with POCD and he would need advance notice on things.

Mark asked about the NAACD meeting and if it will be virtual – Mike noted that the annual meeting will be hybrid. Alex noted that some board members are interested in attending WACD in person. Will be on agenda for approval at next meeting.

## **Old Business**

### **Alex Case-Cohen, *Streambank Stabilization Project Update* –**

Two potential projects – one starts Monday and will be done by Saturday. Another may not happen. Jim Taylor received bid that was too expensive, so he was included on the ecology grant application. Montgomery and O'Brien were completed last month – Scott Jungblom said they will qualify for funding as long as they do planting. PUD will survey previously implemented projects on November 5.

Metalline is interested in applying for a bigger pot of money and there is another potential streambank stabilization project just south of Lone. The latter is rated as severe, because it has extreme, steep erosion. They have been approved for engineering funds.

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

Inquiries have been sent to two contractors. One responded that they are not taking any new projects at this time. John said he saw an advertisement in the Miner for a general contractor. Mike recommended mold testing be done before moving forward with anything else.

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

Alex noted that Ryan Bay from WACD asked that we speak about our program during conference. Mary noted that she has been in touch with the Diamond Lake fire chief regarding putting a Purple Air monitor there. He initially responded, but she is waiting to hear back on setting up on-site meeting. Metalline still does not have theirs working at Town Hall.

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

Submitted DOE grant proposal on Tuesday for bank stabilization projects in the Sandy Shores/Sunnyside neighborhood. Alex briefly went over the five phases of the project. The next grants are the Western SARE to look at different grass or plant species for drought tolerance; and a Hazard Mitigation grant for bank stabilization



projects in Town of Metaline – pre-proposal due November 30, and final grant due April 2022.

**Mike Mumford, Cash Advance Update –**

Mike updated on cash advance for projects funded through WSCC. Alex will research cash advance up to 50% and assignment of payment.

**New Business**

Rates and Charges – (See attachment E) Alex briefly discussed background on assessment potential for Weed Board, with POCD possibly doing a Rates and Charges in conjunction with the WB assessment. WB Coordinator Sharon Sorby shared historical background in her experience with POCD, noting that she would like to see the district with some permanent funding to help maintain a District Manager. She would like to build a campaign together to sell to the community and the commissioners. Noted that Weed Board is will to lower proposed assessment rates to allow room for POCD. Alex briefly explained the rates and charges process, and that she is seeking approval to move forward in pursuing rates and charges. Kevin moved to have Alex look into rates and charges and come back with a report, seconded by Randy; amended to have report back by February board meeting. Motion carried.

Contract with Pend Oreille County for VSP Implementation – (See attachment C) Alex noted the only change from previous agreement is the amount, now \$235,000.

Office re-opening and hours – Alex noted that with limited staffing, site visits, webinars, etc., it would be difficult to keep regular office hours. Also noted safety concerns. The office is currently open by appointment only. Discussion of various options and how to address safety concerns ensued. For telework, a policy would need to be put in place. Alex and board will look into security options, staying open by appointment only at this time. No action required.

Proposed Resolutions for upcoming meetings – (See attachment F) Alex discussed Lincoln CD resolution that addresses issue she proposed to WACD regarding an area-based cost-share rate for equipment, labor, etc. Mike M. discussed Thurston CD resolution regarding sustainable funding committee.

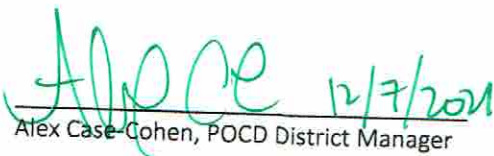
**Operations Report** – Alex Case-Cohen, See Attachment H

**Treasurer's Report for September** – See Attachment G: Tabled to November Meeting. Motion made by Mike M., seconded by Randy. Motion Carried.

**To Do List from Meeting:**

- Mold testing of POCD building – John Floyd will look into contractor listed in Miner Extra
- Alex will research WSCC cash advance up to 50% and assignment of payment
- Mike M. will find out how many districts have rates and charges (Board approved Alex moving forward with a report on R&C by February).
- Look into security options for the building (security cameras?)
- Reschedule November meeting to November 18 at 3 p.m. due to Veterans Day holiday.
- Print treasurers report for Randy
- Mary or Lisa to provide context on Facebook and Web analytics at next meeting

Meeting Adjourned: 5:26 PM

  
Alex Case-Cohen, POCD District Manager

  
George Stuijenga, POCD Board Chair



# BOARD MEETING PACKET

## October 14<sup>th</sup>, 2021

- Attachment A: POCD Regular Board Meeting AGENDA – October 14<sup>th</sup>, 2021
- Attachment B: POCD Regular Board Meeting MINUTES – September 9<sup>th</sup>, 2021
- Attachment C: Approve IGA with POC for VSP Implementation
- Attachment D: Executive Order 16-07 Commute Reduction
- Attachment E: WSCC Brief – Rates & Charges
- Attachment F: Thurston CD & Lincoln County CD 2021 Proposed Resolutions
- Attachment G: September 2021 Treasurer's Report
- Attachment H: Operation's Report



Pend Oreille Conservation District  
**Regular Board Meeting AGENDA: October 14<sup>th</sup>, 2021**

Attachment (A)

This meeting will be held virtually and in-person.

**GoTo Meeting Information**

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

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

Access Code: 960-196-629

Time: 3:00 p.m. – 6:10 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: October 14<sup>th</sup>, 2021</i>	Attachment A	<b>5 Minutes</b>
3:05 PM	Approve Previous Meeting Minutes:	<i>Regular Meeting Minutes: September 9<sup>th</sup>, 2021</i>	Attachments B	<b>5 Minutes</b>
3:10 PM	Partner Reports			<b>40 Minutes</b>
		<i>Mike Baden – WSCC</i>		10 Min.
		<i>Mike Lithgow – Kalispel Tribe</i>		10 Min.
		<i>Mark Simpson-USDA NRCS</i>		10 Min.
		<i>Mike Mumford – WACD</i>		10 Min.
3:50 PM	Old Business			<b>35 Minutes</b>
	Streambank Stabilization Project Updates: Taylor, Bittle, McQuinn, Montgomery & O'Brien	<i>Alex Case-Cohen – POCD</i>		10 Min.
	Building Update	<i>POCD Building Committee</i>		10 Min.
	Purple Air Quality Update	<i>Alex Case-Cohen – POCD Mary Malone – POCWB/POCD</i>		5 Min.
	Fall Grant Application Update	<i>Alex Case-Cohen – POCD</i>		10 Min.
4:25 PM	Break			<b>5 Minutes</b>
4:30 PM	New Business			<b>70 Minutes</b>
	Action Item: Approve contract with POC for VSP Implementation	<i>Continue VSP implementation</i>	Attachment C	15 Min.
	Action Item: POCD office re-opening and proposed in-office hours	<i>Consider office re-opening policy and proposed duty station changes</i>	Attachment D	15 Min.
	Action Item: Proceed with Rates & Charges Planning	<i>Decide whether to pursue an assessment for 2023 ballot</i>	Attachment E, F	15 Min.
	Resolutions for upcoming Area Meetings	<i>Discussion two resolutions for upcoming meetings</i>	Attachment G, H	15 Min.
	Determine next meeting date/time	<i>Accommodate for Veteran's Day holiday</i>		10 Min.
5:40 PM	Treasurer's Reports	<i>Review Treasurer's Report for September 2021</i>	Attachment I	10 Min.
5:50 PM	Operation's Report	<i>Review previous months' activities</i>	Attachment J	10 Min.
6:00 PM	Adjourn			

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





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

Meeting Start – 5:00 PM

In attendance via GoToMeeting; George Stuiwenga, Board Chair; Randall Leestma, Board Supervisor; Kevin Bush, Board Supervisor; Alex Case-Cohen, POCD District Manager; Mark Simpson, USDA NRCS; Jon Driver, Associate Supervisor; Mike Baden, Washington State Conservation Commission; Mike Mumford, Board Supervisor.

Official Action Items				
Motion	Motion made by:	Motioned seconded by:	Decision	Attachment
Motion to approve agenda and to take items out of order	Kevin Bush	Randall Leestma	Carried	A
Motion to approve meeting minutes for August 12 <sup>th</sup> , 2021	Randall Leestma	Mike Mumford	Carried	B
Motion to approve current MOU with Pend Oreille County for IT services for \$7,500 and an ending date of 6/30/2023	Mike Mumford	Kevin Bush	Carried	C
Motion to approve the Natural Resource Investment Addendum Draft for FY2022 with an amendment to add FY2023	Kevin Bush	Randall Leestma	Carried	D
Motion to adopt the Equipment Rental Agreement and Billing and Invoice as we discussed with “Daily fee: \$80/day, late fee: \$80/day; Optional charge of \$50/hour for District Assistance and a minimum of 2 hours for on-site assistance; cleaning fee: \$50/hour with minimum of 2 hours; use LCCD Damages Fee language with a maximum speed of 4 miles/hour”	Randall Leestma	Mike Mumford	Carried	E
Motion to approve June, July, and August 2021 Treasurer’s Reports.	Randall Leestma	Kevin Bush	Carried	I,J,K
Meeting Adjourned at 7:48 PM				

## **Partner Reports**

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

As mentioned prior, the vaccination requirement for state employees does not apply to conservation districts. In the event you get questions or consider a vaccine requirement, be aware of the related laws to navigate, including the Americans with Disabilities Act (ADA) and the Civil Rights Act of 1964. More information is available this MRSC blog post and this Society for Human Resource Management article. I would also recommend reaching out to Enduris to see if they have any guidance on the issue as your risk management provider.

In addition, a recent Proclamation was issued by the Governor that contains additional information on the indoor mask mandate as well as some reporting requirements for positive or suspected cases.

Reminder that CD biennial report pages are due on Sept. 24th.

The annual elections training is scheduled for September 23rd at 9:00AM. This is a required training for at least one person at each district (generally the election supervisor) although it's always good to have more.

The Commission will be considering recommendations on CD election reform at the Commission Meeting on September 16th.

Our financial staff will be presenting detailed info on our cost share procedures. I think this could be very helpful as you look toward future cost share projects with Commission funds and is a great opportunity to ask questions that you may have about our cost share process. This training will be held at 9:00 AM on September 21st.

**Mark Simpson, *USDA NRCS***

Drought program came out last month. One of the applicants applying for FY22 qualified. Decided to go for drought money. Pre-commercial thinning and pruning. Should be approved by area conservationist (Rich Edlend) soon. Helped Cassandra Morris with a contract in Stevens County. Landowner decided to cancel. Trying to get people to apply because the deadline is October 7<sup>th</sup>; must be eligible by that date, so apply sooner rather than later. Compatible Use Agreement. Fire bomber in the Cusick, Usk area starting fire bombs. Everyone is concerned about it; will be a public meeting to

discuss the issue with the public and officials on Thursday, September 16<sup>th</sup> at the Usk community center.

**Mike Mumford, WACD**

WACD annual meeting November 29<sup>th</sup> & 30<sup>th</sup>; concerned about in-person with current Covid situation. NE Area meeting on October 20<sup>th</sup> hosted by Ferry CD. If you want to turn in any resolutions, now is the month to do that (look at the HUB).

Joint elections committee done, proposal presented at next week's committee meeting. Proposals are: hold elections every other year, 4 year term, appointed/elected, Districts conduct supervisor elections during Conservation Month. Districts have the option to go on the general ballot.

DEI: Preparing Recommendations and making recommendations at the next meeting.

**Old Business**

**Alex Case-Cohen, *Streambank Stabilization Project Update* –**

Streambank Stabilization Projects: Alex gave a brief overview of projects for Taylor, Bittle, McQuinn, Montgomery & O'Brien.

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

Mike Baden: Asking about public works vs. personal/professional services. Typically, in lower cost ranges there is lower risk. Required to pay prevailing wage.

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

Mike Mumford made suggestions for two Purple Air monitors: Diamond Lake and Metaline area, possibly at fire districts. Alex may look into DOE grant application for air quality monitoring. Mike Mumford noted POCD has 11 functioning monitors in the county and 2 non-functioning. Metaline will try theirs again with new fiber internet.

**Mike Mumford, POCD Workplace Health and Safety –**

Mike Mumford requested the board consider mask & COVID vaccination requirements for POCD staff in office. No action taken.

**New Business**

Action Item: Approve contract with POC for IT Services – See attachment C. Alex noted that the contract in the board packet did not match the agenda. The contract in the packet is for IT services from the County not to exceed \$7,500 over the fiscal biennium. Mike Mumford moved to approve current MOU with ending date of 6/30/23; seconded by Kevin Bush. Motion carried.

Action Item: Approve FY22-23 Natural Resource Investment Addendum Draft – See attachment D. Total grant award is \$78,666. Alex briefly discussed projects noted in addendum. Motion to approve the Natural Resource Investment Addendum Draft for FY2022 with an amendment to add FY2023 made by Kevin Bush; seconded by Randall Leestma. Motion carried.

Action Item: Approve Landowner Agreement for All Purpose Seeder – See Attachment E. Discussion ensued regarding rates and insurance. Motion to adopt the Equipment Rental Agreement and Billing and Invoice as discussed with “Daily fee: \$80/day, late fee: \$80/day; Optional charge of \$50/hour for District Assistance and a minimum of 2 hours for on-site assistance; cleaning fee: \$50/hour with minimum of 2 hours; use LCCD Damages Fee language with a maximum speed of 4 miles/hour”

Discussion Item: Fall Grant Application & Additional Funding Opportunities – See attachments F, G, H. Alex gave brief overview of ecology grant for bank stabilization projects. An engineering survey was recently done at Sandy Shores (Sunnyside) and will be completed for submission with the grant application. Due Oct. 12. Alex also gave a brief overview of the SARE grant opportunity to implement trials on drought-tolerant grass varieties, using a variety of methods. Due in early November. A third grant Alex said she is considering is a hazard mitigation grant for the town of Metaline’s erosion control project.

**Treasurer's Report for June July** – *See attachments I, J, K*

**Operation's Report** – *Alex Case-Cohen, See Attachment L*

Meeting Adjourned: 7:48 p.m.

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Alex Case-Cohen, POCD District Manager

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George Stuiivenga, POCD Board Chair



# Attachment C

## POC and POCD IGA for VSP Implementation

**Attachment D**  
**Executive Order 16-07**  
**Commute Reduction**



STATE OF WASHINGTON  
OFFICE OF THE GOVERNOR

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**EXECUTIVE ORDER 16-07**

**BUILDING A MODERN WORK ENVIRONMENT**

**WHEREAS**, to support Washingtonians, we must attract and retain talent by adopting innovative workplace strategies that support the state's organizational mission, flexibility, and mobility in the workplace; create modern work environments; and reflect organizational cultures that align with the changing expectations of employees and our customers;

**WHEREAS**, to be an employer of choice and better support the needs of multiple generations, we must provide flexibility in how, when, and where work gets done so that employees can have work/life balance, improved wellness, a supportive and productive work environment, increased job satisfaction, and engagement;

**WHEREAS**, modern work environments, telework, and flexible work hours present opportunities to save taxpayers money;

**WHEREAS**, using technology to support a mobile workforce will allow us to be more adaptive and responsive to customers;

**WHEREAS**, these strategies are proven to empower employees to be productive, regardless of location and time;

**WHEREAS**, modernizing the workplace so that it is an efficient, purpose-driven space that aligns with the work will support the state's effort to optimize its facilities footprint;

**WHEREAS**, Chapter 19.27A RCW requires the state to reduce energy consumption in buildings, and right-sizing the workplace will result in carbon pollution reduction;

**WHEREAS**, *Results Washington Goal 3: Sustainable Energy and a Clean Environment* establishes a measure to reduce transportation-related greenhouse gas emissions, and RCW 70.94.547 directs state agencies to take a leadership role in aggressively developing substantive programs to reduce commute trips by state employees;

**WHEREAS**, mobile work, telework, and flexible work hours provide state government the ability to be resilient and responsive during emergencies and natural disasters;

**NOW, THEREFORE, I**, Jay Inslee, Governor of the state of Washington, by virtue of the power vested in me, declare my commitment for the state to be an employer of choice and an

efficient, effective, and accountable government. I hereby direct executive cabinet-level agencies and small-cabinet agencies to build a modern work environment and create an organizational culture that empowers employees with choice, enables excellent performance, supports all generations, and is mindful of our impact on the environment by taking the following actions:

- 1. Establish a Workplace Strategy Council (Council).** This Council will be led by the Office of Financial Management (OFM) to drive change in state government. The Council shall:
  - Oversee implementation of this Executive Order.
  - Create enterprise policies or guidance, educational opportunities, and tools for implementation.
  - Identify enterprise measures of success and incorporate them into Results Washington goals by July 1, 2017.
  - Report progress and recommendations to Results Washington regularly.
  - Provide guidance to agencies on training for state government, which will include, but not be limited to, management of a mobile workforce, performance management, changing cultures, change management, and integration of innovative workplace strategies.
- 2. Enable a mobile workforce.** Each executive cabinet-level agency and small cabinet agency shall encourage mobility by adopting technology and policies that support a culture of *it's what you do, not where you do it*. Agencies must maintain a written policy(s) supporting mobility, including telework and flexible work hours, while maintaining or improving business operations and customer service. The policy, at a minimum, shall define specific suitability criteria and agency participation targets. Policies shall be submitted to OFM State Human Resources (State HR) by July 1, 2017.

Washington Technology Solutions (WaTech) shall provide shared technology services that enable agencies to create a mobile workforce. WaTech, in consultation with the Workplace Strategy Council, shall establish a technology roadmap for creating a mobile workforce.

- 3. Create a modern work environment.** Agencies shall provide a workplace and tools that support the work being performed and the customers being served, in a cost-effective and space-efficient way that promotes flexibility, collaboration, and productivity. The state's workplaces shall be planned for, designed, and maintained with consideration for each agency's desired culture, its written mobility policies, and other workplace strategies. Workplace decisions must take into consideration how space will be used.

The Department of Enterprise Services and the Department of Corrections' Correctional Industries, in consultation with the Workplace Strategy Council, shall support state agencies in the implementation of modern work environments.

- 4. Measure implementation of modern workplace strategies across state government.**
  - Together, state agencies shall increase participation in telework from 8.8 percent in 2015 to 9 percent in 2017, and for flexible work hours from 21.2 percent in 2014 to 40 percent in 2017, using biennial Commute Trip Reduction (CTR) survey data as an indicator to measure progress toward these goals. For purposes of these targets, telework includes

employees who regularly telework at least 1 to 2 days/month, and flexible work hours includes employees who regularly work compressed workweek schedules.

- i. The Washington State Department of Transportation will provide biennial CTR data on state agency employee participation rates to State HR.
  - ii. By January 1, 2017, telework, flexible work hours, and user duty station data should be added to the state's Human Resource Management System (HRMS) by agencies to provide more comprehensive and accurate data on position suitability and employee participation rates. Agencies shall update data as needed.
  - iii. After January 1, 2017, the Workplace Strategy Council shall set new telework and flexible work hours participation targets using baseline data from HRMS.
- Agencies shall work with OFM to establish agency-specific facilities goals, documented in the state's 2017-2023 Six-Year Facilities Plan, and updated every two years thereafter.
  - Agencies shall report regularly to OFM on the status of incorporating the concepts of this Executive Order into their culture in their agency Human Resource Management report.
  - Agency leadership shall ensure the implementation of this EO and provide a letter (template will be provided by the Workplace Strategy Council) to OFM by January 1, 2017, and every year thereafter that certifies that the agency has:
    - i. reviewed and updated its policies to reflect this culture change;
    - ii. set telework and flexible work hours participation targets;
    - iii. provided training to its employees and supervisors to aid in this culture change; and
    - iv. actively worked toward creating a modern work environment.

For the purpose of this Executive Order, the following definitions apply:

- *Flexible work* is an alternative schedule that allows full-time employees to eliminate at least one work day every two weeks by working longer hours during the remaining days, resulting in less commute trips (compressed workweek), or allows the employees some flexibility in starting and ending times outside the agency's normal work hours (flextime) consistent with WAC 357-28-225.
- *Mobility* is the ability to work in a variety of locations to maximize productivity. Mobility also encompasses remote work that is functionally required for some jobs, such as field work.
- *Telework* is the practice of working from home or other alternative locations closer to home through the use of technology which allows the employee to access normal work material (email, telephone, electronic documents, etc.). Telework may be scheduled or done on an ad hoc basis. Telework is a subset of mobility.
- *Work environment* is everything that shapes the employee's involvement with the work itself, including the organizational culture, physical space, technology and tools, and interactions with co-workers and supervisors.
- *Workplace* is the physical location where an employee works.
- *Workplace strategy* is the dynamic alignment of an organization's work patterns with the work environment to enable peak performance and reduce costs while maintaining or improving business operations and customer service.

Provisions of this Executive Order, which apply to executive cabinet-level and small-cabinet agencies, are not intended to alter any existing collective bargaining agreements. I invite other



statewide elected officials, institutions of higher education, agencies, boards, and commissions to follow the provisions of this Executive Order.

This Executive Order shall take effect immediately and supersede Executive Order 14-02.

Signed and sealed with the official seal of the state of Washington on this 3rd day of June, 2016 at Olympia, Washington.

By:

/s/

\_\_\_\_\_  
Jay Inslee  
Governor

BY THE GOVERNOR:

/s/

\_\_\_\_\_  
Secretary of State

# Attachment E: WSCC Brief – Rates & Charges

# District Operations Brief

DO Brief #10 - 2014



## RATES AND CHARGES

What they are, how they work, and process for developing them

### Background and Authorizations:

In 2012 the Washington State Legislature approved a second local option for funding the work of conservation districts. [RCW 89.08.405](#) allows districts to develop a system of rates and charges for passage or modification by their county legislative authority. It may be used instead of assessments authorized by [RCW 89.08.400](#).

### How do rates and charges work?

The principle: Different land uses have differing conservation needs, receive differing benefits, and therefore should be charged at differing rates. A key difference between assessments and rates and charges is this: Assessments are traditionally connected with public improvements and sometimes, services. Direct special benefit to assessed properties is required for assessments. An agency using a rate or charge is not required to show a direct special benefit to any parcel. The rates and charges statute recognizes there are many indirect benefits received by citizens in each conservation district as a result of conservation work.

### Building a unique system of rates & charges

A system of rates and charges may include either an annual per acre amount, per parcel amount, or per parcel amount plus an annual per acre amount. Per acre amounts may not exceed 10-cents. Per parcel amounts may not exceed \$5.00 except in counties over 1.5 million in population where it may not exceed \$10.00. While it is exactly the same public process as approving an assessment, rates and charges requires an extra level of analysis to create an equitable and fair rate structure that is unique to each district.

When proposing a system of rates and charges for adoption by your county commission or council,

conservation districts may take these things into consideration:

- ❖ District services furnished or available;
- ❖ Benefits received, to be received, or available to the property;
- ❖ Character and use of the land;
- ❖ Nonprofit public benefit status in [RCW 24.03.490](#);
- ❖ Income level of those served or benefitting including seniors and the disabled; or
- ❖ Any other matters that present a reasonable difference as grounds for distinction.

### Example – Pierce Conservation District

The Pierce Conservation District's system of rates and charges was passed in 2012. The documents accompanying this brief are from that effort. We thank PCD for allowing us to use their experience and materials. These documents do a good job of describing specific steps, rationale, and results.

To develop a system of rates and charges for each specific land use, the district contracted with a private firm experienced in developing rate structures. The district's 58-page [Rate Study Report](#) contains much of the rationale and data used to build their proposal. In this report, the district considered all land uses occurring within PCD's boundaries and developed separate rates for them. The rationale you create for your system of rates and charges is perhaps the most important piece of your effort. While the result of the analysis provided in this report provided is unique to PCD, it should be helpful to you. The analysis done by your district will be uniquely yours.

As required by law, by August 1 the district used the information from their report to develop a proposed system of rates and charges. That system passed [in the form of a resolution](#) to the Pierce County Council.

Along with their resolution they supplied the County Council the [specific rates for land classifications](#), as well as the [summary of expected revenues and a spending plan](#).

Once all this information was received by the County, PCD worked with the Council and Council staff to develop [findings of fact](#), an [inter-local agreement](#), and, finally, after public hearings, [the ordinance](#).

### **Important Considerations:**

Each conservation district is unique. Rationale used for systems of rates and charges in each district will change based on:

- Land use
- Programs and services offered or contemplated by your conservation district
- Analysis of benefits available to those who pay the rates and charges
- Analysis of benefits available to natural resources
- The local economy
- Political acceptability of implementing a system of rates and charges in your conservation district and with your county legislative authority

### **References:**

In addition to the references above, here is a link to the [Pierce County Council's process on the Pierce Conservation District ordinance](#).

### **Questions:**

Contact your WSCC Regional Manager

**Attachment F:  
Thurston CD &  
Lincoln County CD  
2021 Proposed Resolutions**





## WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

**RESOLUTION SHORT TITLE:** WACD establish a sustainable funding committee

**SPONSOR CD:** Thurston Conservation District

**AREA:** ☐NW ☒SW ☐NC ☐SC ☐NE ☐SE

**RESOLUTION TYPE:**

- ☒ Policy
- ☐ Position Statement
- ☐ Recognition
- ☐ Study

**RESOLUTION ACTION AGENCY** (check any option that applies):

- ☒ WACD
- ☐ WSCC
- ☐ OTHER STATE AGENCY \_\_\_\_\_
- ☐ NRCS
- ☐ NACD
- ☐ NON-STATE/FEDERAL PARTNER \_\_\_\_\_

**BACKGROUND/PROBLEM STATEMENT:**

WA State Conservation Districts do not have a stable and consistent funding source to meet local needs (outlined in Chapter 89.08 RCW). Reliance on competitive grant funding and highly variable state funding allocated by the legislature has hindered the ability of CDs to grow to meet increasing community needs and offer consistent programs and services to landowners and operators. Current flexible funding sources, such as Rates and Charges, have become politicized and inaccessible in some communities, and in addition have shifted the ability to prioritize community needs from CD Boards to local County government officials through the approval process. Current statute limits revenue based on arbitrary population thresholds, rather than community need/support or equitable distribution of available resources.

Competitive grant application development and management, along with Rates and Charges applications/renewals, take a considerable amount of CD resources and capacity that should be directed to on the ground conservation and serving community members.

WACD needs to establish and support a sustainable funding committee to review and develop identified and new opportunities for consistent and stable funding for CDs statewide.

**PROPOSED RESOLUTION LANGUAGE:** The WACD president establish (under Part X, §1 of the WACD by-laws) a permanent committee to review and develop identified and new opportunities for consistent and stable funding for CDs statewide. The sustainable funding committee will report progress and recommendations to the WACD board quarterly or as actions require. A progress report to the membership will be made at least annually. (*Consider adding WACD as recipient of possible sources of revenue for distribution to CDs.*)



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WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

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**TYPE OF TEXT OF RESOLUTION** (check all boxes that apply):

- ☐ Technical (changes address grammar, punctuation, sentence flow and makes **NO** substantive change(s) to the existing policy.
- ☐ Substantive change to existing policy. If in doubt, check the box.
- ☒ New policy.

**IS THERE A BUDGET IMPLICATION TO IMPLEMENT THE POLICY?**

- ☒ NO. None anticipated.
- ☐ YES (briefly explain):



## WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

### RESOLUTION

**SHORT TITLE:** Establish Area Cost Share Rates

**SPONSOR CD:** Lincoln County Conservation District

**AREA:** ☐NW ☐SW ☐NC ☐SC ☒NE ☐SE

**RESOLUTION TYPE:**

- ☒ Policy
- ☐ Position Statement
- ☐ Recognition
- ☐ Study

**RESOLUTION ACTION AGENCY** (check any option that applies):

- ☐ WACD
- ☒ WSCC
- ☐ OTHER STATE AGENCY \_\_\_\_\_
- ☐ NRCS
- ☐ NACD
- ☐ NON-STATE/FEDERAL PARTNER \_\_\_\_\_

**BACKGROUND/PROBLEM STATEMENT:** Currently, per WSCC policy, when a landowner uses personal equipment for cost share projects with WSCC funds, FSA County Committee rates must be used. FSA rates are grossly out of date for rental rates and equipment being used today. Districts have tried to work with their local FSA to update rates. In some Districts, FSA rates are not even available for use. This forces District staff to gather three quotes for equipment rental rates to be used. This can be very time consuming or impossible since not all equipment used on projects is rentable locally.

**PROPOSED RESOLUTION LANGUAGE:** Establish local rates based on WACD-determined areas (NE Area, SE, SW, etc.) for landowner's personal use as well as equipment rentals to be used for WSCC cost share funded projects. Rates will be established on an area-wide basis. The area rates would be reviewed and renewed biannually. Rates will be submitted to WSCC as renewed.

**TYPE OF TEXT OF RESOLUTION** (check all boxes that apply):

- ☐ Technical (changes address grammar, punctuation, sentence flow and makes **NO** substantive change(s) to the existing policy.
- ☒ Substantive change to existing policy. If in doubt, check the box.
- ☐ New policy.



WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

**IS THERE A BUDGET IMPLICATION TO IMPLEMENT THE POLICY?**

☒ **NO**

☐ **YES** (briefly explain):

# Attachment G: September 2021 Treasurer's Report



# TREASURERS REPORT

## Fund Totals

Pend Oreille Conservation District

09/01/2021 To: 09/30/2021

Time: 09:08:24 Date: 10/06/2021

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	36,910.06	727.61	577.00	37,060.67	5.00	-1,297.83	0.00	35,767.84
002 Working Capital Fund	-3,688.09	0.00		-3,688.09	0.00	0.00	0.00	-3,688.09
075 20-21 38NR	7,814.99	0.00		7,814.99	0.00	0.00	0.00	7,814.99
080 PUD FY18	-351.96	0.00	86.15	-438.11	0.00	0.00	0.00	-438.11
110 CCIM 2020	14,750.98	0.00		14,750.98	0.00	0.00	0.00	14,750.98
120 CCIM2021	9,256.03	0.00		9,256.03	0.00	0.00	0.00	9,256.03
130 WSCC FY22	-16,376.71	19,916.62	3,784.81	-244.90	1,227.14	1,280.40	0.00	2,262.64
220 20-21 38VS	12,080.87	0.00		12,080.87	0.00	0.00	0.00	12,080.87
240 VSP 2021-2022	-14,243.12	17,479.78	3,177.73	58.93	112.00	1,381.48	0.00	1,552.41
300 PUD_2019	-4,560.83	0.00		-4,560.83	0.00	0.00	0.00	-4,560.83
310 PUDEC	1.81	0.00		1.81	0.00	0.00	0.00	1.81
320 20 PUDECCW	3,070.92	0.00		3,070.92	0.00	0.00	0.00	3,070.92
500 20-21WQAIP	-360.70	0.00		-360.70	0.00	0.00	0.00	-360.70
510 WQAIP-2021	-6,284.85	0.00		-6,284.85	0.00	0.00	0.00	-6,284.85
	38,019.40	38,124.01	7,625.69	68,517.72	1,344.14	1,364.05	0.00	71,225.91

# TREASURERS REPORT

## Account Totals

Pend Oreille Conservation District

09/01/2021 To: 09/30/2021

Time: 09:08:24 Date: 10/06/2021  
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 Mountain West	1,092.14	0.00	0.00	1,092.14	0.00	5.00	1,097.14
3 PayPal- NRCS	-1,383.07	0.00	0.00	-1,383.07	0.00	0.00	-1,383.07
4 Wash Fed Sav	3,934.01	0.32	0.00	3,934.33	0.00	0.00	3,934.33
5 Wash Fed Ck.	34,376.32	38,123.69	7,625.69	64,874.32	0.00	2,703.19	67,577.51
Total Cash:	38,019.40	38,124.01	7,625.69	68,517.72	0.00	2,708.19	71,225.91
	38,019.40	38,124.01	7,625.69	68,517.72	0.00	2,708.19	71,225.91

# TREASURERS REPORT

## Outstanding Vouchers

Pend Oreille Conservation District

As Of: 09/30/2021 Date: 10/06/2021  
Time: 09:08:24 Page: 3

Year	Trans#	Date	Type	Acct#	Warr#	Vendor	Amount	Memo
2020	54	03/03/2020	Claims	1	12642	Office of the Secretary of State	5.00	Annexation Of Territory Within A Conservation District Processing Fee
							5.00	
2021	298	08/31/2021	Claims	5	2119	Exbablylon	1,060.82	IMP/Exbablylon IT Support Aug 2021
2021	307	09/30/2021	Payroll	5	2126	Alexandra Case-Cohen	1,364.05	Alex Case-Cohen 9/1-30/2021
2021	308	09/30/2021	Claims	5	2127	Alex Case-Cohen	278.32	VSP/IMP-WQ Travel Sept 2021
							2,703.19	
							2,708.19	

Fund	Claims	Payroll	Total
001 General Fund	5.00	-1,297.83	-1,292.83
130 WSCC FY22	1,227.14	1,280.40	2,507.54
240 VSP 2021-2022	112.00	1,381.48	1,493.48
	1,344.14	1,364.05	2,708.19

# TREASURERS REPORT

## Signature Page

Pend Oreille Conservation District

09/01/2021 To: 09/30/2021

Time: 09:08:24 Date: 10/06/2021  
Page: 4

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

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

# WARRANT/CHECK REGISTER

Pend Oreille Conservation District

Time: 09:08:50 Date: 10/06/2021

09/01/2021 To: 09/30/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
297	09/10/2021	Claims	5	EFT	Verizon Wireless	221.30	Verizon Bill Sept 2021
301	09/15/2021	Payroll	5	EFT	United States Treasurer	995.42	941 Deposit For 08/01/2021 - 08/31/2021
305	09/16/2021	Payroll	5	EFT	Department Of Retirement Systems	692.08	08/01/2021 To 08/31/2021 - PERS 2
316	09/13/2021	Claims	5	EFT	Pend Oreille PUD	88.43	IMP/ Power Bill Sept 2021
317	09/21/2021	Claims	5	EFT	City of Newport	96.00	IMP/ Water Sept 2021
318	09/02/2021	Claims	5	EFT	IFIBER Communications	140.46	IMP/Ifiber Sept 2021 Phone Bill
319	09/08/2021	Claims	5	EFT	Lisa Alkire	1,100.00	VSP/IMP Web Managements Sept 2021
320	09/13/2021	Claims	5	EFT	Ace Hardware #14204	188.65	GF/ Supplies
321	09/15/2021	Claims	5	EFT	Bestbuy	21.51	IMP/phone Screen Protector
322	09/13/2021	Claims	5	EFT	Tractor Supply Co.	85.70	GF/supplies
304	09/10/2021	Payroll	5	2124	Health Care Authority	853.77	08/01/2021 To 08/31/2021 - Health Care Authority
306	09/15/2021	Payroll	5	2125		1,500.00	Sept2021 Mid Monty Draw
307	09/30/2021	Payroll	5	2126		1,364.05	Alex Case-Cohen 9/1-30/2021
308	09/30/2021	Claims	5	2127	Alex Case-Cohen	278.32	VSP/IMP-WQ Travel Sept 2021
001 General Fund						577.00	
080 PUD FY18						86.15	
130 WSCC FY22						3,784.81	
240 VSP 2021-2022						3,177.73	
							Claims: 2,220.37
						7,625.69	Payroll: 5,405.32

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

( ) Chairman ( ) Auditing Officer \_\_\_\_\_ Date: \_\_\_\_\_



# RECEIPT REGISTER

Pend Oreille Conservation District

Time: 09:09:01 Date: 10/06/2021

09/01/2021 To: 09/30/2021

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
295	09/07/2021	Tr Rec	190994		5	Frontier Title & Escrow	725.00	Rent Sept 2021
296	09/07/2021	Tr Rec	190995		5	Pend Oreille County	9,241.76	VSP #01 July 2021
312	09/30/2021	Tr Rec	190996		4	Washington Federal	0.32	Savings Interest Sept 2021
313	09/30/2021	Tr Rec	190997		5	Washington Federal	2.29	Checking Interest Sept 2021
314	09/23/2021	Tr Rec	190998		5	WSCC	10,256.38	IMP FY22-38 Voucher # 01 July 2021
315	09/30/2021	Tr Rec	190999		5	WSCC	9,660.24	IMP FY22-38 Aug 2021 #02
323	09/23/2021	Tr Rec	191000		5	Pend Oreille County	8,238.02	VSP/ August 2021 #02
360 Misc Revenues							727.61	
001 General Fund							727.61	
330 State Generated Revenues							19,916.62	
130 WSCC FY22							19,916.62	
330 State Generated Revenues							17,479.78	
240 VSP 2021-2022							17,479.78	
							<b>38,124.01</b>	

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

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Date

# BANK RECONCILIATION

Pend Oreille Conservation District

Time: 15:18:59 Date: 10/05/2021

09/01/2021 To: 09/30/2021

Page: 1

1 Mountain West

Date						Balance Forward	684.48
						Total Credits:	0.00
Year	Trans#	Date	Type	Chk#	Vendor		
						Total Debits:	0.00
						Reconciled Bank Balance:	684.48
						Outstanding Credits:	
2020	54	03/03/2020	Claims	12642	Office of the Secretary of State		5.00
						Outstanding Debits:	5.00
						Reconciled Book Balance:	679.48

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



Member  
FDIC

Date 9/30/21 Page 1  
Primary Account XXXXXXXXXXXX8895

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

\*\*\*\*\* CHECKING ACCOUNTS \*\*\*\*\*

Account Title: PEND OREILLE CONSERVATION DISTRICT

TOTALLY FREE BUSINESS CHECKING		Number of Enclosures	0
Account Number	XXXXXXXXXXXX8895	Statement Dates	9/01/21 thru 9/30/21
Previous Balance	684.48	Days in the statement period	30
Deposits/Credits	.00	Average Ledger	684.48
Checks/Debits	.00	Average Collected	684.48
Service Charge	.00		
Interest Paid	.00		
Ending Balance	684.48		

DAILY BALANCE INFORMATION

Date	Balance
9/01	684.48



## BANK RECONCILIATION

Pend Oreille Conservation District

Time: 15:23:25 Date: 10/05/2021

09/01/2021 To: 09/30/2021

Page: 1

4 Wash Fed Sav

Date	Balance Forward	3,934.01
09/30/2021		0.32

Total Credits:	0.32
----------------	------

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

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

Reconciled Bank Balance:	3,934.33
--------------------------	----------

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

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

Reconciled Book Balance:	3,934.33
--------------------------	----------

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



## Statement of Account

PAGE 1 OF 1

Statement End Date September 30, 2021  
Statement Begin Date September 1, 2021  
Account Number 62763959483

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

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

39215 \*

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

### Business Savings Summary - # 62763959483

Annual Percentage Yield Earned for this Statement Period	0.099%
Interest Rate Effective 09/01/2021	0.100%
Interest Earned/Accrued this Cycle	\$0.32
Number of Days in this Cycle	30
Date Interest Posted	09-30-2021
Year-to-Date Interest Paid	\$1.64
<hr/>	
Beginning Balance	\$3,934.01
Interest Earned This Period	+0.32
Ending Balance	\$3,934.33

We are updating all  
Business accounts to  
receive eStatements.

Beginning with your October  
statement(s), we'll be converting  
all existing business deposit  
accounts to electronic Statements.

Electronic statements are received  
more quickly, secure, available  
24/7 and accessible via Online  
Banking.

If needed, you may opt out of  
eStatements and request to  
receive paper statements by  
contacting your branch or our  
24-hour Client Care Center at  
1-800-324-9375.

Thank you.



### Interest Earned This Period

Date	Description	Amount
09-30	Credit Interest	0.32
<hr/>		
Total Interest Earned This Period		0.32

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

## Employee Accrual Cost

Pend Oreille Conservation Dis

Time: 15:24:13 Date: 10/05/2021

As Of: 09/30/2021

Page: 1

Case-Cohen, Alexandra Loree	Beginning	Earned	Used	Ending	Rate	Cost
Vacation	53.00	8.00		61.00	36.96	2,254.56
Sick Pay	54.00	8.00	4.00	58.00	36.96	2,143.68
				119.00		4,398.24
			<b>Report Total</b>	<b>119.00</b>		<b>4,398.24</b>

# BANK RECONCILIATION

Pend Oreille Conservation District

Time: 09:02:04 Date: 10/06/2021

09/01/2021 To: 09/30/2021

Page: 1

5 Wash Fed Ck.

Date	Balance Forward	
	51,987.54	
09/07/2021	9,966.76	
09/23/2021	18,494.40	
09/30/2021	9,662.53	
	<b>Total Credits:</b>	38,123.69

Year	Trans#	Date	Type	Chk#	Vendor	
2021	267	07/30/2021	Claims	2112	Ferry Conservation District	2,479.43
2021	277	08/31/2021	Payroll	2117	Alexandra Case-Cohen	1,369.56
2021	278	08/31/2021	Claims	2118	Alex Case-Cohen	141.68
2021	299	08/31/2021	Claims	2120	Ferry Conservation District	2,373.40
2021	300	08/31/2021	Claims	2121	Pend Oreille County Weed Board	3,970.04
2021	302	08/31/2021	Claims	2122	Far Corner Communications	495.00
2021	303	08/31/2021	Claims	2123	Aquatechenex LLC	5,721.29
2021	318	09/02/2021	Claims		IFIBER Communications	140.46
2021	319	09/08/2021	Claims		Lisa Alkire	1,100.00
2021	297	09/10/2021	Claims		Verizon Wireless	221.30
2021	304	09/10/2021	Payroll	2124	Health Care Authority	853.77
2021	316	09/13/2021	Claims		Pend Oreille PUD	88.43
2021	320	09/13/2021	Claims		Ace Hardware #14204	188.65
2021	322	09/13/2021	Claims		Tractor Supply Co.	85.70
2021	301	09/15/2021	Payroll		United States Treasurer	995.42
2021	306	09/15/2021	Payroll	2125	Alexandra Case-Cohen	1,500.00
2021	321	09/15/2021	Claims		Bestbuy	21.51
2021	305	09/16/2021	Payroll		Department Of Retirement Systems	692.08
2021	317	09/21/2021	Claims		City of Newport	96.00
					<b>Total Debits:</b>	22,533.72
					<b>Reconciled Bank Balance:</b>	67,577.51
					<b>Outstanding Credits:</b>	
2021	298	08/31/2021	Claims	2119	Exbabylon	1,060.82
2021	307	09/30/2021	Payroll	2126	Case-Cohen, Alexandra Loree	1,364.05
2021	308	09/30/2021	Claims	2127	Case-Cohen, Alex	278.32
					<b>Outstanding Debits:</b>	2,703.19
					<b>Reconciled Book Balance:</b>	64,874.32

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





## Statement of Account

PAGE 1 OF 4

Statement End Date September 30, 2021  
Statement Begin Date September 1, 2021  
Account Number 62763959434

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

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

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

39214 \*

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

### Business Interest Checking Summary - # 62763959434

Annual Percentage Yield Earned for this Statement Period	0.050%
Interest Rate Effective 09/01/2021	0.050%
Interest Earned/Accrued this Cycle	\$2.29
Number of Days in this Cycle	30
Date Interest Posted	09-30-2021
Year-to-Date Interest Paid	\$14.92

<b>Beginning Balance</b>	<b>\$51,987.54</b>
Interest Earned This Period	+2.29
Deposits and Credits	+38,121.40
Checks Paid	-18,904.17
ATM, Electronic and Debit Card Withdrawals	-3,543.85
Other Transactions	-85.70
<b>Ending Balance</b>	<b>\$67,577.51</b>

We are updating all  
Business accounts to  
receive eStatements.

Beginning with your October  
statement(s), we'll be converting  
all existing business deposit  
accounts to electronic Statements.

Electronic statements are received  
more quickly, secure, available  
24/7 and accessible via Online  
Banking.

If needed, you may opt out of  
eStatements and request to  
receive paper statements by  
contacting your branch or our  
24-hour Client Care Center at  
1-800-324-9375.

Thank you.



+38123.69

- 22533.72

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

### Interest Earned This Period

Date	Description	Amount
09-30	Credit Interest	2.29
<b>Total Interest Earned This Period</b>		<b>2.29</b>

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



## Statement of Account

PAGE 2 OF 4

Statement End Date	September 30, 2021
Statement Begin Date	September 1, 2021
Account Number	62763959434

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

## Deposits and Credits

Date	Description	Amount
09-07	Deposit	9,966.76
09-23	External Deposit WA ST SCC 4710210921GP00500000 - VENDOR PAY 721258!	10,256.38
09-23	Deposit	8,238.02
09-30	External Deposit WA ST SCC 4710210928GP00600000 - VENDOR PAY 733221!	9,660.24
Total Deposits and Credits		38,121.40

## Checks Paid

Number	Date	Amount	Number	Date	Amount
2112	Sep 15	2,479.43	2122	Sep 20	495.00
2117*	Sep 2	1,369.56	2123	Sep 22	5,721.29
2118	Sep 2	141.68	2124	Sep 22	853.77
2120*	Sep 23	2,373.40	2125	Sep 16	1,500.00
2121	Sep 23	3,970.04	Total Checks Paid		\$18,904.17

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

## ATM, Electronic and Debit Card Withdrawals

Date	Description	Amount
09-02	POS Signature Purchase IFIBER COMMUNICATIO866-2843842 WAUS Card #9903	140.46
09-10	POS Signature Purchase IN *LISAALKIRE 509-2027582 WAUS Card #9903	1,100.00
09-13	External Withdrawal PEND OREILLE PUD ELECTRIC BILL - PUD 5271	38.15
09-13	External Withdrawal PEND OREILLE PUD ELECTRIC BILL - PUD 6157	50.28
09-13	External Withdrawal ACHMA VISB 800-922-0204 - BILL PYMNT	105.10
09-13	External Withdrawal ACHMA VISB 800-922-0204 - BILL PYMNT	116.20
09-14	POS Signature Purchase SELKIRK ACE OLDTOWN IDUS Card #9903	188.65
09-15	External Withdrawal IRS - USATAXPYMT 270165845194818	995.42
09-15	POS Signature Purchase BESTBUYCOM806490977888BESTBUY MNUS Card #9903	21.51
09-16	External Withdrawal WA DEPT RET SYS - DRS EPAY 4201218	692.08
09-21	External Withdrawal CITY OF NEWPORT COLLECT:1077577721 - CITY OF NE 1J17D1532842	96.00
Total ATM, Electronic and Debit Card Withdrawals		3,543.85




## Statement of Account

PAGE 3 OF 4  
Statement End Date September 30, 2021  
Statement Begin Date September 1, 2021  
Account Number 62763959434

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

### Other Transactions

Date	Description	Amount	
09-13	POS Pinned Purchase TRACTOR SUPPLY # 67OLDTOWN IDUS Card #9903	85.70	
	<b>Total Other Transactions</b>	<b>85.70</b>	

# Attachment H: Operation's Report





Pend Oreille Conservation District  
Operations Report  
September 2021

## OPERATIONS UPDATE

- **Building Maintenance** – No new news on the building at this time; limited-to-no returned calls and responses has left us in a stalemate with building renovation. As such, I've expanded our search for contractors, and I've now reached out to at least 2 contractors in the Spokane area. Hopefully we will have at least one promising lead.
- **Staffing** – For future staffing with the weed board, we will need to approve our continued staff and contracting well before the end of the contract date.
- **Budget** – Please see Attachment 1
- **Grant Applications** – The Department of Ecology Water Quality 319/Centennial Combined funding grant application was submitted October 12<sup>th</sup>, 2021; you will receive a full update on this submission process at the board meeting. Other upcoming grants include: Western SARE due November 3<sup>rd</sup> and the Emergency Management Hazard Mitigation Grant Program pre-proposal due November 30<sup>th</sup>.  
On Thursday of last week, we were informed that we received the Washington State Archives Local Records Grant for FY2022. This will allow us to keep Dyana on one day a week through the end of the fiscal year.
- **ExBabylon/IT** – We have not yet began our work with the County, but will do so by the end of the month.
- **Biennial Report** – We submitted our biennial report on September 24<sup>th</sup>; please see attachment 2

## PROGRAMS

### 1.) WSCC Implementation Funding Activity:

No new news for IM at this time.

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

I've been in communication with the Town of Metaline concerning cost share on their Riverside Bank stabilization project. We've promised to allocate the maximum allowable amount of NRI funds to this project; however, myself and the town council have decided to pursue a Hazard Mitigation grant, which will have a longer timeline, but has the potential to provide more funding. We hope to propose a more comprehensive plan to protect the bank (and potential expand the total area protected), line the sewers to prevent flooding and to prolong the lifespan of the current sewer line, and to potentially leverage funds from Seattle City Light (but I digress...).

As such, we have open spots for NRI funds. Today, I surveyed a two-landowner project with Gary that shows signs of severe bank erosion (and has been mapped as such on the PUD's hazard occurrence map). If we do not receive the Ecology grant, we may be able to use those funds for landowners along Sandy Shores/Sunnyside Dr. I'll have more information at the next board meeting concerning these projects.

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

As of October 6<sup>th</sup>, 3 erosion control projects have been completed, 2 have not yet started, and 2 potential cottonwood projects have been proposed. I will work with Mary to complete riparian planting plans for the two cottonwood projects.

As for next year, we have at least 9 projects that have inquired into PUD funding; I believe we should come up with an adequate ranking system and potentially form a committee to assess these potential projects

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

In September, we hosted 3 site visits: 7 landowners along Sandy Shores for a large-scale potential DOE-funded project, 1 landowner along Sacheen Lake, and another landowner along the river. In October, we have scheduled 2 site visits: two adjoining landowners on Ibbetson Dr. near Lone, and 1 landowner on Davis Rd. closer to Newport.

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

- We held a VSP Work Group meeting on Thursday October 7<sup>th</sup>; topics of discussion included: instituting a cost share policy, nominating an authorized signer, and approving 3 cost share projects.
- We will need to approve the County's contract for VSP with the District at this board meeting.
- In September, I conducted 2 new site visits. I will complete their VSP Checklists and ISPs this week.

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

WE have received the final invoice from Aquatechnex, the contracted applicator who applied Procellacor at Bead Lake. We may be able to close out the grant this year, well before the end of the grant scheduled for June 30<sup>th</sup>, 2022.

**7.) Shared Employee Reports**

- **Candy's Monthly Report:** Attachment 3
- **Mary's Monthly Report:** Attachment 4

**FUTURE DATES**

- October 12<sup>th</sup> – DOE Centennial/319 Water Quality Grant Due
- October 13<sup>th</sup> – Metaline Town Hall Meeting
- October 20<sup>th</sup> – Northeast Area Meeting hosted virtually by Ferry CD
- November 3<sup>rd</sup> – Western SARE Grant due
- November 5<sup>th</sup> – 6<sup>th</sup> Spokane CD Farm & Food Expo
- November 30<sup>th</sup> – Hazard Mitigation Grant Pre-Proposal Due

District Manager Alex C-C Date 10/08/2021

## VSP Budget September 1, 2021 - June 30, 2022

Table 1			
Remaining VSP Funds:		\$91,334.00	
Funding For:	Task	Monthly Rate	Rest of Biennium total
Pend Oreille Conservation District	Outreach (Lisa)	\$ 550.00	\$ 4,950.00
	Technical Assistance (Alex)	\$ 2,000.00	\$ 18,000.00
	Technical Assistance/Education (Mary)	\$ 1,815.00	\$ 16,335.00
	Admin & Finance (Candy & Dyana)	\$ 1,300.00	\$ 11,700.00
	Admin (Alex)	\$ 1,000.00	\$ 9,000.00
	Travel	\$ 250.00	\$ 2,250.00
	Implementation Advertising/Supplies	\$ 200.00	\$ 1,800.00
	POC GIS Help	\$ 262.00	\$ 2,096.00
<b>Total</b>		<b>\$ 7,115.00</b>	<b>\$ 64,035.00</b>

Table 2	
Potential Cost Share Funds	
Total Potential Projects	Total Cost Share (75%) to be spent
10-12 projects	\$ 20,000.00

Table 3	
Remaining VSP Funds (Funds to be Spent)	\$91,334.00
Expense Estimates (Travel, Advertising/Supplies, GIS Help)	\$ 6,146.00
Staff Time	\$ 59,985.00
Cost Share Allocation	\$ 20,000.00
Monitoring Funds	\$ 10,000.00
Buffer Funds	(\$4,797.00)

## IM Fiscal Year 2022 Budget Analysis

IM Budget September 1, 2021 - June 30, 2022		Funds Available: \$91,260.56	
Funding For:	Task	Monthly Rate	Rest of FY total
Staff Time	Admin Tasks (Alex)	\$ 2,000.00	\$ 18,000.00
	Water Quality Tasks (Alex)	\$ 1,000.00	\$ 9,000.00
	Admin Tasks (Dyana)	\$ 500.00	\$ 4,500.00
	Admin/Financials (Candy)	\$ 1,000.00	\$ 9,000.00
	Mary (Outreach/TA)	\$ 1,800.00	\$ 16,200.00
	Lisa (Outreach/Education)	\$ 550.00	\$ 4,950.00
Other Expenses	Travel	\$ 250.00	\$ 2,250.00
	Meetings light refreshments (Mar-June)	\$ 20.00	\$ 180.00
	Building Repairs/Maintenance	\$ 200.00	\$ 1,800.00
	IT & Variable Expenses	\$ 400.00	\$ 3,600.00
	Office/Field Supplies	\$ 285.00	\$ 2,565.00
	Contracted Services	\$ 250.00	\$ 2,250.00
	Subscriptions	\$ 700.00	\$ 6,300.00
<b>Total</b>		<b>\$ 6,005.00</b>	<b>\$ 80,595.00</b>

<b>Remaining IM Funds</b>	<b>\$91,260.56</b>
FY Expense Estimates (Other Expenses)	\$ 16,695.00
Staff Time	\$ 63,900.00
Available Balance	\$ 10,665.56

**From:** [Conservation Commission](#)  
**To:** [Alex Case-Cohen](#)  
**Subject:** Biennial Report Submission  
**Date:** Friday, September 24, 2021 8:03:18 AM

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## Formstack Submission For: **2019-2021 Biennial Report Submission**

Submitted at 09/24/21 8:01 AM

### Contact Information for Person Submitting Form:

**First Name:** Alex Case-Cohen

**Email:** alexcc@pocd.org

### Conservation District Information

**Please Select Your Conservation District::** Pend Oreille

**Main office phone number:** 15094471155

**District email address for general inquiries::** admin@pocd.org

**Website:** www.pocd.org

### Feature Accomplishment for the 2019-2021 Biennium

**FEATURE PROJECT TITLE (50 characters, including spaces):** Bracket Creek Farms Watering Facility Project

**RESOURCE CHALLENGE: What** Bracket Creek Farms consists of 150 acres

resource challenge was occurring, and what/who did it impact? How/why did your CD get involved? Please avoid technical jargon and excessive acronyms. (500 characters, including spaces):

of ample natural resources and critical areas, including: steep slopes, a fish-bearing creek, and historically farmed wetlands. The landowner has ample marginal and weedy pasture that he wishes to rotationally graze; however, his only water source is far from much of his grazeable ground. In addition, a fence was installed along the creek, preventing livestock access and further displacing his livestock from a water source.

**PROJECT SUMMARY AND RESULTS:** How did you address the challenge? What measurable / observable results occurred or are expected? If applicable, include a link where readers can learn more about the project/story. (585 characters, including spaces):

With technical assistance and cost share from POCD through the Voluntary Stewardship Program, we were able to assist the landowner with the installation of over 500 feet of livestock pipeline, a concrete pad, and a 100-gallon frost-free watering tank.



The landowner feels confident in his ability to implement rotational grazing successfully, which will help him eradicate a significant infestation of knapweed and other noxious weeds on his pastures, and will help him effectively graze his previously-thinned forest through silvopasture practices.

**PRIMARY PROJECT FUNDERS** (e.g., State Conservation Commission, Department of Ecology): If only CD funding was used, write "n/a." Please list primary funders only. This section is a list, not a descriptive paragraph. (200 characters, including spaces):

Washington State Conservation Commission

**PHOTOS:** How many feature accomplishment photos would you like to upload?:

Two

<div>  </div>	
Photo 1:	<a href="#">Direct Link to Image</a>
Caption for photo 1 (125 characters, including spaces):	Completed project showing frost-free water tank, length of livestock pipeline, and slope from pre-drilled well
Credit for photo 1 (if applicable):	Mary Malone
Permissions: May the SCC/other CDs use this picture in other non-commercial outreach materials?:	Yes, you may use and share with other CDs
<div>  </div>	
Photo 2:	<a href="#">Direct Link to Image</a>
Caption for photo 2 (125 characters, including spaces) :	Landowner, Kevin Bush, and POCD Manager, Alex Case-Cohen, observing the float ball action of the new frost-free water tank
Credit for photo 2 (if applicable):	Mary Malone
Permissions: May the SCC/other CDs use this picture in other non-commercial outreach materials?:	Yes, you may use and share with other CDs
Other Accomplishments:	
How would you like to present other accomplishments from the 19-21 biennium::	List three accomplishments to be paired with a pre-designed graphic.
Other accomplishment 1/3: Which category does this work best relate to?:	Riparian restoration/enhancement/plans

**Caption for other accomplishment 1/3 (115 characters, including spaces):**

Protected over 1000 feet of shoreline along the Pend Oreille River through bank stabilization and planting projects

**Other accomplishment 2/3: Which category does this work best relate to? (please select something different from other accomplishment 1):**

Livestock fencing

**Caption for other accomplishment 2/3 (115 characters, including spaces) :**

Installed 1500 ft. of livestock exclusion fence along riparian areas and critical area habitat

**Other accomplishment 3/3: Which category does this work best relate to? (please select something different from other accomplishments 1 and 2):**

Soil health

**Caption for other accomplishment 3/3 (115 characters, including spaces) :**

Collaborated with other NE Area CDs to form the Soil Health Stewards to research relevant practices for our area

**Priorities for Next Biennium (July 2021-June 2023):**

**List 2-3 things you hope to address in the coming years. Please be as specific as possible (e.g., Remove two fish barriers on Rolling River opening over 10 miles of salmon habitat). Content will be formatted as a bulleted list. (375 characters, including spaces):**

We hope to increase our capacity so that we can offer more support through: concentrated bank stabilization efforts along the Pend Oreille River, improved water quality and quantity in the Little Spokane River, increased fuels reduction and forest health, continued research to assist farmers through climate change, and implementing an environmental education program.



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## **September 2021 admin report**

### **Candy Roman**

- First of the month, finish paying all bill from the pervious month.
- Print all checks and get them ready for signatures.
- Print grant vouchers for each grant.
- Copy all items for each grant to get ready to scan and email out.
- Payroll draw on the 15<sup>th</sup> of each month.
- Last day of month payroll and travel.
- End of each month pay 941 tax, for prior month by the 15<sup>th</sup>., and Dept of retirement report and payment by the 12<sup>th</sup>.
- Quarterly fill out 941 report and mail out.
- Labor and Industries quarterly report online, set up payment for last day of the month.
- Employment security quarterly report online, set up payment for last day of month.
- PFMLA quarterly report online, pay by the 15<sup>th</sup> of the month.
- Excise tax and leaseholder tax quarterly, pay by end of month.
- Transfer reports and grant information to shared drive.
- First week of the month do bank reconciliation from prior month with all deposits and charges accounted for. Print.
- Print treasures report, warrant report, receipt report, and employee accrual report. Let Alex know if savings account has enough funds to cover employee accrual if needed to payout.
- Scan and upload all information to shared drive for monthly board meeting.
- Organize all payment vouchers with original receipts, put in slot for District manager signature and board member's signature. File one that have all signatures.
- File all grant vouchers in each grant binder. Copy deposit slip and EFT deposit with copy of receipt and put it with each voucher month & number, showing the voucher has been paid. File deposit slip in quarterly file.

## Mary's Deliverables: September 2021



What Mary has been up to:

- Sunnyside Engineering Survey (learned basics of how to survey and took some photos)
- Hoisington Site Visit for existing irrigation ditch
- Created flyer and helped out/attended the Fall Farm and Forest Field Day
- Seeder prep for video (notes, photos, etc.)
- Drafted letter for grant support (Sunnyside project)
- Researched information for grants (Read the POC Bank Stabilization Guide, etc.)
- Cleaned/organized under stairs in garage
- Drafted meeting minutes
- Contacted Diamond Lake area Fire Chief regarding Purple Air monitor (Working on setting up in-person meeting)





SEEDER PREP FOR VIDEO



HOISINGTON SITE VISIT



SUNNYSIDE ENGINEERING SURVEY





# FARM AND FORESTRY FIELD DAY!



## YOU'RE INVITED!

### Eastern Washington Fall Farm and Forestry Field Day

**October 2, 2021, 10AM-3PM**  
WSU Vetter Research and Extension Forest (address included in registration form)

**TOPICS INCLUDE:**

- Forest Health
- Tree Planting and Growth Management
- Wildlife
- Wildfire Considerations
- Intro to Soil Health Planning
- Forage and Feed Management
- Research Considerations

**MORE INFO:**

- Registration is Required
- Cost is \$20 and includes lunch
- Will be held outdoors, so come prepared for whatever the weather may be that day.
- Bring water

For more information and to register for this event, go to:  
[www.tinyurl.com/FarmForestDay2021](http://www.tinyurl.com/FarmForestDay2021)  
Questions? Contact [dhellie@stevenscountynwa.gov](mailto:dhellie@stevenscountynwa.gov) / 509-684-7579

This event is hosted by the Stevens County Conservation District and Pend Oreille Conservation District