



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
Meeting Adjourned at 5:44 PM				

## **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 Rozencrantz 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 can not 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.

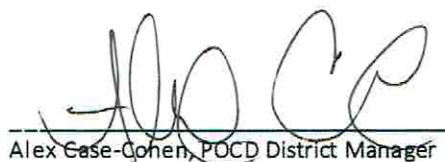
**Treasurer's Report for November** – *See Attachment F*. Randy moved to approve the November Treasurer's report, seconded by Kevin. Motion carried

**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



Alex Case-Cohen, POCD District Manager



George Stuvenga, POCD Board Chair



# BOARD MEETING PACKET

## December 9<sup>th</sup>, 2021

- Attachment A: POCD Regular Board Meeting AGENDA – December 9<sup>th</sup>, 2021
- Attachment B: POCD Regular Board Meeting MINUTES – November 18<sup>th</sup>, 2021
- Attachment C: POCD Supervisor Candidate Statement Policy Draft
- Attachment D: Supervisor Candidate Statement Guidelines
- Attachment E: Resolution #12-9.1-2021 for 2022 Mail-in Election
- Attachment F: November 2021 Treasurer's Report
- Attachment G: Operations Report



Pend Oreille Conservation District  
**Regular Board Meeting AGENDA: December 9<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: December 9<sup>th</sup>, 2021</i>	Attachment A	5 Minutes
3:05 PM	Approve Previous Meeting Minutes:	<i>Regular Meeting Minutes: November 18<sup>th</sup>, 2021</i>	Attachments B	5 Minutes
3:10 PM	Partner Reports			40 Minutes
		<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			25 Minutes
	Building Update	<i>POCD Building Committee</i>		10 Min.
	Scholarship Update	<i>Alex Case-Cohen – POCD</i>	<a href="http://Waconversationsociety.org/Scholarship-program.html">Waconversationsociety.org/Scholarship-program.html</a>	5 Min.
	Fall Grant Application Update	<i>Alex Case-Cohen – POCD</i>		5 Min.
	Purple Air Update	<i>Mary Malone &amp; Alex Case-Cohen</i>		5 Min.
4:15 PM	Break			5 Minutes
4:20 PM	New Business			50 Minutes
	Action Item: Approve POCD Supervisor Candidate Statement Policy & Guidelines	<i>Approve policy to allow candidates to submit approved candidate statements for elections</i>	Attachments C & D	20 Min.
	Action Item: Approve Resolution #12-9.1-2021 for 2022 Mail-In Elections	<i>Approve Resolution for 2022 elections process/procedures</i>	Attachment E	20 Min.
	Manager Evaluation Discussion	<i>Discuss proceedings for annual evaluation of current manager and moving forward</i>		10 Min.
5:10 PM	Treasurer's Reports	<i>Review Treasurer's Report for September 2021</i>	Attachment F	10 Minutes
5:20 PM	Operation's Report	<i>Review previous months' activities</i>	Attachment G	10 Minutes
5:30 PM	Adjourn			

**Attachment B:  
POCD Regular Board  
Meeting MINUTES –  
November 12<sup>th</sup>, 2021**



Pend Oreille Conservation District  
Regular Board Meeting MINUTES: 9/8/2021

Meeting Start – 3:00 PM

In attendance via “GoToMeeting,”: George Stuiwenga, 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; Mike Baden, Washington State Conservation Commission; Mark Simpson, USDA NRCS; Mary Malone, Education and Outreach

Official Action Items				
Motion	Motion made by:	Motioned seconded by:	Decision	Attachment
Motion to approve agenda and take items out of order	John Floyd	Mike Mumford	Carried	A
Motion to approve October 14, 2021 minutes	John Floyd	Randall Leestma	Carried	B
Motion to approve purchase of Arlo security system	Kevin Bush	John Floyd	Carried	C
Motion to approve 3-day office week on a trial basis while COVID restriction are in place – trial basis will end March 1 to be reviewed at that time, along with a telework policy if not reviewed sooner.	Mike Mumford	Randall Leestma	Carried	N/A
Motion to approve SOS Archiving Grant contract	John Floyd	Kevin Bush	Carried	D&E
Motion to approve IGA with POC Weed Board for administrative assistance/office management – amended to correct one date to June 30.	Mike Mumford	Kevin Bush	Carried	F
Motion to approve Treasurers Reports for September & October	Mike Mumford	John Floyd	Carried	I&J
Meeting Adjourned at 5:54 PM				

## **Partner Reports**

**Mike Baden, WSCC**

Elections: For the upcoming election cycle Kevin is up for election. Noted that Alex mentioned POCD will pass resolution at the December board meeting for a mail-in election next March. Just an early reminder to keep in mind the due notice requirement to post the first notice for your adopted election resolution in the paper within 7 days of the resolution being adopted. The second notice must be posted at least a week later.

Discussion about providing the opportunity for candidates to provide optional candidate statements. Again, this is not something that is required to be offered but as discussed, might be helpful in providing information about candidates to voters. If the district is going to offer this option, then the district should adopt a policy about the candidate statements that set the various parameters for the statements that candidates have to follow. That policy would need to be passed at, or before, the meeting where you adopt your election resolution. The Elections guide contains some information to be considered in candidate statement policies. Spokane recently drafted a policy they will be taking to their board next month and I know they would be willing to share as food for thought. The Whatcom CD also has a policy that they use. It might be helpful to take a look at those policies as you develop yours. However, you must take care that the policy is on that the district can implement and are comfortable putting into place this election cycle as it will be the district's responsibility to make sure that submitted statements adhere to policy and that candidates are aware of the opportunity.

We try to stay on top of various COVID developments that may affect districts. Should have seen a general update come out through GovDelivery a couple weeks ago. You all have likely seen or heard of the WA L&I rule that backs up the Governor's proclamations and requirements in those proclamations for employers. This is basically rule making within L&I for authorities that they already had to follow up on workplace safety complaints and they do have the authority to issue fines to employers. I just encourage districts to continue to monitor developments that may be of importance to your operation.

DOE Stockwater Policy Revisions: Opportunity to comment on the DOE Stockwater policy revision. We are hearing concern about this and there was a resolution that was passed in the NE Area and has gone on to the state WACD meeting regarding this. Wade mentioned that it might be good for the district to comment as this could affect producers in your district. Also, as mentioned, this will

be a likely topic during the “Water Issues” discussion during next Tuesday’s WACD Conference Session.

**Mark Simpson, USDA NRCS**

Conservation security program renewals – helping process renewal in Stevens County. Deadline was Monday, so all have been processed. Wilson WRP restoration has run into some issues with permitting agencies, so trying to work those out. There is an upcoming virtual meeting Steve Wilson will be attending with Alex. With the president’s passage of the infrastructure bill, Mark heard the USDA budget may double throughout the nation. May include a conservation planner in Colville, and possibly Newport as well. Funding could be available to help with partnerships as well.

**Mike Mumford, WACD**

Ongoing annual meeting sessions, including commission training tonight. The annual business meeting will be Nov. 30 with a dinner on the 29th. Overall session attendance has not been as good as hoped. This was a trial to mitigate “Zoom butt,” spreading out the sessions rather than a full day or two, however it did not go as well as well as planned, because people are either too busy or forget. Mike Encouraged board members to attend the business meeting to vote. All officers of WACD are up for election.

**Old Business**

**POCD Building Committee, *Building Update***

Discussed contractor options. Alex is waiting to hear back from a qualified contractor she recently reached out to. Mike Baden noted that Alex could reach out to Mike Tobin with North Yakima to find out who they worked with; if it doesn’t work out with the one she has reached out to.

**Alex Case-Cohen, *District out-of-office solutions (Security camera) ACTION ITEM***

See Attachment C. Alex gave brief overview of security camera options that would allow her to see who is at the office door, as well as to speak with them even when she is not in the office. Board discussed the pros and cons of different options. Kevin motion for Alex to purchase Arlo security system – seconded by John. Motion carried.

**Alex Case-Cohen, *Office hours ACTION ITEM***

Discussion on 3-day week staffing at the office on a trial basis. Mike Mumford noted there would need to be a telework policy for the district. Mike Mumford made a motion to approve 3-day office week on a trial basis while COVID restriction are in place – trial basis will end March 1 to be reviewed at that time, along with a telework policy if not reviewed sooner. Randy seconded. Motion carried.

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

Alex gave brief overview of the ecology grant submitted in October; SARE grant – did not meet the deadline, two hazard mitigation proposals - one for Metaline and one for 50 landowners (one-page proposals due at end of the month).

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

Alex updated board on upcoming meeting with Selkirk Alliance for Science and other agencies on Dec. 15. Mary updated board on upcoming meeting at Diamond Lake fire district on Dec. 2 to install monitor. Mary will reach out to Town of Metaline for update on their monitor.

**New Business**

Action item: Approve SOS Archiving Grant Contract – See attachments D & E. Alex gave overview of archiving grant, project and deliverables. Discussion on retaining district history. Applied for \$8k – awarded \$16k. Need to clarify with grant manager. John made a motion to enter into agreement with SOS for archives and record management grant. Seconded by Kevin. Motion carried.

Action item: Approve IGA with POC Weed Board for administrative assistance/office management – See attachment F. Continue to work with Dyana James for archiving project and admin assistance, and Mary Malone for outreach and education. Mike Mumford made a motion to approve the contract as amended with the June 30 date correction. Kevin seconded. Motion carried.

2022 Elections – See attachment G. Discuss 2022 timeline for elections. Alex proposed election date of March 17, 2022. Kevin's position is up for election. Discussion on mail-in vs. polling station;

candidate bios – policy? Alex will reach out to Spokane on their policy and come back to the board.

Manage Lessees – See attachment H. Alex noted that she could not find a current lease with Frontier Title or NRCS. Last one with Frontier Title was 2015-2020. Proposed new lease with increase in rent from \$725 to \$1,000/month for Frontier Title. Board asked to change from a five-year lease to a two-year lease, or possibly month to month. Tabled until after building inspection. Alex will reach out for legal guidance.

**Treasurer's Report for September and October** – See attachments I & J. *Mike Mumford moved to approve, seconded by John.*

**Operation's Report** – *Alex Case-Cohen.* See Attachment K. *Mary – work with Alex to add no till/low till seeder to webpage get John Dinner time for 29<sup>th</sup>.*

**To do list from meeting:**

- Alex reach out to Mike Tobin with North Yakima to find out who they worked with (contractor)
- Alex to work on telework policy
- Alex to research candidate bios - reach out to Spokane to look at policy
- Mary reach out to Metaline for update on Purple Air Monitor
- Alex reach out for legal guidance on leases
- Mary and Alex to add no till/low till information to seeder page

Meeting Adjourned: 5:54 PM

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Alex Case-Cohen, POCD District Manager

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George Stuiwenga, POCD Board Chair

**Attachment C:  
POCD Supervisor  
Candidate Statement  
Policy Draft**

# **Pend Oreille Conservation District**

## **Supervisor Candidate Statement Policy**

Pend Oreille Conservation District (POCD) Board of Supervisor candidates have the option to submit a candidate statement that will be published on the POCD website and included with each requested ballot. The candidate statement will inform voters of the candidate's qualifications to be elected as a POCD Board Supervisor.

A candidate statement template will be emailed to each candidate after their application has been accepted as complete. Candidate statements must be returned electronically to POCD's Election Supervisor no later than 5:00 pm on the candidate filing deadline.

If all candidates participate by the filing deadline, and all candidate statements comply with the District's policy, POCD will publish candidate statements as soon as practicable on the District's website.

Candidate statement information and requirements:

- Cannot exceed 200 words.
- Must be typed and submitted electronically.
- May only include information about the candidate.
- Hyphenated words count as two words. Statements exceeding the word limit will be shortened by deleting full sentences from the end.
- Once submitted, the candidate is not allowed to make changes.
- Only *italics* can be used to emphasize words or phrases. Bolding, underlining, and all caps are not allowed.
- Tables, lists, and bullets are not allowed.
- The statement will not be checked for grammar, punctuation, spelling, or accuracy.

A photo may be submitted with the statement. Submitted photos become the property of SCD.

The photo must be:

- digital (JPEG format)
- current (within 5 years)
- head and shoulders only
- color photos are preferred, but black and white is acceptable

The photo must not:

- Include scenery, other people, flags, animals, or other background settings.
- Show judicial robes, law enforcement or military type uniforms.
- Reveal clothing or insignia suggesting that a public office is held.

The POCD retains the right to eliminate information for space availability or content appropriateness at its' sole discretion. Once submitted, POCD has sole discretion to publish that information as it sees fit, provided that each candidate's statement is treated equally. Inaccurate, erroneous, or offensive statements or language in the candidate statement, as determined by the POCD Election Supervisor, will result in the non-publication of the candidate statement.

As determined by POCD, the failure to properly submit the statement will result in the non-publication of the statement. Any issue a candidate has surrounding a candidate's submitted statement must be made in writing (electronic or paper) and sent to POCD's Election Supervisor. As the delegated agent of POCD, the Election Supervisor will resolve the issue as soon as practicable and inform the candidate of the decision in writing (electronic or paper).

DRAFT

**Attachment D:  
Supervisor  
Candidate Statement  
Guidelines Draft**

# Pend Oreille Conservation District

## Candidate Statement Guidelines

Thank you for your interest in running for the office of elected supervisor of the Pend Oreille Conservation District (POCD)!

Prior to Election Day, we encourage you to take the opportunity to tell voters about who you are and how you are connected to the POCD. A candidate statement, like a biography, is a chance to do just that. It allows you to inform voters of your qualifications and desire to be elected to the office of conservation district supervisor.

If all candidates participate by the filing deadline, and all candidate statements comply with the District's policy, the POCD will publish all candidate statements as soon as practicable on the POCD website. Copies of candidate statements will also be included in the ballot envelopes that are sent to voters.

Things to think about when you write your candidate statement:

- Describe your current occupation/employer (suggested)
- Describe your position interest (suggested)
- Describe your education (suggested)
- Information about your family (optional)
- Include a photo of yourself (suggested)

Candidate statement information and requirements:

- Cannot exceed 200 words.
- Must be typed and submitted electronically.
- May only include information about the candidate.
- Hyphenated words count as two words. Statements exceeding the word limit will be shortened by deleting full sentences from the end.
- Once submitted, the candidate is not allowed to make changes.
- Only *italics* can be used to emphasize words or phrases. Bolding, underlining, and all caps are not allowed.
- Tables, lists, and bullets are not allowed.
- The statement will not be checked for grammar, punctuation, spelling, or accuracy.

A photo may be submitted with the statement. Submitted photos become the property of POCD.

The photo must be:

- digital (JPEG format)
- current (within 5 years)
- head and shoulders only
- color photos are preferred, but black and white is acceptable

The photo must not:

- Include scenery, other people, flags, animals, or other background settings.
- Show judicial robes, law enforcement or military type uniforms.
- Reveal clothing or insignia suggesting that a public office is held.

The statement must be limited to information only about you. The POCD retains the right to eliminate information for space availability or content appropriateness at its sole discretion. Once submitted, POCD has sole discretion to publish that information as it sees fit, provided that each candidate's statement is treated equally. Inaccurate, erroneous, or offensive statements or language in the candidate statement, as determined by the POCD Election Supervisor, will result in the non-publication of the candidate statement.

Candidate statements must be submitted no later than 4:00 pm, one day after the candidate filing deadline to the POCD Election Supervisor.

As determined by POCD, the failure to properly submit the statement will result in the non-publication of the statement. Any issue a candidate has surrounding a candidate's submitted statement must be made in writing (electronic or paper) and sent to POCD's Election Supervisor. As the delegated agent of POCD, the Election Supervisor will resolve the issue as soon as practicable and inform the candidate of the decision in writing (electronic or paper).

**Attachment E:  
Resolution #12-9.1-2021  
For 2022  
Mail-In Elections**

Pend Oreille Conservation District  
Resolution #12-9.1-2021  
December 9, 2021

WHEREAS, the Board of Supervisors of the Spokane Conservation District ("District") operates under the laws of the State of Washington applicable to conservation districts.

WHEREAS the District is governed by a five-member board, as set out in RCW Chapter 89.08 and WAC Section 135-110.

It is RESOLVED that a MAIL-IN election for an open position on the District board of Supervisors will be held on March 17<sup>th</sup>, 2022.

The elected position whose term is expiring in May 2022 is currently held by Kevin Bush.

Interested candidates must be registered voters who reside within the boundaries of the District. Candidates may be required to be landowners or operators of a farm, depending on the current composition of the District board of supervisors. The filing deadline for candidates to file their candidate required information is February 14<sup>th</sup>, 2022 at 5:00 PM. Interested candidates must file their candidate required information at the following location: 121 N. Washington Ave., Newport, WA 99156.

Candidate required information will be accepted at that location by in-person delivery or by mail. Candidates may also provide candidate optional information (candidate statement). Candidate optional information must be filed no later than the filing deadline (February 14<sup>th</sup>, 2022 at 5:00 PM) to the District office at: 121 N. Washington Ave., Newport, WA 99156. Candidate optional information must comply with district policy. Candidate optional information that does not comply with district policy will not be published. For questions about candidate required information or candidate optional information requirements please contact the election supervisor, Jeannie Jessep at (509) 535-7274 Extension 210.

Eligible voters are registered voters who reside within the boundaries of the District. The last day and time that voters can request ballots from the District is Thursday, February 24<sup>th</sup>, 2021 at 5:00 PM. Ballots can be requested from Alex Case-Cohen, Election Supervisor by email ([admin@pocd.org](mailto:admin@pocd.org)) or by phone (509-447-1155). If a voter is returning a ballot by mail, the voter must account for the time it will take for the ballot to be returned to the district by mail. Ballots returned by mail must be post-marked no later than Election Day, Wednesday, March 17<sup>th</sup>, 2021. Ballots returned by other means must be placed in a lockbox at the District's main office (121 N. Washington Ave., Newport, WA 99156) no later than 5:00 PM on Election Day, Wednesday, March 17<sup>th</sup>, 2021.

The election supervisor will be Alex Case-Cohen (email: [admin@pocd.org](mailto:admin@pocd.org); phone: 509-447-1155)

A conservation district supervisor is a public official who serves without compensation and who sets policy and direction for the conservation district. The published election procedures can be viewed at the District office and are available from the Washington State Conservation Commission at <http://scc.wa.gov/>.

Adopted at a regular board meeting of the District Board of Supervisors on December 9<sup>th</sup>, 2021.

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Chair Signature

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Board member

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Board member

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Board member

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Board member

DRAFT

# Attachment F: November 2021 Treasurer's Report

# Attachment G: Operations Report



Pend Oreille Conservation District  
Operations Report  
November 2021

## OPERATIONS UPDATE

- **Building Maintenance** – It seems our luck for completing our renovation project has finally turned. I've secured two separate meetings in December: The first is with representatives from WF General Contractors (Jake Wiltfong and Josh Walters). They will meet with the building committee on December 14<sup>th</sup>; while they've not done public works projects before, they believe our potential project could be a great starting point as they move into these types of projects.

I've also scheduled a meeting with Penny Koal with Department of Enterprise Services; she would be our project manager from the Eastern region, and I'm curious to know how they could help us. I hope that at our next meeting, we could make a decision for our project for the spring.

- **Staffing** – No new news for staffing
- **Budget** – Please see Attachment 1
- **Grant Applications** – On November 19<sup>th</sup>, I submitted two grant pre-proposal one-pagers to the Washington Military Department for FEMA's Hazard Mitigation Grant Program (Attachments 2 & 3). We will hear back by the end of the year.

In addition, we are applying for the Water Quality Aquatic Invasive Program grant with the Bead Lake Clean Water Association; this will be due on December 16<sup>th</sup> and will not require much time at all to submit.

- **ExBabylon/IT** – We are still on schedule to begin the second week of December. Our next meeting will take place on Tuesday, December 7<sup>th</sup>, and I will report back then.

## PROGRAMS

### 1.) WSCC Implementation Funding Activity:

No new news for IM at this time.

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

We will decide the potential projects once we have engineering designs completed. My thoughts are to provide cost share for the Boyce-Ricco project located on Ibbetson Dr. S. just south of Lone. Please see Attachment 4 for more information on the potential project

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

On November 10<sup>th</sup>, we completed our annual boat tour on the river; fortunately, all 4 projects were approved! I will need to complete all administrative tasks before the end of the year to ensure that landowners are reimbursed in a timely manner.

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

On November 18<sup>th</sup>, we completed a joint bank stabilization project, as mentioned above, at S. Ibbetson Drive. Please see Attachment 4 for more information.

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

- I attended Spokane's Farm & Food Symposium in November. I met many new contacts, spoke directly with the keynote speaker, Ray Archuleta (a celebrity in the soil health movement) and learned many things that can be done to improve soil health in our region

- 2 new site visits were completed: one in just south of Newport in WRIA 55 and one just south of Lone right along the Pend Oreille River. We collected soil samples from the site in near Lone and are awaiting to hear back on those results
- We will talk with Mike Lithgow to see if VSP can provide funds to the Tribe's team to assist with water quality monitoring and analysis for the purposes of VSP.

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

We are assisting the BLCWA with the application of this next round's WQAIP grant. It has been a very easy program to support and requires very little of our staff's time.

#### 7.) Shared Employee Reports

- **Mary's Monthly Report:** Attachment 5
- **Lisa's Monthly Report:** Attachment 6

#### 8.) To do list from meeting:

- Alex reach out to Mike Tobin with North Yakima to find out who they worked with (contractor): I spoke with Mike Tobin at the WACD Annual Business Meeting and received the contact information I needed.
- Alex to work on telework policy: Mike Baden sent me telework policies from other CDs; I will provide a drafted policy to the board at the January Board Meeting.
- Alex to research candidate bios - reach out to Spokane to look at policy: I have presented policies, guidelines for candidates, and a resolution that includes candidate bios based on recommendations from Mike Baden and Spokane Conservation District.
- Mary reach out to Metaline for update on Purple Air Monitor: Mary is working on this.
- Alex reach out for legal guidance on leases: Alex has not done this yet; once we have an idea about the building, we will have a better idea of what we want to do for our leases.
- Mary and Alex to add no till/low till information to seeder page: Will be completed before the end of the year

#### FUTURE DATES

- December 14<sup>th</sup> – George & John's Birthday 😊
- December 14<sup>th</sup> – meeting with Josh Walters of WF General Contractors
- December 16<sup>th</sup> – DOE WQAIP grant for Bead Lake Clean Water Association due
- December 24<sup>th</sup> – Christmas Day observed

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

# Hazard Mitigation Assistance

## HMGP Pre-Application

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

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

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

### Sub-applicant Information

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

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

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

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

E-mail: [admin@pocd.org](mailto:admin@pocd.org)

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

City: [Newport](#)

State: [WA](#)

Zip: [99156](#)

### Basic Eligibility

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

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

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

### Proposal

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

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

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

# Hazard Mitigation Assistance

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### Basic Eligibility

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

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

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

### Proposal

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

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

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

# **NORTHEAST WASHINGTON CONSERVATION DISTRICTS ENGINEERING CLUSTER**

## **ENGINEERING PROJECT REQUEST FORM**

Project Name: Ricco-Boyce Bank Stabilization Project

Engineering Funds Requested: \$2,500

Project Description:

This proposal seeks to gain WSCC Engineering funds for a bank stabilization project on the Pend Oreille River. Funding will be used to pay for an Engineer's time in developing bank stabilization practices specific to the site and for travel expenses during field evaluations / quality control.

Pend Oreille County shoreline guide cites that this location (508 & 503 Ibbetson Rd., Lone, WA 99139) near river mile 40 as having water level fluctuations of 3 to 5 feet (*POC Shoreline Stabilization Guide, Appendix A, Pg. 33*). The Pend Oreille County Community Development Map cites this location as having 547 feet of streambank at a severe risk of erosion (see map and pictures below). Sheer banks and mass failure are evident on this property.

The Pend Oreille Conservation District would like to implement the following practices to address both "Soil Erosion - Streambank/Shoreline," and "Water Quality Degradation – Excessive sediment in Surface Water." (*WSCC, CPDS Resource Concern Descriptions, 2018*):

- 1.) Grade Stabilization Structure 410 ( Rip Rap Toe Protection)
- 2.) Recreation Land Grading & Shaping 566 (Bank re-sloping / naturalization)
- 3.) Lined Waterway or Outlet 468 (Coir / Erosion Control Fabric)
- 4.) Tree and Shrub Establishment 612 (Native Riparian Vegetation)

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*



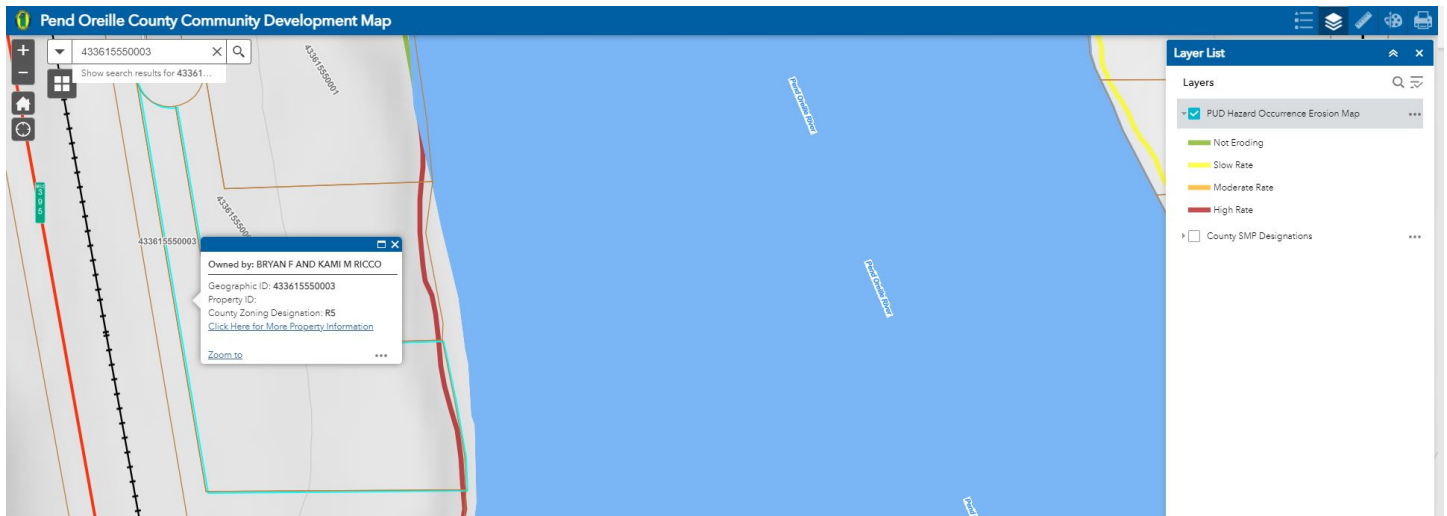
*Ricco Property: View from the dock*



*Boyce Property: Looking upriver*



*Boyce Property: View from the dock*



*Rated as Severe according to the POC Community Development Map*

The Suspect List contains only Category 5 Listings.

Assessment Unit ID	Medium	Parameter	Current Category	Waterbody Name
17010216000076	Water	Temperature	5	PEND OREILLE RIVER
17010216000239	Water	Temperature	5	PEND OREILLE RIVER
17010216000053	Water	Temperature	5	PEND OREILLE RIVER
17010216000061	Water	Temperature	5	PEND OREILLE RIVER
17010216000046	Water	Temperature	5	PEND OREILLE RIVER
17010216006879	Water	Temperature	5	PEND OREILLE RIVER
17010216000117	Water	Temperature	5	PEND OREILLE RIVER
17010216000121	Water	Temperature	5	PEND OREILLE RIVER
17010216000163	Water	Temperature	5	PEND OREILLE RIVER
17010216000164	Water	Temperature	5	PEND OREILLE RIVER
17010216001702	Water	Temperature	5	PEND OREILLE RIVER
17010216000227	Water	Temperature	5	PEND OREILLE RIVER
17010216000235	Water	Temperature	5	PEND OREILLE RIVER
17010216000238	Water	Temperature	5	PEND OREILLE RIVER
17010216000222	Tissue	Polychlorinated Biphenyls (PCBs)	5	PEND OREILLE RIVER
17010216000162	Tissue	Polychlorinated Biphenyls (PCBs)	5	PEND OREILLE RIVER
17010216000053	Tissue	Polychlorinated Biphenyls (PCBs)	5	PEND OREILLE RIVER
17010216000077	Water	pH	5	PEND OREILLE RIVER

*Pend Oreille River TMDL Listings, Temperature = Need for Native vegetation*

Landowner Names: *Bryan Ricco & the Boyce Family*

Manager Name: *Alex Case-COhen*

Landowner Address: *508 & 503 Ibbetson Dr., Ione, WA 99139*

Project Location: *same*


Township: 36      Range: 43      Section: 15

Waterbody: Pend Oreille River      Tributary of: The Columbia River

Fish Species Present:

## Water Access Sites

**Search**  
Water Access Sites

 ADA Sites

-- Select Water Access Site --

-- Select Body of Water --

-- Select County --

**Pend Oreille River** 30907


**Common Name:** Pend Oreille River


**Body of water:** Pend Oreille River

**County:** Pend Oreille

**Latitude:** 48.1969786

**Longitude:** -117.0480927

[Map to this point](#) 


 **Accessibility**

No ADA Facilities Available

**Driving Directions:**

**Other Information:**  
Undeveloped

**Fish Species**

Find/catch these type of fish here. 

- Bass, Largemouth
- Bass, Smallmouth
- Bullhead, Brown
- Crappie, Black
- Perch, Yellow
- Pike, Northern
- Pumpkinseed
- Squawfish, Northern
- Tench
- Trout, Brown
- Trout, Cutthroat West Slope
- Trout, Eastern Brook
- Trout, Rainbow
- Walleye
- Whitefish, Mountain

Construction Work Window: *Fall 2022 – Spring 2023*

WDFW Habitat Biologist: *Renee Kinnick*

CD Project Coordinator: *Alex Case-Cohen*

Preliminary Cost Estimate:

A. Cultural Resource: \$ 1,500.00 (WSCC CR Grant as needed)

B. Engineering: \$ 2,500

C. Administration: \$ 12,500 (NRI Overhead @ 25%)

D. Implementation: \$ 50,000.00

Total: \$ 66,500.00

Project Funding Source: *P.O.P.U.D. Erosion Grant Funding, WSCC Natural Resource Investments and landowner match.*

Project Funding Expiration Date: TBD

Engineering Costs Funded By: *WSCC Professional Engineering Fund*

Proposed Survey Period: *Fall 2021*

Proposed Design Period: *Fall 2021*

Project Ranking Category: High

Submitted By: ***Alex Case-Cohen***

Date: ***10/12/2021***

## Mary's Deliverables: November 2021



What Mary has been up to:

- Washington State Weed Conference
- Grant Editing
- Engineering Proposal and Template Creation
- Engineering Survey of Ricco/Boyce Properties in Ione
- Purple Air Follow up/Meeting Setup with Diamond Lake FD
- IdaH2O Master Water Stewards Class
- Board Meeting/Minutes
- Staff Meetings, Office Work, Office Cleaning, etc.
- Holidays!!

The Washington State Weed Conference was held in Wenatchee the first week of November. I attended the following sessions over three days:

- There is more to mixing and measuring than you think
- Weed ID (Bingo)
- Truck hitches, spray equipment – understanding the systems
- Pesticide container recycling
- RISE industry issue update
- Invasive species management – thinking globally, acting locally
- Grazing before and after wildfire
- Utilizing Milestone in the fall for noxious weeds and winter annual grasses
- New innovative herbicide for bioherbicide for cheat, medusahead, joint goat
- Winter annual grass control and site reclamation
- Rejuvra herbicide – restoration and protection of rangeland, natural areas & CRP lands
- Range and pasture herbicide control
- Applicator stewardship and calibration
- ID & control of floating and submerged aquatic weeds in WA
- Washington State Weed Board Update
- Nuisance aquatic and riparian vegetation
- Aquatic plant and algae control in flowing and ponded irrigation systems using endothall
- ID weeds of concern in Eastern WA
- Biological weed control
- Recognizing herbicide symptoms
- Adjuvant chemicals

A couple of photos from the Conference ...



The engineering survey of the Ricco/Boyce properties was very challenging ...



*See you all next year!!!*



**Lisa Alkire – Alkire Collab**  
**November 2021 Report**

**Website Update:**

We had 64 site sessions (times those visitors visited our website overall)

30 of those are unique users, 13 of those return again.

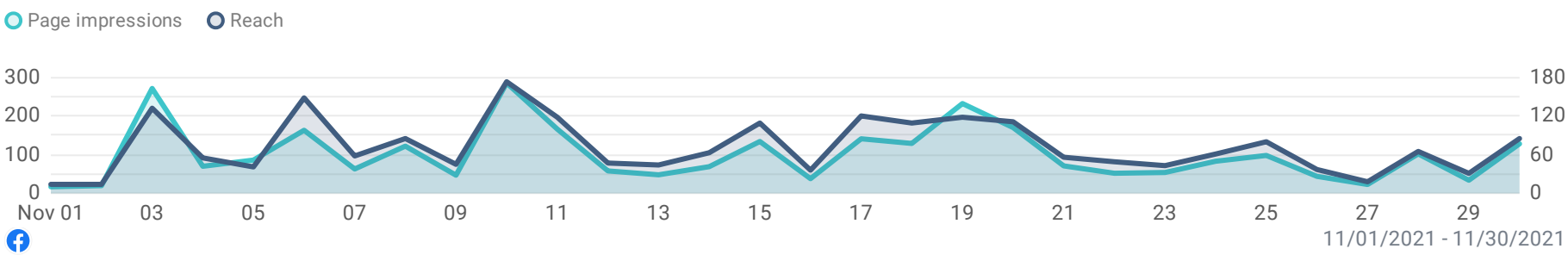
40 of the total sessions were viewed from desktop computers – 24 were mobiles

Our pages were viewed over 464 times

- Homepage 56
- About Us– 15
- Our Team 20
- Shoreline Stabilization 6
- VSP – 5

Total page likes  
542

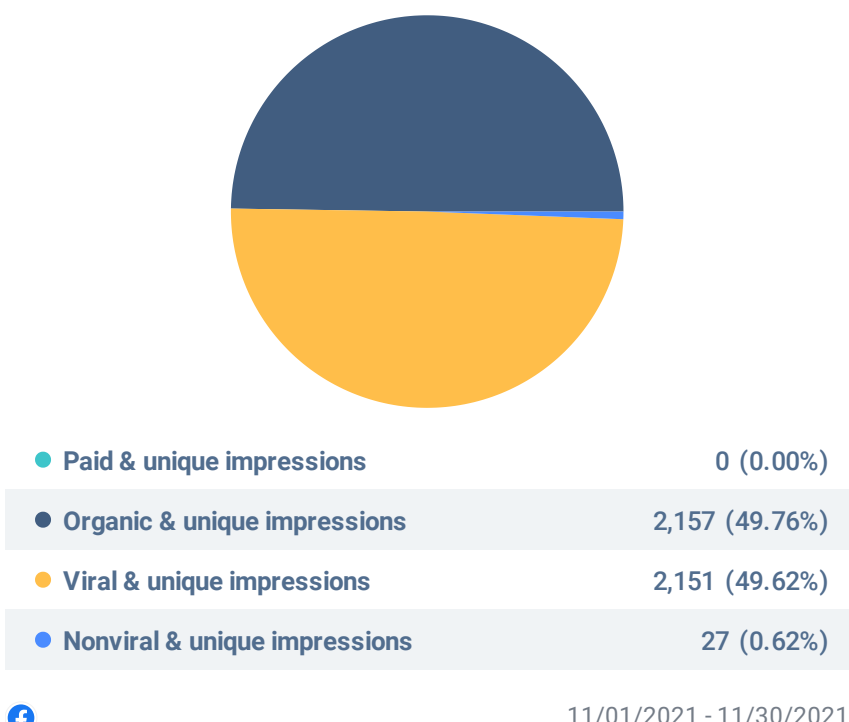
### Total page likes over time



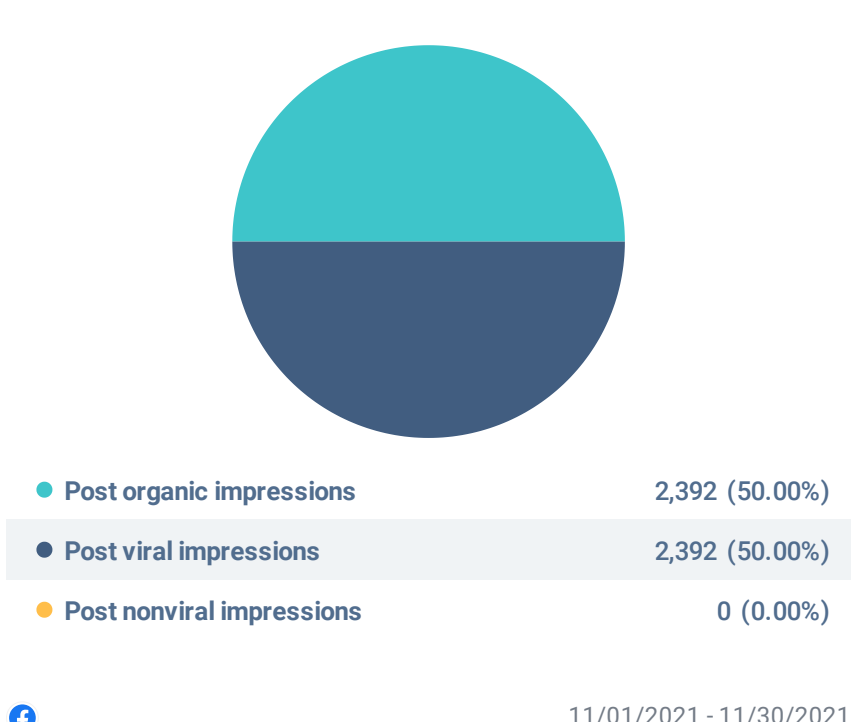
Reach  
2,165

Post unique impressions  
2,334

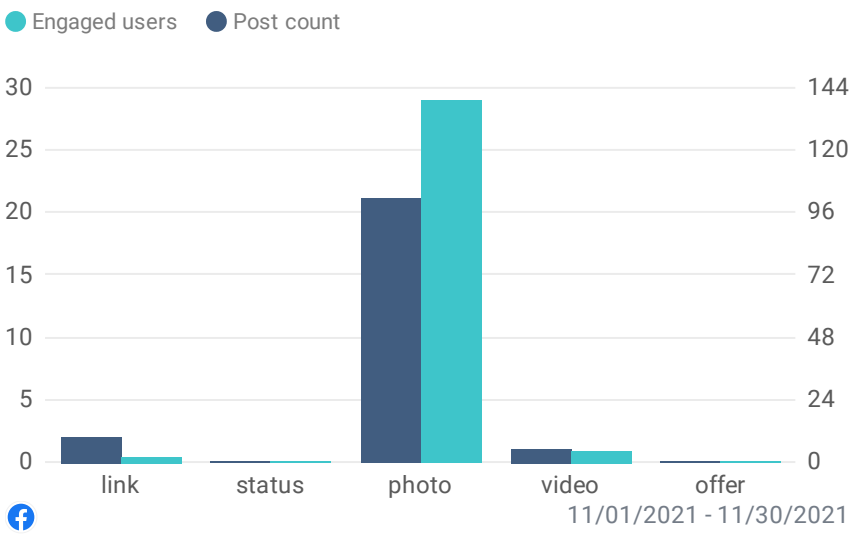
### Unique Page Impressions by Type



### Unique Post Impressions by Type

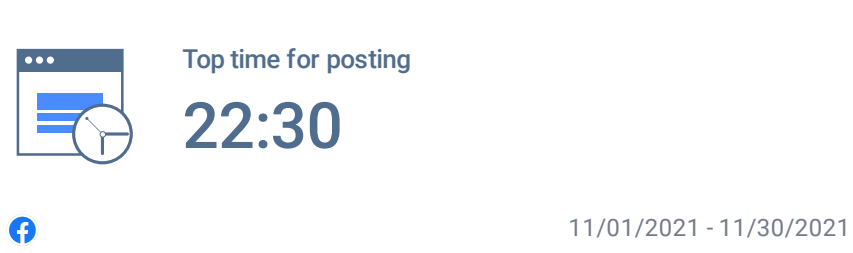


### Post Distribution

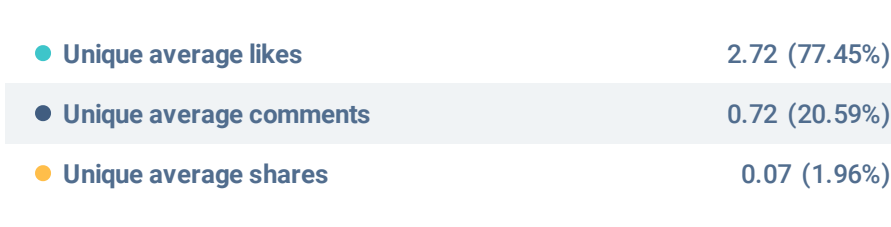


Top weekday for posting  
Wednesday

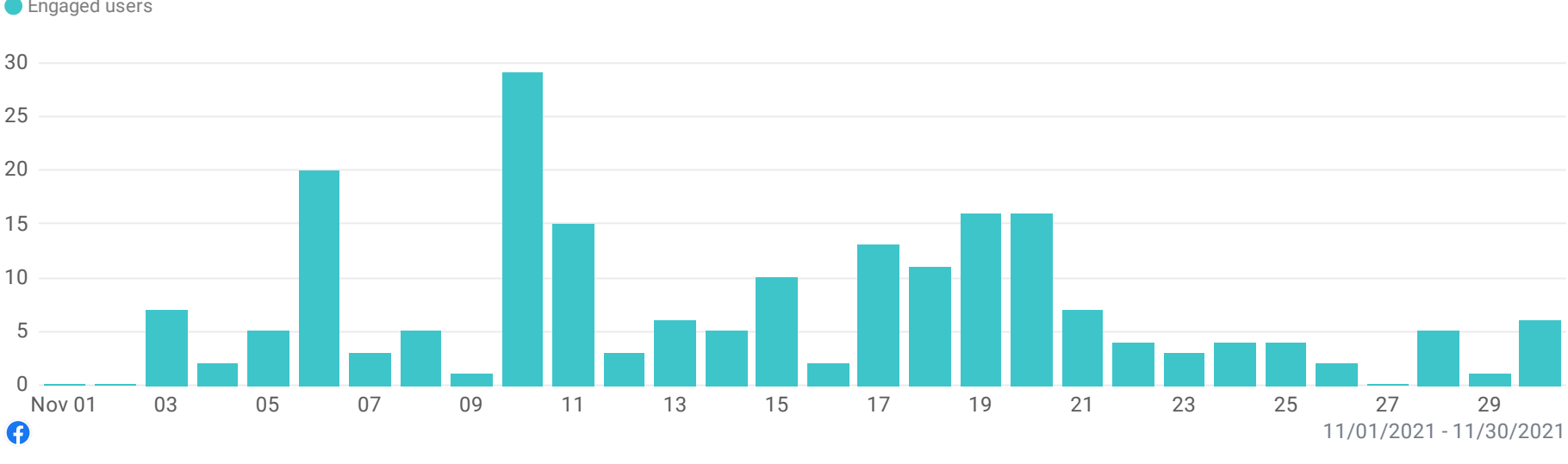
### Top time for posting



### Each post on average receives



### Page Engagement Over Time



### Page engagements

Number of people who clicked anywhere on the page.

Engaged users  
205

11/01/2021 - 11/30/2021

### Organic impressions

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

Organic impressions  
2,956

11/01/2021 - 11/30/2021

### Post Reach by Fans

Post reach by people who like your page.

Post unique impressions by fans  
2,059

11/01/2021 - 11/30/2021

### Top Performing Cities

City	Reach
Newport, WA	351
Spokane, WA	97
Elk, WA	76
Usk, WA	62
Deer Park, WA	27
Cusick, WA	27
Spokane Valley, WA	27
Aberdeen, WA	20
Colville, WA	19
Priest River, ID	19

11/01/2021 - 11/30/2021

### TOP post insights

Message: What was the most snow you've encountered in our county? Tell us about it in the comments

Post impressions	Post clicks	Post engaged users
239	49	42

Message: Anybody else think Frost is a whole #MOOD? Frost forms when an outside surface cools past its dew point. The dew point is when the ai...

Post impressions	Post clicks	Post engaged users
209	18	24

Message: Is this what your family looks like pre thanksgiving meal too? We love our friends over at Dalkena Highlands Farm! If you don't follow their...

Post impressions	Post clicks	Post engaged users
140	5	13

Message: We are big soil fans here at the Pend Oreille Conservation District. In fact our District Manager, Alex Case-Cohen is our local exper...

Post impressions	Post clicks	Post engaged users
138	12	16

Message: Amazing! Mans best friend! Our friends at the Pend Oreille Weed Board think this is one of the coolest developments for upcoming...

Post impressions	Post clicks	Post engaged users
134	19	19

Message:

Post impressions	Post clicks	Post engaged users
118	3	4

11/01/2021 - 11/30/2021