



Pend Oreille Conservation District
Special Board Meeting MINUTES: 4/22/21

Meeting Start – 10:04 AM

In attendance via "GoToMeeting,": George Stuiwenga, Board Supervisor – Chair; Randall Leestma, Board Supervisor; Alex Case-Cohen, Pend Oreille District Conservation District Manager; Mike Mumford, Board Supervisor

Motion	Motion made by:	Motioned seconded by:	Decision	Attachment
Motion to approve the agenda and to take items out of order.	John Floyd	Kevin Bush	Carried	
Motion to approve the drafted Addendum as presented and at our next regular board meeting, concise deliverables will be presented.	Mike Mumford	John Floyd	Carried	Attachment 1

Board Discussion and Review of the Drafted Memorandum of Agreement (Attachment 1)

Annual Meeting and Plan of Work (Attachment 2)

Reviewed and Amended Fiscal Year 2022 Annual Plan of Work (see Attachment 3 for notes)

Meeting Adjourned: 11:28 AM

 6/16/2021
POCD Board Supervisor Date

 6/16/2021
District Manager Date

**2021 AMENDMENT TO INTERGOVERNMENTAL COOPERATION AGREEMENT
(A2018-70) BETWEEN PEND OREILLE COUNTY AND THE PEND OREILLE
CONSERVATION DISTRICT**

A. This amendment is being made to update the funding amount for fiscal year 2021 (July 1, 2020 – June 30, 2021), and update the deliverables. All changes made in the original amendment remain in effect.

B. AMENDMENT TERMS AND CONDITIONS:

1. **Replace** the original language in the recital portion “WHEREAS, the District’s budget allocation to the County for implementation of the Outreach portion of the Voluntary Stewardship Program (VSP) is a maximum of \$7,950” **with** “WHEREAS, the District’s budget allocation to the County for outreach and education assistance shall not exceed \$4,000.
2. **Replace** the original language in the recital portion “WHEREAS the county has the technical expertise to implement the outreach work plan created by the District and to participate in the further development and implementation of the outreach work plan” **with** “WHEREAS, the County has the technical expertise and availability to assist the District with additional outreach and education duties, which include: social media management, event coordination, partnership development and maintenance, in-person and virtual outreach, basic administrative tasks (i.e., physical and electronic file organization, answering phone calls, managing electronic and physical documents, taking meeting minutes at board meetings), written correspondence, potential grant writing and development, monitoring and in-the-field technical assistance, and other duties as assigned.”
3. **Replace** the Purpose language in Section 1, “The purpose of this Agreement is to acknowledge and facilitate the parties’ mutual interest in implementing the Outreach portion of the Volunteer Stewardship Program” **with** “The purpose of this Agreement is to acknowledge and facilitate the parties’ mutual interest and availability to assist the District with the aforementioned outreach and education tasks.”
4. **Change** the District point of contact in the Administration in Section 2 (a) to:
 - a. The District point of contact for purposes of this Agreement shall be as follows:
Alex Case-Cohen
District Manager
Pend Oreille Conservation District

alexcc@pocd.org
www.pocd.org
O: (509)447-1155
M: (509)671-5085

5. **Change** the entire Scope language in Section 3 to:

3. SCOPE. This agreement contends that the County will:

- a. Contract with the District for Implementation and Voluntary Stewardship funding in an amount not to exceed \$4,000 from May 4th, 2021 to June 30th, 2021; see Attachment A for the breakdown of total hours to be worked, time and compensation rate.
- b. Activity deliverables to be performed by the County are outlined above.

6. **Change** the entire Compensation by the District to the County language in Section 4 to:

4. COMPENSATION BY THE DISTRICT TO THE COUNTY

- a. The District will reimburse the County for costs associated with outreach and education.
- b. Payment by the District to the County shall be made within thirty (30) days after billing from the County.
- c. The County will commence work beginning Tuesday, May 4th, 2021, or as soon as possible after the agreement is ratified, whichever comes first.

7. **Replace** original language in Section 21 (I and II) referencing the attachments to this agreement from "I. Budget for Scope of Work Outline (Attachment A) II. By reference, the Outreach portion of the VSP Plan" with "I. Shared Employee Cost Breakdown (Attachment A)."

C. This Amendment is incorporated in and made a part of the Intergovernmental Cooperation Agreement (A2018-70). Except as amended herein, all other terms and conditions of the Intergovernmental Cooperation Agreement (A2018-70) remain in full force and effect. Any reference in the original Intergovernmental Cooperation Agreement (A2018-70) or an Amendment to the "Intergovernmental Cooperation Agreement (A2018-70)" shall mean "Intergovernmental Cooperation Agreement (A2018-70) as amended". The parties acknowledge and accept the terms of this Amendment as identified above, effective on the final date of execution below. By signing this Amendment, the signatories warrant they have the authority to execute this Amendment.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment:

PEND OREILLE CONSERVATION DISTRICT

PO Box 456/ 121 N. Washington Ave.
Newport, WA 99156

By: _____
George Stuivenga, POCD Board Chair

Dated: _____

PEND OREILLE COUNTY BOARD OF COMMISSIONERS

PO Box 45025/625 West 4th Street
Newport, WA 99156

Mike Manus, Chair

Dated: _____

Brian Smiley, Vice Chair

John Gentle, Commissioner

ATTEST: _____
Clerk of the Board

Approved as to Form Only:

Prosecuting Attorney

Attachment A

**Shared Employee Cost Breakdown
May 4th – June 30th, 2021**

Hourly compensation rate: \$33.79

May Totals

- 8 hours/week for May (4 weeks): \$270.32/week
- Total estimated hours for May: 32
- May total estimated cost: \$1,081.28

June Totals

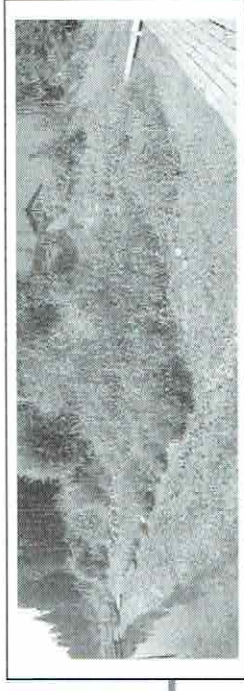
- 20 hours/week for June (4 weeks) = \$675.80
- Total estimated hours for May: 80
- June total estimated cost: \$2,703.20

Total estimated cost until the end of FY2021 (June 30th, 2021): \$3,784.48

Not to exceed: \$4,000.00 total



FY2021 (7/1/20 – 6/30/21) Annual Work Plan Pond O'Reille Conservation District
For More Information, Contact: David Marcell, 509-447-1155 or www.pocd.org



Mission of the Pond O'Reille Conservation District

The mission of the Pond O'Reille Conservation District is to protect and enhance all natural resources including, but not limited to, air, soil, forest, wildlife, water, and land in the district for all people in the district through education, partnering, and implementation using best management practices and financial/technical assistance

Values of the Pond O'Reille Conservation District

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

Natural Resource Priorities (Not ordered by priority)

Forest Health/Wildland-Urban Interface

- *Natural resource priority description: Forest Health/Wildland-Urban Interface*
- *Is this a state and/or regional natural resource priority along with being a local priority? Yes*
- *Source of data relied upon to indicate the resource concern: Pend Oreille County Wildfire Plan, USFS Colville National Forest Plan, WRIA 62 & 55 DIP, RCW Title 76, Idaho Panhandle National Forest Plan.*

- *Other entities engaged in addressing this resource concern: NRCS, DNR, Tribe of Kallispel Indians, USDA Forest Service, Consulting Foresters, Bonner County, U. of Idaho, WSU Extension*

Water quality/supply

- *Natural resource priority description: Water quality/supply*
- *Is this a state and/or regional natural resource priority along with being a local priority? Yes*
- *Source of data relied upon to indicate the resource concern: DOE Pend Oreille River TMDL, DOE Little Spokane River TMDL, USGS data, WRIA 62 & 55 DIP*
- *Other entities engaged in addressing this resource concern: NRCS, DNR, Pend Oreille Public Utility Department, Tribe of Kallispel Indians, Ecology, Non-governmental organizations (Ducks Unlimited, Trout Unlimited, Audubon, etc.), WSU Extension, Whitworth University.*

Agricultural land/soil preservation, enhancement, and management

- *Natural resource priority description: Agricultural land/soil preservation, enhancement, and management(I)*
- *Is this a state and/or regional natural resource priority along with being a local priority? Yes*
- *Source of data relied upon to indicate the resource concern: WRIA 62 & 55 DIP, Pend Oreille County Soil Survey, NRCS data*

Lifelong education of people on conservation and natural resources

- ☐ Natural resource priority description: **Lifelong education of people on conservation and natural resources**
- ☐ Is this a state and/or regional natural resource priority along with being a local priority? **Yes**
- ☐ Source of data relied upon to indicate the resource concern: **DOE Pend Oreille River TMDL, DOE Little Spokane River TMDL, USGS data, WRIA 62 & 55 DIP**
- ☐ Other entities engaged in addressing this resource concern: **WADEFW, USFW, NRCS, DNR, Pend Oreille Public Utility Department, The Kalispel Tribe, Ecology, Non-governmental organizations (Ducks Unlimited, Trout Unlimited, Audubon, etc.), WSU Extension, Whitworth**

Air Quality

- ☐ Natural resource priority description: **Air Quality**
- ☐ Is this a state and/or regional natural resource priority along with being a local priority? **Yes**
- ☐ Source of data relied upon to indicate the resource concern: **Department of Ecology air Quality Monitoring Data set c.2006-2011.**
- ☐ Other entities engaged in addressing this resource concern: **Selkirk Alliance for Science and the Kalispel Tribe**

I. Natural Resource Priority Program Area: Forest Health/Wildland-Urban Interface

Goals:

- A. Refer landowners to DNR cost share programs and technical resources to address forest health resource concerns.
 - B. Foster local and regional DNR & other forestry agency partnerships.
 - C. Monitor and catalog previously implemented forest health best management practices.
-
- Natural Resource Measurable Result Objective:**
- Refer Pend Oreille County Landowners to DNR programs and resources, resulting in the treatment of 55 acres of forest land (C.2017 POCD Firewise treatment acres).
-
- Programmatic Measurable Result Objective:**
- 25% of DNR program referrals end up in forest health BMP implementation.
 - DNR Participates in all FY21 conservation forum meetings and attends at least 2 POCD regular board meetings
 - Bring a "DNR contractor's workshop," to Pend Oreille County.

Funding Source(s): WSCC Implementation

Goal	Activities for FY 2020	Target Dates	Person Responsible	(Hours) Days	Estimated Funding
A. Refer landowners to DNR cost share programs and technical resources to address forest health resource concerns.	i. Send TA resources via Email, coordinate sign up over the phone and maintain referral tracking spreadsheet.	TBD	D Marcell	(15) 2	650.92
B. Foster local and regional DNR / other forestry agency partnerships.	i. Coordinate and host conservation forum meetings and POCD Board meetings where DNR local staff are in attendance.	TBD	D Marcell	(78) 9.75	3,219.06
C. Monitor and catalog previously implemented forest health best management practices.	j. On site monitoring and report created for all Forest Health projects (4) implemented in 2017.	TBD	D Marcell	(32) 4	1,320.64
TOTALS				(64) 8	\$5,200.02

II. Natural Resource Priority Program Area: Water Quality

Goals:

- A. Successfully implement water quality best management practices through current water quality grants and programs which include:
 1. the Pend Oreille Public Utility District Cottonwood-Erosion Program and
 2. the Washington Conservation Commission Natural Resource Investment program.
 3. The Washington State Department of Ecology Aquatic Invasive Plant Water Quality programs for both the Bead Lake and Flowering Rush projects.
- B. Monitor and catalog previously implemented water quality best management practices.

Natural Resource Measurable Result Objective:

- *Implementation of 8 shoreline stabilization projects resulting in approx. 400-800 feet of stabilization.*
- *Implementation of 1 shoreline stabilization project resulting in 200 feet of stabilization.*
- *Surveying and treatment of 5 parcel areas of Eurasian Milfoil on Bead Lake.*

Programmatic Measurable Result Objective:

- *Generate 10 additional technical / financial assistance requests in FY21 for shoreline stabilization (water quality) work.*
- *Survivability and project lifespan monitoring for 45 previously implemented cost share projects.*

Funding Source(s): Pend Oreille County, Washington Conservation Commission and Pend Oreille Public Utility District.

Goal	Activities for FY 2018	Target Dates	Person Responsible	(Hours) Days	Estimated Funding
A. Successfully implement water quality best management practices through current water quality grants and programs which include:	1. Complete program outreach, technical assistance, financial assistance, implementation, and project management for all Current NRI, PUD and ECY funded water quality projects.	TBD	D Marcell	(262) 32.75	\$10,812.74
B. Monitor and catalog previously implemented water quality best management practices.	i. Qq site monitoring and report created for all ECY (2), NRI (6), PUD (30), IM (3) projects completed since June 2015.	TBD	D Marcell	(274) 34.25	\$11,807.98
Sub TOTAL					\$22,120.72

III. Natural Resource Priority Program Area: Agricultural land/soil preservation, enhancement, and management

Goals:

- A. Successfully implementation of the Pend Oreille County Voluntary Stewardship Plan (includes management of the Soil Health Stewards group and the Pend Oreille Valley Farm Tour project).

Natural Resource Measurable Result Objective:

- Implementation of individual stewardship plan projects resulting in treatments on 250+ acres of designated farmland / critical areas.

Programmatic Measurable Result Objective:

- Reach the annual monitoring (ground truthing 20 farms) and outreach (contacting 288 identified farms) goals.
- VSP Implementation results in NO NET LOSS of critical area function or ag viability.

Funding Source(s): WSCC Implementation

Goal	Activities for FY 2018	Target Dates	Person Responsible	(Hours) Days	Estimated Funding
A. Implementation of the Pend Oreille County Voluntary Stewardship Plan	i. Program Admin Support and Project Management	TBD	D Marcell	(196) 24.5	\$8088.92
	ii. Technical Assistance / Monitoring	TBD	A Case-Cohen	(940) 94	\$33,088.00
	iii. Outreach and Marketing	TBD	L Alkire	(282) 47	\$10,701.90
	iv. Admin and Bookkeeping	TBD	C Roman	(246) 30.75	\$7,380.00
TOTAL	-	-	-	(1664) 196.25	\$59,258.82

IV. Natural Resource Priority Program Area: Lifelong education of people on conservation and natural resources

Goal(s):

- A. Natural Resource Education and Opportunities marketed through social media that reaches 5,000 users annually.
- B. Participate on the statewide WSCC education committee and work towards a statewide YouTube channel for CDs.
- C. Provided ongoing technical assistance for natural resources including: Soil, Water, Air, Plants, Animals, Humans & Energy. (SWAPAHE)

Programmatic Measurable Result Objective:

- Reach 5,000 users annually through social media and POCD.org content.
- Board able to determine if we can hire for an outreach / admin position and when.
- Provide technical assistance as requested and track in the TA/CS master spreadsheet and or the WSCC CPDS system.

Funding Source(s): WSC Implementation

<i>Goal</i>	<i>Activities for FY 2018</i>	<i>Target Dates</i>	<i>Person Responsible</i>	<i>Time (Days) Required</i>	<i>Estimated Funding</i>
A. Natural Resource Education and Opportunities marketed through social media and the POCD.org website that reaches 5,000 users annually.	1. Reach 5,000 users annually through social media and POCD.org content.	TBD	D Marcell	(80) 10	\$3,031.50
B. Research outreach specialist / admin position details and hiring procedures.	1. Launch a statewide YouTube channel with content on various natural resources areas produced or procured and uploaded by conservation district staff.	TBD	D Marcell	(40) 5	\$1,650.80
C. Provided ongoing technical assistance for natural resources including: Soil, Water, Air, Plants, Animals, Humans & Energy. (SWAPAHE)	1. Provide technical assistance as requested and track in the TA/CS master spreadsheet and or the WSCC CPDS system.	TBD	D Marcell	(0)0 *this task embedded into the implementation of existing program work	\$0.00
Sub TOTAL				(120) 15	\$4,682.40

V. Natural Resource Priority Program Area: Air Quality

Goal(s):

- A. Maintain and expand where possible, the Pend Oreille CD Air Quality Monitoring Program in Pend Oreille County.
- B. Market the AQM program and generate additional unit hosting sign ups and general program support sign ups.

Programmatic Measurable Result Objective:

- The program's maintenance measurable is binary. Is program maintained? Yes or no.
- Add 5 or more AQM units to the PQCD purple air unit network and receive at least 100 program support sign ups.

Funding Source(s): WSCC Implementation and General Fund

<i>Goal</i>	<i>Activities for FY 2018</i>	<i>Target Dates</i>	<i>Person Responsible</i>	<i>Time (Days) Required</i>	<i>Estimated Funding</i>
A. Maintain and expand where possible, the Pend Oreille CD Air Quality Monitoring Program in Pend Oreille County.	1. Partner with local conservation districts and market their tree sales program on the PQCD website. Assist Stevens CD with their tree sales day.	TBD	D Marcell	(82) 4	\$1,320.64
B. Market the AQM program and generate additional unit hosting sign ups and general program support sign ups.	1. Research potential air quality monitoring programs at the state and federal levels that can provide funding and education for air quality.	TBD	D Marcell	(56) 8	\$2,311.12
Sub TOTAL				(88) 12	\$3,631.76

VI. District Program Area: District Operations

Goal(s): Enter the long-term goal(s) for this program area

- A. 2020 WSCC CAPP compliance requirements met.
 - B. Manage Financials and Required Reports
 - C. POCD Building Renovations and Inventory
 - D. Project Management Training / Project Management Tool Implementation
 - E. Updates to POCD Handbook and procedure manual completed and approved by POCD board.
- Programmatic Measurable Result Objective:**
- Score 15 / 15 on the WSCC 2020 CAPP checklist by June 30, 2021.
 - Meet all financial reporting monthly, quarterly and annual deadlines.
 - Provide effective treasurer's report for POCD board members 7 days before regularly scheduled board meetings.
 - Complete 100% of renovations on approved improvements list and implement an inventory tracking tool by Dec 31, 2020.

Funding Source(s): WSCC Implementation and General Fund

<i>Goal</i>	<i>Activities for FY 2018</i>	<i>Target Dates</i>	<i>Person Responsible</i>	<i>Time (Days) Required</i>	<i>Estimated Funding</i>
A. 2020 WSCC CAPP compliance requirements met.	1. Achieve 15 / 15 compliance standards	TBD	D Marcell	(288) 36	\$11,885.76
B. Manage Financials and Required Reports	1. Complete the POCD monthly, quarterly, and annual financial management checklists	TBD	D Marcell & C Roman	(515) 64.375	\$15,900.80
C. POCD Building Renovations and Inventory	1. Complete 100% of renovations on approved improvements list and implement an inventory tracking tool by Dec 31, 2020.	TBD	D Marcell	(116) 14.5	\$4,561.2
D. Project Management Training / Project Management Tool Implementation	1. Earn PMP certification and implement smart sheets to the point it is used regularly by POCD to run board meetings.	TBD	D Marcell	(264) 33	\$10,895.28
E. Updates to POCD Handbook and procedure manual completed and approved by POCD board.	1. Drafting including policy research, coordination of personnel committee and legal review of documents.	TBD	D Marcell	(64) 8	\$2,641.28
Dist. Operation Total				51	\$ 45,884.32
Grand Totals				387	\$140,778.04

FY 21' ESTIMATED ANNUAL INCOME

FUND	STAFF & OFFICE Funding	PROJECT Funding	Sub Totals
WSCC IM	\$95,600.00	TBD (amended as needed)	\$ 95,600.00
POC VSP	\$73,200.00	\$39,900.00	\$113,100.00
ECY WQAIP (BLCWA & POCWB)	\$2,380.50	\$18,439.89	\$ 20,820.39
PUD EC-CW	\$0.00	\$55,000.00	\$ 55,000.00
BUILDING RENTS	\$11,280.00	TBD (amend as needed)	\$ 11,280.00
GENERAL FUND	\$25,000.00		
TOTALS	\$207,460.50	\$113,339.89	\$320,799.50

FY 21' ESTIMATED ANNUAL EXPENSES

EXPENSE	STAFF & OFFICE Expenses	PROJECT Expenses	Sub Totals
Salaries & Benefits	\$ 142,062.58	\$0.00	\$ 142,062.58
Contracted Services	\$ 14,100.00	\$0.00	\$ 14,100.00
Supplies	\$ 2,760.00	\$0.00	\$ 2,760.00
Utilities & Subscriptions	\$ 8,551.43	\$0.00	\$ 8,551.43
Travel	\$ 9,600.00	\$0.00	\$ 9,600.00
Cost Share Allocations	\$ 0.00	\$113,339.00	\$ 113,339.00
Dues and Misc. Expenses	\$ 22,610.00	\$0.00	\$ 22,610.00
TOTALS	\$ 199,684.01	\$113,339.00	\$ 313,023.01

FY 21' ESTIMATED BALANCE

BALANCE	\$7,776.49	\$0.00	\$7,776.49
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Annual Plan Notes

Attachment 3

4/22/21

Site all documents, no acronyms, attachment to the plan with abbreviations

- DIP: Detailed Implementation Plan

Develop a master list of partners

- Other NGOs: Safari Club International, Quail Unlimited, Mule Deer Foundation, Predator-Prey Project

Forest Health/Wildland-Urban Interface

- Encouraging us to work with other agencies for fire-adaptive community goals (add)
- Goals: 10% annual increase (measured in increase/property owners)
 - Referrals, acres, property owners under assessment
 - As long as we refer them to our DNR
 - Goal: 60 acres of forest land (10% increase annually based on FireWise Treatment acres)
 - Theoretically should be at 40% increase off of that, but starting from scratch with new manager
- Funding Source: add DNR Forest Health Workshop (Seann Alexander)

Water quality/supply

- Other entities: POC Community Development and the Weed Board
- Goals
 - 4. Write and receive DOE Centennial Grant
- Objective: 5 shoreline stabilization projects 4-800 ft.
- Programmatic Measurable result Objective: survivability and project lifespan for 45 previously implemented cost share projects dependent upon staff availability
- reach out to Spokane CD and partner on LSR projects

Agricultural land/soil preservation, enhancement, and management

- Source of data: VSP Work Plan
- Other entities engaged in addressing this resource concern: POC CM and WB, NRCS, Northeast Washington Soil Health Stewards, POC VSP Work Group, local farmers and ranchers, WSU Extension, FSA, Kalispel Tribe of Indians, Calispell Duck Club,
- Increase our monitoring and data analysis capacity through staff sharing

Lifelong Education

- Increase our education and outreach with POC schools
- If we have a grant writer, consider environmental education grants
- Increase outreach and education for conservation with constituents

- Pursue community garden work with WSU extension and library
- Goals:
 - Remove work towards statewide and create partnerships with local districts through social media
 - Expanding social media into other platforms (Instagram, TikTok, etc.)
- Programmatic Measurable Result Objective:
 - Reach 5,000 users annually through social media platforms

Air Quality

- Make our units operating the majority of the time.
- Remove 'at least 100 program support sign ups'
 - Selkirk alliance for science?
 - Remove CD tree sales

District Program Area: District Operations

- Program instead of project
- Developing/establish a property management plan
- Revisit personnel policy
- Operations/procedure manual higher priority
- Programmatic objective: treasurer's report and board packet
- Table: complete POCD monthly, quarterly and annual financial management checklists before deadlines/on time.