



**Pend Oreille Conservation District
Regular Board Meeting MINUTES: 8/12/2021**

Meeting Start – 5:02 PM

In attendance at Camas Center: John Floyd, *Board Supervisor, acting chair*; Randall Leestma, *Board Supervisor*; Kevin Bush, *Board Supervisor*; Alex Case-Cohen, *POCD District Manager*; Mark Simpson, *USDA NRCS*; Stan Janowicz, *NRCS District Conservationist NE Area Team*, Mary Malone, *Education and Outreach Specialist*; Jon Driver, *local landowner/farmer*.

In attendance via “GoToMeeting”: Mike Baden, *Washington State Conservation Commission*; Cecily Van Cleave, *Far Corner Communications*.

Absent: George Stuiivenga, *Board Supervisor – Chair*; 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	N/A
Motion to combine and approve meeting minutes as amended to correct “Regular” to “Special” meetings for 6/28 & 7/15	Kevin Bush	Randall Leestma	Carried	
Motion to approve streambank stabilization projects for Bear Paw and Sunnyside	Randall Leestma	Kevin Bush	Carried	F
Motion to approve deliverables for Alkire Collab	Kevin Bush	Randall Leestma	Carried	G
Motion to approve John Floyd moving forward with building improvements: window and lights fixed, and installation of outside light, amended to include options of two single-quote MRSC documents.	Kevin Bush	Randall Leestma	Carried	H
Motion to approve site rental agreement with Pend Oreille County to store seeder at POC Maintenance Shop.	Randall Leestma	Kevin Bush	Carried	I
Motion to approve contract with Far Corner Communications	Randall Leestma	Kevin Bush	Carried	J
Motion to approve FY22 Hazard Mitigation addendum	Randall Leestma	Kevin Bush	Carried	K

Motion to approve appointment of Jon Paul Driver as associate supervisor.	Kevin Bush	Randall Leestma	Carried	N/A
Meeting Adjourned at 7:23 PM				

Partner Reports

Mike Baden, Washington State Conservation Commission –

Discussed highlights of the budget. Of particular note is that at the May Commission Meeting Implementation grants were approved for the upcoming fiscal year at \$117,823. This is an increase from the \$96,500 that was awarded the previous 2 fiscal years as a result of the additional \$2 million in Conservation Technical Assistance (CTA) funds provided by the legislature. We are very pleased with this increase and have no doubt that districts will be able to put it to good use to increase capacity. Also of note is that the Orca/Salmon funding remains in our budget without the proviso language limiting it to Orca/Salmon activities. The additional CTA funds were also designated to be ongoing funds beyond the upcoming biennium. You should be seeing a formal award notification in the near future.

Our Natural Resources Investments (NRI) program was awarded at \$4 million – pretty much the status quo from recent biennia. Revisions to the NRI program were approved by the Commission at the May meeting. As part of those changes, districts will have the opportunity to apply for an equal share of funds to be prioritized for project work at the local level – we anticipate roughly \$80,000 +/- will be available for each district to apply for but we should have a notice with the exact amount out soon. The link to the recorded webinar should be included in the NRI notification we expect to be sent out soon.

Mike mentioned that SCC will be holding a grant vouchering and cost share training on July 17th at 9:00 AM. In addition, there are a few great sessions scheduled for WADE in the Administrative and Leadership tracks that could be helpful.

There are some proposed revisions to the Elections Manual currently out for comment by July 9th. As mentioned, these changes are limited to our current elections process – the joint WACD/SCC committee on elections reform continues to meet to discuss the higher level and longer-term aspects of changes to CD elections.

Cecily Van Cleve, *Far Corner Communications*

Currently works with Stevens and Ferry County Conservation Districts on their Smartsheets, meetings and in-general with VSP. Previously worked at Stevens County CD for two years. Mainly looking at contracting with POCD for Smartsheet implementation. For all three districts, she will be going through the certification process for Smartsheets, using Ferry County's license. Cecily would also be able to help with grant applications for POCD. Alex added that the great thing about working with Cecily is she would create a system of work for the tri-county area, and she is familiar with the area and conservation districts. Cecily would set up a system that would make it easier, for example, to understand the treasurer's report. Alex also noted that at the VSP workgroup meeting held earlier in the day, funds were allocated to be spent on applying for grants. Due to lack of time for current staff, Cecily would be an asset in helping with those.

Mark Simpson, *USDA NRCS*

Mark introduced Stan Janowicz as the new district conservationist. His boss and the area conservationist, John George, took a position in Nevada and this is his last day. The acting area conservationist for 30 days will be the district conservationist from Spokane. Also, EQIP applications will need to be in early this year. Last year was November 20, this year is October 7. Mark has been working on a Conservation Stewardship Program (CSP) contract for two half-acre enhancements: Pollinator Habitat & Wildlife Habitat. Mark also has a large wetland project starting soon.

Stan Janowicz, *NRCS District Conservationist NE Area Team*

Stan gave some background on himself, including his work at NRCS for 33 years, mostly as a forester out of Okanogan. He has been the district conservationist for 3 counties for over a year, first in a temporary position, but has been in the permanent position since November. Adding to what Mark said, CSP is meant to reward farmers, ranchers, producers for doing a good job and enhance things they are already doing. In addition to EQIP, last week released a drought recovery assistance program, with a deadline Aug. 19. Short timeline because they are using FY21 money. Discussion ensued regarding short timeframe and eligibility for funding.

Old Business

Alex Case-Cohen, Action item: Streambank Stabilization Project Approval –

Streambank Stabilization Project Approval: Jason McQuinn (Bear Paw Camp), Rick O'Brien (Sunnyside Dr.) and update. Alex gave brief overview of projects. See attachments E, F. Motion to approve made by Randall Leestma, seconded by Kevin Bush. Motion carried.

Alex Case_Cohen, Action item: Review and approve deliverables for Alkire Collab –

Review and approve deliverables for July 1 – December 31, 2021. Alex gave brief overview. See attachment G. Motion made by Kevin Bush, seconded by Randall Leestma. Motion carried.

John Floyd, Action item: Building Update –

John proposed options for moving forward on building repairs. See attachment H. Motion by Kevin Bush to approve John Floyd moving forward with building improvements: window and lights fixed, and installation of outside light, amended to include options of two single-quote MRSC documents. Seconded by Randall Leestma. Motion carried.

Alex Case-Cohen, Action item: POCD and POC site rental agreement –

Review and approval of site rental agreement with Pend Oreille County for storage of All-Purpose Seeder. See attachment I. Motion by Randall Leestma to approve site rental agreement, seconded by Kevin Bush. Motion carried.

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

Mary discussed latest Purple Air installments by Tri-County Health. Alex pulled up map showing current locations and air quality.

New Business

Action Item: Approve Contract with Far Corner Communications –

See attachment J. Motion to approve contract with Far Corner Communications made by Randall Leestma, seconded by Kevin Bush. Motion carried.

Action Item: Approve FY22 Hazard Mitigation Addendum – See attachment K. Motion to approve FY22 Hazard Mitigation Addendum made by Randall Leestma, seconded by Kevin Bush. Motion carried.


Action item (added during meeting): Appoint Jon Paul Driver as Associate Supervisor – Motion to appoint Jon Paul Driver as POCD Associate Supervisor made by Kevin Bush, seconded by Randall Leestma. Motion carried.

Manager's Report – Alex Case-Cohen, See Attachment N

Treasurer's Report for June July – See attachments L,M

Tabled to next meeting.

Meeting Adjourned: 7:23 p.m.

 10/21/2021
Alex Case-Cohen, POCD District Manager

 10/21/2021
John Floyd, acting POCD Board Chair



Pend Oreille Conservation District
Manager's Report
June 2021

HIGHLIGHTS

OPERATIONS UPDATE

- **2021 Annual Plan of Work** – Annual Plan of Work was submitted on May 28th, meeting the deadline.
- **2020 State Auditor's Annual Financial Report (Attachment 1)** – This was completed and submitted the last week before the deadline.
- **Building Maintenance** – This month, we had a major plumbing issue take place that required immediate work. We were able to remedy the issue today, but this issue requires more work on the sewer line in the adjacent park. This highlights the mounting building/maintenance issues we are having. Especially if we have hopes to grow, this building in its current state will not suffice for the needs of the District. John has been tasked with reaching out to 3 more contractors to get a bid on renovating the building. Still, we've only have had one contractor make contact and come on-site. We have not yet received a bid from this contractor, though he is in the process of starting a new business.
 - **Staffing** – Mary Malon, the shared outreach and education person with the POCWB has begun working as our education and outreach specialist. She has been on site visits with me, has assisted in the office, and she's already been tasked with small projects, like the community garden with the Newport Library. Dyana has re-organized our physical files, freeing up space and making it easier to read and reference our files. started working with the District on Tuesdays. So far, she has reorganized all board meeting packets into smaller 6-part folders. Her next project will be to reorganize grant binders into the same 6-part folders for our most recent grants. All inactive grants dated before 2018 will be stored upstairs. At our next special meeting, we will need to discuss what staffing will look like in the next biennium.
 - **Budget** – Please review the budget (Attachment 2). At our upcoming special meeting, we will need to discuss our budget moving into the new fiscal year.

PROGRAMS

1.) WSCC Implementation Funding Activity:

For Implementation, we have \$7,272.01 left. We have a surplus of Orca/Salmon Recovery funds to spend. Some ideas I have are to support the Weed Board on their Aquatic Invasive Species efforts, particularly with their upcoming workshop, and making a video of our previous streambank stabilization efforts. The rest will be spent on administrative/management work and IT.

2.) WSCC Natural Resource Investments Funding Activity:

I participated in a webinar last week explaining changes with the NRI grant for the upcoming biennium. Fortunately, these funds can be spent on more than 1 project per fiscal year; however, the exact amount we will receive is not yet fully determined.

3.) POPUD Erosion Control and Cottonwood Funding:

For this calendar year, there are only 4 potential projects that may qualify for Erosion Control and Cottonwood funding. This is because many landowners have not submitted their permits or cannot find contractors for this year. At our July meeting, we will vote on potential projects for this year's work window.

4.) WSCC Professional Engineering Funding Activity:

Almost all of our projects are wrapped up for the year; there is still one outstanding project that may require additional work.

5.) POC Voluntary Stewardship Implementation Funding Activity:

- Projects for the biennium are wrapping up! There are currently 5 completed projects and 3 outstanding projects. We've approved and vouchered for the 5 completed projects, which we will discuss today.
- Unfortunately, we still do not have an approved contract from the county. We will host a special meeting immediately after receiving an approved contract from their prosecutor to review and approve the contract. This will allow us to pick up the trailer and to have the seeder delivered.
- Please reference the budget for the rest of the fiscal year (Attachment 3). The workgroup is now reviewing the purchase of additional items equaling over \$12,000; this means we will return closer to \$15,000 to the SCC.

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

We are working with Dyana to wrap up the grant with the Weed Board. All work has been completed; we just need to submit the final reports.

7.) Soil Health Stewards:

- Kevin and I attended a field day in the Northport area on Saturday, May 15th. We toured 3-4 sites and answered questions on managing pasture and hayground in the area's microclimate.
- We hosted our first field day in Pend Oreille County on May 22nd. We first toured Kevin Bush's property with a focus on his bale grazing and his silvopasture system. Next, we visited Dalkena Highlands and observed the amount of weeds in their bale grazing study. Finally, we took a look at Jon Paul Driver's no-till planting of oats. We had over 15 landowners in attendance. The Northeast Washington Soil Health Stewards hosted a virtual meeting on Saturday April 17th.

FUTURE DATES

- End of Fiscal Year – June 30th, 2021
- Special Meeting – mid-June (TBD)
- July Meeting – July 8th, 2021
- Submit all contracts and addendums to WSCC – end of July, 2021

District Manager

Alex C-C

Date 6/04/2021

ANNUAL REPORT CERTIFICATION

Pend Oreille Conservation District
(Official Name of Government)

2417
MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor’s Office
For the Fiscal Year Ended 12/31/2020

GOVERNMENT INFORMATION:

Official Mailing Address	<u>PO Box 465</u>
	<u>Newport, WA 99156-0465</u>
Official Website Address	<u>www.pocd.org</u>
Official E-mail Address	<u>alexcc@pocd.org</u>
Official Phone Number	<u></u>

AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:

Audit Contact or Preparer Name and Title	<u>Candy Roman District Manager</u>
Contact Phone Number	<u>509-447-1155</u>
Contact E-mail Address	<u>candy.lammon@conserveva.net</u>

I certify 27th day of May, 2021, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Signatures
Candy Roman (candy.lammon@conserveva.net)

Pend Oreille Conservation District
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2020

		001 General Fund
		<hr/>
Beginning Cash and Investments		
308	Beginning Cash and Investments	15,967
388 / 588	Net Adjustments	2,822
Revenues		
320	Licenses and Permits	-
330	Intergovernmental Revenues	208,843
340	Charges for Goods and Services	-
350	Fines and Penalties	-
360	Miscellaneous Revenues	11,621
Total Revenues:		<hr/> 220,464
Expenditures		
550	Natural/Economic Environment	203,942
Total Expenditures:		<hr/> 203,942
Excess (Deficiency) Revenues over Expenditures:		<hr/> 16,522
Other Increases in Fund Resources		
391-393, 596	Debt Proceeds	-
397	Transfers-In	-
385	Special or Extraordinary Items	-
381, 382, 389, 395, 398	Other Resources	104
Total Other Increases in Fund Resources:		<hr/> 104
Other Decreases in Fund Resources		
594-595	Capital Expenditures	-
591-593, 599	Debt Service	-
597	Transfers-Out	-
585	Special or Extraordinary Items	-
581, 582, 589	Other Uses	-
Total Other Decreases in Fund Resources:		<hr/> -
Increase (Decrease) in Cash and Investments:		<hr/> 16,626
Ending Cash and Investments		
50821	Nonspendable	-
50831	Restricted	-
50841	Committed	-
50851	Assigned	-
50891	Unassigned	35,411
Total Ending Cash and Investments		<hr/> 35,411

The accompanying notes are an integral part of this statement.

FINANCIAL NOTE TO MEMBERS ANNUAL REPORT 2020

The following is a financial note to incorporate in your annual/financial report. This note satisfies the State Auditor's requirement regarding pool membership and self-insurance.

Financial Note to Enduris Member Financial Statements

Pend Oreille Conservation District is a member of Enduris. Chapter 48.62 RCW provides the exclusive source of local government entity authority to individually or jointly self-insure risks, jointly purchase insurance or reinsurance, and to contract for risk management, claims, and administrative services. The Pool was formed July 10, 1987 pursuant to the provisions of Chapter 48.62 RCW, Chapter 200-100 WAC, and Chapter 39.34 RCW when two counties and two cities in the State of Washington joined together by signing an interlocal governmental agreement to fund their self-insured losses and jointly purchase insurance and administrative services. As of August 31, 2020, there are 547 Enduris members representing a broad array of special purpose districts throughout the state. Enduris provides property and liability coverage as well as risk management services and other related administrative services.

Members make an annual contribution to fund the Pool and share in the self-insured retention. The self-insured retention is:

- \$1,000,000 self-insured retention on liability loss - the member is responsible for the first \$1,000 of the amount of each claim, while Enduris is responsible for the remaining \$999,000 on a liability loss.
- \$250,000 self-insured retention on property loss - the member is responsible for the first \$1,000 of the amount of each claim, while Enduris is responsible for the remaining \$249,000 on a property loss. For property losses related to boiler and machinery Enduris is responsible for the first \$4,000 of the claim.

Enduris acquires reinsurance from unrelated insurance companies on a "per occurrence" basis to cover all losses over the self-insured retentions as shown on the policy maximum limits. Liability coverage is for all lines of liability coverage including Public Official's Liability. The Property coverage is written on an "all risk", blanket basis using current Statement of Values. The Property coverage includes but is not limited to mobile equipment, boiler and machinery, electronic data processing equipment, business interruption, course of construction and additions, property in transit, fine arts, cyber and automobile physical damage to insured vehicles. Liability coverage limit is \$20 million per occurrence and property coverage limit is \$800 million per occurrence. Enduris offers crime coverage up to a limit of \$1 million per occurrence.

Since Enduris is a cooperative program, there is joint liability among the participating members.

The contract requires members to remain in the Pool for a minimum of one year and must give notice 60 days before terminating participation. The Master Agreement (Intergovernmental Contract) is automatically renewed after the initial one (1) full fiscal year commitment. Even after termination, a member is still responsible for contribution to Enduris for any unresolved, unreported and in-process claims for the period they were a signatory to the Master Agreement.

Enduris is fully funded by its member participants. Claims are filed by members with the Pool and are administered in house.

The Pool is governed by a Board of Directors which is comprised of seven board members. The Pool's members elect the Board and the positions are filled on a rotating basis. The Board meets quarterly and is responsible for conducting the business affairs of Enduris.

Enduris did not have any claim settlements that exceeded the limits in the last 3 years.

Pend Oreille Conservation District

Schedule 01

For the year ended December 31, 2020

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2417	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	\$6,029
2417	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	(\$6,296)
2417	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	\$5,261
2417	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	\$3,300
2417	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	\$20,021
2417	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	(\$8,841)
2417	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	\$4,208
2417	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	\$757
2417	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	(\$5,029)
2417	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	(\$2,459)
2417	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	\$104
2417	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	(\$1,088)
2417	001	General Fund	3340330	State Grant from Conservation Commission	\$41,250
2417	001	General Fund	3340330	State Grant from Conservation Commission	\$57,685
2417	001	General Fund	3340330	State Grant from Conservation Commission	\$24,742
2417	001	General Fund	3340330	State Grant from Conservation Commission	\$68,979
2417	001	General Fund	3340330	State Grant from Conservation Commission	\$3,071
2417	001	General Fund	3340330	State Grant from Conservation Commission	\$616
2417	001	General Fund	3370000	Local Grants, Entitlements and Other Payments	\$12,500
2417	001	General Fund	3611100	Investment Earnings	\$2
2417	001	General Fund	3625000	Rents and Leases	\$9,779
2417	001	General Fund	3625000	Rents and Leases	\$1,840
2417	001	General Fund	5531010	Soil and Water Conservation	\$2,100
2417	001	General Fund	5531010	Soil and Water Conservation	\$8,050
2417	001	General Fund	5531010	Soil and Water Conservation	\$4,039

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2417	001	General Fund	5531010	Soil and Water Conservation	\$13,079
2417	001	General Fund	5531010	Soil and Water Conservation	\$3,919
2417	001	General Fund	5531010	Soil and Water Conservation	\$5,845
2417	001	General Fund	5531010	Soil and Water Conservation	\$2
2417	001	General Fund	5531010	Soil and Water Conservation	\$264
2417	001	General Fund	5531020	Soil and Water Conservation	\$4,812
2417	001	General Fund	5531020	Soil and Water Conservation	\$1,226
2417	001	General Fund	5531020	Soil and Water Conservation	\$2,806
2417	001	General Fund	5531020	Soil and Water Conservation	\$190
2417	001	General Fund	5531020	Soil and Water Conservation	\$942
2417	001	General Fund	5531020	Soil and Water Conservation	\$3
2417	001	General Fund	5531020	Soil and Water Conservation	\$35
2417	001	General Fund	5531120	Soil and Water Conservation	\$1,053
2417	001	General Fund	5531130	Soil and Water Conservation	\$228
2417	001	General Fund	5531140	Soil and Water Conservation	\$1,160
2417	001	General Fund	5531140	Soil and Water Conservation	\$209
2417	001	General Fund	5531140	Soil and Water Conservation	\$194
2417	001	General Fund	5531140	Soil and Water Conservation	\$1,106
2417	001	General Fund	5531140	Soil and Water Conservation	\$758
2417	001	General Fund	5531140	Soil and Water Conservation	\$4,690
2417	001	General Fund	5531140	Soil and Water Conservation	\$370
2417	001	General Fund	5531240	Soil and Water Conservation	\$30,759
2417	001	General Fund	5531240	Soil and Water Conservation	\$3,794
2417	001	General Fund	5531240	Soil and Water Conservation	\$5,000
2417	001	General Fund	5531540	Soil and Water Conservation	\$702
2417	001	General Fund	5531540	Soil and Water Conservation	\$843
2417	001	General Fund	5531540	Soil and Water Conservation	\$1,124
2417	001	General Fund	5531540	Soil and Water Conservation	\$1,111

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2417	001	General Fund	5531540	Soil and Water Conservation	\$747
2417	001	General Fund	5531540	Soil and Water Conservation	\$596
2417	001	General Fund	5531540	Soil and Water Conservation	\$90
2417	001	General Fund	5531540	Soil and Water Conservation	\$336
2417	001	General Fund	5531540	Soil and Water Conservation	\$40
2417	001	General Fund	5531540	Soil and Water Conservation	\$114
2417	001	General Fund	5531540	Soil and Water Conservation	\$140
2417	001	General Fund	5531540	Soil and Water Conservation	\$434
2417	001	General Fund	5531540	Soil and Water Conservation	\$540
2417	001	General Fund	5531830	Soil and Water Conservation	\$47
2417	001	General Fund	5531830	Soil and Water Conservation	\$1,794
2417	001	General Fund	5531830	Soil and Water Conservation	\$484
2417	001	General Fund	5531830	Soil and Water Conservation	\$352
2417	001	General Fund	5531830	Soil and Water Conservation	\$863
2417	001	General Fund	5531830	Soil and Water Conservation	\$808
2417	001	General Fund	5531840	Soil and Water Conservation	\$337
2417	001	General Fund	5531840	Soil and Water Conservation	\$711
2417	001	General Fund	5531840	Soil and Water Conservation	\$9,931
2417	001	General Fund	5531840	Soil and Water Conservation	\$20,078
2417	001	General Fund	5531840	Soil and Water Conservation	\$48,747
2417	001	General Fund	5531840	Soil and Water Conservation	\$63
2417	001	General Fund	5531840	Soil and Water Conservation	\$13,296
2417	001	General Fund	5531840	Soil and Water Conservation	\$503
2417	001	General Fund	5531840	Soil and Water Conservation	\$1,558
2417	001	General Fund	5531840	Soil and Water Conservation	\$575
2417	001	General Fund	5531840	Soil and Water Conservation	\$246
2417	001	General Fund	5531840	Soil and Water Conservation	\$99
2417	001	General Fund	5089100	Unassigned Cash and Investments - Ending	\$1,117

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2417	001	General Fund	5089100	Unassigned Cash and Investments - Ending	\$37,129
2417	001	General Fund	5089100	Unassigned Cash and Investments - Ending	(\$4,456)
2417	001	General Fund	5089100	Unassigned Cash and Investments - Ending	\$7,815
2417	001	General Fund	5089100	Unassigned Cash and Investments - Ending	\$14,751
2417	001	General Fund	5089100	Unassigned Cash and Investments - Ending	(\$4,350)
2417	001	General Fund	5089100	Unassigned Cash and Investments - Ending	\$4,025
2417	001	General Fund	5089100	Unassigned Cash and Investments - Ending	(\$4,561)
2417	001	General Fund	5089100	Unassigned Cash and Investments - Ending	\$2
2417	001	General Fund	5089100	Unassigned Cash and Investments - Ending	(\$1,929)
2417	001	General Fund	5089100	Unassigned Cash and Investments - Ending	(\$836)
2417	001	General Fund	5089100	Unassigned Cash and Investments - Ending	(\$13,296)
2417	001	General Fund	3899100	Holding and Clearing Account Transactions	\$104
2417	001	General Fund	5881000	Prior Period Adjustment (s)	(\$2,822)

Pend Oreille Conservation District
Schedule of Liabilities
For the Year Ended December 31, 2020

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
Revenue and Other (non G.O.) Debt/Liabilities						
259.12	Compensated Absences		4,430	-	4,134	296
264.30	pension liabilities		651	-	111	540
Total Revenue and Other (non G.O.) Debt/Liabilities:			5,081	-	4,245	836
Total Liabilities:			5,081	-	4,245	836

Pend Oreille Conservation District
SCHEDULE OF STATE FINANCIAL ASSISTANCE (unaudited)
For Fiscal Year ended December 31, 2020

Grantor	Program Title	Identificaton Number	Amount
State Grant from Department of Ecology			
	Ecology Awuatic INvasive Plant WQ Fund	WQAIO_2020_00012 PeOrCoDi	391
Sub-total:			391
State Grant from Other State Agencies			
	Pud Erosion Control Cottonwood Fund	20PUDECCW	8,071
	POC FY20-21 Voluntary Stewardship Grant	20-21 38VSP	63,531
Sub-total:			71,602
State Grant from Conservation Commission			
	SCC FY 20-21 Natureal Resources Investment Grant	20-21NRI	37,661
	SCC IMP Grant FY21	21-38-IMP	32,811
Sub-total:			70,472
Grand total:			142,465

Pend Oreille Conservation District, 121 N Washington Ave, PO Box 465, Newport, WA. (509)447-1155, doesn't have a labor relations consultant on staff.

4.8.7.50 The schedule is required to be filed with the State Auditor's Office whether or not your local government has labor relations consultants. Prepare a schedule for each consultant. Alternative formats are acceptable, including spreadsheets, as long as the required information is provided.

LOCAL GOVERNMENT RISK-ASSUMPTION
For the Year Ended December 31, 20__

1. no Does the entity self-insure for any class of risk, including liability, property, health and welfare, unemployment compensation, workers' compensation? (yes/no)

If NO, STOP, you do not need to complete the rest of this Schedule.

If YES, continue below.

- a. Which class of risk does the entity self-insure? Check all that apply.
- i. Liability
 - ii. Property
 - iii. Health and Welfare (medical, vision, dental, prescription)
 - iv. Unemployment Compensation
 - v. Workers' Compensation
 - vi. Other - please describe: _____
- b. Does the entity self-insure as an individual program? (yes/no)
- i. If answered YES, does the entity allow another separate legal entity into its self-insurance program(s)? (yes/no) For example, employees of a different organization participate in a health and welfare program of a city.

If so, list the entity or entities: _____
- c. Does the entity self-insure as a joint program? (yes/no)
- If answered YES, list the other member(s): _____

2. _____ Does the entity administer its own claims? (yes/no)
3. _____ Does the entity contract with a third party administrator for claims administration? (yes/no)
4. _____ Did the entity receive a claims audit in the last three years, regardless of who administered the claims? (yes/no)
5. _____ Were the program's revenues sufficient to cover the program's expenses? (yes/no)
6. _____ Did the program use an actuary to determine its liabilities? (yes/no)

EXAMPLE

Description of Risk Type	Number of claims received during the period	Number of claims paid during the period	Total amount of claims paid during the period
Liability (automobile)	354	279	\$104,366

Description of Risk Type	Number of claims received during the period	Number of claims paid during the period	Total amount of claims paid during the period

Pend Oreille Conservation District
Schedule 22 - Audit Assessment Questionnaire (unaudited)
For Fiscal Year ended December 31, 2020

Reference	#	Question	Answer	Explanation
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INSTRUCTIONS FOR PREPARER

The term "governing body" is used in this Schedule 22 to describe the elected or appointed governing board of your government. If the government preparing this questionnaire did not have any financial activity during the reporting year, please return to the first step of the annual report and select "no" when asked if you'll be reporting financial activity. For additional assistance with the Schedule 22, please click the "help" button.

For **guidance** to these questions, please refer to the document at, <https://sao.wa.gov/bars-annual-filing/bars-reporting-templates/>

Please click, "[Next](#)," to begin the Schedule 22. You may use the numbers above circled in blue to quickly navigate to a specific section of the Schedule 22. As with the rest of the Annual Report submission, it does not need to be completed all at once; you may leave and return to the Schedule 22 as needed.

FINANCIAL ACTIVITY MONITORING AND OVERSIGHT

1	Please indicate which of the following best describes the accounting system of the government: A) Rely on the County Treasurer (no other accounting software used B) Other accounting software (i.e. QuickBooks, BIAS, Vision, Excel, etc.).	(B)	
2	Does the government use their own bank accounts in lieu of or in addition to the County Treasurer? If yes, please attach year-end bank statement.	Yes	Attachments Mt West Checking Dec 2020.PDF Mt West leave acct Oct Nov Dec 31 2020.pdf WaFed Checking Dec 2020.pdf WaFed Savings Dec 2020.pdf

Reference	#	Question	Answer	Explanation
	3	Please disclose the accounting software the government use.	BIAS	
	4	Please describe the government's reconciliation of their bank accounts (County Treasurer and transmittal) to the accounting records. Include the personnel responsible for performing the reconciliation and the personnel responsible for reviewing the reconciliation. Note: the job position/title is sufficient for the identification purpose.	Use BIAS software bank reconciliation against bank statements. Admin entering information. District manager reviews with also Board members at each monthly board meeting	
	5	Entries Process - please describe the process to record journal entries into the government's general ledger and, if applicable, the process for reviewing and monitoring the journal entries being posted, both during the year and at year-end. Note: include the job position/title of the person responsible for posting and reviewing the entries.	enter all deposits per date deposited with receipt numbers, add all accounts payable per date paid. Admin enters information/District manager/Board members review monthly .	
	6	Please indicate which of the following best describes the government's own internal accounting system: A) It uses the BARS chart of accounts; B) It uses a chart of accounts that is compatible with BARS; C) It uses a chart of accounts that requires manual adjustments to file the Schedule 01;	(A)	
	7	Does the Board receive and review monthly financial reports? Such as, cancelled checks, financial reports from the county, expenditure listings, bank accounts or petty cash activity. If yes, please describe what is reviewed and how often.	Yes	Treasures report, Bank Reconciliation and bank statements, Warrant/check register & receipt registers. Once a month before board meetings

Reference	#	Question	Answer	Explanation
	8	Preparation of Financial Reports - please describe the process or procedure for the preparation of financial statements (including the Schedule 01). Please identify any significant changes that occurred since the prior year (ex: staff turnover).	Download from BIAS each of the schedules needed for audit, upload to SAO site. Go over schedule 22 questionnaire with District manager/board members.	
	9	Has the government contracted out for, or recently assumed responsibility for, any major governmental function? For example, contracts for accounting services, janitorial/grounds keeping or other maintenance contracts or the government now performs fire protection services for another government or assumes a new water system from another government. Includes annexations. If yes, please explain.	No	
PERMANENT FILES				
	10	Please check all boxes that occurred during the fiscal year:	None	
	15	Did the government make any significant updates to administrative, personnel, or financial policies? If yes, please attach the newest policy.	No	
	16	Did the government enter into, or modify any existing, interlocal agreements? If yes, please attach.	Yes	Attachments PacificCD POCD MOA no.pdf
	17	Does the government have a system or process to record information about its capital assets, including buildings, equipment, etc.? If yes, please describe the process for tracking.	Yes	Yearly inventory with updating Enduris Insurance policy.
MATERIAL COMPLIANCE REQUIREMENT				
	18	Did the government receive any non-SAO audits during the year (including the work of internal auditors)? If yes, please attach related report.	No	

Reference	#	Question	Answer	Explanation
	19	Is the government currently involved in any lawsuits? We may be requesting an update on the status of legal matters during the audit.	No	
	20	Are there any licensing, regulatory, contracting, or granting agencies with the ability to impose material penalties that would play a role in the government's ability to continue? Examples may include Department of Health; FEMA. If so, please list the agency that could impose them.	No	
REVENUES AND EXPENDITURES				
	21	Please describe any new sources of revenues or expenditure streams (new activities, special levies, state or federal grants, leases, etc.), or state that there were none.	none	
	22	Were there any rate increases during the audit period?	No	
	23	Attach rate and fee schedules in effect during the fiscal year.	Not Applicable	
	24	Does the government receipt cash locally (using its own staff, issuing receipts) or use a third party vendor to bill or receipt payments? Please check all that apply.	Receipts Locally	
	25	Cash Receipting - Please list the locations where revenues are receipted.	121 N. Washington Ave, Newport WA 99156	
	26	Does the government deposit funds on a daily basis?	Yes	
	28	Please check all that apply to the government and list the authorized balance for each fund or account:	None	
	37	What types of EFT/ACH payment does the government make? (i.e. payroll, direct deposit, employee reimbursements, wire transfers, AP vendor payments, etc.). Please list them in the box below.	EFT payment for 941 taxes and vendor payments for monthly basic bills to run offic	

Reference	#	Question	Answer	Explanation
	38	Does the government incur payroll costs?	Yes	
	39	Please describe the governing body's process to review payroll expenses and include how many employees the government has.	one employee "District Manager" puts in hours in BIAS. Admin does a draw on the 15th of the month. And last day of the month. Two board members review timesheet and signs the payroll check. Reviews all payroll taxes due monthly or quarterly when needed.	
	40	Please mark all that apply to the government:	Credit Card(s)	
	42	Please attach a list of physical credit cards the government has. (Note: do not include credit card numbers. Please include institution, credit card limit, etc.)	Attached	Attachments US bank lilmit for 2020 SAO audit.docx
	44	Does the government receive any funds from state or federal grantors? If yes, please attach the grant agreements for the reporting year.	Yes	Attachments SCC Master Contract no.pdf
CONSERVATION DISTRICT SPECIFIC QUESTIONS				
<i>Best Practice</i>	81	Does the government have an adopted policy manual that covers the government's operations? If yes, please attach the policy.	Yes	Attachments POCDOP~1.PDF
<i>Advised</i>	82	Has the Board reviewed RCW 89.08, sec. 210 and 220, since the last Schedule 22 was completed?	Yes	
<i>RCW 89.08.341</i>	83	Does the government have current written agreements with all Conservation Partners where resources are exchanged and have they been reviewed in the last 12 months?	Yes	

Reference	#	Question	Answer	Explanation
<i>RCW 4.96.020</i>	84	Has the government established a claims agent with the County Auditor?	Yes	
<i>Advised</i>	85	Have all new supervisors taken advantage of training offered by the Conservation Commission?	Yes	
<i>L&I</i>	86	Were quarterly payments filed with the Department of Labor and Industries and match payroll records?	Yes	
<i>ESD</i>	87	Was unemployment insurance paid for all employees to Employment Security Dept. and payments match payroll records?	Yes	
<i>Advised</i>	88	Does the government have the required posters as shown on the list on the Labor and Industries website?	Yes	
<i>IRS</i>	89	Were payments made to Social Security/Medicare or to a qualified retirement plan and match payroll records?	Yes	
<i>IRS</i>	90	Were employer share and withheld payroll taxes remitted to the Internal Revenue Service and match payroll records?	Yes	
<i>Best Practice</i>	91	Is sales tax listed on a separate line on receipts?	NA	no sale in 2020, but if there was sales tax is listed on a separate line on the receipts
	92	If sales tax was collected, was it remitted to the State Department of Revenue?	NA	No sales tax was collected in 2020
REQUIRED ATTACHMENTS (see instructions for required details)				
<i>Informational</i>	98	Meeting Minutes - Attach the meeting minutes and resolutions for all governing body meetings held during the last year.	See Web Page	Go to pocd.org website.

Reference	#	Question	Answer	Explanation
	99	<p>Please check each that is applicable to the government and attach the third party reports.</p> <p>**Please note: some County Treasurer reports include revenues, expenditures and cash balances in one report and in that case only one report is necessary to attach.</p>	Cash Balance Summary , Detailed Revenue by Source Report	<p>Attachments</p> <p>01-2020 Treas Rep.pdf 02-2020 Treas Rep.pdf 03-2020 Treas Rep.pdf 04-2020 Treas Rep.pdf 05-2020 Treas Rep.pdf 06-2020 Treas Rep.pdf 07-2020 Treas Rep.pdf 08-2020 Treas Rep.pdf 09-2020 Treas Rep.pdf 10-2020 Treas Rep.pdf 11-2020 Treas Rep.pdf 12-2020 Treas Rep.pdf</p>
	99	<p>Please check each that is applicable to the government and attach the third party reports.</p> <p>**Please note: some County Treasurer reports include revenues, expenditures and cash balances in one report and in that case only one report is necessary to attach.</p>	Detailed Revenue by Source Report , Cash Balance Summary	<p>Attachments</p> <p>01-2020 Treas Rep.pdf 02-2020 Treas Rep.pdf 03-2020 Treas Rep.pdf 04-2020 Treas Rep.pdf 05-2020 Treas Rep.pdf 06-2020 Treas Rep.pdf 07-2020 Treas Rep.pdf 08-2020 Treas Rep.pdf 09-2020 Treas Rep.pdf 10-2020 Treas Rep.pdf 11-2020 Treas Rep.pdf 12-2020 Treas Rep.pdf</p>

Reference	#	Question	Answer	Explanation
Informational	100	Cash Receipting Policy - Attach a detailed description of the government's invoicing, cash and check receiving and deposit process. The description should include name of positions completing tasks in the process and all reconciliations and reviews performed. Include a copy of your written Cash and Check Receipting Policy or procedure if you have one. This request applies to all districts that invoice for a service (including third party billing services) or receive funds other than at the county treasurer (including charges for services or goods, fees, donations, grants, etc.).	Attached	Attachments Cash receipting policy.docx
Preparer	102	Please include the below information in the text box (on the right) for the local government personnel who completed the annual report. Name Telephone number E-mail address	Alex Case- Cohen/Candy Roman 509-447-11 55 509-775-3473 ext. 100 alexcc@pocd.org candy.lammon@cons ervewa.net	

VSP Budget June 1, 2021 - June 30, 2021

Table 1			
Remaining VSP Funds: \$98,863.79			
Funding For:	Task	Monthly Rate	Rest of FY total
Pend Oreille Conservation District	Outreach (Lisa)	\$ 550.00	\$ 1,100.00
	Technical Assistance (Alex)	\$ 1,000.00	\$ 1,000.00
	Technical Assistance (potential new hire)	\$ 2,700.00	\$ 2,700.00
	Admin & Finance (Candy)	\$ 1,000.00	\$ 1,000.00
	Admin (Alex)	\$ 1,000.00	\$ 1,000.00
	Travel	\$ 200.00	\$ 200.00
	Implementation Advertising/Supplies	\$ 660.00	\$ 660.00
	VSP Video -- Lisa		\$ 1,000.00
	Reporting (5YR & 2YR)	\$ 2,000.00	\$ 6,000.00
Total		\$ 9,110.00	\$ 14,660.00

Table 4			
Additional Requests	Items	Number	Total Request
1 POC WB	backpack sprayers, power sprayer hoses and handguns	3	\$ 1,345.67
2 POCD	penetrometers, probes, pH/ moisture measure, Conductivity measure	2	\$ 1,124.92
3	Solvita soil master kit plus refills	1	\$ 2,344.00
4 Levi's recommendations	additional equipment for in-the-field monitoring 2 monitors, 1 new phone, 1 GPS tracker, 1 OWL	n/a	\$2,000
5 Technological upgrades	desks for new TA and staff	n/a	\$3,000
6 office upgrades		3	\$3,000
Total			\$ 12,814.59

Table 2	
Potential Cost Share Funds	
Total Projects to be completed (see FY 2020-21 Approved VSP Cost Share Projects spreadsheet for more information)	Total Cost Share (75%) to be spent
8 projects	\$ 40,000.00

Table 3	
Remaining VSP Funds (Funds to be Spent)	\$98,863.79
Expense Estimates (reporting/travel/ advertising/ supplies)	\$ 10,560.00
Staff Time	\$ 4,100.00
Cost Share Allocation	\$ 40,000.00
LandPride All-Purpose Seeder (60 in.)	\$ 9,468.80
Trailer (Fox Trailers)	\$5,000.00
Lawyer help -- writing County and POCD Agreement	\$2,000.00
Additional Requests (Table 4)	\$ 12,814.59
Available Balance (to be returned)	\$14,920.40

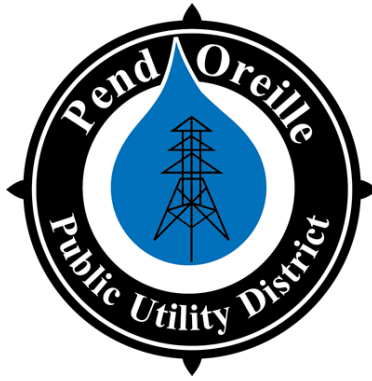
Table 5	
Total funds to be returned	\$14,000

IM Fiscal Year 2021 Budget Analysis

IM Budget May-June 2021		Funds Available: \$7,272.01	
Funding For:	Task	Monthly Rate	Rest of FY total
Staff Time	Orca/Salmon Outreach/Education	\$ 2,000.00	\$ 2,000.00
	Orca/Salmon (Alex)	\$ 2,000.00	\$ 2,000.00
	Admin Tasks (Dyana)	\$ 500.00	\$ 500.00
	Admin/Financials (Candy)	\$ 1,000.00	\$ 1,000.00
	Travel	\$ 50.00	\$ 50.00
	Meetings light refreshments (Mar-June)	\$ 20.00	\$ 20.00
	Building Repairs/Maintenance	\$ 200.00	\$ 200.00
	IT & Variable Expenses	\$ 375.00	\$ 375.00
Other Expenses	Office/Field Supplies	\$ 285.00	\$ 285.00
	Subscriptions	\$ 609.00	\$ 609.00
Total		\$ 4,430.00	\$ 7,039.00

Remaining IM Funds	\$7,272.01
FY Expense Estimates (Other Expenses)	\$ 1,489.00
Staff Time	\$ 5,550.00
Available Balance	\$ 233.01

**Attachment E:
August 2021 O'Brien
PUD-POCD Cost Share
Application**



Contract for Cost Share Funds

This contract contains the following elements:

- District and Landowner Information.
- Natural Resource planning, environmental benefits, locations.
- Contract Term Definitions.
- Contract Assertions.
- Signatures for Landowner and Conservation District.
- Practices to be installed with funding identified.
- Proof of Performance Documentation.

Conservation District:	Pend Oreille	Funding Program:	PUD Erosion Control and Cottonwood Funds
Landowner Referral:	No	Referral Agency:	NA
Landowner Name:	Rick & Chris O'Brien	Farm Address:	NA
Landowner Street Address:	382 Sunnyside Drive	Farm City, ST, ZIP:	NA
City, ST, Zip:	Newport, WA 99156	Phone Number:	(817)673-0979
Farm Name:	NA	Email Address:	N/

Description of Environmental Quality Benefits That are Expected to be Produced by the Practices Installed

Sloping, laying fabric, rip rap placement and the establishments of cottonwoods and other native riparian species will provide water quality benefits by slowing shoreline erosion and providing shade. Roots that establish will hold fine sediment in place during both natural and manmade erosion events. Established woody vegetation creates shaded sections along the river, driving dissolved oxygen levels down and improving fish habitat. Terrestrial fauna will also receive help from the habitat restoration along riparian project areas.

Planned Practice(s) and Calculation of Funding Assistance.

Table 1.

	NRCS Practice Name	NRCS (Natural Resources Conservation Service) Practice Code	Practice Measurement (feet, acres)	Practice Design Life	Total Practice Cost	Landowners Contribution	Funding from Other Sources	Eligible SCC Funding/Maximum Requested
1	Tree and Shrub Establishment	612	NA	15 years	TBD	TBD	NA	N/A
2	Shoreline Stabilization	580	NA	15 year	TBD	TBD	NA	\$5,000.00
3								
4								
5								
TOTALS					\$TBD	\$TBD	\$	\$5,000.00

Annual Proof of Performance Documentation for Each Practice Table 2.

Practice from Table 1		NRCS Code	Practice Design Life	Landowner Responsibility	Due Date	Conservation District Role
1	Tree and Shrub Establishment	612	15 Years	Provide POCD annual access to the project site for the practice design lifespan	Annually	Minimum, bi-annual monitoring of practices for practice design lifespans.
2	Shoreline Stabilization	580	15 year	Provide POCD annual access to the project site for the practice design lifespan	Annually	Minimum, bi-annual monitoring of practices for practice design lifespans.
3						
4						
5						

Landowner and Conservation District Staff Initials for Table 2: _____ Page Break

Contract Definitions:

- *Authorized Conservation District Signer:* Person identified by the Conservation District authorized to obligate the conservation district and reflected on an Authorized Signature Form on file at Washington State Conservation Commission.
- *Best Management Practice:* (BMP) or (Practice) A defined activity or construction activity approved by the NRCS for the purpose of addressing an existing or current natural resources issue.
- *Landowner:* Person entering into a contract with the conservation district. If the Landowner is a Lessee of the property, the contract must also be signed by the legal landowner of the property.
- *Conservation District:* (CD) Special purpose district authorized under RCW 89.08 to assist in the conservation of natural resources in Washington State.
- *Cost Share:* Public funds provided by local, state, federal agencies, and funds provided by private non-governmental organizations, for the purpose of sharing in the expense and encouraging the implementation of Practices for improving and sustaining natural resources.
- *Natural Resource Issue:* An opportunity to sustain or enhance soil, water, air, plants, animals, humans, and energy.

- *NRCS Practice Code*: A code assigned to a Field Office Technical Guide Practice, published by USDA, Natural Resources Conservation Services (NRCS).
- *Practice Design Life*: (Design Life) the described and expected life of NRCS practices if installed correctly and maintained in accordance with the accompanying management plan.
- *Proof of Performance*: An agreed-to method of communicating the ongoing operation and landowner maintenance of a Practice.
- *Termination*: For actions defined in REFUNDS/SALE/TRANSFER/TERMINATION.
- *POCD*: The Pend Oreille Conservation District

Terms of Contract:

AWARD

1. Landowner requests cost-share assistance under POCD programs to install conservation Practices. These Practices are needed to address natural resource issues.
2. Landowner understands the obligation of the conservation district to reimburse expenses incurred is contingent on the availability of funds through competitive local, state and federal grants.
 - a. Landowner further understand the failure to appropriate or allot such funds shall be good cause to terminate this contract.
3. If sufficient cost share funds are made available through POCD by, and if this application is approved for the Practice(s) requested:
 - a. Landowner will be notified by POCD within 30 days from when the project has been approved for funding by the POCD Board of Supervisors.

CD/Landowner initials the information was reviewed with the Landowner: _____

TIMELINE

4. Landowner agrees to the timeline for Practice(s) implementation:
 - a. Landowner agrees to begin project implementation within 365 days of notification in 3(a) or as soon as weather and permit approval allows. If delays of more than 30 days occur, Landowner will keep the CD informed.
 - b. Landowner agrees that if implementation cannot be completed within the allotted timeline, POCD reserves the right to withdraw funding.

CD/Landowner initials the information was reviewed with the Landowner: _____

PERMITS & REVIEWS

5. Landowner agrees to ensure all applicable local, state, and federal permits are obtained for installation of the Practice(s). Landowner understands Practice implementation and subsequent reimbursement will not occur until evidence of obtained permits is provided to CD.
6. Landowner agrees to ensure compliance with State Cultural Resources policy and provide documentation to the CD.

CD/Landowner initials the information was reviewed with the Landowner: _____

REIMBURSEMENT AND ASSIGNMENT OF PAYMENT

7. CD agrees to reimburse Landowner, subject to Landowner's compliance with the conditions of this contract, for eligible expenses which are incurred after the date the funds are made available through POCD.
8. Landowner agrees that in order to receive reimbursement for eligible expenses, installation of the Practices described in Table 1 must have occurred, the installation must have met established NRCS standards and specifications or an alternative Practice design approved by a professional engineer, and, the Practice installation and functionality must be verified and approved by POCD.
9. Landowner understands that they will receive reimbursement for eligible expenses in the form of a check. This check will be made out only to the Landowner after providing POCD (Pend Oreille Conservation District) with "paid" invoices that demonstrate vendors/contractors have been paid in full.

a. If Landowner chooses to utilize an Assignment of Payment option for contractor and vendors, the Landowner understands that contractors and/or vendors will be paid only to the extent the Landowner would have been reimbursed had the Landowner incurred the expenses. The Landowner understands they are responsible for securing all necessary contractor and vendor information on the Assignment of Payment Form, and ensuring all necessary receipts accompany the reimbursement request.

10. Landowner agrees that, in the event the CD has materials or purchases the materials for use on Landowners project, Landowner will provide POCD with a check, reimbursing POCD for the cost of the materials.

11. For Pend Oreille Public Utility District (POPUD) grants, the landowner understands that reimbursement may not occur within the same calendar year; however, if all elements of the project have been completed and meet the requirements listed above, the landowner will receive payment in subsequent years (not to exceed 2 years).

12. CD agrees to provide Landowner with an IRS Form 1099-G for reimbursements in excess of \$600 during the calendar year.

a. If funds are held and subject to reimbursing, an IRS Form 1099-G is **not** required. The reimbursement must be subject to inspection to assure that the work has been completed; the recipient is only reimbursed for actual costs and the granting government maintains appropriate documentation to support reimbursement.

CD/Landowner initials the information was reviewed with the Landowner: _____

LANDOWNER MAINTENANCE & RESPONSIBILITIES

12. Landowner agrees to maintain and operate the Practice(s) for its Design Life as determined by POCD.

13. Landowner agrees to permit for the duration of its Design Life, on reasonable notice and request from the CD, the inspection of the location, maintenance, and monitoring, of the long-term condition of the Practice(s).

14. Landowner agrees, for the Design Life of each Practice, to provide the conservation district annual proof of performance documentation, for each practice.

CD/Landowner initials the information was reviewed with the Landowner: _____

REFUNDS/SALE/TRANSFER/TERMINATION

15. Landowner agrees to refund all, or part, of the funding paid to them as prorated by the CD, in addition to any other remedies available by law or in equity, if, before the expiration of each or any Practice Design Life, the contract is terminated because of the any of the following:

a. Landowner fails to expend funds under this contract in accordance with state laws and/or the provisions of this contract.

b. Landowner knowingly or recklessly misrepresents—through falsified signatures, land placement, or any other means—the purpose of or circumstances related to the Practice installation.

c. Landowner destroys or fails to maintain the approved Practice or sells or leases Practice equipment.

d. Landowner relinquishes management or title to the land on which the approved Practice has been established, and the new owner/operator of the land does not agree, in writing, to properly maintain, under the same terms applicable to the Landowner, the Practice for the remainder of its Design Life.

16. Landowner agrees to request of any person(s) to whom the benefitted acres are transferred by sale, lease, or other means, to sign a statement to maintain and continue the Practice for its Design Life under the same terms applicable to the Landowner as a condition of ownership or control.

a. Landowner will notify the CD in writing of any change in ownership or control of the subject property within thirty (90) days of such a change.

17. Written notification to the CD will include:

a. The name of the new landowner.

b. Whether or not the landowner agrees to continue the cost shared Practice, and.

c. If they agree to continue the Practice, a copy of the new landowner-signed statement to maintain and continue the Practice for its remaining Design Life.

18. Landowner also understands that in the event the CD is required to institute legal proceedings to recover any funds used to reimburse my expenses, the conservation district is entitled to its costs thereof, including attorney's fees.

CD/Landowner initials the information was reviewed with the Landowner: _____

SUSPENSION & DEBARMENT

19. Certification Regarding Debarment, Suspension and Ineligibility

The Landowner, by signature to this contract, certifies the Landowner is not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded by any federal department or agency from participating in transactions (debarred). The Landowner also agrees to include the above requirements in any and all subcontracts into which it enters. The Landowner shall immediately notify the CD if, during the term of this contract, the Landowner becomes debarred. The CD may immediately terminate this contract by providing Landowner written notice if Landowner becomes debarred during the term of this contract.

CD/Landowner initials the information was reviewed with the Landowner: _____

This section intentionally blank. Authorized Signatures on Next (Separate) Page.

Page Break

I hereby agree to all descriptions, costs, terms included in this contract for Practice installation(s).

(Note: Numbers indicate order of signatures needed)

LANDOWNER SECTION

Signature of Landowner + (date of application) **(#1)**

Signature of Co-Landowner + (date of application)

Signature of Landowner (if Landowner is Lessee) + (date of application)

*For state DNR lands, the lessee must obtain
signature of the Regional Lease Officer or
designee*

APPROVAL SECTION FOR CONSERVATION DISTRICT

Signature of Conservation District Staff + **#2**
date submitted to Board of Supervisors for approval.

Signature of Authorized Conservation District Signer + **(#3)**
date approved by Board of Supervisors.

----This application is now eligible for funding, once funding is awarded per 3(a), implementation can begin. ----

IMPLEMENTATION CERTIFICATION

Conservation District Staff/Technician **(#4)** date Conservation District Engineer or NRCS Technical Staff

PAYMENT AUTHORIZATIONS

By my signature, I attest all invoices for vendors and contractors associated with the Practices included in this agreement have either been paid in full or an Assignment of Payment is attached. All receipts and invoice copies are included.

Signature of Landowner **(#5)** date

Approved for payment by Authorized Conservation District Signer **(#6)** date

Below is a checklist of program steps and requirements that must be completed and/or submitted before a project will be approved for reimbursement

Submit prior to starting the project:

- ☐ A completed "Box Canyon Reservoir Shoreline Erosion Control Program for Private Lands Funding Qualification Form", Project Description (JARPA application), and pre-restoration photographs.
- ☐ A signed "Box Canyon Reservoir Shoreline Erosion Control Program for Private Lands Program" Summary form (this document).
- ☐ All permits deemed applicable by Pend Oreille County Community Development Department, which may include, **but are not limited to:**
 - ☐ A **Substantial Shoreline Development Permit** from the Pend Oreille County Community Development Department.
 - ☐ A **Hydraulic Project Approval** from Washington State Department of Fish & Wildlife.
 - ☐ An **U.S. Army Corps of Engineers Permit**, when applicable.
 - ☐ An **Aquatic Use Authorization** WA Dept. of Natural Resources, when applicable.

If the project qualifies:

- ☐ Complete the Shoreline Erosion Control Project as permitted.

Submit/complete after all construction and any required plantings are completed:

- ☐ Notify the District and all permit authorities the project is complete.
- ☐ Eligible projects will be inspected for completeness and permit compliance by the District and the County in the fall of each year (October or November). Project approval will be sent to the Applicant.
- ☐ Signed Certificate of Completion and invoices for work accomplished. Invoices should not include costs for docks, walkways, weed control, and/or permits.

Rebates for qualified private landowner(s) projects will be granted to applicants in order of date the Signed Certificate of Completion was received at the District.

*All projects are subject to availability of funding per the District's contribution provisions. The decision to fund landowner(s) projects will be made at the sole discretion of the District.

For more information, please contact: Autumn Rice; arice@popud.org or (509) 447-6720.

I hereby certify that I have read and understand the above criteria for funding of my proposed erosion control project, should my application and accompanying documentation be deemed eligible.

Signed: _____

Richard James OBRIEN
robrien005@aol.com

Date: 7-13-21

382 SUNNYSIDE DR
Newport WA 99156
509-995-7433



Pend Oreille County
Public Utility District

Administrative Offices - P.O. Box
190 • Newport, WA 99156 • (509)
447-3137 • FAX (509) 447-5824
Box Canyon Hydro Project - P.O.
Box 547 • Ione, WA 99139 • (509)
446-3137 • FAX (509) 447-6790



Pend Oreille
Conservation District

P.O. Box 465
121 N. Washington Ave.
Newport, WA 99156
(509) 447-1155
admin@pocd.org
www.pocd.org

QUALIFICATION FORM
Box Canyon Reservoir Shoreline Erosion Control
Rebate Program for Private Lands

LANDOWNER INFO:

NAME	RICHARD JAMES OBRIEN
MAILING ADDRESS	382 SUNNYSIDE DRIVE
CITY, STATE, ZIP	NEWPORT - WA - 99156
PHONE	509-995-7433
EMAIL	robrien005@aol.com

PROPERTY INFO:

ADDRESS	SAME
CITY, STATE, ZIP	SAME
TAX PARCEL NUMBER	SEC 34 TOWN 32, RANGE 45

TO QUALIFY FOR A REBATE, LANDOWNER APPLICANTS MUST ANSWER "YES" BY CHECKING THE BOXES PRECEDING EACH OF THE FOLLOWING QUESTIONS:

- ☒ Yes ☐ No Is this a new erosion control project?
- ☒ Yes ☐ No Are Plans and Project Description including photographs attached OR included in your JARPA?
- ☒ Yes ☐ No Is the project located in a HIGH to MODERATE erosion zone according to the District's Hazard Occurrence Erosion Maps (if not and you think your erosion project may still qualify contact the District).

ESTIMATED PROJECT COST:

FAIR MARKET VALUE OF THE OVERALL PROJECT (LABOR, MATERIALS, ETC.):	\$ 15,000 ⁰⁰
AMOUNT OF REBATE REQUESTED FROM THE DISTRICT (MAXIMUM \$5,000):	\$ 10,000 ⁰⁰

I agree to indemnify and hold harmless Pend Oreille County Public Utility District and any of their agents from any special, indirect, incidental or consequential damages arising out of or in connection with the participation in the Box Canyon Reservoir Shoreline Erosion Control Rebate Program for Private Lands.

Signed: _____

Date: _____

8/3/2021



Pend Oreille County

COMMUNITY DEVELOPMENT DEPARTMENT

P. O. Box 5066 Newport, Washington 99156-5066

Phone: 509-447-4821

Greg Snow
Director

SEPA DETERMINATION OF NONSIGNIFICANCE (DNS)

Project File:	Shoreline Authorization Permit (File No. SA-21-021)
Description of Proposal:	O'Brien Shoreline Stabilization Project
Proponent:	Richard James O'Brien
Of Proposal:	382 Sunnyside Dr. Newport, WA 99156
Location Of Proposal:	382 Sunnyside Dr. Newport, WA 99156 Parcel #: 453234609003 & 453234609004
Lead Agency:	Pend Oreille County Community Development Department

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030 (2) (c). This decision was made after review of a completed SEPA environmental checklist dated May 20, 2021 and other information on file with the lead agency (SEPA, JARPA, and Site Plans). This information is available to the public on request. This DNS is issued under WAC 197-11-355. **The comment period has closed for this project.**

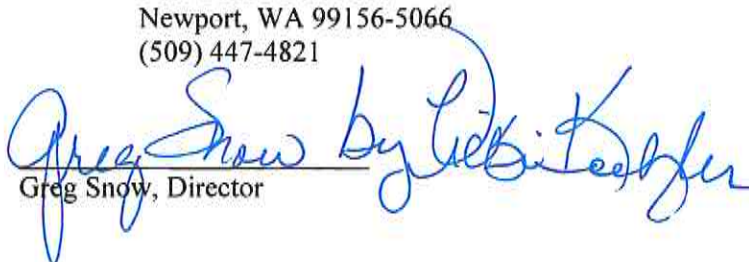
Responsible

Official: Greg Snow

Date: August 3, 2021

Title: Community Development Director

Address: Pend Oreille County Community Development Dept.
Post Office Box 5066
Newport, WA 99156-5066
(509) 447-4821


Greg Snow, Director

Planning, Building & Economic Development



Pend Oreille County

COMMUNITY DEVELOPMENT DEPARTMENT

P. O. Box 5066 Newport, Washington 99156-5066

Phone: 509-447-4821

Greg Snow
Director

Vicki Koehler
Permit Tech

Shoreline Authorization & Floodplain Development Permit

Name: Richard James O'Brien
Address: 382 Sunnyside Dr.
Newport, WA 99156
Contact:
Phone: 509-995-7433
Email: robrien005@aol.com

Date: July 13, 2021
Expiration Date: July 13, 2026
Permit/Exemption #: SA-21-021
FIRM Panel #: 53051C0880C
Flood Zone: AE
Base Flood Elevation: 2,055.0'

Site Location: 382 Sunnyside Dr.
Newport, WA 99156
Parcel #: 453234609003 and 453234609004
Legal Description: 2-56 F6 LOT 4 SUNNYSIDE MEADOWS 1ST 34-32-45
Water Body: Pend Oreille River
Project Description: Shoreline Stabilization

This Development is Exempt Pursuant to WAC 173-27-040 (2) (h) (ii).
A Shoreline Substantial Development Permit (SSDP) is not required for this project.

The following conditions are required pursuant to WAC 173-27-040 (1e):

1. All work and materials shall substantially conform to the location(s), volume, and dimensions described and depicted by the application narrative and site plan submitted to Pend Oreille County on May 20, 2021 except as amended herein or by other jurisdictional agencies.
2. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage with materials and utility equipment resistant to flood damage and shall be anchored to prevent flotation, collapse, or lateral movement of the structure.
3. The use of equipment below the ordinary high-water mark shall be prohibited under this permit (Any activities waterward of the ordinary high-water mark **WILL** require a Hydraulic Project Approval from the Washington State Department of Fish and Wildlife and may require permits

or approvals from the Washington State Department of Natural Resources, United States Army Corp of Engineers, and/or Washington State Department of Archaeology and Historic Preservation.

4. Extreme care shall be taken through the use of a silt-fence to ensure that no petroleum products, hydraulic fluid, sediments, sediment-laden water, chemicals, or any other toxic or deleterious materials are allowed to enter or leach into the waterbody (silt fence and/or straw waddles and other precautions to keep any upland sediments or debris from entering the water are required).
5. All Equipment used in the shoreline buffer shall be free of grease and oil products or shall use an approved vegetable oil lubricant. All Equipment shall be inspected daily for leaks and grease accumulations. Equipment shall be cleaned and repaired as required and records shall be kept.
6. *Issuance of this shoreline authorization does not authorize access onto private property or waive other jurisdictional agency requirements. The permittee shall obtain and comply with all applicable federal and state permit requirements in completing the proposed development.*
7. The structural design of this proposal has not been reviewed by Pend Oreille County and therefore may not meet general life-safety standards.
8. Issuance of this shoreline authorization permit will not create liability on the part of Pend Oreille County or any employee thereof, for any on or off-site injury or damages that may result from this project.
9. When required, all disturbed sites must be restored using native vegetation as soon as work is completed. Caution must be taken to disturb as little area as possible with all proposed work and replant disturbed areas with native plant species approved by the county for use in shoreline buffer.

Consistency Analysis: A Substantial Shoreline Development Permit (SSDP) is not required for this project. WAC 173-27-040 (2) (h) (ii)



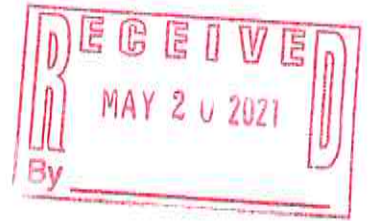
Greg Snow
Community Development Director
Pend Oreille County
Newport, WA 99156

O'Brien Potential Project Photos

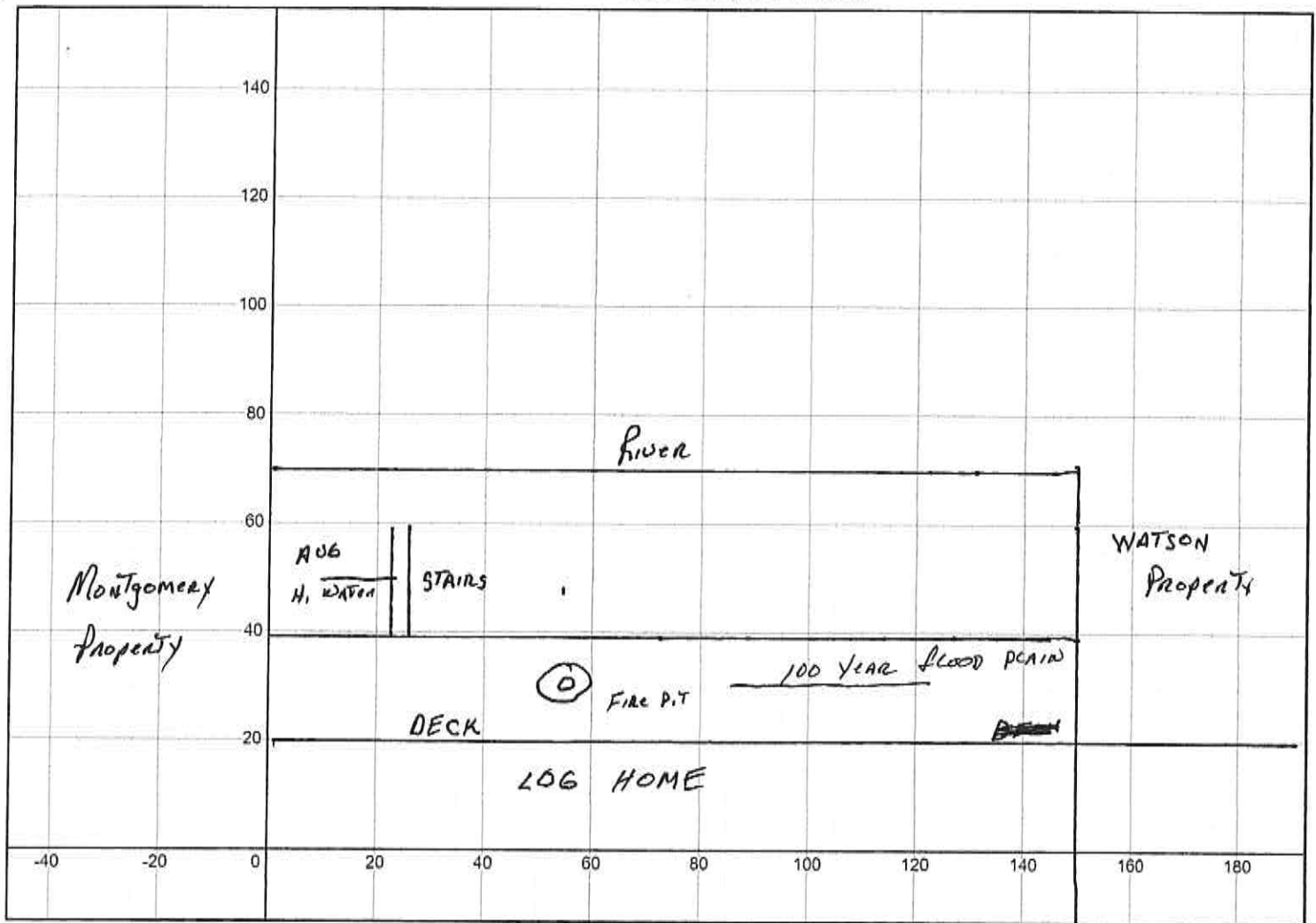




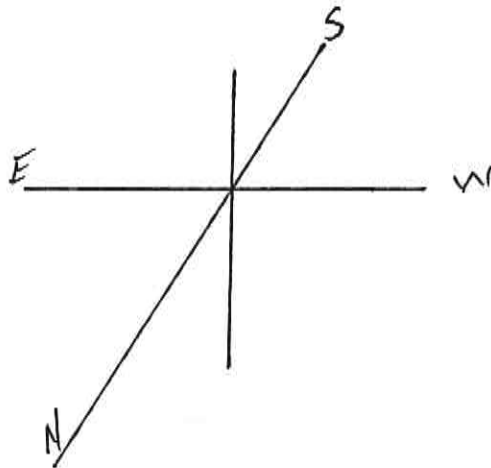
382 Sunnyside Drive



Aerial View



OBRIEN 2 LOTS - 150 ft
River
FRONTAGE



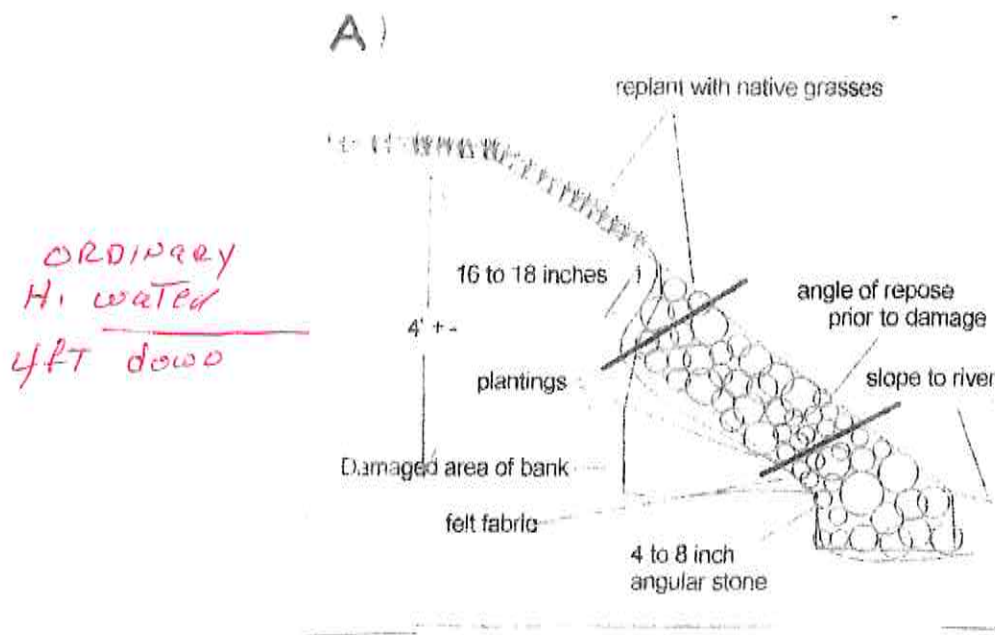


Looking From
Montgomery
property



Fire pit

382 Sunnyside Drive



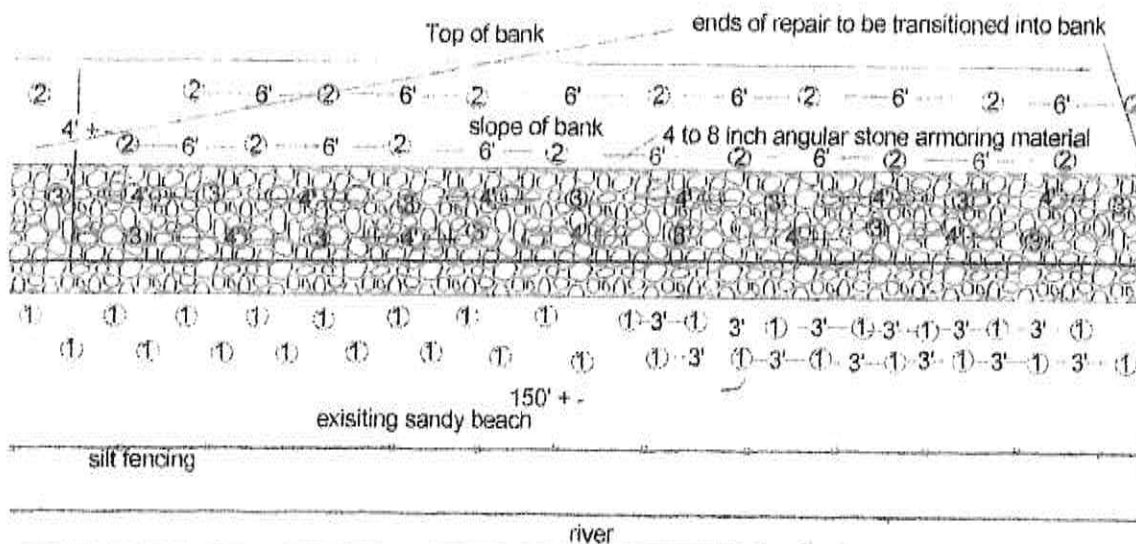
Construction Notes:

Care will be taken not to disturb anymore ground than is required to complete the work. Silt fence to be dug in and placed prior to any work starting. Work to be completed during a window of low water in August prior to Sept 15th. All equipment tracks will be removed after work is complete either machine smooth or hand raked.

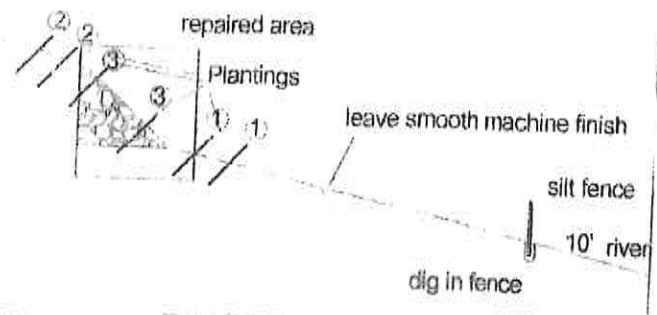
382 Sunnyside Drive

(B)

- 1) Bulrush species, sedge species
- 2) common snowberry, douglas spirea
- 3) willow



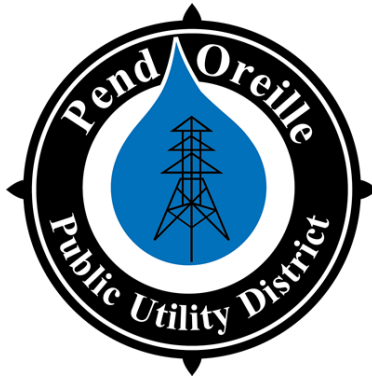
(C)



Construction Notes:

Care will be taken not to disturb anymore ground than is required to complete the work. Silt fence to be dug in and placed prior to any work starting. Work to be completed during a window of low water in August prior to Sept 15th. All equipment tracks will be removed after work is complete either machine smooth or hand raked.

Attachment F
August 2021 McQuinn
PUD-POCD Cost Share
Application



Contract for Cost Share Funds

This contract contains the following elements:

- District and Landowner Information.
- Natural Resource planning, environmental benefits, locations.
- Contract Term Definitions.
- Contract Assertions.
- Signatures for Landowner and Conservation District.
- Practices to be installed with funding identified.
- Proof of Performance Documentation.

Conservation District:	Pend Oreille	Funding Program:	PUD Erosion Control and Cottonwood Funds
Landowner Referral:	No	Referral Agency:	NA
Landowner Name:	Jason & Beth McQuinn	Farm Address:	NA
Landowner Street Address:	581 Bearpaw Drive	Farm City, ST, ZIP:	NA
City, ST, Zip:	Newport, WA 99156	Phone Number:	(425)870-3016
Farm Name:	NA	Email Address:	Mcquinn33@icloud.com

Description of Environmental Quality Benefits That are Expected to be Produced by the Practices Installed

Sloping, laying fabric, rip rap placement and the establishments of cottonwoods and other native riparian species will provide water quality benefits by slowing shoreline erosion and providing shade. Roots that establish will hold fine sediment in place during both natural and manmade erosion events. Established woody vegetation creates shaded sections along the river, driving dissolved oxygen levels down and improving fish habitat. Terrestrial fauna will also receive help from the habitat restoration along riparian project areas.

Planned Practice(s) and Calculation of Funding Assistance.

Table 1.

	NRCS (Natural Resource Conservation Service) Practice Name	NRCS Practice Code	Practice Measurement (feet, acres)	Practice Design Life	Total Practice Cost	Landowners Contribution	Funding from Other Sources	Eligible SCC Funding/Maximum Requested
1	Tree and Shrub Establishment	612	NA	15 years	TBD	TBD	NA	N/A
2	Shoreline Stabilization	580	NA	15 year	TBD	TBD	NA	\$5,000.00
3								
4								
5								
TOTALS					\$TBD	\$TBD	\$	\$5,500.00

Annual Proof of Performance Documentation for Each Practice Table 2.

Practice from Table 1		NRCS Code	Practice Design Life	Landowner Responsibility	Due Date	Conservation District Role
1	Tree and Shrub Establishment	612	15 Years	Provide POCD annual access to the project site for the practice design lifespan	Annually	Minimum, bi-annual monitoring of practices for practice design lifespans.
2	Shoreline Stabilization	580	15 year	Provide POCD annual access to the project site for the practice design lifespan	Annually	Minimum, bi-annual monitoring of practices for practice design lifespans.
3						
4						
5						

Landowner and Conservation District Staff Initials for Table 2: _____ Page Break

Contract Definitions:

- *Authorized Conservation District Signer:* Person identified by the Conservation District authorized to obligate the conservation district and reflected on an Authorized Signature Form on file at Washington State Conservation Commission.
- *Best Management Practice:* (BMP) or (Practice) A defined activity or construction activity approved by the NRCS for the purpose of addressing an existing or current natural resources issue.
- *Landowner:* Person entering into a contract with the conservation district. If the Landowner is a Lessee of the property, the contract must also be signed by the legal landowner of the property.
- *Conservation District:* (CD) Special purpose district authorized under RCW 89.08 to assist in the conservation of natural resources in Washington State.
- *Cost Share:* Public funds provided by local, state, federal agencies, and funds provided by private non-governmental organizations, for the purpose of sharing in the expense and encouraging the implementation of Practices for improving and sustaining natural resources.
- *Natural Resource Issue:* An opportunity to sustain or enhance soil, water, air, plants, animals, humans, and energy.

- *NRCS Practice Code*: A code assigned to a Field Office Technical Guide Practice, published by USDA, Natural Resources Conservation Services (NRCS).
- *Practice Design Life*: (Design Life) the described and expected life of NRCS practices if installed correctly and maintained in accordance with the accompanying management plan.
- *Proof of Performance*: An agreed-to method of communicating the ongoing operation and landowner maintenance of a Practice.
- *Termination*: For actions defined in REFUNDS/SALE/TRANSFER/TERMINATION.
- *POCD*: The Pend Oreille Conservation District

Terms of Contract:

AWARD

1. Landowner requests cost-share assistance under POCD programs to install conservation Practices. These Practices are needed to address natural resource issues.
2. Landowner understands the obligation of the conservation district to reimburse expenses incurred is contingent on the availability of funds through competitive local, state and federal grants.
 - a. Landowner further understand the failure to appropriate or allot such funds shall be good cause to terminate this contract.
3. If sufficient cost share funds are made available through POCD by, and if this application is approved for the Practice(s) requested:
 - a. Landowner will be notified by POCD within 30 days from when the project has been approved for funding by the POCD Board of Supervisors.

CD/Landowner initials the information was reviewed with the Landowner: _____

TIMELINE

4. Landowner agrees to the timeline for Practice(s) implementation:
 - a. Landowner agrees to begin project implementation within 365 days of notification in 3(a) or as soon as weather and permit approval allows. If delays of more than 30 days occur, Landowner will keep the CD informed.
 - b. Landowner agrees that if implementation cannot be completed within the allotted timeline, POCD reserves the right to withdraw funding.

CD/Landowner initials the information was reviewed with the Landowner: _____

PERMITS & REVIEWS

5. Landowner agrees to ensure all applicable local, state, and federal permits are obtained for installation of the Practice(s). Landowner understands Practice implementation and subsequent reimbursement will not occur until evidence of obtained permits is provided to CD.
6. Landowner agrees to ensure compliance with State Cultural Resources policy and provide documentation to the CD.

CD/Landowner initials the information was reviewed with the Landowner: _____

REIMBURSEMENT AND ASSIGNMENT OF PAYMENT

7. CD agrees to reimburse Landowner, subject to Landowner's compliance with the conditions of this contract, for eligible expenses which are incurred after the date the funds are made available through POCD.
8. Landowner agrees that in order to receive reimbursement for eligible expenses, installation of the Practices described in Table 1 must have occurred, the installation must have met established NRCS standards and specifications or an alternative Practice design approved by a professional engineer, and, the Practice installation and functionality must be verified and approved by POCD.
9. Landowner understands that they will receive reimbursement for eligible expenses in the form of a check. This check will be made out only to the Landowner after providing POCD (Pend Oreille Conservation District) with "paid" invoices that demonstrate vendors/contractors have been paid in full.

a. If Landowner chooses to utilize an Assignment of Payment option for contractor and vendors, the Landowner understands that contractors and/or vendors will be paid only to the extent the Landowner would have been reimbursed had the Landowner incurred the expenses. The Landowner understands they are responsible for securing all necessary contractor and vendor information on the Assignment of Payment Form, and ensuring all necessary receipts accompany the reimbursement request.

10. Landowner agrees that, in the event the CD has materials or purchases the materials for use on Landowners project, Landowner will provide POCD with a check, reimbursing POCD for the cost of the materials.

11. For Pend Oreille Public Utility District (POPUD) grants, the landowner understands that reimbursement may not occur within the same calendar year; however, if all elements of the project have been completed and meet the requirements listed above, the landowner will receive payment in subsequent years (not to exceed 2 years).

12. CD agrees to provide Landowner with an IRS Form 1099-G for reimbursements in excess of \$600 during the calendar year.

a. If funds are held and subject to reimbursing, an IRS Form 1099-G is **not** required. The reimbursement must be subject to inspection to assure that the work has been completed; the recipient is only reimbursed for actual costs and the granting government maintains appropriate documentation to support reimbursement.

CD/Landowner initials the information was reviewed with the Landowner: _____

LANDOWNER MAINTENANCE & RESPONSIBILITIES

12. Landowner agrees to maintain and operate the Practice(s) for its Design Life as determined by POCD.

13. Landowner agrees to permit for the duration of its Design Life, on reasonable notice and request from the CD, the inspection of the location, maintenance, and monitoring, of the long-term condition of the Practice(s).

14. Landowner agrees, for the Design Life of each Practice, to provide the conservation district annual proof of performance documentation, for each practice.

CD/Landowner initials the information was reviewed with the Landowner: _____

REFUNDS/SALE/TRANSFER/TERMINATION

15. Landowner agrees to refund all, or part, of the funding paid to them as prorated by the CD, in addition to any other remedies available by law or in equity, if, before the expiration of each or any Practice Design Life, the contract is terminated because of the any of the following:

a. Landowner fails to expend funds under this contract in accordance with state laws and/or the provisions of this contract.

b. Landowner knowingly or recklessly misrepresents—through falsified signatures, land placement, or any other means—the purpose of or circumstances related to the Practice installation.

c. Landowner destroys or fails to maintain the approved Practice or sells or leases Practice equipment.

d. Landowner relinquishes management or title to the land on which the approved Practice has been established, and the new owner/operator of the land does not agree, in writing, to properly maintain, under the same terms applicable to the Landowner, the Practice for the remainder of its Design Life.

16. Landowner agrees to request of any person(s) to whom the benefitted acres are transferred by sale, lease, or other means, to sign a statement to maintain and continue the Practice for its Design Life under the same terms applicable to the Landowner as a condition of ownership or control.

a. Landowner will notify the CD in writing of any change in ownership or control of the subject property within thirty (90) days of such a change.

17. Written notification to the CD will include:

a. The name of the new landowner.

b. Whether or not the landowner agrees to continue the cost shared Practice, and.

c. If they agree to continue the Practice, a copy of the new landowner-signed statement to maintain and continue the Practice for its remaining Design Life.

18. Landowner also understands that in the event the CD is required to institute legal proceedings to recover any funds used to reimburse my expenses, the conservation district is entitled to its costs thereof, including attorney's fees.

CD/Landowner initials the information was reviewed with the Landowner: _____

SUSPENSION & DEBARMENT

19. Certification Regarding Debarment, Suspension and Ineligibility

The Landowner, by signature to this contract, certifies the Landowner is not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded by any federal department or agency from participating in transactions (debarred). The Landowner also agrees to include the above requirements in any and all subcontracts into which it enters. The Landowner shall immediately notify the CD if, during the term of this contract, the Landowner becomes debarred. The CD may immediately terminate this contract by providing Landowner written notice if Landowner becomes debarred during the term of this contract.

CD/Landowner initials the information was reviewed with the Landowner: _____

This section intentionally blank. Authorized Signatures on Next (Separate) Page.

Page Break

I hereby agree to all descriptions, costs, terms included in this contract for Practice installation(s).

(Note: Numbers indicate order of signatures needed)

LANDOWNER SECTION

Signature of Landowner + (date of application) **(#1)**

Signature of Co-Landowner + (date of application)

Signature of Landowner (if Landowner is Lessee) + (date of application)

*For state DNR lands, the lessee must obtain
signature of the Regional Lease Officer or
designee*

APPROVAL SECTION FOR CONSERVATION DISTRICT

Signature of Conservation District Staff + **#2**
date submitted to Board of Supervisors for approval.

Signature of Authorized Conservation District Signer + **(#3)**
date approved by Board of Supervisors.

----This application is now eligible for funding, once funding is awarded per 3(a), implementation can begin. ----

IMPLEMENTATION CERTIFICATION

Conservation District Staff/Technician **(#4)** date Conservation District Engineer or NRCS Technical Staff

PAYMENT AUTHORIZATIONS

By my signature, I attest all invoices for vendors and contractors associated with the Practices included in this agreement have either been paid in full or an Assignment of Payment is attached. All receipts and invoice copies are included.

Signature of Landowner **(#5)** date

Approved for payment by Authorized Conservation District Signer **(#6)** date



Pend Oreille County

COMMUNITY DEVELOPMENT DEPARTMENT

P. O. Box 5066 Newport, Washington 99156-5066
Phone: 509-447-4821

Greg Snow
Director

Vicki Koehler
Permit Tech

Shoreline Authorization & Floodplain Development Permit

Name: Bear Paw Camp
Address: 581 Bear Paw Dr.
Newport, WA 99156
Contact:
Phone: 425-870-3016
Email: bearpawministries@gmail.com

Date: June 23, 2021
Expiration Date: June 23, 2026
Permit/Exemption #: SA-21-022
FIRM Panel #: 53051C0855 C
Flood Zone: AE
Base Flood Elevation: 2,054.0'

Site Location: 581 Bear Paw Dr.
Newport, WA 99156
Parcel #: 443235570002
Legal Description: 3-56 F6 LOT 2 SCHULZ DIV 1ST 35-32-44
Water Body: Pend Oreille River
Project Description: Bank Stabilization

This Development is Exempt Pursuant to WAC 173-27-040 (2) (h) (ii).
A Shoreline Substantial Development Permit (SSDP) is not required for this project.

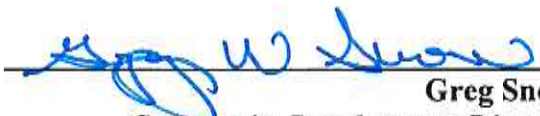
The following conditions are required pursuant to WAC 173-27-040 (1e):

1. All work and materials shall substantially conform to the location(s), volume, and dimensions described and depicted by the application narrative and site plan submitted to Pend Oreille County on June 1, 2021 except as amended herein or by other jurisdictional agencies.
2. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage with materials and utility equipment resistant to flood damage and shall be anchored to prevent flotation, collapse, or lateral movement of the structure.
3. The use of equipment below the ordinary high-water mark shall be prohibited under this permit (Any activities waterward of the ordinary high-water mark **WILL** require a Hydraulic Project Approval from the Washington State Department of Fish and Wildlife and may require permits

or approvals from the Washington State Department of Natural Resources, United States Army Corp of Engineers, and/or Washington State Department of Archaeology and Historic Preservation.

4. Extreme care shall be taken through the use of a silt-fence to ensure that no petroleum products, hydraulic fluid, sediments, sediment-laden water, chemicals, or any other toxic or deleterious materials are allowed to enter or leach into the waterbody (silt fence and/or straw waddles and other precautions to keep any upland sediments or debris from entering the water are required).
5. All Equipment used in the shoreline buffer shall be free of grease and oil products or shall use an approved vegetable oil lubricant. All Equipment shall be inspected daily for leaks and grease accumulations. Equipment shall be cleaned and repaired as required and records shall be kept.
6. *Issuance of this shoreline authorization does not authorize access onto private property or waive other jurisdictional agency requirements. The permittee shall obtain and comply with all applicable federal and state permit requirements in completing the proposed development.*
7. The structural design of this proposal has not been reviewed by Pend Oreille County and therefore may not meet general life-safety standards.
8. Issuance of this shoreline authorization permit will not create liability on the part of Pend Oreille County or any employee thereof, for any on or off-site injury or damages that may result from this project.
9. When required, all disturbed sites must be restored using native vegetation as soon as work is completed. Caution must be taken to disturb as little area as possible with all proposed work and replant disturbed areas with native plant species approved by the county for use in shoreline buffer.

Consistency Analysis: A Substantial Shoreline Development Permit (SSDP) is not required for this project. WAC 173-27-040 (2) (h) (ii)


Greg Snow
Community Development Director
Pend Oreille County
Newport, WA 99156

McQuinn – Bear Paw Camp Potential Project Photos



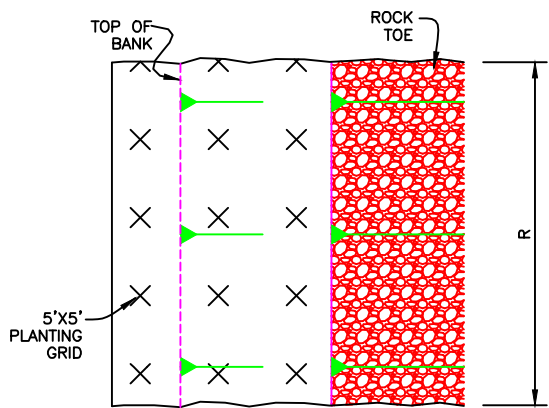




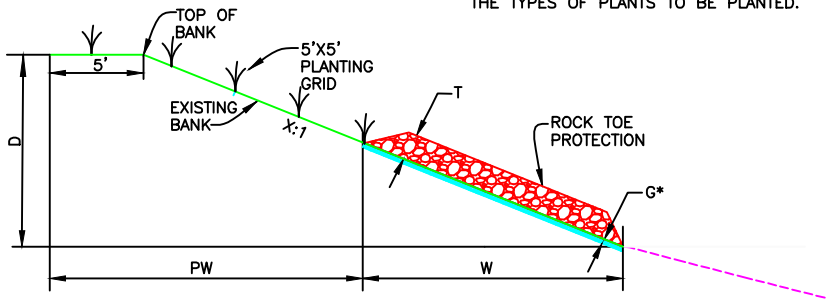


MCQUINN - PEND OREILLE RIVER
BANK STABILIZATION
CONSTRUCTION DETAIL

LOCATED IN SEC. 7, T31N, R46E, W.M.,
PEND OREILLE COUNTY, WASHINGTON



PLAN VIEW



SECTION VIEW

DIMENSIONS

D = APPROX. 4 (ft)
R (reach) 170 (ft)
PW = APPROX. 12 (ft)
W = 5 (ft)
T = 1.5 (ft)
X = EXISTING
G* = N/A (in)

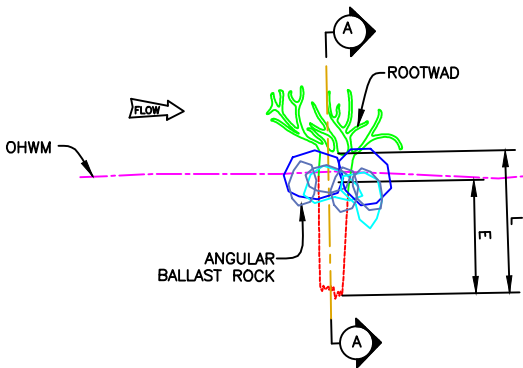
G* = BEDDING MATERIAL
OR GEOTEXTILE FABRIC

GENERAL NOTES

1. ROCK TOE WIDTH SHALL BE APPROXIMATELY 5' WIDE.
2. THERE WILL NOT BE A KEY EXCAVATED AT THE TOE OF THE SLOPE.
3. NATIVE PLANTS SHALL BE PLANTED AS IN A 5'X5' GRID AS SHOWN ON THE SITE PLAN. PEND OREILLE COUNTY CD WILL SPECIFY THE TYPES OF PLANTS TO BE PLANTED.

ROCK GRADATION

D₁₀₀ = 18 min (in) 20 max (in)
D₈₀ = 14 min (in) 18 max (in)
D₅₀ = 12 min (in) 14 max (in)



PLAN VIEW

DIMENSIONS

D = VARIES (in)

ROOTWAD

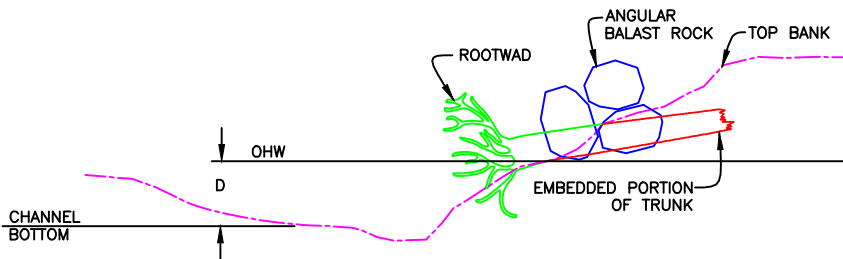
Species DOUGLAS FIR/LARCH/PINE
Dia = 12 min (in) 16 max (in)
L = 8 min (ft) 10 max (ft)
E = 5 min (ft) 7 max (ft)

ANGULAR ROCKS

Dia = 18 min (in) 24 max (in)

GENERAL NOTES

1. Rootwad shall be in contact with ground and shall be embedded 3/4 length of the trunk into the streambank.
2. Excavation work will be required to embed the rootwad into the streambank. Excavated material shall be used as embankment to backfill the rootwad once placed.



SECTION VIEW A

ROCK TOE PROTECTION
STREAMBANK STABILIZATION
WASHINGTON SE AREA ENGINEER

DRAWING NOT TO SCALE

ROOTWAD REVETMENT
STREAMBANK STABILIZATION
WASHINGTON SE AREA ENGINEER

DRAWING NOT TO SCALE

PROPERTY LINES SHOWN ARE APPROXIMATE.
THIS MAP DOES NOT REPRESENT A BOUNDARY SURVEY



LOCATES (2 WORKING DAYS NOTICE REQUIRED PRIOR TO EXCAVATION)
LOCAL CALLING NUMBERS
Northwest Utility Notification Center 1-800-424-5555

MCQUINN - PEND OREILLE RIVER
BANK STABILIZATION
PEND OREILLE COUNTY, WASHINGTON

PROJECT
19-006

REVISED
04/21

SHEET
3/3

DRAWN BY: GJA

DESIGNED BY: GJA

APPROVED BY:

MCQUINN - PEND OREILLE RIVER BANK STABILIZATION SITE OVERVIEW

LOCATED IN SEC. 7, T31N, R46E, W.M.,
PEND OREILLE COUNTY, WASHINGTON

General Notes

- 1) The attached NRCS Construction and Material Specifications are part of this plan and shall govern this installation.
- 2) This installation shall be constructed to the lines and grades as shown on the drawings and detailed in the construction specifications.
- 3) Construction activities will be conducted in a manner that minimizes soil, water and air pollution.
- 4) Construction activities will be conducted in a manner consistent with all safety regulations necessary for this installation.
- 5) The installation will be operated and maintained as described in the O&M plan prepared for this operation.

Utilities

The SE Area Engineer does not make any representation to the existence or non-existence of any public and private buried and overhead utilities. Where utilities are shown on the drawing there location and depth or height is approximate. The exact location and depth or height shall be determined by the responsible utility. Any work within the utility easement will conform to the requirements of the utility.

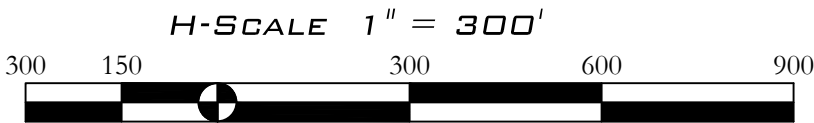
Permits

The SE Area Engineer does not assume any responsibility in the determination, application and/or securing of any necessary permits. All permits for the construction and operation of this facility are the responsibility of the Owner, Operator, Sponsor and/or Contractor.

Review and Acceptance

The Drawings and Construction Specifications for this project have been reviewed with me and are accepted for installation. I also acknowledge that any modifications prior to review by the SE Area Engineer before implementation may result in disapproval of this installation. I hereby acknowledge receipt of copy(ies) of this plan.

Owner/Sponsor _____
Date _____



PROPERTY LINES SHOWN ARE APPROXIMATE.
THIS MAP DOES NOT REPRESENT A BOUNDARY SURVEY



LOCATES (2 WORKING DAYS NOTICE REQUIRED PRIOR TO EXCAVATION)
LOCAL CALLING NUMBERS
Northwest Utility Notification Center 1-800-424-5555

MCQUINN - PEND OREILLE RIVER BANK STABILIZATION PEND OREILLE COUNTY, WASHINGTON	DRAWN BY:	GJA
	DESIGNED BY:	GJA
	APPROVED BY:	
PROJECT 19-006		
REVISED 04/21		
SHEET 1/3		

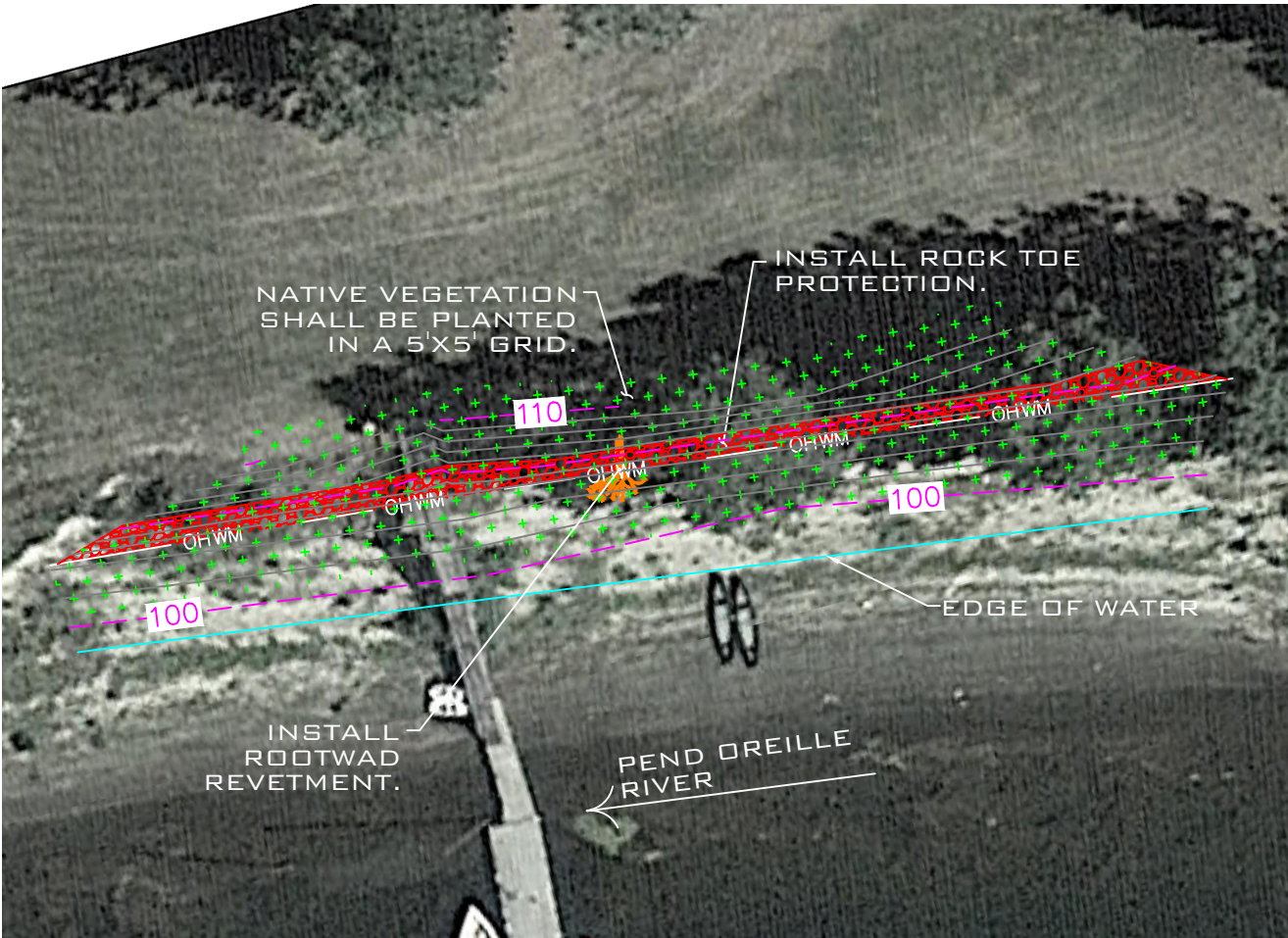
MCQUINN - PEND OREILLE RIVER
BANK STABILIZATION
SITE PLAN

LOCATED IN SEC. 7, T31N, R46E, W.M.,
PEND OREILLE COUNTY, WASHINGTON

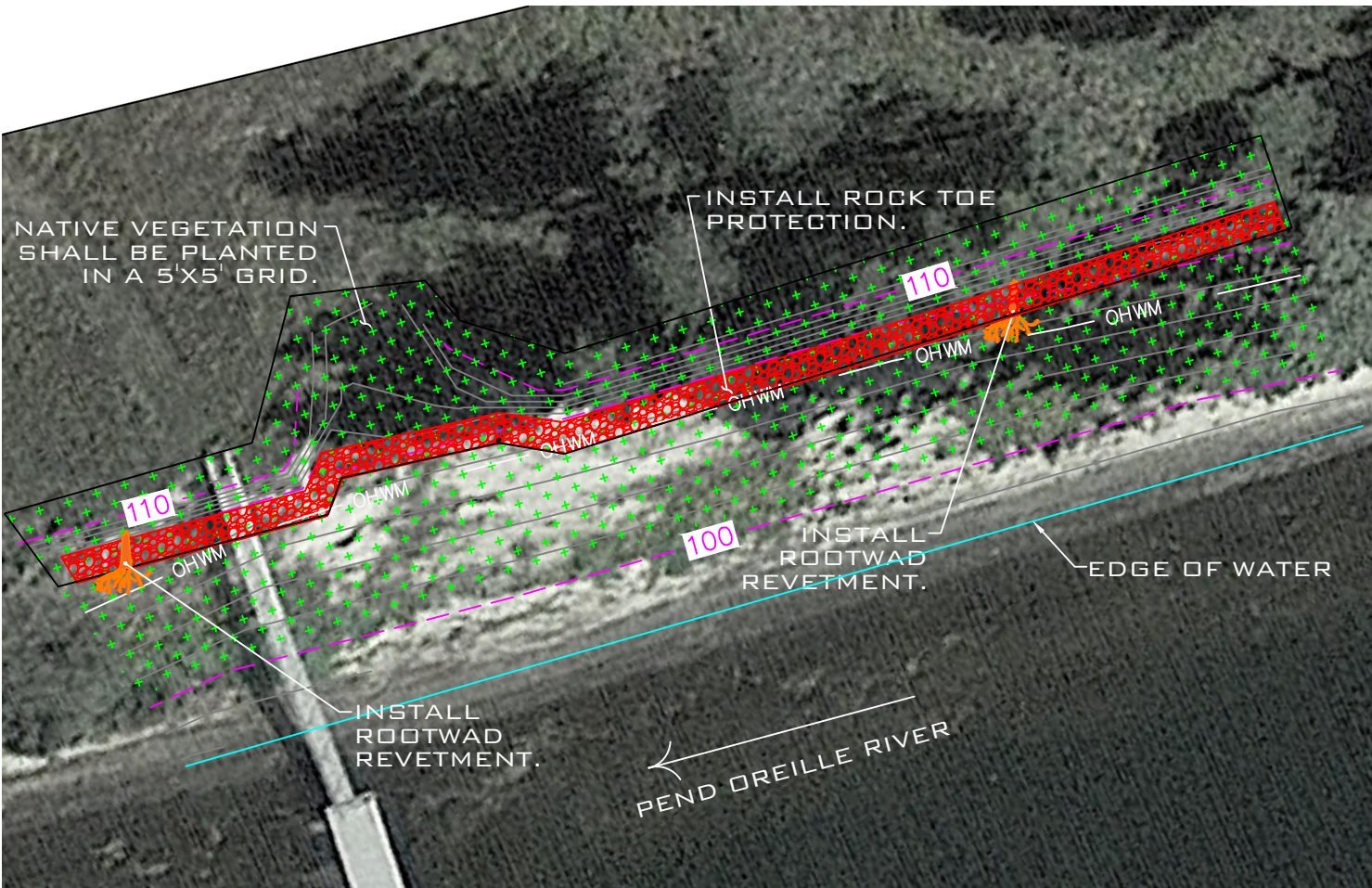
CALL BEFORE YOU DIG

PROPERTY LINES SHOWN ARE APPROXIMATE.
THIS MAP DOES NOT REPRESENT A BOUNDARY SURVEY

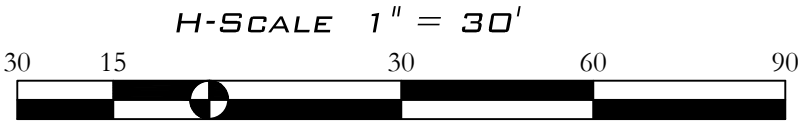
LOCATES (2 WORKING DAYS NOTICE REQUIRED PRIOR TO EXCAVATION)
LOCAL CALLING NUMBERS
Northwest Utility Notification Center 1-800-424-5555



SITE 1



SITE 2



SITE 1 - VOLUME TABLE			
ITEM DESCRIPTION	ITEM QTY.	QTY ABV OHWM	QTY BELOW OHWM
REACH OF PROJECT	170 L.F.	N/A	N/A
ROCK TOE PROTECTION	47 CY	47 CY/ 85 TN	0 CY/0 TN
EXCAVATION	0 CY	0 CY	0 CY
FILL	0 CY	0 CY	0 CY
ROOTWAD W/LOG	1 EA	N/A	N/A
BALLAST ROCK	1.5 CY	1.5 CY	0 CY

CONSTRUCTION NOTES:

- SEE SHEET 2 FOR CONSTRUCTION DETAILS.
- ALL LINEWORK, AND STRUCTURE LOCATIONS ARE APPROXIMATE.
- ENGINEER SHALL BE ON-SITE DURING CONSTRUCTION.
- ALL MATERIALS AND INSTALLATION MUST CONFORM TO NRCS SPECIFICATIONS.
- ANY CHANGES TO THE DESIGN OR SPECIFICATIONS MUST BE APPROVED BY THE ENGINEER.

SITE 2 - VOLUME TABLE			
ITEM DESCRIPTION	ITEM QTY.	QTY ABV OHWM	QTY BELOW OHWM
REACH OF PROJECT	200 L.F.	N/A	N/A
ROCK TOE PROTECTION	55 CY	55 CY/ 100 TN	0 CY/0 TN
EXCAVATION	0 CY	0 CY	0 CY
FILL	0 CY	0 CY	0 CY
ROOTWAD W/LOG	2 EA	N/A	N/A
BALLAST ROCK	3 CY	3 CY	0 CY

MCQUINN - PEND OREILLE RIVER
BANK STABILIZATION
PEND OREILLE COUNTY, WASHINGTON

DRAWN BY:	GJA
DESIGNED BY:	GJA
APPROVED BY:	

PROJECT
19-006

REVISED
04/21

SHEET
2/3



WASHINGTON STATE

Joint Aquatic Resources Permit Application (JARPA) Form^{1,2}

USE BLACK OR BLUE INK TO ENTER ANSWERS IN THE WHITE SPACES BELOW.



US Army Corps
of Engineers®
Seattle District

AGENCY USE ONLY

Date received: _____

Agency reference #: _____

Tax Parcel #(s): _____

Part 1–Project Identification

1. Project Name (A name for your project that you create. Examples: Smith's Dock or Seabrook Lane Development) [\[help\]](#)

McQuinn Streambank Stabilization Project

Part 2–Applicant

The person and/or organization responsible for the project. [\[help\]](#)

2a. Name (Last, First, Middle)

McQuinn, Jason & Beth

2b. Organization (If applicable)

Bear Paw Camp

2c. Mailing Address (Street or PO Box)

2d. City, State, Zip

2e. Phone (1)

2f. Phone (2)

2g. Fax

2h. E-mail

()

()

()

¹Additional forms may be required for the following permits:

- If your project may qualify for Department of the Army authorization through a Regional General Permit (RGP), contact the U.S. Army Corps of Engineers for application information (206) 764-3495.
- If your project might affect species listed under the Endangered Species Act, you will need to fill out a Specific Project Information Form (SPIF) or prepare a Biological Evaluation. Forms can be found at <http://www.nws.usace.army.mil/Missions/CivilWorks/Regulatory/PermitGuidebook/EndangeredSpecies.aspx>.
- Not all cities and counties accept the JARPA for their local Shoreline permits. If you need a Shoreline permit, contact the appropriate city or county government to make sure they accept the JARPA.

²To access an online JARPA form with [help] screens, go to http://www.epermitting.wa.gov/site/alias_resourcecenter/jarpa_jarpa_form/9984/jarpa_form.aspx.

For other help, contact the Governor's Office for Regulatory Innovation and Assistance at (800) 917-0043 or help@ora.wa.gov.

Part 3—Authorized Agent or Contact

Person authorized to represent the applicant about the project. (Note: Authorized agent(s) must sign 11b of this application.) [\[help\]](#)

3a. Name (Last, First, Middle)			
3b. Organization (If applicable)			
3c. Mailing Address (Street or PO Box)			
3d. City, State, Zip			
3e. Phone (1)	3f. Phone (2)	3g. Fax	3h. E-mail
		()	

Part 4—Property Owner(s)

Contact information for people or organizations owning the property(ies) where the project will occur. Consider both **upland and aquatic** ownership because the upland owners may not own the adjacent aquatic land. [\[help\]](#)

- ☒ Same as applicant. (Skip to Part 5.)
- ☐ Repair or maintenance activities on existing rights-of-way or easements. (Skip to Part 5.)
- ☐ There are multiple upland property owners. Complete the section below and fill out [JARPA Attachment A](#) for each additional property owner.
- ☐ Your project is on Department of Natural Resources (DNR)-managed aquatic lands. If you don't know, contact the DNR at (360) 902-1100 to determine aquatic land ownership. If yes, complete [JARPA Attachment E](#) to apply for the Aquatic Use Authorization.

4a. Name (Last, First, Middle)			
4b. Organization (If applicable)			
4c. Mailing Address (Street or PO Box)			
4d. City, State, Zip			
4e. Phone (1)	4f. Phone (2)	4g. Fax	4h. E-mail
()	()	()	

Part 5–Project Location(s)

Identifying information about the property or properties where the project will occur. [\[help\]](#)

- ☒ There are multiple project locations (e.g. linear projects). Complete the section below and use [JARPA Attachment B](#) for each additional project location.

5a. Indicate the type of ownership of the property. (Check all that apply.) [help]			
<input checked="" type="checkbox"/> Private			
<input type="checkbox"/> Federal			
<input type="checkbox"/> Publicly owned (state, county, city, special districts like schools, ports, etc.)			
<input type="checkbox"/> Tribal			
<input type="checkbox"/> Department of Natural Resources (DNR) – managed aquatic lands (Complete JARPA Attachment E)			
5b. Street Address (Cannot be a PO Box. If there is no address, provide other location information in 5p.) [help]			
5c. City, State, Zip (If the project is not in a city or town, provide the name of the nearest city or town.) [help]			
5d. County [help]			
5e. Provide the section, township, and range for the project location. [help]			
¼ Section	Section	Township	Range
5f. Provide the latitude and longitude of the project location. [help]			
<ul style="list-style-type: none">Example: 47.03922 N lat. / -122.89142 W long. (Use decimal degrees - NAD 83)			
5g. List the tax parcel number(s) for the project location. [help]			
<ul style="list-style-type: none">The local county assessor's office can provide this information.			
5h. Contact information for all adjoining property owners. (If you need more space, use JARPA Attachment C.) [help]			
Name	Mailing Address	Tax Parcel # (if known)	

5i. List all wetlands on or adjacent to the project location. [\[help\]](#)

5j. List all waterbodies (other than wetlands) on or adjacent to the project location. [\[help\]](#)

5k. Is any part of the project area within a 100-year floodplain? [\[help\]](#)

☐ Yes ☐ No ☐ Don't know

5l. Briefly describe the vegetation and habitat conditions on the property. [\[help\]](#)

5m. Describe how the property is currently used. [\[help\]](#)

5n. Describe how the adjacent properties are currently used. [\[help\]](#)

5o. Describe the structures (above and below ground) on the property, including their purpose(s) and current condition. [\[help\]](#)

5p. Provide driving directions from the closest highway to the project location, and attach a map. [\[help\]](#)

.

Part 6—Project Description

6a. Briefly summarize the overall project. You can provide more detail in 6b. [\[help\]](#)

The landowners recently acquired nearly 3600 feet of shoreline along the Pend Oreille River. The streambank is classified as having a medium rate of erosion along that entire extent (POC Community Development Map); however, most of the landowners' shoreline shows signs of successful revegetation and self-correction. The soils are classified as a sandy clay loam. Approximately 320 feet of shoreline will be stabilized using primarily re-sloping/regrading above the OHWM, revegetation, and a 5 ft. wide band of rock placed slightly below to above the OHWM will stabilize the toe of the bank. At both sites, concrete, rebar, coffer dams, and other hazardous materials will be removed to further improve the shoreline's habitat and overall quality. In addition, a 50 ft. or less section will be re-sloped/regraded to create an access area for campers; sand may be used, but will only be applied above the ordinary high water mark.

6b. Describe the purpose of the project and why you want or need to perform it. [\[help\]](#)

This project aims to protect and stabilize 370 linear feet of moderate to severely eroding streambank at two specific locations along the Pend Oreille River. The upriver project (site 1) will take place at Bear Paw Camp; in addition to wave action and fluctuating levels, this location experiences increased erosion with campers climbing up and down the banks to directly access the water; the 50 ft. access area will address this concern. The downriver project shows signs of an access area installation that was meant to be stabilized with coffer dams. Vegetation has been mowed or removed to serve improve the view and increase river access, though these efforts have contributed to the rate of erosion. Both project show signs of increased sedimentation and degraded fish habitat in the River.

6c. Indicate the project category. (Check all that apply) [\[help\]](#)

- | | | | | |
|--------------------------------------|--|--|---|--|
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Residential | <input type="checkbox"/> Institutional | <input type="checkbox"/> Transportation | <input checked="" type="checkbox"/> Recreational |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Environmental Enhancement | | | |

6d. Indicate the major elements of your project. (Check all that apply) [\[help\]](#)

<input type="checkbox"/> Aquaculture	<input type="checkbox"/> Culvert	<input type="checkbox"/> Float	<input type="checkbox"/> Retaining Wall (upland)
<input checked="" type="checkbox"/> Bank Stabilization	<input type="checkbox"/> Dam / Weir	<input type="checkbox"/> Floating Home	<input type="checkbox"/> Road
<input type="checkbox"/> Boat House	<input type="checkbox"/> Dike / Levee / Jetty	<input type="checkbox"/> Geotechnical Survey	<input type="checkbox"/> Scientific Measurement Device
<input type="checkbox"/> Boat Launch	<input type="checkbox"/> Ditch	<input type="checkbox"/> Land Clearing	<input type="checkbox"/> Stairs
<input type="checkbox"/> Boat Lift	<input type="checkbox"/> Dock / Pier	<input type="checkbox"/> Marina / Moorage	<input type="checkbox"/> Stormwater facility
<input type="checkbox"/> Bridge	<input type="checkbox"/> Dredging	<input type="checkbox"/> Mining	
<input type="checkbox"/> Bulkhead	<input type="checkbox"/> Fence	<input type="checkbox"/> Outfall Structure	

<input type="checkbox"/> Buoy <input type="checkbox"/> Channel Modification	<input type="checkbox"/> Ferry Terminal <input type="checkbox"/> Fishway	<input type="checkbox"/> Piling/Dolphin <input type="checkbox"/> Raft	<input type="checkbox"/> Swimming Pool <input type="checkbox"/> Utility Line
<input type="checkbox"/> Other:			

6e. Describe how you plan to construct each project element checked in 6d. Include specific construction methods and equipment to be used. [\[help\]](#)

- Identify where each element will occur in relation to the nearest waterbody.
- Indicate which activities are within the 100-year floodplain.

Project implementation will take place as follows:

1. Multiple pre-construction meetings have taken place with the landowner (and contractor), POCD, and other agency personnel (WA Department of Fish and Wildlife, Army Corps of Engineers, Pend Oreille PUD, and Department of Ecology) to determine eligibility of the projects.
2. Construction of the projects will begin no earlier than mid-August, during the in-stream work window and when water levels have dropped to such an extent that all work will be performed on dry ground.
3. Rebar, coffer dams, concrete and any other hazardous, man-made material will first be removed
4. BMPs will be installed which include: 410 Grade Stabilization Structure (Rip rap toe protection, 566 Recreation Land Grading and Shaping (bank re-sloping/naturalization), 468 lined waterway or outlet (coconut coir/erosion control fabric), 612 tree and shrub establishment (native riparian vegetation), rootwad installation
 - Large wood and the rock toe will first be installed (slightly below and above the OHWM), followed by re-sloping the bank and installing geotextile/coconut coir fabric to further stabilize the bank. Any removed sediment will be placed at least 500 feet upland of the project area. After re-sloping the 50 ft access area, material may be used above the OHWM.
5. During the appropriate season, riparian shrubs and trees (black cottonwood, red osier dogwood, willows, potentially sedges)

6f. What are the anticipated start and end dates for project construction? (Month/Year) [\[help\]](#)

- If the project will be constructed in phases or stages, use [JARPA Attachment D](#) to list the start and end dates of each phase or stage.

Start date: August 1, 2021

End date: August 31st, 2021

☐ See JARPA Attachment D

6g. Fair market value of the project, including materials, labor, machine rentals, etc. [\[help\]](#)

\$50,000

6h. Will any portion of the project receive federal funding? [\[help\]](#)

- If **yes**, list each agency providing funds.

☐ Yes ☒ No ☐ Don't know

Part 7–Wetlands: Impacts and Mitigation

☐ Check here if there are wetlands or wetland buffers on or adjacent to the project area.
(If there are none, skip to Part 8.) [\[help\]](#)

7a. Describe how the project has been designed to avoid and minimize adverse impacts to wetlands. [help]
<input checked="" type="checkbox"/> Not applicable
7b. Will the project impact wetlands? [help]
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Don't know
7c. Will the project impact wetland buffers? [help]
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
7d. Has a wetland delineation report been prepared? [help]
<ul style="list-style-type: none">• If Yes, submit the report, including data sheets, with the JARPA package.
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7e. Have the wetlands been rated using the Western Washington or Eastern Washington Wetland Rating System? [help]
<ul style="list-style-type: none">• If Yes, submit the wetland rating forms and figures with the JARPA package.
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Don't know
7f. Have you prepared a mitigation plan to compensate for any adverse impacts to wetlands? [help]
<ul style="list-style-type: none">• If Yes, submit the plan with the JARPA package and answer 7g.• If No, or Not applicable, explain below why a mitigation plan should not be required.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not applicable
7g. Summarize what the mitigation plan is meant to accomplish, and describe how a watershed approach was used to design the plan. [help]
7h. Use the table below to list the type and rating of each wetland impacted, the extent and duration of the impact, and the type and amount of mitigation proposed. Or if you are submitting a mitigation plan with a

similar table, you can state (below) where we can find this information in the plan. [\[help\]](#)

Activity (fill, drain, excavate, flood, etc.)	Wetland Name ¹	Wetland type and rating category ²	Impact area (sq. ft. or Acres)	Duration of impact ³	Proposed mitigation type ⁴	Wetland mitigation area (sq. ft. or acres)

¹ If no official name for the wetland exists, create a unique name (such as "Wetland 1"). The name should be consistent with other project documents, such as a wetland delineation report.

² Ecology wetland category based on current Western Washington or Eastern Washington Wetland Rating System. Provide the wetland rating forms with the JARPA package.

³ Indicate the days, months or years the wetland will be measurably impacted by the activity. Enter "permanent" if applicable.

⁴ Creation (C), Re-establishment/Rehabilitation (R), Enhancement (E), Preservation (P), Mitigation Bank/In-lieu fee (B)

Page number(s) for similar information in the mitigation plan, if available: _____

7i. For all filling activities identified in 7h, describe the source and nature of the fill material, the amount in cubic yards that will be used, and how and where it will be placed into the wetland. [\[help\]](#)

7j. For all excavating activities identified in 7h, describe the excavation method, type and amount of material in cubic yards you will remove, and where the material will be disposed. [\[help\]](#)

Part 8–Waterbodies (other than wetlands): Impacts and Mitigation

In Part 8, "waterbodies" refers to non-wetland waterbodies. (See Part 7 for information related to wetlands.) [\[help\]](#)

☒ Check here if there are waterbodies on or adjacent to the project area. (If there are none, skip to Part 9.)

8a. Describe how the project is designed to avoid and minimize adverse impacts to the aquatic environment. [\[help\]](#)

☐ Not applicable

Construction will take place during the annual drawdown of the Box Canyon Reservoir, ensuring that the entirety of the project will take place on dry land. The amount of material used for stabilizing the bank has been engineered to the lowest possible requirement to stabilize the bank. In order to mitigate for potential adverse impacts to fish habitat during high flows, three rootwads will be installed along both project sites. This will provide adequate habitat for brook trout and other salmonids. Upland and streambank plantings restore riparian composition and structure and prevent potential for future erosion along this stretch of shoreline.

8b. Will your project impact a waterbody or the area around a waterbody? [\[help\]](#)

☒ Yes ☐ No

8c. Have you prepared a mitigation plan to compensate for the project's adverse impacts to non-wetland waterbodies? [\[help\]](#)

- If **Yes**, submit the plan with the JARPA package and answer 8d.
- If **No, or Not applicable**, explain below why a mitigation plan should not be required.

☒ Yes ☐ No ☐ Not applicable

8d. Summarize what the mitigation plan is meant to accomplish. Describe how a watershed approach was used to design the plan.

- If you already completed 7g you do not need to restate your answer here. [\[help\]](#)

The mitigation plan minimizes impacts to aquatic resources during construction and after project completion. A watershed approach was used by: 1) stabilizing the bank using resloping and native vegetation to minimize impacts to water quality in WRIA 62; 2) choosing to work in the in-stream work window to have minimal impacts to the watershed; 3) installing 3 rootwads along the length of the project to provide habitat for brook trout and other endangered/threatened salmonids found in WRIA 62.

8e. Summarize impact(s) to each waterbody in the table below. [\[help\]](#)

Activity (clear, dredge, fill, pile drive, etc.)	Waterbody name ¹	Impact location ²	Duration of impact ³	Amount of material (cubic yards) to be placed in or removed from waterbody	Area (sq. ft. or linear ft.) of waterbody directly affected
Re-slope	Pend Oreille River	Adjacent; 5-10 ft. above OHWM	Less than 1 week	30 cu. Yd. of soil/sediment will be removed	370 linear ft.
Rock toe installation		Slightly below/along/adjacent to OHWM	Through project lifespan	102 cu. Yd. of 10-12 in. diameter jagged rock	1600 sq. ft. (5 ft. width x 320 ft. length)
Access area		Adjacent; 5-10 ft above OHWM		37 cu. Yd. of sand, either used from project or brought in	50 linear ft.

¹ If no official name for the waterbody exists, create a unique name (such as "Stream 1") The name should be consistent with other documents provided.

² Indicate whether the impact will occur in or adjacent to the waterbody. If adjacent, provide the distance between the impact and the waterbody and indicate whether the impact will occur within the 100-year flood plain.

³ Indicate the days, months or years the waterbody will be measurably impacted by the work. Enter "permanent" if applicable.

8f. For all activities identified in 8e, describe the source and nature of the fill material, amount (in cubic yards) you will use, and how and where it will be placed into the waterbody. [\[help\]](#)

Any sand used in the 50 ft. access area will be sourced from material removed from re-sloping, or it will be brought in from a local rock/sand source. An excavator will be used to move sand from it's previous location to above the OHWM in the access area. Approximately 37 cubic yards of sand will be needed for the access area

8g. For all excavating or dredging activities identified in 8e, describe the method for excavating or dredging, type and amount of material you will remove, and where the material will be disposed. [\[help\]](#)

An excavator will be used to dig a key for the rock toe at or slightly below the OHWM. The excavator will be used to re-slope the banks; any material not used for the access area will be removed and placed 500 ft. upland of the river. There will be no dredging required for this project.

Part 9–Additional Information

Any additional information you can provide helps the reviewer(s) understand your project. Complete as much of this section as you can. It is ok if you cannot answer a question.

9a. If you have already worked with any government agencies on this project, list them below. [\[help\]](#)

Agency Name	Contact Name	Phone	Most Recent Date of Contact
Pend Oreille Conservation District	Alex Case-Cohen	(509) 447 - 1155	Consisten email/phone communication/site visits 4/27/2021
Washington Department of Fish and Wildlife	Renee Kinnick	(509) 309 – 1764	Site Visit 4/15/2021
Washington Department of Ecology	Jacob McCann	(509) 209-4428	Site Visit 3/8/2021
U.S. Army Corps of Engineers	Jess Jordan	(509) 994 – 8653	Site Visit 3/25/2021

9b. Are any of the wetlands or waterbodies identified in Part 7 or Part 8 of this JARPA on the Washington Department of Ecology's 303(d) List? [\[help\]](#)

- If Yes, list the parameter(s) below.
- If you don't know, use Washington Department of Ecology's Water Quality Assessment tools at: <http://www.ecy.wa.gov/programs/wq/303d/>.

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Dissolved Oxygen and Temperature
9c. What U.S. Geological Survey Hydrological Unit Code (HUC) is the project in? [help] • Go to http://cfpub.epa.gov/surf/locate/index.cfm to help identify the HUC.
17010216
9d. What Water Resource Inventory Area Number (WRIA #) is the project in? [help] • Go to http://www.ecy.wa.gov/services/gis/maps/wria/wria.htm to find the WRIA #.
62 – Pend Oreille River
9e. Will the in-water construction work comply with the State of Washington water quality standards for turbidity? [help] • Go to http://www.ecy.wa.gov/programs/wq/swqs/criteria.html for the standards.
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
9f. If the project is within the jurisdiction of the Shoreline Management Act, what is the local shoreline environment designation? [help] • If you don't know, contact the local planning department. • For more information, go to: http://www.ecy.wa.gov/programs/sea/sma/laws_rules/173-26/211_designations.html .
<input checked="" type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Natural <input type="checkbox"/> Aquatic <input type="checkbox"/> Conservancy <input type="checkbox"/> Other _____
9g. What is the Washington Department of Natural Resources Water Type? [help] • Go to http://www.dnr.wa.gov/BusinessPermits/Topics/ForestPracticesApplications/Pages/fp_watertyping.aspx for the Forest Practices Water Typing System.
<input checked="" type="checkbox"/> Shoreline <input type="checkbox"/> Fish <input type="checkbox"/> Non-Fish Perennial <input type="checkbox"/> Non-Fish Seasonal
9h. Will this project be designed to meet the Washington Department of Ecology's most current stormwater manual? [help] • If No , provide the name of the manual your project is designed to meet.
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of manual:
9i. Does the project site have known contaminated sediment? [help] • If Yes , please describe below.
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9j. If you know what the property was used for in the past, describe below. [help]

The property has been a camp for over 40 years.

9k. Has a cultural resource (archaeological) survey been performed on the project area? [\[help\]](#)

- **If Yes**, attach it to your JARPA package.

☐ Yes ☒ No

9l. Name each species listed under the federal Endangered Species Act that occurs in the vicinity of the project area or might be affected by the proposed work. [\[help\]](#)

Bull Trout

9m. Name each species or habitat on the Washington Department of Fish and Wildlife's Priority Habitats and Species List that might be affected by the proposed work. [\[help\]](#)

Bull Trout

Part 10–SEPA Compliance and Permits

Use the resources and checklist below to identify the permits you are applying for.

- Online Project Questionnaire at <http://apps.ecy.wa.gov/opas/>.
- Governor's Office for Regulatory Innovation and Assistance at (800) 917-0043 or help@ora.wa.gov.
- For a list of addresses to send your JARPA to, click on [agency addresses for completed JARPA](#).

10a. Compliance with the State Environmental Policy Act (SEPA). (Check all that apply.) [\[help\]](#)

- For more information about SEPA, go to www.ecy.wa.gov/programs/sea/sepa/e-review.html.

☐ A copy of the SEPA determination or letter of exemption is included with this application.

☒ A SEPA determination is pending with Pend Oreille County (lead agency). The expected decision date is TBD.

☐ I am applying for a Fish Habitat Enhancement Exemption. (Check the box below in 10b.) [\[help\]](#)

☐ This project is exempt (choose type of exemption below).

☐ Categorical Exemption. Under what section of the SEPA administrative code (WAC) is it exempt?

☐ Other: _____

☐ SEPA is pre-empted by federal law.

10b. Indicate the permits you are applying for. (Check all that apply.) [\[help\]](#)

LOCAL GOVERNMENT

Local Government Shoreline permits:

- ☒ Substantial Development ☐ Conditional Use ☐ Variance
☐ Shoreline Exemption Type (explain): _____

Other City/County permits:

- ☒ Floodplain Development Permit ☐ Critical Areas Ordinance

STATE GOVERNMENT

Washington Department of Fish and Wildlife:

- ☒ Hydraulic Project Approval (HPA) ☐ Fish Habitat Enhancement Exemption – [Attach Exemption Form](#)

Effective July 10, 2012, you must submit a check for \$150 to Washington Department of Fish and Wildlife, unless your project qualifies for an exemption or alternative payment method below. **Do not send cash.**

Check the appropriate boxes:

- ☐ \$150 check enclosed. Check # _____
Attach check made payable to Washington Department of Fish and Wildlife.
- ☐ Charge to billing account under agreement with WDFW. Agreement # _____
- ☐ My project is exempt from the application fee. (Check appropriate exemption)
☐ HPA processing is conducted by applicant-funded WDFW staff.
Agreement # _____
- ☐ Mineral prospecting and mining.
- ☐ Project occurs on farm and agricultural land.
(Attach a copy of current land use classification recorded with the county auditor, or other proof of current land use.)
- ☐ Project is a modification of an existing HPA originally applied for, prior to July 10, 2012.
HPA # _____

Washington Department of Natural Resources:

- ☐ Aquatic Use Authorization
Complete [JARPA Attachment E](#) and submit a check for \$25 payable to the Washington Department of Natural Resources.
Do not send cash.

Washington Department of Ecology:

- ☐ Section 401 Water Quality Certification

FEDERAL GOVERNMENT

United States Department of the Army permits (U.S. Army Corps of Engineers):

- ☒ Section 404 (discharges into waters of the U.S.) ☒ Section 10 (work in navigable waters)

United States Coast Guard permits:

- ☐ Private Aids to Navigation (for non-bridge projects)

Part 11—Authorizing Signatures

Signatures are required before submitting the JARPA package. The JARPA package includes the JARPA form, project plans, photos, etc. [\[help\]](#)

11a. Applicant Signature (required) [\[help\]](#)

I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities, and I agree to start work only after I have received all necessary permits.

I hereby authorize the agent named in Part 3 of this application to act on my behalf in matters related to this application. _____ (initial)

By initialing here, I state that I have the authority to grant access to the property. I also give my consent to the permitting agencies entering the property where the project is located to inspect the project site or any work related to the project. _____ (initial)

Applicant Printed Name

Applicant Signature

Date

11b. Authorized Agent Signature [\[help\]](#)

I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities and I agree to start work only after all necessary permits have been issued.

Authorized Agent Printed Name

Authorized Agent Signature

Date

11c. Property Owner Signature (if not applicant) [\[help\]](#)

Not required if project is on existing rights-of-way or easements.

I consent to the permitting agencies entering the property where the project is located to inspect the project site or any work. These inspections shall occur at reasonable times and, if practical, with prior notice to the landowner.

Property Owner Printed Name

Property Owner Signature

Date

18 U.S.C §1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly falsifies, conceals, or covers up by any trick, scheme, or device a material fact or makes any false, fictitious, or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than 5 years or both.

If you require this document in another format, contact the Governor's Office for Regulatory Innovation and Assistance (ORIA) at (800) 917-0043. People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341. ORIA publication number: ENV-019-09 rev. 08/2013

Attachment G
Alkire Collab Deliverables
July 1- December 31, 2021

Alkire Collab Deliverables
FY 2022 July 1 – December 31, 2021

1. Website Management: 1-2 hours/week
 - Update/edit content
 - Manage incoming requests
2. Social Media Management: 3-4 hours/week
 - Create 8-10 posts per month
 - Post/manage and respond to comments
3. Quarterly newsletter: 6-8 hours/quarter
 - Design layout and template
 - Format articles
4. Monthly vlog: 2-3 hours/week
 - On-site video recording
 - Editing videos for 5-minute content monthly

Weekly Hours Range: 6.5 – 9 hours/week

Monthly Hours Range: 26 – 40 hours

Hourly Rate: \$35/hour

Weekly Rate Range: \$227.50 - \$315

Monthly Rate Range: \$910 - \$1,260

Monthly Average: \$1085

Asking Monthly Rate: \$1100/month

Attachment H
MRSC
Construction Project
Checklist
\$2,000 - \$10,000

MRSC Construction Project Checklist

(Federal and State Grant Neutral)

Small Project (\$2,500 to \$10,000)

Single Quote

Date: _____

Project: _____

Contractor Name, Address and Contact Info:

Insurance Certificate and Endorsements (Must be on file)

Sales tax is or is not required for this project (circle one)

Verification of Minimum Qualifications (RCW 39.04.350(1))

Contractor Registration Number: _____

Contractor Unified Business Identifier (UBI #): _____

Contractor Industrial Insurance Coverage (Is he/she current): _____

Contractor Employment Security Department Number: _____

Contractor State Excise Tax Registration Number: _____

Contractor Debarred: _____ Yes _____ No

(Attach copy of web page print out)

Contractor Has Opted, under RCW 39.08.010 to, in lieu of providing a performance/payment bond, allow the agency to retain fifty percent of the contract amount for a period of thirty days after date of final acceptance.

Contractor's Signature

Date

Estimated (or Actual) Cost: _____

(Attach Contractor's Quote)

Date Work Started: _____

Date Work Completed: _____

First ½ Payment Date: _____ Warrant/Check/PO # _____

Second ½ Payment Date: _____ Warrant/Check/PO # _____

Approved Intent to Pay Prevailing Wages (Copy in File): _____

(Must be before first ½ payment date)

Approved Affidavit of Wages Paid (Copy in File): _____

(Must be before last ½ payment date)

Note: The agency may wish to ask for evidence that material and equipment rental suppliers have been paid before making the last ½ payment.

Attachment I

Site Occupancy Agreement with POC for All-Purpose Seeder

**INTERLOCAL AGREEMENT BETWEEN
PEND OREILLE COUNTY AND
THE PEND OREILLE COUNTY CONSERVATION DISTRICT**

This Agreement is made and entered into by and between Pend Oreille County hereinafter referred to as the "County" and the Pend Oreille Conservation District, hereinafter referred to as the "District," jointly referred to as the "Parties" pursuant to RCW 39.34.080.

RECITALS

WHEREAS, the County and District desire to enter into a interlocal agreement for the County to perform certain services and/or tasks set forth below requiring support capabilities of the County, and

WHEREAS, the District owns a seeder and trailer and is in need of a facility in which to store the equipment, and

WHEREAS, the County has an uncovered parking spot inside the gated and fenced area at the District 1 Maintenance Shop, and

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, the parties hereto agree as follows:

I. SCOPE OF WORK AND RESPONSIBILITIES OF THE PARTIES

1. County Responsibilities:

The County shall provide one outside (uncovered) parking spot within the gated and fenced area at the location listed below:

- **Pend Oreille County District 1 Maintenance Shop
9302 Deer Valley Road
Newport, WA 99156**

The gate will be open the following days and hours of the week for District access to the parking spot:

- Monday through Friday, from 6:00 am to 2:30 pm, except that the first Monday in April and ending the last Thursday in October of each year access changes to, Monday through Thursday, 6:00 am to 4:30 pm.

Access to the District 1 shop will be limited to District employees only.

2. District Responsibilities:

District will be responsible for the storage, maintenance, and repair of the seeder and trailer and

will:

- Provide seeder and trailer.
- Provide all personnel, equipment, material and/or services to maintain seeder and trailer.
- Provide all personnel, equipment, material and/or services to manage seeder and trailer.

II. TERM

This Agreement shall commence on the date signed by both parties and run until September 30, 2026, unless terminated in writing by either party. The time limit may be extended by mutual, written agreement of the parties as provided in section VIII.

III. COMPENSATION

There will be no compensation related to this agreement between the parties.

IV. PROJECT REPRESENTATIVES

The Agreement shall be administered by the below representatives of the parties. In the event such representatives are changed, the party making the change shall notify the other party.

Organization	District	County
Representative	Alex Case-Cohen	Roy Anderson
Title	District Manager	District Foreman
Address	121 N Washington Ave Newport, WA 99156	PO Box 5040 625 West 4 th St. Newport, WA 99156
Phone	509.447.1155	509.671.2206
Fax		509.447.5890
e-mail	alexcc@pocd.org	randerson@pendoreille.org

V. INDEPENDENT CONTRACTOR

The employees of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

VI. INDEMNIFICATION

Each party shall be responsible for the actions and inactions of itself and its own officers, employees, and agents acting within the scope of their authority.

VII. INSURANCE

Each Party shall carry for the duration of this agreement general liability, property damage and workers compensation insurance. It is understood by each of the parties hereto may fulfill these requirements through either self-insurance or the duly authorized insurance pool.

VIII. AMENDMENT

This agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

IX. COMPLIANCE WITH ALL LAWS

Each party shall comply with all federal, state and local laws, rules, regulations and ordinances applicable to the performance of this Agreement, including without limitation, all those pertaining to wages and hours, confidentiality, disabilities and discrimination.

X. CHOICE OF LAW AND VENUE

This Agreement shall be governed by the law of the State of Washington and venue for any lawsuit shall be in a court of competent jurisdiction in the State of Washington County of Pend Oreille County.

XI. TERMINATION CLAUSE

1. Either party may terminate this Agreement by delivering written notice of termination to the party at least thirty (30) days in advance. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.
2. Termination for Cause: If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within fifteen (15) working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

XII. PROPERTY AND EQUIPMENT

No fixed assets or personal or real property will be jointly or cooperatively acquired, held, used or disposed of pursuant to this Agreement.

XIII. SEVERABILITY

In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect the other terms, conditions or application of this Agreement which can be given effect without the invalid term, condition or application. To this end the terms and conditions of this Agreement are declared severable.

XIV. ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

XV. ENTIRE AGREEMENT

This instrument embodies the whole agreement of the parties. There are no promises, terms, conditions or obligations other than those contained in this agreement. This agreement supersedes all previous communications, representations or agreements, either oral or written between parties as to this work.

XVI. FILING

This Agreement shall be filed pursuant to RCW 39.34.040.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the dates below.

PEND OREILLE COUNTY CONSERVATION DISTRICT		BOARD OF COUNTY COMMISSIONERS PEND OREILLE COUNTY, WASHINGTON	
Chair of the Board	Date	<u>Absent</u> Chair	<u>6.22.21</u> Date
		<u>[Signature]</u> Vice Chair	<u>6/22/21</u> Date
		<u>[Signature]</u> Member	<u>6/22/21</u> Date
		ATTEST:	
		<u>Crystal Zieske</u> Clerk of the Board	<u>6.22.2021</u> Date
		Approved as to form only:	
		<u>[Signature]</u> Prosecuting Attorney	<u>6/22/21</u> Date

Attachment J

Far Corner

Communications

Services Agreement

FAR CORNER COMMUNUCATIONS
AGREEMENT FOR SERVICES

This agreement is entered into by and between Pend Oreille Conservation District (Newport, Washington), hereinafter referred to as the “DISTRICT”, and Far Corner Communications (Colville, Washington), hereinafter referred to as the “CONTRACTOR”.

WHEREAS, the District desires to retain the services of a contractor to provide database services related to its programs, including the Voluntary Stewardship Program, and to assist and review relevant grant applications.

WHEREAS, the District has selected Far Corner Communications to perform the above mentioned services;

NOW, THEREFORE, in consideration of the mutual premises and covenants contained herein, it is mutually agreed as follows:

1. Scope of Services to be Performed by the Contractor

Pend Oreille Conservation District is seeking professional assistance with database creation, maintenance, and outreach for its programs, including the Voluntary Stewardship Program. The District also seeks professional assistance with writing and reviewing grant applications.

2. Compensation

- A. Services will be paid at a rate of \$45.00 an hour, not to exceed a maximum of \$2,000.00 for database services and a maximum of \$1,000.00 for grant application writing/review through the duration of this Agreement.
- B. The District shall pay the Contractor for services rendered after receipt of a billing statement. NO PAYMENT WILL BE ISSUED WITHOUT A BILLING STATEMENT. Payments will be processed within 30 (thirty) days from receipt of billing statement. Contractor shall complete and return a W-9 to the District prior to contract execution. No payment will be issued without a Taxpayer Identification Number.

3. Term

The term of this Agreement shall commence upon the 15th day of August, 2021 and end at midnight on the 30th day of June, 2022. Upon mutual agreement between the District and the Contractor, this agreement may extend beyond June 2022 pending available funding.

4. Termination

- A. The District reserves the right to terminate this Agreement at any time, with or without cause, by giving fourteen (14) days notice to the Contractor in writing. In the event of such termination or suspension, all finished or unfinished documents, graphics, data, and reports prepared by the Contractor pursuant to this agreement shall be submitted to the District.
- B. In the event this agreement is terminated by the District, the Contractor shall be entitled to payment for all hours worked and reimbursable expenses incurred to the effective date of termination, less all payments previously made. This provision shall not prevent the District from seeking any legal remedies it may have for the violation or nonperformance of any of the provisions of this Agreement and any such charges due the District shall be deducted from the final payment due the Contractor. No payment shall be made by the District for any expenses incurred or work done following the effective date of termination unless authorized in advance in writing by the District.

- C. The Contractor reserves the right to terminate this Agreement with not less than 30 days written notice, or in the event outstanding invoices are not paid within 30 days.
- D. If the Contractor is unavailable to perform the scope of the services, the District may, at its option, cancel this Agreement immediately.

5. Ownership of Documents

- A. All documents, data, graphics, specifications and other products or materials produced by the Contractor in connection with the services rendered under this Agreement shall be the property of the District whether or not the project for which they are made is executed. All such documents, products, and materials shall be forwarded to the District at its request and may be used by the District as it sees fit. The District agrees that if the documents, products, and materials prepared by the Contractor are used for purposes other than those intended by the Agreement, the District does so at its own risk and agrees to hold the Contractor harmless for such use. All or portions of the materials, products, and documents produced under this Agreement may be used by the Contractor upon confirmation from the District that they are subject to disclosure under the Public Disclosure Act.
- B. All services performed under this Agreement will be conducted solely for the benefit of the District and will not be used for any other purpose without written consent of the District. Any information related to the services will not be released without the written permission of the District.
- C. The Contractor shall preserve the confidentiality of all District documents and data accessed for use in the Contractor's work product.

6. Independent Contractor Relationship

- A. The Contractor is retained by the District only for the purposes and to the extent set forth in this Agreement. The nature of the relationship between the Contractor and the District during the period of the services shall be that of an independent contractor, not employee. The Contractor, not the District, shall have the power to control and direct the details, manner, or means of services. Specifically, but not by means of limitation, the Contractor shall have no obligation to work and particular hours or particular schedule and shall retain the right to designate the means of performing the services covered by this Agreement. The Contractor shall be entitled to employ other workers at such compensation and on such other conditions as it may deem proper, provided, however, that any contract so made by the Contractor is to be paid by it alone, and that employing such workers, it is active individually and not as an agent for the District.
- B. The District shall not be responsible for withholding or otherwise deducting federal income tax or Social Security or contributing to any insurance program, or otherwise assuming the duties of an employer with respect to the Contractor or any employee of the Contractor.

7. Hold Harmless

The Contractor shall defend, indemnify, and hold the District, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees resulting from negligent, gross negligent, and/or intentional acts, errors, or omissions of the Contractor, its agents or employees arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the District. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the

concurrent negligence of the Contractor and the District and its officers, officials, employees and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence.

8. Business License

The Contractor shall possess a valid business license in good standing throughout the term of this Agreement. More information regarding requirements can be found online at the Washington Department of Revenue website.

9. Delays

The Contractor is not responsible for delays caused by factors beyond the Contractor's reasonable control. When such delays beyond the Contractor's reasonable control occur, the District agrees the Contractor is not responsible for damages, nor shall the Contractor be deemed to be in default of the Agreement.

10. Successors and Assigns

Neither the District nor the Contractor shall assign, transfer, or encumber any rights, duties, or interests accruing from this Agreement without the written consent of the other.

11. Nondiscrimination

In hiring or employment made possible or resulting from this Agreement, there shall be no unlawful discrimination against any employee or applicant for employment because of sex, age, race, color, creed, national origin, marital status, or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification.

12. Notices

Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address which appears below (as modified in writing from time to time by such party), and given personally, by registered or certified mail with return receipt requested, by facsimile or by a nationally recognized overnight courier service. All notices shall be effective upon the date of receipt.

Pend Oreille Conservation District
P.O. Box 465
Newport, WA 99156
OR
121 N. Washington Ave.
Newport, WA 99156

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

13. Governing Law and Venue

This Agreement shall be construed and enforced in accordance with the laws of the State of Washington. Venue of any suit between the parties arising out of this Agreement shall be Stevens County or Pend Oreille County Superior Court.

14. General Administration and Management

The District's contract manager shall be Alex Case-Cohen, District Manager.

15. Severability

A provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the District and the Contractor, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

This agreement is executed by

PEND OREILLE CONSERVATION DISTRICT

FAR CORNER COMMUNICATIONS

By: _____

By: _____

Name:

Name:

Title:

Title:

Date: _____

Date: _____

Attachment K

FY2022 Hazard Mitigation Addendum

Hazard Mitigation Addendum Draft

FY2022

Conservation District: Pend Oreille

Alex Case-Cohen

Email: alexcc@pocd.org

Overhead: 0%

Choose Appropriate Grant Program: Hazard Mitigation (Must account for Basic Allocation Request Below)

Total Grant Award: \$3,300

Box 1 – To be obligated under this addendum: \$3,300

1.) Site Work

Box 2 – Total Intermediate Outcomes Budget

Total to be Obligated MUST EQUAL Total Intermediate Outcomes Budget

The Difference between Box 1 and Box 2 = 0

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

Date approved by board: 8-12-21

Attachment L
June 2021
Treasurer's Report

TREASURERS REPORT

Fund Totals

Pend Oreille Conservation District

06/01/2021 To: 06/30/2021

Time: 10:12:03 Date: 07/07/2021
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	37,660.33	739.39	1,616.63	36,783.09	140.73	-1,500.00	0.00	35,423.82
002 Working Capital Fund	-3,988.97	72.50		-3,916.47	0.00	0.00	0.00	-3,916.47
075 20-21 38NR	7,814.99	0.00		7,814.99	0.00	0.00	0.00	7,814.99
110 CCIM 2020	14,750.98	0.00		14,750.98	0.00	0.00	0.00	14,750.98
120 CCIM2021	2,065.92	7,857.84	7,449.87	2,473.89	3,769.03	631.31	0.00	6,874.23
220 20-21 38VS	-12,727.50	23,956.14	47,802.77	-36,574.13	23,376.02	2,171.08	0.00	-11,027.03
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	-563.56	0.00		-563.56	0.00	0.00	0.00	-563.56
	43,163.39	32,625.87	56,869.27	18,919.99	27,285.78	1,302.39	0.00	47,508.16

TREASURERS REPORT

Account Totals

Pend Oreille Conservation District

06/01/2021 To: 06/30/2021

Time: 10:12:03 Date: 07/07/2021
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding	Rec	Outstanding	Exp	Adj Balance
1 Mountain West	1,194.88	0.00	0.00	1,194.88	0.00	0.00	5.00	1,199.88	
3 PayPal- NRCS	-1,383.07	0.00	0.00	-1,383.07	0.00	0.00	0.00	-1,383.07	
4 Wash Fed Sav	3,100.14	0.25	0.00	3,100.39	0.00	0.00	0.00	3,100.39	
5 Wash Fed Ck.	40,251.44	32,625.62	56,869.27	16,007.79	0.00	0.00	28,583.17	44,590.96	
Total Cash:	43,163.39	32,625.87	56,869.27	18,919.99	0.00	0.00	28,588.17	47,508.16	
	43,163.39	32,625.87	56,869.27	18,919.99	0.00	0.00	28,588.17	47,508.16	

Outstanding Vouchers

As Of: 06/30/2021 Date: 07/07/2021
Time: 10:12:03 Page: 3

Year	Trans#	Date	Type	Acct#	War#	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
							<u>5.00</u>	
2021	224	06/30/2021	Claims	5	EFT	Forestry Suppliers	250.90	VSP Equipment LaMotte Cone, Densimeter
2021	206	06/30/2021	Claims	5	EFT	Aquagenx LLC	2,067.41	VSP Equipment Field Kit
2021	198	06/23/2021	Claims	5	EFT	Onset Computer Corporation	513.42	Equipment VSP
2021	229	06/30/2021	Claims	5	EFT	Contact Resource Group	1,125.46	VSP Equipment /workstations
2021	226	06/30/2021	Claims	5	EFT	Gemplers	441.14	VSP Equipment, Conductivity Tester, Soil Acidity Tester
2021	168	05/28/2021	Claims	5	2078	Bill Kelley	2,581.08	VSP Cost-share Payout, Bill Kelley
2021	182	06/21/2021	Claims	5	2087	Pend Oreille County Weed Board	1,756.17	POCWB Equipment VSP
2021	188	06/30/2021	Claims	5	2090	Menk Jackson Beyer, LLP	180.00	VSP Interlocal Agreements
2021	207	06/30/2021	Claims	5	2091	Ferry Conservation District	3,191.44	Admin Help/ VSP Outreach Farm To Table Insert
2021	213	06/30/2021	Claims	5	2094	Pend Oreille County Weed Board	5,130.15	IMP/VSP Grants June 2021
2021	216	06/30/2021	Claims	5	2097	Kevin Bush	5,353.26	VSP/Cost-share Payout/Bush
2021	217	06/30/2021	Claims	5	2098	George Stuiwenga	4,229.38	Stuiwenga FINAL VSP Cost Share Project Payour
2021	185	06/30/2021	Payroll	5	2100	Alexandra Case-Cohen	1,302.39	Alex Case-Cohen 6/1 -30/2021
2021	186	06/30/2021	Claims	5	2101	Alex Case-Cohen	408.33	Travel/VSP/IMP-admin/IMP-Orca
2021	231	06/30/2021	Claims	5	2102	John Floyd	52.64	Travel June 2021 John Floyd
							<u>28,583.17</u>	
							<u>28,588.17</u>	
Fund								
			Claims			Payroll	Total	
001 General Fund			140.73			-1,500.00	-1,359.27	
120 CCIM2021			3,769.03			631.31	4,400.34	
220 20-21 38VS			23,376.02			2,171.08	25,547.10	
			<u>27,285.78</u>			<u>1,302.39</u>	<u>28,588.17</u>	

TREASURERS REPORT

Signature Page

Pend Oreille Conservation District

06/01/2021 To: 06/30/2021

Time: 10:12:03 Date: 07/07/2021
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: 10:12:55 Date: 07/07/2021

06/01/2021 To: 06/30/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
175	06/03/2021	Claims	5	EFT	Verizon Wireless	221.39	Verizon Bill, Cell Phones,
176	06/07/2021	Payroll	5	EFT	Department Of Retirement Systems	869.60	05/01/2021 To 05/31/2021 - PERS 2
178	06/03/2021	Claims	5	EFT	Amazon.com	208.76	Amazon Supplies/ Membership
180	06/17/2021	Payroll	5	EFT	United States Treasurer	995.42	941 Deposit For 05/01/2021 - 05/31/2021 wrong amount entered
181	06/22/2021	Claims	5	EFT	Verizon Wireless		
187	06/22/2021	Claims	5	EFT	Verizon Wireless	942.33	New Iphones For VSP Mapping And Monitoring
189	06/19/2021	Claims	5	EFT	TigerSupplies.com	261.69	Supplies/equipment For VSP Work
190	06/11/2021	Claims	5	EFT	Pend Oreille PUD	100.49	June PUD 2021
191	06/11/2021	Claims	5	EFT	Amazon.com	219.98	Office Supplies
192	06/17/2021	Claims	5	EFT	Lisa Alkire	500.00	VSP Video Production
193	06/17/2021	Claims	5	EFT	U.S. Postal Service	9.54	Certified Mail VSP
194	06/18/2021	Claims	5	EFT	Safeway	12.69	Office Supplies
195	06/19/2021	Claims	5	EFT	OfficeDepotOrders	1,459.59	VSP Equipment
196	06/19/2021	Claims	5	EFT	Forestry Suppliers		Two transactions for supplies
197	06/21/2021	Claims	5	EFT	City of Newport	96.00	June Water IMP
198	06/23/2021	Claims	5	EFT	Onset Computer Corporation	513.42	Equipment VSP
199	06/23/2021	Claims	5	EFT	MTP certified	452.40	VSP Equipment
200	06/24/2021	Claims	5	EFT	Woods End Laboratories LLC	2,472.86	VSP Equipment , Soil Kits
201	06/24/2021	Claims	5	EFT	Lisa Alkire	1,000.00	IMP/ORCA Video Predoction Service,W/Q
202	06/24/2021	Claims	5	EFT	WIX.COM	51.56	VSP Event Calender 2021 Website
203	06/24/2021	Claims	5	EFT	Gemplers		two different transactions
204	06/30/2021	Claims	5	EFT	Albeni Falls Building Supplies	37.71	IMP/ Maintain District
205	06/30/2021	Claims	5	EFT	Contact Resource Group		two separte transactions
206	06/30/2021	Claims	5	EFT	Aquagenx LLC	2,067.41	VSP Equipment Field Kit
209	06/30/2021	Claims	5	EFT	Lisa Alkire	1,100.00	VSP Social Media Management Web
223	06/19/2021	Claims	5	EFT	Forestry Suppliers	443.86	VSP Equipment Stream Bottom Sampler
224	06/30/2021	Claims	5	EFT	Forestry Suppliers	250.90	VSP Equipment LaMotte Cone, Densimeter
225	06/24/2021	Claims	5	EFT	Gemplers	727.30	VSP Equipment, Tester, Soil Sampler With Footsetp
226	06/30/2021	Claims	5	EFT	Gemplers	441.14	VSP Equipment, Conductivity Tester, Soil Acidity Tester
228	06/29/2021	Claims	5	EFT	Contact Resource Group	931.61	VSP Equipment/ Workstations
229	06/30/2021	Claims	5	EFT	Contact Resource Group	1,125.46	VSP Equipment /workstations
230	06/02/2021	Claims	5	EFT	IFIBER Communications	140.42	Monther Internet June 2021
174	06/03/2021	Claims	5	2084	Stateline Plumbing	939.41	Plumbing Repair To Line
177	06/08/2021	Payroll	5	2085	Health Care Authority	853.77	06/01/2021 To 06/30/2021 - Health Care Authority
179	06/15/2021	Payroll	5	2086		1,500.00	
182	06/21/2021	Claims	5	2087	Pend Oreille County Weed Board	1,756.17	POCWB Equipment VSP
183	06/22/2021	Claims	5	2088	Adams Tractor Co.	9,468.80	All Purpose Seeder /VSP Equipment
184	06/22/2021	Claims	5	2089	Fox Trailers	4,850.00	Trailer For Seeder/VSP Equipment
188	06/30/2021	Claims	5	2090	Menk Jackson Beyer, LLP	180.00	VSP Interlocal Agreements
207	06/30/2021	Claims	5	2091	Ferry Conservation District	3,191.44	Admin Help/ VSP Outreach Farm To Table Insert
208	06/30/2021	Claims	5	2092	George Stuivenga		Wrong amount for Cost-Share payout.
212	06/30/2021	Claims	5	2093	Kevin Bush		wrong amount for payout
213	06/30/2021	Claims	5	2094	Pend Oreille County Weed Board	5,130.15	IMP/VSP Grants June 2021
214	06/30/2021	Claims	5	2095	George Stuivenga		Wrong amounts for payout

WARRANT/CHECK REGISTER

Pend Oreille Conservation District

Time: 10:12:55 Date: 07/07/2021

06/01/2021 To: 06/30/2021

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
215	06/30/2021	Claims	5	2096	George Stuiwenga		wrong amount
216	06/30/2021	Claims	5	2097	Kevin Bush	5,353.26	VSP/Cost-share Payout/Bush
217	06/30/2021	Claims	5	2098	George Stuiwenga	4,229.38	Stuiwenga FINAL VSP Cost
							Share Project Payour
185	06/30/2021	Payroll	5	2100		1,302.39	Alex Case-Cohen 6/1-30/2021
186	06/30/2021	Claims	5	2101	Alex Case-Cohen	408.33	Travel/VSP/IMP-admin/IMP-Orc
							a
231	06/30/2021	Claims	5	2102	John Floyd	52.64	Travel June 2021 John Floyd
		001 General Fund				1,616.63	
		120 CCIM2021				7,449.87	
		220 20-21 38VS				47,802.77	
							Claims: 51,348.09
						56,869.27	Payroll: 5,521.18

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: 10:13:14 Date: 07/07/2021

06/01/2021 To: 06/30/2021

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
147	06/01/2021	Tr Rec	190975		5	United States Treasurer	84.62	Refund Of 940 Tax 2020 FUTA Tax
148	06/01/2021	Tr Rec	190976		5	Frontier Title & Escrow	725.00	Rent June 2021
210	06/24/2021	Tr Rec	190979		5	WSCC	7,857.84	IMP # 12 May 2021
211	06/29/2021	Tr Rec	190980		5	Pend Orielle County	23,956.14	VSP Voucher # 23 May 2021
221	06/30/2021	Tr Rec	190981		4	Washington Federal	0.25	Savings Interest June 2021
222	06/30/2021	Tr Rec	190982		5	Washington Federal	2.02	Checking Interest June 2021
360 Misc Revenues							654.77	
380 Non Revenues							84.62	
001 General Fund							739.39	
360 Misc Revenues							72.50	
002 Working Capital Fund							72.50	
330 State Generated Revenues							7,857.84	
120 CCIM2021							7,857.84	
330 State Generated Revenues							23,956.14	
220 20-21 38VS							23,956.14	
							32,625.87	

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: 11:24:36 Date: 07/06/2021

06/01/2021 To: 06/30/2021

Page: 1

1 Mountain West

Date						Balance Forward	797.22
						Total Credits:	0.00
Year	Trans#	Date	Type	Chk#	Vendor		
2021	36	02/23/2021	Claims	12778	Health Care Authority		10.00
						Total Debits:	10.00
						Reconciled Bank Balance:	787.22
						Outstanding Credits:	
2020	54	03/03/2020	Claims	12642	Office of the Secretary of State		5.00
						Outstanding Debits:	5.00
						Reconciled Book Balance:	782.22

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.

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

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

Account Title: PEND OREILLE CONSERVATION DISTRICT

Due to the pandemic, Money Market and Savings account transaction limitations and excess debit fees were temporarily removed. Effective 8/1/2021 both will be reinstated. Transfers from the account to another account or to third parties by means of preauthorized, automatic, telephonic, transfers are limited to six per calendar month. No more than six by check, draft or debit card. A \$1.00 fee will be assessed if you exceed more than six transactions listed above.

TOTALLY FREE BUSINESS CHECKING		Number of Enclosures	1
Account Number	@XXXXXXXXXX@8895	Statement Dates	6/01/21 thru 6/30/21
Previous Balance	797.22	Days in the statement period	30
Deposits/Credits	.00	Average Ledger	788.22
1 Checks/Debits	10.00	Average Collected	788.22
Service Charge	.00		
Interest Paid	.00		
Ending Balance	787.22		

Checks in Number Order

6/04 12778 10.00
* Denotes missing check numbers

Daily Balance Information			
Date	Balance	Date	Balance
6/01	797.22	6/04	787.22

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 11:28:52 Date: 07/06/2021

06/01/2021 To: 06/30/2021

Page: 1

4 Wash Fed Sav

Date	Balance Forward	3,100.14
06/30/2021		0.25
	Total Credits:	0.25

Year	Trans#	Date	Type	Chk#	Vendor
					Total Debits:
					0.00
					Reconciled Bank Balance:
					3,100.39
					Outstanding Credits:
					Outstanding Debits:
					Reconciled Book Balance:
					3,100.39

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 June 30, 2021
Statement Begin Date June 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

19809 *

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	0.098%
Interest Rate Effective 06/01/2021	0.100%
Interest Earned/Accrued this Cycle	\$0.25
Number of Days in this Cycle	30
Date Interest Posted	06-30-2021
Year-to-Date Interest Paid	\$0.70

Beginning Balance	\$3,100.14
Interest Earned This Period	+0.25
Ending Balance	\$3,100.39

Between August-October
of 2020 **all debit card**
holders were mailed a new
contactless debit card to
replace your existing card.

Member
SBC



Have you activated
your new card with
this symbol on it? 
It's easy! Grab your new
card and call 800-992-3808.



Unable to find your new card?
Let us help. Call our Client
Care Center at 800-324-9375.

Interest Earned This Period

Date	Description	Amount
06-30	Credit Interest	0.25
Total Interest Earned This Period		0.25

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 13:40:58 Date: 07/06/2021

06/01/2021 To: 06/30/2021

Page: 1

5 Wash Fed Ck.

Date	Balance Forward	65,023.45
06/01/2021		809.62
06/24/2021		7,857.84
06/29/2021		23,956.14
06/30/2021		2.02
	Total Credits:	32,625.62

Year	Trans#	Date	Type	Chk#	Vendor	
2021	71	03/31/2021	Claims	2052	Menk Jackson Beyer, LLP	1,020.00
2021	101	03/31/2021	Claims	2058	Soiltest Farm Consultants Inc.	43.00
2021	161	05/28/2021	Claims	2071	Alex Case-Cohen	52.81
2021	162	05/28/2021	Claims	2072	Exbabylon	323.10
2021	163	05/28/2021	Claims	2073	Soiltest Farm Consultants Inc.	17.80
2021	164	05/28/2021	Claims	2074	Menk Jackson Beyer, LLP	1,104.60
2021	169	05/28/2021	Claims	2079	Doug Jared	2,628.02
2021	170	05/28/2021	Claims	2080	Calispell Duck Club	4,702.50
2021	171	05/28/2021	Claims	2081	Rick & Paula Knapp	1,770.25
2021	172	05/28/2021	Claims	2082	Rebecca Cahill Kemmer	1,589.63
2021	173	05/28/2021	Claims	2083	Pend Oreille County Weed Board	2,116.66
2021	144	05/31/2021	Payroll	2070	Alexandra Case-Cohen	1,306.40
2021	165	05/31/2021	Claims	2075	Ferry Conservation District	3,716.19
2021	166	05/31/2021	Claims	2076	Stevens County Conservation District	666.66
2021	167	05/31/2021	Claims	2077	Pomeroy Conservation District	1,133.31
2021	230	06/02/2021	Claims		IFIBER Communications	140.42
2021	174	06/03/2021	Claims	2084	Stateline Plumbing	939.41
2021	175	06/03/2021	Claims		Verizon Wireless	221.39
2021	178	06/03/2021	Claims		Amazon.com	208.76
2021	176	06/07/2021	Payroll		Department Of Retirement Systems	869.60
2021	177	06/08/2021	Payroll	2085	Health Care Authority	853.77
2021	190	06/11/2021	Claims		Pend Oreille PUD	100.49
2021	191	06/11/2021	Claims		Amazon.com	219.98
2021	179	06/15/2021	Payroll	2086	Alexandra Case-Cohen	1,500.00
2021	180	06/17/2021	Payroll		United States Treasurer	995.42
2021	192	06/17/2021	Claims		Lisa Alkire	500.00
2021	193	06/17/2021	Claims		U.S. Postal Service	9.54
2021	194	06/18/2021	Claims		Safeway	12.69
2021	189	06/19/2021	Claims		TigerSupplies.com	261.69
2021	195	06/19/2021	Claims		OfficeDepotOrders	1,459.59
2021	223	06/19/2021	Claims		Forestry Suppliers	443.86
2021	197	06/21/2021	Claims		City of Newport	96.00
2021	183	06/22/2021	Claims	2088	Adams Tractor Co.	9,468.80
2021	184	06/22/2021	Claims	2089	Fox Trailers	4,850.00
2021	187	06/22/2021	Claims		Verizon Wireless	942.33
2021	199	06/23/2021	Claims		MTP certified	452.40
2021	200	06/24/2021	Claims		Woods End Laboratories LLC	2,472.86
2021	201	06/24/2021	Claims		Lisa Alkire	1,000.00
2021	202	06/24/2021	Claims		WIX.COM	51.56
2021	225	06/24/2021	Claims		Gemplers	727.30
2021	228	06/29/2021	Claims		Contact Resource Group	931.61
2021	204	06/30/2021	Claims		Albeni Falls Building Supplies	37.71
2021	209	06/30/2021	Claims		Lisa Alkire	1,100.00
				Total Debits:		53,058.11
				Reconciled Bank Balance:		44,590.96

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 13:40:58 Date: 07/06/2021

06/01/2021 To: 06/30/2021

Page: 2

Outstanding Credits:

2021	168	05/28/2021	Claims	2078	Kelley, Bill	2,581.08
2021	182	06/21/2021	Claims	2087	Pend Oreille County Weed Board	1,756.17
2021	185	06/30/2021	Payroll	2100	Case-Cohen, Alexandra Loree	1,302.39
2021	186	06/30/2021	Claims	2101	Case-Cohen, Alex	408.33
2021	188	06/30/2021	Claims	2090	Menk Jackson Beyer, LLP	180.00
2021	198	06/23/2021	Claims		Onset Computer Corporation	513.42
2021	206	06/30/2021	Claims		Aquagenx LLC	2,067.41
2021	207	06/30/2021	Claims	2091	Ferry Conservation District	3,191.44
2021	213	06/30/2021	Claims	2094	Pend Oreille County Weed Board	5,130.15
2021	216	06/30/2021	Claims	2097	Bush, Kevin	5,353.26
2021	217	06/30/2021	Claims	2098	Stuivenga, George	4,229.38
2021	224	06/30/2021	Claims		Forestry Suppliers	250.90
2021	226	06/30/2021	Claims		Gemplers	441.14
2021	229	06/30/2021	Claims		Contact Resource Group	1,125.46

Outstanding Debits: 28,530.53

Reconciled Book Balance: 16,060.43

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 6

Statement End Date June 30, 2021
Statement Begin Date June 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

19808 *

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 06/01/2021	0.050%
Interest Earned/Accrued this Cycle	\$2.02
Number of Days in this Cycle	30
Date Interest Posted	06-30-2021
Year-to-Date Interest Paid	\$8.16

Beginning Balance	\$65,023.45
Interest Earned This Period	+2.02
Deposits and Credits	+32,623.60
Checks Paid	-40,231.65
ATM, Electronic and Debit Card Withdrawals	-12,788.75
Other Transactions	-37.71
Ending Balance	\$44,590.96

	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
06-30	Credit Interest	2.02
Total Interest Earned This Period		2.02

Between August-October
of 2020 **all debit card**
holders were mailed a new
contactless debit card to
replace your existing card.

Have you activated
your new card with
this symbol on it?

It's easy! Grab your new
card and call 800-992-3808.



Unable to find your new card?
Let us help. Call our Client
Care Center at 800-324-9375.

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



Statement of Account

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

PAGE 3 OF 6

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

Date	Description	Amount
06-19	POS Signature Purchase FORESTRY SUPPLIERS 601-3543565 MSUS Card #9903	443.86
06-19	POS Signature Purchase OFFICE DEPOT #1078 800-463-3768 WAUS Card #9903	406.73
06-19	POS Signature Purchase TIGER SUPPLIES 888-8443765 NJUS Card #9903	261.69
06-21	External Withdrawal CITY OF NEWPORT COLLECT:1077577721 - CITY OF NE H1G17D1332723	96.00
06-23	POS Signature Purchase BLT*CertifiedMTP.co800-9401928 FLUS Card #9903	452.40
06-23	POS Signature Purchase VERIZON WRLS 038120800-9220204 MDUS Card #9903	511.54
06-23	POS Signature Purchase VERIZON WRLS 038120800-9220204 MDUS Card #9903	430.79
06-24	POS Signature Purchase WOODS END LABORATOR207-2932457 MEUS Card #9903	2,472.86
06-24	POS Signature Purchase WIX.COM 943136955 WWW.WIX.COM CAUS Card #9903	51.56
06-24	POS Signature Purchase GEMPLER'S 800-382-8473 WIUS Card #9903	727.30
06-25	POS Signature Purchase IN *LISAALKIRE 509-2027582 WAUS Card #9903	1,000.00
06-29	POS Signature Purchase CONTRACT RESOURCE G509-4580411 WAUS Card #9903	931.61
Total ATM, Electronic and Debit Card Withdrawals		12,788.75

Other Transactions

Date	Description	Amount
06-30	POS Pinned Purchase ALBENI FALLS BL 520 HIGHWAY 2 OLDTOWN IDUS Card #9903	37.71
Total Other Transactions		37.71

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2079

05/28/2021

PAY TO THE ORDER OF Doug Jared \$ *****2,628.02

*****Two Thousand Six Hundred Twenty Eight and 02/100*****

DOLLARS

Doug Jared
WA
VSP Cost-share Payout

MEMO

John W. Flinn
AUTHORIZED SIGNATURE

⑈002079⑈ ⑆325070980⑆ ⑆2763959434⑆

Check 2079 Date 06/11/2021 Amount \$2,628.02

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2084

06/03/2021

PAY TO THE ORDER OF Stateline Plumbing \$ *****939.41

*****Nine Hundred Thirty Nine and 41/100*****

DOLLARS

Stateline Plumbing
PO BOX 765
Newport, WA 99156
Plumbing Repair To Line

MEMO

John W. Flinn
AUTHORIZED SIGNATURE

⑈002084⑈ ⑆325070980⑆ ⑆2763959434⑆

Check 2084 Date 06/10/2021 Amount \$939.41

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2080

05/28/2021

PAY TO THE ORDER OF Calispell Duck Club \$ *****4,702.50

*****Four Thousand Seven Hundred Two and 50/100*****

DOLLARS

Calispell Duck Club
VSP Cost-share Payout

MEMO

John W. Flinn
AUTHORIZED SIGNATURE

⑈002080⑈ ⑆325070980⑆ ⑆2763959434⑆

Check 2080 Date 06/28/2021 Amount \$4,702.50

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2085

06/08/2021

PAY TO THE ORDER OF Health Care Authority \$ *****853.77

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

DOLLARS

Health Care Authority
WA
06/01/2021 To 06/30/2021 - Health Care Authority

MEMO

John W. Flinn
AUTHORIZED SIGNATURE

⑈002085⑈ ⑆325070980⑆ ⑆2763959434⑆

Check 2085 Date 06/28/2021 Amount \$853.77

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2081

05/28/2021

PAY TO THE ORDER OF Rick & Paula Knapp \$ *****1,770.25

*****One Thousand Seven Hundred Seventy and 25/100*****

DOLLARS

Rick & Paula Knapp
VSP Cost-share Knapp

MEMO

John W. Flinn
AUTHORIZED SIGNATURE

⑈002081⑈ ⑆325070980⑆ ⑆2763959434⑆

Check 2081 Date 06/17/2021 Amount \$1,770.25

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2086

06/15/2021

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

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

DOLLARS

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

MEMO

Paula L. Knapp
AUTHORIZED SIGNATURE

⑈002086⑈ ⑆325070980⑆ ⑆2763959434⑆

Check 2086 Date 06/18/2021 Amount \$1,500.00

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2082

05/28/2021

PAY TO THE ORDER OF Rebecca Cahill Kemmer \$ *****1,589.63

*****One Thousand Five Hundred Eighty Nine and 63/100*****

DOLLARS

Rebecca Cahill Kemmer
WA
VSP Cost-share Cahill Kemmer

MEMO

John W. Flinn
AUTHORIZED SIGNATURE

⑈002082⑈ ⑆325070980⑆ ⑆2763959434⑆

Check 2082 Date 06/17/2021 Amount \$1,589.63

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2088

06/22/2021

PAY TO THE ORDER OF Adams Tractor Co. \$ *****9,468.80

*****Nine Thousand Four Hundred Sixty Eight and 80/100*****

DOLLARS

Adams Tractor Co.
1602 E. Trent Ave
Spokane, WA 99202
All Purpose Seeder /VSP Equipment

MEMO

Paula L. Knapp
AUTHORIZED SIGNATURE

⑈002088⑈ ⑆325070980⑆ ⑆2763959434⑆

Check 2088 Date 06/25/2021 Amount \$9,468.80

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2083

05/28/2021

PAY TO THE ORDER OF Pend Oreille County Weed Board \$ *****2,116.66

*****Two Thousand One Hundred Sixteen and 66/100*****

DOLLARS

Pend Oreille County Weed Board
PO BOX 5085
Newport, WA 99156
VSP/MP Shared Employee

MEMO

John W. Flinn
AUTHORIZED SIGNATURE

⑈002083⑈ ⑆325070980⑆ ⑆2763959434⑆

Check 2083 Date 06/11/2021 Amount \$2,116.66

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2089

06/22/2021

PAY TO THE ORDER OF Fox Trailers \$ *****4,850.00

*****Four Thousand Eight Hundred Fifty and 00/100*****

DOLLARS

Fox Trailers
Trailer For Seeder/VSP Equipment

MEMO

Paula L. Knapp
AUTHORIZED SIGNATURE

⑈002089⑈ ⑆325070980⑆ ⑆2763959434⑆

Check 2089 Date 06/28/2021 Amount \$4,850.00

Employee Accrual Cost

Pend Oreille Conservation Dis

Time: 13:49:42 Date: 07/06/2021

As Of: 06/30/2021

Page: 1

Case-Cohen, Alexandra Loree	Beginning	Earned	Used	Ending	Rate	Cost
Vacation	32.00	8.00		40.00	36.96	1,478.40
Sick Pay	38.00	8.00		46.00	36.96	1,700.16
				86.00		3,178.56
			Report Total	86.00		3,178.56

Attachment M
July 2021
Treasurer's Report

TREASURERS REPORT

Fund Totals

Pend Oreille Conservation District

07/01/2021 To: 07/31/2021

Time: 13:40:07 Date: 08/04/2021

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	36,783.09	1,405.10	351.56	37,836.63	90.12	-1,290.61	0.00	36,636.14
002 Working Capital Fund	-3,916.47	155.88		-3,760.59	0.00	0.00	0.00	-3,760.59
075 20-21 38NR	7,814.99	0.00		7,814.99	0.00	0.00	0.00	7,814.99
080 PUD FY18	0.00	0.00	135.11	-135.11	0.00	135.11	0.00	0.00
110 CCIM 2020	14,750.98	0.00		14,750.98	0.00	0.00	0.00	14,750.98
120 CCIM2021	2,473.89	0.00	765.42	1,708.47	0.00	84.67	0.00	1,793.14
130 WSCC FY22	0.00	0.00	5,959.27	-5,959.27	3,529.21	1,165.40	0.00	-1,264.66
220 20-21 38VS	-43,764.51	61,795.40	6,463.44	11,567.45	513.42	95.79	0.00	12,176.66
240 WSCC FY22	0.00	0.00	2,256.82	-2,256.82	28.00	1,368.07	0.00	-860.75
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	5,162.47		4,801.77	0.00	0.00	0.00	4,801.77
510 WQAIP-2021	-563.56	0.00		-563.56	0.00	0.00	0.00	-563.56
	11,729.61	68,518.85	15,931.62	64,316.84	4,160.75	1,558.43	0.00	70,036.02

TREASURERS REPORT

Account Totals

Pend Oreille Conservation District

07/01/2021 To: 07/31/2021

Time: 13:40:07 Date: 08/04/2021
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 Mountain West	1,194.88	0.00	102.74	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	3,100.39	833.29	0.00	3,933.68	0.00	0.00	3,933.68
5 Wash Fed Ck.	8,817.41	68,518.56	16,661.88	60,674.09	0.00	5,714.18	66,388.27
Total Cash:	11,729.61	69,351.85	16,764.62	64,316.84	0.00	5,719.18	70,036.02
	11,729.61	69,351.85	16,764.62	64,316.84	0.00	5,719.18	70,036.02

TREASURERS REPORT

Outstanding Vouchers

Pend Oreille Conservation District

As Of: 07/31/2021 Date: 08/04/2021
Time: 13:40:07 Page: 3

Year	Trans#	Date	Type	Acct#	War#	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	198	06/23/2021	Claims	5	EFT	Onset Computer Corporation	513.42	Equipment VSP
2021	227	07/30/2021	Payroll	5	EFT	Department of Labor & Industries	187.17	2ND Quarter 04/01/2021 - 06/30/2021
2021	240	07/15/2021	Claims	5	2106	WACD	3,488.89	WACD- District Dues
2021	242	07/31/2021	Payroll	5	2107	Alexandra Case-Cohen	1,371.26	Alex Case-Cohen 7/1-31/2021
2021	243	07/31/2021	Claims	5	2108	Alex Case-Cohen	153.44	Travel July 2021 VSP/IMP-WQ
							5,714.18	
							5,719.18	
Fund								
			Claims					Total
001 General Fund			90.12				-1,290.61	-1,200.49
080 PUD FY18			0.00				135.11	135.11
120 CCIM2021			0.00				84.67	84.67
130 WSCC FY22			3,529.21				1,165.40	4,694.61
220 20-21 38VS			513.42				95.79	609.21
240 WSCC FY22			28.00				1,368.07	1,396.07
			4,160.75				1,558.43	5,719.18

TREASURERS REPORT

Signature Page

Pend Oreille Conservation District

07/01/2021 To: 07/31/2021

Time: 13:40:07 Date: 08/04/2021
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 _____

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 10:07:46 Date: 08/04/2021

07/01/2021 To: 07/31/2021

Page: 1

1 Mountain West

Date						Balance Forward	787.22
						Total Credits:	0.00
Year	Trans#	Date	Type	Chk#	Vendor		
2021	245	07/28/2021	Claims		US Bank Corporate Payment Systems		102.74
						Total Debits:	102.74
						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.

Date 7/30/21 Page 1
Primary Account @XXXXXXXXXX@8895

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

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

Account Title: PEND OREILLE CONSERVATION DISTRICT

TOTALLY FREE BUSINESS CHECKING		Number of Enclosures	0
Account Number	@XXXXXXXXXX@8895	Statement Dates	7/01/21 thru 8/01/21
Previous Balance	787.22	Days in the statement period	32
Deposits/Credits	.00	Average Ledger	771.16
1 Checks/Debits	102.74	Average Collected	771.16
Service Charge	.00		
Interest Paid	.00		
Ending Balance	684.48		

Debits and Withdrawals		Withdrawals
Date	Description	
7/28	U.S. BANK AUTOPAY	102.74-
	CCD 448559455562237	
	042000012683123	

Daily Balance Information		
Date	Balance	Date
7/01	787.22	7/28
		684.48

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 10:13:52 Date: 08/04/2021

07/01/2021 To: 07/31/2021

Page: 1

4 Wash Fed Sav

Date	Balance Forward	3,100.39
07/19/2021		833.00
07/31/2021		0.29
	Total Credits:	833.29

Year	Trans#	Date	Type	Chk#	Vendor	
					Total Debits:	0.00
					Reconciled Bank Balance:	3,933.68
					Outstanding Credits:	
					Outstanding Debits:	
					Reconciled Book Balance:	3,933.68

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 July 31, 2021
Statement Begin Date July 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

20092 *

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 07/01/2021	0.100%
Interest Earned/Accrued this Cycle	\$0.29
Number of Days in this Cycle	31
Date Interest Posted	07-31-2021
Year-to-Date Interest Paid	\$0.99

Beginning Balance	\$3,100.39
Interest Earned This Period	+0.29
Deposits and Credits	+833.00
Ending Balance	\$3,933.68



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NWILSR 410274 

Interest Earned This Period

Date	Description	Amount
07-31	Credit Interest	0.29
Total Interest Earned This Period		0.29

Deposits and Credits

Date	Description	Amount
07-19	Deposit Transfer from DDA 9434 - NRCS payout	833.00
Total Deposits and Credits		833.00

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.

WF-01 (8/19)

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 13:35:14 Date: 08/04/2021

07/01/2021 To: 07/31/2021

Page: 1

5 Wash Fed Ck.

Date	Balance Forward	
07/06/2021	44,590.96	
07/15/2021	16,799.97	
07/26/2021	833.84	
07/31/2021	50,882.90	
	1.85	
	Total Credits:	68,518.56

Year	Trans#	Date	Type	Chk#	Vendor	
2021	168	05/28/2021	Claims	2078	Bill Kelley	2,581.08
2021	182	06/21/2021	Claims	2087	Pend Oreille County Weed Board	1,756.17
2021	185	06/30/2021	Payroll	2100	Alexandra Case-Cohen	1,302.39
2021	186	06/30/2021	Claims	2101	Alex Case-Cohen	408.33
2021	188	06/30/2021	Claims	2090	Menk Jackson Beyer, LLP	180.00
2021	207	06/30/2021	Claims	2091	Ferry Conservation District	3,191.44
2021	213	06/30/2021	Claims	2094	Pend Oreille County Weed Board	5,130.15
2021	216	06/30/2021	Claims	2097	Kevin Bush	5,353.26
2021	217	06/30/2021	Claims	2098	George Stuiwenga	4,229.38
2021	231	06/30/2021	Claims	2102	John Floyd	52.64
2021	237	06/30/2021	Claims	2103	Mitch Walker	11,075.29
2021	206	07/01/2021	Claims		Aquagenx LLC	2,067.41
2021	229	07/01/2021	Claims		Contact Resource Group	1,125.46
2021	244	07/02/2021	Claims		IFIBER Communications	140.46
2021	254	07/02/2021	Claims		WA DOL	434.45
2021	258	07/02/2021	Claims		Lisa Alkire	1,100.00
2021	226	07/07/2021	Claims		Gemplers	441.14
2021	241	07/08/2021	Claims		Verizon Wireless	221.39
2021	259	07/08/2021	Claims		U.S. Postal Service	2.00
2021	233	07/12/2021	Payroll		Employment Security Department	31.67
2021	255	07/12/2021	Claims		Pend Oreille PUD	98.48
2021	238	07/13/2021	Payroll	2104	Alexandra Case-Cohen	1,500.00
2021	239	07/13/2021	Payroll	2105	Health Care Authority	853.77
2021	262	07/13/2021	Claims		U.S. Postal Service	1.60
2021	232	07/15/2021	Payroll		Department Of Retirement Systems	869.59
2021	263	07/15/2021	Claims		U.S. Postal Service	2.40
2021	249	07/19/2021	Withdraw		Transfer To Savings Acct. To Cover Accurals.	833.00
2021	256	07/20/2021	Claims		City of Newport	96.00
2021	260	07/20/2021	Claims		Ace Hardware #14204	99.18
2021	264	07/28/2021	Claims		U.S. Postal Service	165.00
2021	257	07/29/2021	Claims		Petroglyph Printing and Sign	145.75
2021	218	07/30/2021	Payroll		United States Treasurer	995.42
2021	219	07/30/2021	Payroll		Employment Security Department	125.00
2021	261	07/31/2021	Claims		Forestry Suppliers	111.95

Total Debits: 46,721.25

Reconciled Bank Balance: 66,388.27

Outstanding Credits:

2021	198	06/23/2021	Claims		Onset Computer Corporation	513.42
2021	224	06/30/2021	Claims		Forestry Suppliers	
2021	227	07/30/2021	Payroll		Department of Labor & Industries	187.17
2021	240	07/15/2021	Claims	2106	WACD	3,488.89
2021	242	07/31/2021	Payroll	2107	Case-Cohen, Alexandra Loree	1,371.26
2021	243	07/31/2021	Claims	2108	Case-Cohen, Alex	153.44

BANK RECONCILIATION

Pend Oreille Conservation District

Time: 13:35:14 Date: 08/04/2021

07/01/2021 To: 07/31/2021

Page: 2

Outstanding Debits: 5,714.18

Reconciled Book Balance: 60,674.09

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 5

Statement End Date July 31, 2021

Statement Begin Date July 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

20091 *

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 07/01/2021	0.050%
Interest Earned/Accrued this Cycle	\$1.85
Number of Days in this Cycle	31
Date Interest Posted	07-31-2021
Year-to-Date Interest Paid	\$10.01

Beginning Balance	\$44,590.96
Interest Earned This Period	+1.85
Deposits and Credits	+68,516.71
Checks Paid	-37,613.90
ATM, Electronic and Debit Card Withdrawals	-7,670.90
Other Transactions	-1,436.45
Ending Balance	\$66,388.27

	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
07-31	Credit Interest	1.85
Total Interest Earned This Period		1.85

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.



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NMLSR 410994 



Statement of Account

PAGE 2 OF 5

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

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

Deposits and Credits

Date	Description	Amount
07-06	Deposit	16,799.97
07-15	External Deposit PAYPAL TRANSFER - TRANSFER	833.84
07-26	External Deposit WA ST ECOLOGY 4610210722CG43300000 - VENDOR PAY 597820!	5,162.47
07-26	Deposit	45,720.43
Total Deposits and Credits		68,516.71



Checks Paid

Number	Date	Amount	Number	Date	Amount
2078	Jul 20	2,581.08	2100*	Jul 6	1,302.39
2087*	Jul 9	1,756.17	2101	Jul 6	408.33
2090*	Jul 14	180.00	2102	Jul 14	52.64
2091	Jul 26	3,191.44	2103	Jul 9	11,075.29
2094*	Jul 16	5,130.15	2104	Jul 16	1,500.00
2097*	Jul 26	5,353.26	2105	Jul 20	853.77
2098	Jul 21	4,229.38	Total Checks Paid		\$37,613.90

* 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
07-01	POS Signature Purchase AQUAGENX, LLC HTTPSWWW.AQUA NCUS Card #9903	2,067.41
07-01	POS Signature Purchase CONTRACT RESOURCE G509-4580411 WAUS Card #9903	1,125.46
07-02	POS Signature Purchase IFIBER COMMUNICATIO866-2843842 WAUS Card #9903	140.46
07-02	POS Signature Purchase IN *LISAALKIRE 509-2027582 WAUS Card #9903	1,100.00
07-07	POS Signature Purchase GEMPLER'S JANESVILLE WIUS Card #9903	441.14
07-08	External Withdrawal ACHMA VISB 800-922-0204 - BILL PYMNT	105.12
07-08	External Withdrawal ACHMA VISB 800-922-0204 - BILL PYMNT	116.27
07-09	POS Signature Purchase USPS PO 5458660756 NEWPORT WAUS Card #9903	2.00
07-12	External Withdrawal PEND OREILLE PUD ELECTRIC BILL - PUD 5271	38.34
07-12	External Withdrawal PEND OREILLE PUD ELECTRIC BILL - PUD 6157	60.14
07-14	External Withdrawal PAID FAMILY MED - PAYMENT A 600733238	31.67
07-15	External Withdrawal WA DEPT RET SYS - DRS EPAY 4183792	869.59
07-20	External Withdrawal CITY OF NEWPORT COLLECT:1077577721 - CITY OF NE D1H17D1514490	96.00
07-21	POS Signature Purchase SELKIRK ACE OLDTOWN IDUS Card #9903	99.18



Statement of Account

Statement End Date PAGE 3 OF 5
July 31, 2021
Statement Begin Date July 1, 2021
Account Number 62763959434

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

Date	Description	Amount
07-29	POS Signature Purchase PETROGLYPH PRINTING509-4472590 WAUS Card #9903	145.75
07-30	External Withdrawal STATE OF WA-ESD NOT USED - ESD ACH 6 ESD WA UI-TAX	125.00
07-30	External Withdrawal IRS - USATAXPYMT 270161160613763	995.42
07-31	POS Signature Purchase FORESTRY SUPPLIERS 601-3543565 MSUS Card #9903	111.95
Total ATM, Electronic and Debit Card Withdrawals		7,670.90

Other Transactions

Date	Description	Amount
07-02	POS Pinned Purchase WA DOL LIC & REG NEWPORT WAUS Card #9903	434.45
07-13	POS Pinned Purchase USPS PO 54586607 10NEWPORT WAUS Card #9903	1.60
07-15	POS Pinned Purchase USPS PO 54586607 10NEWPORT WAUS Card #9903	2.40
07-19	Withdrawal Transfer to SDA 9483 - NRCS payout	833.00
07-28	POS Pinned Purchase USPS PO 54586607 10NEWPORT WAUS Card #9903	165.00
Total Other Transactions		1,436.45

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

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2078

05/28/2021

Pay to the order of: Bill Kelley

*****2,581.08

*****Two Thousand Five Hundred Eighty One and 08/100*****

Bill Kelley

Newport, WA 99156

VSP Cost-share Payout

MEMO

002078 325070980 62763959434

Check 2078 Date 07/20/2021 Amount \$2,581.08

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

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2097

06/30/2021

Pay to the order of: Kevin Bush

*****5,353.26

*****Five Thousand Three Hundred Fifty Three and 26/100*****

Kevin Bush

WA

VSP/Cost-share Payout/Bush

MEMO

002097 325070980 62763959434

Check 2097 Date 07/26/2021 Amount \$5,353.26

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

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2087

06/21/2021

Pay to the order of: Pend Oreille County Weed Board

*****1,756.17

*****One Thousand Seven Hundred Fifty Six and 17/100*****

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

POCWB Equipment VSP

MEMO

002087 325070980 62763959434

Check 2087 Date 07/09/2021 Amount \$1,756.17

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

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2098

06/30/2021

Pay to the order of: George Stuvenga

*****4,229.38

*****Four Thousand Two Hundred Twenty Nine and 38/100*****

George Stuvenga
16651 W Caliged Road
Cusick, WA 99119

Stuvenga FINAL VSP Cost Share Project Payout

MEMO

002098 325070980 62763959434

Check 2098 Date 07/21/2021 Amount \$4,229.38

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

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2090

06/30/2021

Pay to the order of: Menk Jackson Beyer, LLP

*****180.00

*****One Hundred Eighty and 00/100*****

Menk Jackson Beyer, LLP
807 N. 39th Ave.
Yakima, WA 98902

VSP Interlocal Agreements

MEMO

002090 325070980 62763959434

Check 2090 Date 07/14/2021 Amount \$180.00

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

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2100

06/30/2021

Pay to the order of: Alexandra Loree Case-Cohen

*****1,302.39

*****One Thousand Three Hundred Two and 39/100*****

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

Alex Case-Cohen 6/1-30/2021

MEMO

002100 325070980 62763959434

Check 2100 Date 07/06/2021 Amount \$1,302.39

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

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2091

06/30/2021

Pay to the order of: Ferry Conservation District

*****3,191.44

*****Three Thousand One Hundred Ninety One and 44/100*****

Ferry Conservation District
PO BOX 1045
Republic, WA 99166

Admin Help/ VSP Outreach Farm To Table Insert

MEMO

002091 325070980 62763959434

Check 2091 Date 07/26/2021 Amount \$3,191.44

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

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2101

06/30/2021

Pay to the order of: Alex Case-Cohen

*****408.33

*****Four Hundred Eight and 33/100*****

Alex Case-Cohen

Newport, WA 99156

Travel/VSP/IMP-admin/IMP-Orca

MEMO

002101 325070980 62763959434

Check 2101 Date 07/06/2021 Amount \$408.33

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

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2094

06/30/2021

Pay to the order of: Pend Oreille County Weed Board

*****5,130.15

*****Five Thousand One Hundred Thirty and 15/100*****

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

IMP/VSP Grants June 2021

MEMO

002094 325070980 62763959434

Check 2094 Date 07/16/2021 Amount \$5,130.15

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

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2102

06/30/2021

Pay to the order of: John Floyd

*****52.64

*****Fifty Two and 64/100*****

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

Travel June 2021 John Floyd

MEMO

002102 325070980 62763959434

Check 2102 Date 07/14/2021 Amount \$52.64

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

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2103

06/30/2021

Mitch Walker

PAY TO THE ORDER OF \$ ****11,075.29

*****Eleven Thousand Seventy Five and 29/100*****

Mitch Walker

VSP Cost-share Payout Mitch Walker

MEMO

002103 325070980 62763959434

Check 2103 Date 07/09/2021 Amount \$11,075.29

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

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2104

07/13/2021

Alexandra Loree Case-Cohen

PAY TO THE ORDER OF \$ ****1,500.00

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

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

MEMO

002104 325070980 62763959434

Check 2104 Date 07/16/2021 Amount \$1,500.00

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

PEND OREILLE CONSERVATION DISTRICT
PO BOX 465
121 N. WASHINGTON AVE
NEWPORT, WA 99156

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

2105

07/13/2021

Health Care Authority

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

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

Health Care Authority
, WA

06/01/2021 To 06/30/2021 - Health Care Authority

MEMO

002105 325070980 62763959434

Check 2105 Date 07/20/2021 Amount \$853.77

RECEIPT REGISTER

Pend Oreille Conservation District

Time: 13:47:43 Date: 08/04/2021

07/01/2021 To: 07/31/2021

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
251	07/31/2021	Tr Rec	265		4	Washington Federal	0.29	Savings Interest July 2021
235	07/06/2021	Tr Rec	190983		5	Pend Oreille County	16,074.97	VSP/voucher # 24 Equipment Advancement.
236	07/06/2021	Tr Rec	190984		5	Frontier Title & Escrow	725.00	Rent July 2021
246	07/26/2021	Tr Rec	190985		5	Dept of Ecology	5,162.47	Dept Ecology # 00012 June 2021
248	07/26/2021	Tr Rec	190986		5	Pend Oreille County	45,720.43	VSP June 2021 # 24
252	07/31/2021	Tr Rec	190988		5	Washington Federal	1.85	Checking Interest July 2021
253	07/15/2021	Tr Rec	190989		5	Paypal	833.84	Paypal Deposit From NRCS Rent
360 Misc Revenues							1,405.10	
001 General Fund							1,405.10	
360 Misc Revenues							155.88	
002 Working Capital Fund							155.88	
330 State Generated Revenues							61,795.40	
220 20-21 38VS							61,795.40	
330 State Generated Revenues							5,162.47	
500 20-21WQAIP							5,162.47	
							68,518.85	

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

Signature & Title

Date

WARRANT/CHECK REGISTER

Pend Oreille Conservation District

Time: 13:47:12 Date: 08/04/2021

07/01/2021 To: 07/31/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
245	07/28/2021	Claims	1	EFT	US Bank Corporate Payment Systems	102.74	Lucidchart.com
206	07/01/2021	Claims	5	EFT	Aquagenx LLC	2,067.41	VSP Equipment Field Kit
218	07/30/2021	Payroll	5	EFT	United States Treasurer	995.42	941 Deposit For 06/01/2021 - 06/30/2021
219	07/30/2021	Payroll	5	EFT	Employment Security Department	125.00	Unemployment Quarterly Report
226	07/07/2021	Claims	5	EFT	Gemplers	441.14	VSP Equipment, Conductivity Tester, Soil Acidity Tester
227	07/30/2021	Payroll	5	EFT	Department of Labor & Industries	187.17	2ND Quarter 04/01/2021 - 06/30/2021
229	07/01/2021	Claims	5	EFT	Contact Resource Group	1,125.46	VSP Equipment /workstations
232	07/15/2021	Payroll	5	EFT	Department Of Retirement Systems	869.59	06/01/2021 To 06/30/2021 - PERS 2
233	07/12/2021	Payroll	5	EFT	Employment Security Department	31.67	04/01/2021 To 06/30/2021 - FMLA
241	07/08/2021	Claims	5	EFT	Verizon Wireless	221.39	Verizon Bill July 2021
244	07/02/2021	Claims	5	EFT	IFIBER Communications	140.46	July2021 Internet
254	07/02/2021	Claims	5	EFT	WA DOL	434.45	Registration For FOXT, VSP
255	07/12/2021	Claims	5	0	Pend Oreille PUD	98.48	Pend Oreille PUD July 2021
256	07/20/2021	Claims	5	EFT	City of Newport	96.00	City Of Newport July_2021
257	07/29/2021	Claims	5	EFT	Petroglyph Printing and Sign	145.75	Post Cards VSP
258	07/02/2021	Claims	5	EFT	Lisa Alkire	1,100.00	VSP, Web Page Management July
259	07/08/2021	Claims	5	EFT	U.S. Postal Service	2.00	IMP Postage
260	07/20/2021	Claims	5	EFT	Ace Hardware #14204	99.18	IMP/GF Office
261	07/31/2021	Claims	5	EFT	Forestry Suppliers	111.95	VSP Supplies /June 2021
262	07/13/2021	Claims	5	EFT	U.S. Postal Service	1.60	IMP Postage
263	07/15/2021	Claims	5	EFT	U.S. Postal Service	2.40	IMP/postage
264	07/28/2021	Claims	5	EFT	U.S. Postal Service	165.00	VSP Postage For Postcards
238	07/13/2021	Payroll	5	2104		1,500.00	
239	07/13/2021	Payroll	5	2105	Health Care Authority	853.77	06/01/2021 To 06/30/2021 - Health Care Authority
240	07/15/2021	Claims	5	2106	WACD	3,488.89	WACD- District Dues
242	07/31/2021	Payroll	5	2107		1,371.26	Alex Case-Cohen 7/1-31/2021
243	07/31/2021	Claims	5	2108	Alex Case-Cohen	153.44	Travel July 2021 VSP/IMP-WQ
001 General Fund						351.56	
080 PUD FY18						135.11	
120 CCIM2021						765.42	
130 WSCC FY22						5,959.27	
220 20-21 38VS						6,463.44	
240 WSCC FY22						2,256.82	
						15,931.62	Claims: 9,997.74 Payroll: 5,933.88

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: _____

Employee Accrual Cost

Pend Oreille Conservation Dis

Time: 15:15:32 Date: 08/04/2021

As Of: 07/31/2021

Page: 1

Case-Cohen, Alexandra Loree	Beginning	Earned	Used	Ending	Rate	Cost
Vacation	40.00	8.00		48.00	36.96	1,774.08
Sick Pay	46.00	8.00	4.00	50.00	36.96	1,848.00
				98.00		3,622.08
Report Total				98.00		3,622.08



U.S. BANK
P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER 4485 5945 5562 2370
STATEMENT DATE 07-26-2021
AMOUNT DUE \$102.74
NEW BALANCE \$102.74
PAYMENT DUE ON RECEIPT

000018811 01 SP 0.560 106481370976769 P
PEND OREILLE CONS DIST
ATTN DAVID MARCELL
PO BOX 465
NEWPORT WA 99156-0465

AMOUNT ENCLOSED

\$

Please make check payable to
U.S. BANK

U.S. BANK
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

4485594555622370 000010274 000010274

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
PEND OREILLE CONS DI 4485 5945 5562 2370	Previous Balance	Purchases And Other + Charges	+ Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New Balance	
Company Total	\$0.00	\$102.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102.74	

NEW ACTIVITY				
DAVID MARCELL 4485-5902-0018-4782	CREDITS \$0.00	PURCHASES \$102.74	CASH ADV \$0.00	TOTAL ACTIVITY \$102.74
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-12	07-11	24011341192000042279318	LUCIDCHART.COM/CHARGE WWW.GOLUCID.C UT	102.74

Department: 00000 Total:
Division: 00000 Total:

\$102.74
\$102.74

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 4485-5945-5562-2370		ACCOUNT SUMMARY	
	STATEMENT DATE 07/26/21	DISPUTED AMOUNT .00	PREVIOUS BALANCE	.00
SEND BILLING INQUIRIES TO: U.S. BANK P.O. Box 6335 Fargo, ND 58125-6335	AMOUNT DUE 102.74		PURCHASES & OTHER CHARGES	102.74
			CASH ADVANCES	.00
			CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
			CREDITS	.00
			PAYMENTS	.00
			ACCOUNT BALANCE	102.74



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



ACCOUNT NUMBER 4485-5902-0018-4782

AMOUNT DUE \$0.00

000010564 01 SP 0.560 106481370968522 P
DAVID MARCELL
PEND OREILLE CD
PO BOX 465
NEWPORT WA 99156-0465

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
07-11	07-12	5734	LUCIDCHART.COM/CHARGE WWW.GOLUCID.C UT	24011341192000042279318	102.74

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 4485-5902-0018-4782	ACCOUNT SUMMARY	
	STATEMENT DATE 07/26/21	PURCHASES, FEES & ADJUSTMENTS	\$102.74
MANAGING ACCOUNT NUMBER 4485-5945-5562-2370 CONTACT AND ADDRESS PEND OREILLE CONS DIST DAVID MARCELL PO BOX 465 NEWPORT, WA 99156	CHECKS/CASH ADVANCES		\$0.00
	DISPUTE AMOUNT		\$0.00
	CREDITS		\$0.00
	STATEMENT TOTAL		\$102.74

Lucid Software Inc.

10355 South Jordan Gateway Suite 300
SEND CHECKS TO ADDRESS IN TERMS & CONDITIONS
South Jordan, UT 84095
United States
Email: support@lucidchart.com
VAT #: EU372009104

Invoice

Invoice # 8660453
Billed On Jul 11, 2021
Terms On-Receipt
Due On Jul 11, 2021

Bill To

David Marcell

99156
United States

PAID

on Jul 11, 2021

\$102.74 USD

Date	Description	Qty	Price	Subtotal	Tax	Total
Jul 11, 2021 – Jul 11, 2022	Lucidchart Pro	1	\$95.40	\$95.40	7.70%	\$102.74

Subtotal \$95.40

WA Tax 7.7% \$7.34

Total \$102.74

Paid (\$102.74)

Amount Due \$0.00

Payments

Jul 11, 2021 \$102.74 Payment from Visa ... 4782

Notes

All amounts in United States Dollars (USD)

Terms and Conditions: Payments via standard mail:

Lucid Software Inc.
DEPT CH 17239
Palatine, IL 60055-7239

Payments via FedEx, UPS or other expedited means:

Lucid Software Inc.
17239
5505 N. Cumberland Ave Ste 307
Chicago, IL 60656-1471

Payments via ACH/wire transfer:

Bank Name: Silicon Valley Bank
Account Number: 3300998940

Attachment N

Operations Report



Pend Oreille Conservation District
Operations Report
June & July 2021

HIGHLIGHTS

OPERATIONS UPDATE

- **Building Maintenance** – In the past 2 months, I tasked John Floyd with contacting potential contractors for an estimate; unfortunately, we have not received one call back. This could be due to busy and overwhelming schedules on their part, and partially due to issues working with public agencies. Fortunately, nothing has happened to the building yet; though we will begin contacting all contractors on a weekly basis until we get bids... they've gotta contact us at some point.
- **Staffing** – We are currently staffed to our capacity; with our current budget, we will not be able to bring on any other staff for the rest of the fiscal year. That being said, it is largely my responsibility to carry out technical assistance and monitoring for VSP.
- **Budget** – Please review the budget (Attachment 2). It includes proposed contract work with Far Corner Communications and County GIS.

PROGRAMS

1.) WSCC Implementation Funding Activity:

We've begun the fiscal year with \$117,853. We've submitted our addendum, including both tasks (Maintain District Operations and Water Quality).

2.) WSCC Natural Resource Investments Funding Activity:

We have yet to submit our addendum for NRI; this is required 90 days after we receive our funds (\$78,666 for the biennium). These funds will go to the Metaline project; we may have some funds remaining for a potential project on Sacheen lake; however, that is yet to be determined.

3.) POPUD Erosion Control and Cottonwood Funding:

After much deliberation, we may have 6 potential projects: 5 erosion control projects and 1 cottonwood planting project. At today's meeting, I hope to propose 2 potential projects: Rick O'Brien and Jason McQuinn (Bear Paw Camp). I met with Andy Huddleston on site for 4 projects and determined that the work to be performed is in fact ABOVE the ordinary high watermark. I was reminded at one of the site visits that the agency personnel previously determined that the OHWM was well below the work window. Andy will hopefully be able to join us for our meeting to give an explanation of this determination.

4.) WSCC Professional Engineering Funding Activity:

There are 3 project proposals to be submitted within the next month: one streambank stabilization project along LeClerc Rd. S., 7 or 8 contiguous projects along Sunnyside Ave., and one stabilization project along Sacheen lake. So far, I've submitted the LeClerc Rd. S. proposal and it was approved.

5.) POC Voluntary Stewardship Implementation Funding Activity:

- We've begun our new biennium with VSP; with no outreach efforts whatsoever, we've already scheduled 2 site visits with potential participants.

- In order to increase participation from our VSP workgroup, we've hosted a workshop at the Camas Center. We've sent postcards to all qualifying VSP landowners and will conduct outreach efforts with previous participants.
- The County has not yet submitted their contract with the Conservation Commission. This has prompted serious concerns for the continuation of VSP and the County's ability to administer the program. I am meeting with the County Commissioners on the 23rd and have alerted Karla Heinitz with the Conservation Commission. I do not believe we will no longer have VSP in the County, but I'd much rather administer the grant than leave it to the County.

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

Dyana has submitted the final reports for the POC Weed Board grant. We are having issues with the final payout, but that should be figured out by next Tuesday. Dyana also submitted the Payment Request/Progress Report for the Bead Lake Clean Water Association's grant. They have some funds left to apply Procellacor, a highly effective herbicide for the elimination of Eurasian Milfoil.

MARY MALONE TASKS

Forest Legacy

Newsletter Articles

Website access/updates

Tri-county health meeting/purple air

GIS Meeting w/Josh

DOE Grant Prep

Bear Paw Site Visit

VSP Workshop (postcard labeling)

Various daily tasks

FUTURE DATES

- Special Meeting – end of August (?)
- September board meeting: September 9th

District Manager _____ Date _____

POCD Task Lists

7/1/21/- 7/31/21

Social Media Posts Created

- Fireworks extremely dangerous in POC notification (622 people reached)
- Ramstead ranch highlight / how the heat effects our farms
- How fast fires spread in dry grass video demo from grant county fire dept
- High fire danger report
- Harvest mobile market food distribution (422 people reached)
- DIY air purifiers/box fan & filters (350 people reached)
- Aquatic Workshop announcement
- Air quality update
- In season weed identification
- Red flag burn notification
- How to watch our videos on youtube info
- VSP meeting alert
- DIY conservation methods we can do in our backyard
- Animal Manure – tordon risk (726 people reached)
- Restorative burning info
- Local back pack and school supplies distribution notification
- Pend Oreille River shoreline info
- Pioneer Fire announcement and evacuation notification
- Invasive Insects on Trees identification and info
- Metaline youtube video

Other notable things:

Our page was viewed by over 2,600 people.

We gained 26 new page likes and met our 500 page like goal! Celebrating this landmark!

Our Metaline Video got 111 views on YouTube! The first video to break 100!

Our shoreline stabilization project example video got 14 views!

Website Update:

84 unique visitors to our website (63 of those are brand new visitors! Whoa!)

We had 114 site sessions (times those visitors visited our website overall)

Our pages were viewed over 464 times

- Homepage 78
- Air quality – 43
- About Us Page – 18 times
- DIY project -12 times

Way more unique visitors this month! Probably due to peoples piqued interest about our air quality.

POCD Task Lists

6/1/21/- 6/30/21

Social Media Posts Created

- Jon Paul Driver VSP member announcement (308 people reached)
- Burn ban alert
- Black bear and brown bear notification and identification
- Food distribution
- Largest silver maple tree
- FireWISE program post
- Plants of Pend Oreille County
- Camas Flower identification and POC history
- FireWISE – fire helped shape and plant animal communities (288 people reached)
- Pend Oreille County Fair reminder (18,000 people reached)
- USDA grant for meat and poultry farmers
- Wildfire smoke risks
- Livestock and high temperature
- Neat Wildlife cooling methods
- Heat stress signs in livestock
- Cooling centers in the county notification
- How to avoid causing a spark to reduce fire risks
- VSP video on youtube
- Fireworks extremely dangerous in POC notification
- Ramstead ranch highlight / how the heat effects our farms
- How fast fires spread in dry grass video demo from grant county fire dept
- High fire danger report
- Harvest mobile market food distribution
- DIY air purifiers/box fan & filters
- Aquatic Workshop announcement
- Air quality update
-

Website

- Created new landing slide on homepage for youtube
- Added DIY box fan filters project to our page
- Added Woodland Fish & Wildlife link to Resources tab

Other notable things:

Our page was viewed by over 4,600 people.

We gained 46 new page likes! (A LOT! We are at 475 likes! So close to our 500 goal!)

Our No-Till VSP video with Mr Driver got 82 views on YouTube! 2 people contacted the POCD using our website forms interested in No-Till!

Our content is consistently getting more views and engagement than neighboring conservation districts, utility districts and government agencies.

Website Update:

63 unique visitors to our website

We had 85 site sessions (times those visitors visited our website overall)

Our pages were viewed over 464 times

- Homepage 54
- About Us Page – 16 times
- VSP -23 times
- Contact 14 times

A few more visitors and site sessions than the previous month. Most notably the Contact page went from being visited 1 time to 14! Woohoo! They want to know more! High five!

Attachment 1
FY2022
Operations
Budget

Staff	Alex	Mary	Candy	Lisa	Dyana	New hire?	Total
Hourly rate	\$ 36.96	\$ 35.57	\$ 33.75	\$ 35.00	\$ 35.69		
Average Hours per week	40	20	10	7	8		
Average hours per month	160	80	40	28	32		
Salary per month	\$ 6,406.40	\$ 3,082.73	\$ 1,462.50	\$ 1,061.67	\$ 1,237.25		\$ 13,250.55
overhead amount	25%	14.50%	20%	n/a	\$ 14.50		
Total Overhead per month	\$ 1,601.60	\$ 447.00	\$ 292.50	n/a	\$ 179.40		\$ 2,520.50
Travel per month	\$ 200.00	\$ 100.00	\$ 568.00	n/a	n/a		\$ 868.00
Travel per year	\$ 2,400.00	\$ 1,200.00	\$ 6,816.00	n/a	n/a		\$ 10,416.00
Total Cost per month	\$ 8,208.00	\$ 3,629.73	\$ 2,323.00	\$ 1,061.67	\$ 1,416.66		\$ 16,639.05
total cost per year	\$ 98,496.00	\$ 43,556.76	\$ 27,876.00	\$ 12,740.00	\$ 16,999.86		\$ 199,668.62

Staff	Alex	Mary	Candy	Lisa	Dyana	Intern	Total*
Hourly rate	\$ 36.96	\$ 35.57	\$ 33.75	\$ 35.00	\$ 35.62		
new average hours per week	40	20	8	7	8		
new average hours per month	160	80	32	28	32		
salary per month	\$ 6,406.40	\$ 3,082.73	\$ 1,170.00	\$ 1,061.67	\$ 1,234.83		\$ 12,955.63
overhead amount	25%	14.5%	20%	n/a	14.5%		
total new overhead per month	\$ 1,601.60	\$ 447.00	\$ 234.00	n/a	\$ 179.05		\$ 2,461.65
New Travel per month	\$ 200.00	\$ 100.00	\$ 200.00	n/a	n/a		\$ 500.00
new travel per year	\$ 2,400.00	\$ 1,200.00	\$ 2,400.00	n/a	n/a		\$ 6,000.00
New total cost per month	\$ 8,208.00	\$ 3,629.73	\$ 1,604.00	\$ 1,061.67	\$ 1,413.88		\$ 15,917.27
With 5% raise potential from January 1-June 30	\$ 2,402.40		\$ 1,755.00				\$ 4,157.40
new total cost per year	\$ 100,898.40	\$ 43,556.76	\$ 21,003.00	\$ 12,740.00	\$ 16,966.52		\$ 195,164.67

*Does not include new hire

Grants/ Funding Source	IM	VSP	NRI	PUD	SOS Archive Grant	DOE -- BLCWA	Hazard Mitigation Funding	General Fund**	Totals
Total Allocation/ Funds Available	\$ 117,853.00	\$ 117,500.00	\$ 5,000.00	\$ 60,500.00	\$ 8,941.01	\$ 1,000.00	\$3,300	\$ 95,955.20	\$ 410,049.21
Status	Approved	Approved	Approved	Approved	In Application Process		Requires Board Approval		
Start Date	7/1/2021	7/1/2021	7/1/2021	7/1/2021	9/1/2021		8/12/2021		
Staff	\$ 82,497.00	\$ 81,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,941.01	\$ 1,000.00	\$ 3,000.00	\$ 10,000.00	\$ 195,438.01
Cost Share	n/a	\$ 25,000.00	\$ -	\$ 55,000.00	n/a		\$ -		\$ 80,000.00
Maintain District Operations	\$1,900.57		n/a	n/a			\$ -		\$ 1,900.57
Miscellaneous	\$ 15,000.00	\$ 5,000.00					\$ -	\$ 1,247.00	\$ 21,247.00
Supplies	\$ 2,000.00	\$ 1,000.00			\$ 2,000.00		\$ -		\$ 5,000.00
Additional Travel	\$ 2,000.00	\$ 1,000.00					\$ 300.00	\$ 600.00	\$ 3,900.00
Contracted Services	\$ 5,700.00	\$ 4,000.00						\$ 60,000.00	\$ 69,700.00
Utilities & Subscriptions	\$ 8,755.43								\$ 8,755.43
Total funds spent	\$ 117,853.00	\$ 117,500.00	\$ 5,000.00	\$ 60,500.00	\$ 8,941.01	\$ 1,000.00	\$ 3,300.00	\$ 71,847.00	\$ 385,941.01
Total Funds Remaining	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,108.20	\$ 24,108.20

**Includes 25% overhead and rent for the year

\$ 19,108.20

FY22 Annual Budget															
CATEGORY	EXPENSE	MONTH												TOTALS	
		7/1/2021	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	6/30/2022	Sub Totals by Item	Sub Totals by Category
Misc	Annual Dues & Membership Fees		\$ 4,100.00				\$ -	\$ 2,800.00	\$ 5,237.00					\$ 12,137.00	\$ 21,247.00
			WACD				SAO	BIAS	ENDURIS			NACD	WCS	\$ -	
	Advertising (includes needs for VSP Outreach)	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 900.00	
	Meeting Registration Fees (WADE, NE Area, WACD, Etc.)			\$ 100.00	\$ 110.00	\$ 2,000.00		\$ 2,000.00			\$ 500.00	\$ -	\$ -	\$ 4,710.00	
				WADE	NE Area	WACD	WACD Leg Days				WSCC Policy			\$ -	
	Alex Program Mgmt. Courses	\$292	\$292	\$292	\$292	\$292	\$292	\$292	\$292	\$292	\$292	\$292	\$292	\$ 3,500.00	
Supplies	Meeting Light Refreshments	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 360.00	\$ 2,760.00
	Office & Field Supplies / Equipment	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 2,400.00	
Travel	Staff & Supervisor Travel	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 9,600.00	\$ 9,600.00
Staff	Candy Roman, FCD - Admin & Bookkeeping	\$ 1,604.00	\$ 1,604.00	\$ 1,604.00	\$ 1,604.00	\$ 1,604.00	\$ 1,604.00	\$ 1,684.20	\$ 1,684.20	\$ 1,684.20	\$ 1,684.20	\$ 1,684.20	\$ 1,684.20	\$ 19,729.20	\$ 187,107.48
	Alex Case-Cohen, POCD Manager	\$ 7,592.00	\$ 7,592.00	\$ 7,592.00	\$ 7,592.00	\$ 7,592.00	\$ 7,592.00	\$ 7,971.60	\$ 7,971.60	\$ 7,971.60	\$ 7,971.60	\$ 7,971.60	\$ 7,971.60	\$ 93,381.60	
	Lisa Alkire -- Website and Social Media Mgmt.	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 13,440.00	
	Mary Malone -- POCWB Education & Outreach/ Grant Writing	\$ 3,629.73	\$ 3,629.73	\$ 3,629.73	\$ 3,629.73	\$ 3,629.73	\$ 3,629.73	\$ 3,629.73	\$ 3,629.73	\$ 3,629.73	\$ 3,629.73	\$ 3,629.73	\$ 3,629.73	\$ 43,556.76	
	Dyana James -- POCWB Admin Assistance	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 1,416.66	\$ 16,999.92	
Contracted Services	Building Repairs / Maintenance	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 60,000.00	\$ 71,500.00
	IT Variable Expenses	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 900.00	
	IT Fix expenses	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 4,800.00	
	Smartsheets/Grant writing assistance		\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00								\$ 3,000.00	
	GIS mapping set-up/TA		\$ 1,000.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 2,800.00	
Utilities & Subscriptions	Cell Phone+Data Plans	\$ 275.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 260.00	\$ 260.00	\$ 260.00	\$ 2,655.00	\$ 8,755.43
	Office Phone / Internet	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 1,680.00	
	Water	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 1,200.00	
	Electric	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 1,800.00	
	Smartsheets Prj. Mgmt.							\$ 968.40						\$ 968.40	
	Lucid Chart, Flow Chart	\$ 59.40												\$ 59.40	
	Amazon Prime(shopping)			\$ 119.00										\$ 119.00	
	WIX.com Website Editor					\$ 168.63								\$ 168.63	
	NP Miner / Selkirk Sun											\$ 105.00		\$ 105.00	
Totals by Month		\$ 22,958.46	\$ 28,924.06	\$ 24,223.06	\$ 23,614.06	\$ 25,672.69	\$ 23,004.06	\$ 29,232.26	\$ 28,700.86	\$ 23,463.86	\$ 24,023.86	\$ 23,628.86	\$ 23,523.86	\$ 300,969.91	\$ 300,969.91

Average Monthly Expenses	\$ 25,080.83
Average Monthly Staff Cost	\$ 11,838.55
Average Monthly Other Costs	\$ 9,488.54
Highest Monthly Other Costs	\$ 8,587.40
Lowest Monthly Other Costs	\$ 2,853.00