

Bonner Soil and Water Conservation District

1224 Washington Ave., Suite 101 ~ Sandpoint, ID 83864
Phone 208-263-5310 ext. 100 ~ sarah.garcia@id.nacdnet.net
Visit our website at www.bonnierswcd.org

June 12, 2023

Mr. Ford Elsaesser, POBC Chairman
519 High Street, Priest River, ID 83856.

Subject: Letter of Agreement (LOA) FY 2024
Services Provided to the Pend Oreille Basin Commission

The Bonner Soil & Water Conservation District (BSWCD) agrees to provide administrative services to the Pend Oreille Basin Commission (POBC) according to the terms of DEQ Subaward # S725 and as set forth in Idaho Code section 39-850I to 8504. The BSWCD agrees to hire POBC's Coordinator for the sole purpose of providing administrative mechanisms such as entering contracts, managing monies, and providing payroll services. Funding for this position comes from the Idaho State Legislature, with the Idaho Department of Environmental Quality being the state agency the funding is passed through. This is a temporary position, and the funding contract will terminate on June 30, 2024. The responsibilities of both parties shall include

A. POBC responsibilities

1. Perform duties outlined in DEQ Subaward # S725 work plan
2. Disperse contract funds for administrative purposes identified by the Commission and authorized by Idaho Code sections 39-8501 to 39-8504.
3. POBC will pay BSWCD an administrative fee of 5% to allow for the administrative mechanism of payroll and employee services.
4. Notify BSWCD of any anticipated action that might impact BSWCD funds, contracts, or daily operations. Notification must occur within at least 7 business days of the action.

B. BSWCD responsibilities:

1. Employ Pend Oreille Basin Commission Coordinator
2. Provide accounting, bookkeeping and payroll services for POBC funds according to DEQ Subaward # S725.
3. Provide POBC with financial reports related to DEQ Subaward #S725 quarterly and upon request.

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4. Notify POBC of any anticipated action that might impact POBC funds, contracts, or daily operations. Notification must occur within at least 7 business days of the action.

C. Employee/Employer Relationship

The right to direct the manner in which POBC conducts business and the oversight of the POBC Coordinator lies solely with the POBC board

1. The POBC Coordinator performs no work specifically for BSWCD
2. POBC funds pay all employer and employee costs
3. POBC board is the appointed body responsible for POBC business.

The POBC Coordinator will follow the BSWCD Personnel Policy as it relates to payroll and benefits, but not in relation to employee oversight or hiring and firing.

Bonner Soil & Water Conservation District

Pend Oreille Basin Commission

Dale Van Stone, Chair

Ford Elsaesser, Chair

Date: _____

Date: _____