



Thurston Conservation District Board of Supervisors

Regular Meeting Agenda

January 30, 2020 (5:30pm - 8:00pm)

2918 Ferguson St SW, Suite A, Tumwater, WA 98512, 360.754.3588

1. **Welcome, Introductions, Audio Recording Announcement** **5:30 PM**
5 minutes
2. **Agenda Review** **5:35 PM**
5 minutes
3. **Consent Agenda – Action Item** **5:45 PM**
5 minutes
 - A. December 12th, 2019 Board Meeting Minutes
 - B. January 9th, 2020 Special Meeting Minutes
 - C. Citizens Advisory Council Policy
4. **Public Comment** **5:50 PM**
15 minutes
*Three minutes per person
5. **Partner Reports** **6:05 PM**
10 minutes
 - A. Washington State Conservation Commission (WSCC), *Jean Fike*
 - B. Washington Association of Conservation Districts (WACD), *Doug Rushton*
 - C. National Association of Conservation Districts (NACD), *Doug Rushton*
6. **Financial Report** **6:15 PM** A/S:
92
15 minutes
 - A. Financial Report Update, *Susan Shelton*
 - i. January Financial Report
7. **Governance** **6:30 PM** A/S:
92
25 minutes
 - A. February Work Session Topic List, *All*
 - B. TCD Strategic Plan Dates and Discussion, *All*
 - C. 2020 Elections Update, *Stephanie Bishop*
 - D. Draft Cash Operating Reserves Resolution discussion, *All*
 - E. Draft Employee Travel Policy discussion, *All*
 - F. Resolution to extend benefits of CBA to Executive Director, *All*
8. **Other Reports** **6:55 PM**
10 minutes
 - A. Board of Supervisor Reports
 - B. Acting Executive Director Report

C. Correspondence

Adjourn

7:05 PM

Time Allotment: 1hr 35min

Key: A/S (Annual & Strategic Plans)

Important Dates

January

1st	TCD CLOSED – New Year’s Day	
9th	TCD Board Work Session: 3pm – 5pm	TCD Office
14th	Thurston CD Election Day	TCD Office
21st	WACD Legislative Day	WA Capitol Building
30th	TCD Board Meeting: 5:30pm – 8pm	TCD Office

February

13th	Board Work Session & Meeting: 3pm - 8pm	TCD Office
17 th	TCD CLOSED – Presidents Day	
27th	TCD Board Meeting: 5:30pm – 8pm	TCD Office

March

10 th	Combined Board/Staff Strategic Planning Session: 1-4	TCD Office
13 th	Board only Strategic Planning Session: 1-4	TCD Office

Thurston Conservation District Consent Agenda Decision Sheet January 30th, 2020



Consent Agenda - Action Item

- A. December 12th, 2019 Board Meeting Minutes
 - B. January 9th, 2020 Special Board Meeting Minutes
 - C. Citizens Advisory Council Policy
 - D. Cash Reserve Policy
-

A. December 12th, 2019 Board Meeting Minutes

Proposed action: accept without amendment and approve.

Action taken:

☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

B. January 9th, 2020 Special Board Meeting Minutes

Proposed action: accept without amendment and approve.

Action taken:

☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

C. Citizens Advisory Council Policy

Proposed action: accept without amendment and approve.

Action taken:

☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

D. Cash Reserve Policy

Proposed action: accept without amendment and approve.

Action taken:

☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT,
WASHINGTON ON JANUARY 30TH, 2020 AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Betsie DeWreede, Vice Chair

Doug Rushton, Board Member

David Iyall, Board Auditor

Paul Pickett Board Member

ATTEST:

Sarah Moorehead, Executive Director

Item

3



Meeting: 5:30pm – 8:30pm

Present at Meeting:

TJ Johnson, TCD Board Chair
Betsie DeWreede, TCD Board Vice Chair
David Iyall, TCD Board Auditor
Paul Pickett, TCD Board Supervisor
Doug Rushton, TCD Board Supervisor
Ben Cushman, TCD Attorney

Leah Kellogg, TCD Staff
Stephanie Bishop, TCD Staff
Susan Shelton, TCD Staff
Mark Hamilton, WFSE Representative
Chris Stearns, TCD Associate Supervisor
Jeff Freimund, Outside TCD Council

Summary of Action Items:

1. The Board requested an Annual Financial Report along with the November and December Financial Report at the January 30th, 2020 Board meeting.
2. Staff will update employee handbook.
3. Supervisor Johnson will reach out to applicants and explain the Board's position on Associate Supervisors and the Advisory Committee.

Summary of Motions Passed:

-) Supervisor Pickett moved to adopt the Revised Agenda. Supervisor Rushton seconded. Motion passed unanimously.
-) Supervisor DeWreede moved to adopt the revised Consent Agenda. Supervisor Iyall seconded. Motion passed Supervisor Rushton abstained.
-) Supervisor Rushton moved to call the vote for appointment or reappointment of Associate Supervisors and then table the vote pending approval of the policy on Citizens Advisory Committee, preserving status quo of appointed Associate Supervisors until vote is taken. Supervisor Iyall Seconded. Amended Motion passed unanimously.
-) Supervisor Pickett moved to adjourn. Supervisor DeWreede seconded. Motion passed unanimously

Full Version of the Minutes

Welcome & Introductions

5:35pm TCD Board Chair TJ Johnson called the December 12, 2019 TCD Regular Board Meeting to order. Thurston CD Board, Staff, partners, and public introduced themselves. Supervisor Pickett announced that the meeting is audio recorded.

[Type text]

Agenda Review - Action Item

-) Counsel Cushman requested a Closed Session be added at the end of the meeting to discuss the collective bargaining agreement.
-) The action item regarding the “WFSE union contract” (7B) was moved to after the Closed Session.

Supervisor Pickett moved to adopt the Revised Agenda. Supervisor Rushton seconded. Motion passed unanimously.

Consent Agenda – Action Item

- A. November 21st, 2019 Board Meeting Minutes
- B. NACD Urban Agriculture Grant Proposal
- C. TRPC Associate Membership

Supervisor DeWreede moved to adopt the revised Consent Agenda. Supervisor Iyall seconded. Motion passed. Supervisor Rushton abstained.

Public Comment *Three minutes per person

Mark Hamilton spoke about the Collective Bargaining Agreement; he thanked the Board for being supportive throughout the negotiations.

Partner Reports

A. Natural Resources Conservation Service (NRCS), Jeff Swotek

-) Jeff Swotek not present

B. Department of Ecology, Sheila Marcoc

-) Shelia Marcoc was not present. DOE newsletter was provided by Marcoc and included in the Board packet.

C. Washington State Conservation Commission (WSCC), Jean Fike

-) Jean Fike was not present

D. Washington Association of Conservation Districts (WACD), Doug Rushton

-) A result of the vote on proposed resolutions presented at the WACD Annual Meeting Dec. 3 was distributed to the Supervisors.
-) Tom Salzer will assume his position as the Executive Director of WACD on January 2nd 2019
-) Pierce Conservation District won the 2019 District of the Year award.

E. National Association of Conservation Districts (NACD), Doug Rushton

-) Supervisor Rushton sent the NACD report on December 8th.

[Type text]

Financial Report

No update was available because the month of November has not closed; this is due to the Board meeting being held two weeks earlier because of the holiday. An electronic version of the November Financial Report will be sent out to the Supervisors on December 20, 2019.

Action Item: The Board requested an Annual Financial Report along with the November and December Financial Report at the January 30th, 2020 Board meeting.

Governance

A. January Work Session Topic List

-) Citizens Advisory Council Policy
-) Travel and reimbursement Policy
-) Strategic Plan review
-) Proposed Legislative update
-) Staff presentation
-) December Minutes review
-) Citizen Advisory Policy discussion

B. WFSE Union Contract, *Action Item*

-) Moved until after the closed Executive Session with Counsel Cushman.

C. 2020 Election Update, *Action Item*

-) Nora gave an update in the Work Session.
-) Election staff starts work on December 16th, 2019
-) The application timeline comes to a close on December 15th, 2019.
-) Ballots should be available starting December 23rd, 2019.

D. Associate Supervisor review

-) Tabled until Citizens Advisory has been discussed.
-) Two applications have been received for Associate Supervisor positions and one request to renew an existing Associate Supervisor position.

Supervisor Rushton moved to call the vote for appointment or reappointment of Associate Supervisors and then table the vote pending approval of the Policy on Citizens Advisory Committee, preserving status quo of appointed Associate Supervisors until vote is taken. Supervisor Iyall Seconded. Motion passed unanimously.

Executive Session: *To discuss pending litigation with legal counsel*

In attendance: Supervisors Pickett, DeWreede, Iyall, Johnson, Rushton, Legal Counsel Ben Cushman and Legal Counsel, Jeff Freimund outside Legal Counsel, and Acting Executive Director Stephanie Bishop

Closed Session opened 6:23 pm for 15 minutes, ended at 6:38

[Type text]

RCW 42.30.110 (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

Closed Session opened 6:23 pm for 15 minutes, ended at 6:38

Regular meeting opened at 6:22pm.

Executive Session Report Out

Nothing to report

Closed Session: *To discuss ongoing Collective Bargaining Agreement with WFSE*

In Attendance: Supervisors and Counsels Cushman and Freimund

In attendance: Supervisors Pickett, DeWreede, Iyall, Johnson, Rushton, and Legal Counsel Ben Cushman and Legal Counsel Freimund.

RCW

42.30.140

This session is closed and excluded from application of the OPMA by: Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Closed Session opened 6:23 pm for 15 minutes, ended at 6:38

Regular meeting opened at 6:39pm.

Closed Session Report Out:

The Board directed Legal Counsel to contact the Union to clarify the wording in Article 32. The Board is not in disagreement with the intent of Article 32. The Action Item “**WFSE Union Contract**” was tabled. The final version shall be presented electronically to the Board by January 2nd and the Board will hold a Special Session on January 9th to return to the Action Item.

Other Reports

[Type text]

A. Board of Supervisor Reports

) Enduris encourages updating the employee handbooks.

Action Item- Staff will update employee handbook.

) Supervisor Rushton has been re-elected as a NACD Director.

B. Executive Director Report

) Nothing to report.

C. Correspondence

) TCD needs to contact the Associate Supervisor applicants.

Action item- Supervisor Johnson will reach out to applicants and explain the Board's position on Associate Supervisors and the Advisory Committee.

) The Board would like more information regarding the email sent by the WACD regarding shellfish, for discussion at a future work session.

Supervisor Pickett moved to adjourn. Supervisor DeWreede seconded. Motion passed unanimously.

Adjourn 7:30pm

Respectfully,

X

T.J. Johnson
TCD Board Chair

Thurston Conservation District Board of Supervisors
January 9th, 2020
Special Closed Session Minutes
(5pm – 5:30pm)
1/21/2020 Draft 1



Meeting: 5pm – 5:30pm

Present at Meeting:

TJ Johnson, TCD Board Chair
Betsie DeWreede, TCD Board Vice-Chair
David Iyall, TCD Board Auditor

Paul Pickett, TCD Board Supervisor
Doug Rushton, TCD Board Supervisor
Ben Cushman, TCD Attorney

Summary of Action Items:

1. Mark Hamilton from the Washington Federation of State Employees (WFSE) will send a final copy of the Collective Bargaining Agreement.

Summary of Motions Passed:

-) Supervisor DeWreede Moved to Approve the Collective Bargaining Agreement (CBA) agreement and the supplemental MOU clarifying Article 32. Supervisor Pickett Seconded. Motion Passed unanimously.
-) Supervisor DeWreede moved to adjourn. Supervisor Pickett seconded. Motion passed unanimously

Full Version of the Minutes

Welcome & Introductions

5:03pm TCD Board Chair TJ Johnson called the January 9th, 2020 TCD Regular Special Board Meeting to order. Supervisor Johnson announced that the meeting is audio recorded and would go into immediate Closed Session to discuss the Collective Bargaining Agreement with TCD Council Ben Cushman.

Closed Session: *To discuss collective bargaining agreement*

In attendance: Supervisors Pickett, DeWreede, Johnson, Iyall, Rushton, and Legal Counsel Ben Cushman.

RCW

42.30.140

This session is closed and excluded from application of the OPMA by: Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Closed Session opened 5:04pm for 12 minutes, ended at 5:16

Closed Session Report Out

Supervisor DeWreede Moved to Approve the Collective Bargaining Agreement and the supplemental Memorandum of Understanding clarifying Article 32. Supervisor Pickett Seconded. Motion Passed unanimously.

Action item: Mark Hamilton from the Washington Federation of State Employees (WFSE) will send a final copy of the Collective Bargaining Agreement.

Supervisor DeWreede moved to adjourn. Supervisor Pickett seconded. Motion passed unanimously

Adjourn 5:21pm

Respectfully,

X

TJ Johnson
TCD Board Chair

Item

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Nonpoint Activity Update

Southwest Region
January 2020



Program Updates

New Director of Ecology

Governor Jay Inslee has named Laura Watson as the new director of the Washington State Department of Ecology. She replaces Maia Bellon, who Inslee appointed in 2013. Watson is currently the senior assistant attorney general in the Ecology Division of the Attorney General's Office. As chief legal counsel to the Director of the Department of Ecology, she provided advice and representation to Ecology's 10 environmental programs and to the agency's administration. Director Watson will start in her new position on January 8, 2020.



Terry Husseman Grants

These grants support locally sponsored on-the-ground projects that restore or enhance the natural environment. Typical projects address water quality issues and fish and wildlife habitat protection or enhancement in or adjacent to waters of the state, such as streams, lakes, wetlands, or the ocean. Projects that develop and implement aquatic land geographic information systems (GIS) that support restoration or enhancement of the natural environment are also eligible and may be proposed. To be considered, projects must provide primary benefits to public resources (land or water stewardship) and affiliated infrastructure.

Grant awards are up to a maximum of \$50,000. The typical grant award ranges from \$10,000 to \$25,000, with approximately \$94,000 available this round. There are no recipient match or cost-share requirements. THA grants provide 100 percent of the projects Total Eligible Cost. However, contributing funds may be used to demonstrate stakeholder support and may increase competitiveness of an application. THA grant funds can be used to meet match requirements for other Washington State grant programs. Projects typically run 12 to 18 months.

Grant applications open at **8am on Thursday, January 2, 2020**. Completed applications must be submitted via Ecology's Administration of Grants and Loans (EAGL) online grant system by 5pm on Tuesday, **February 4, 2020**. Please visit the [Terry Husseman Account \(THA\) Website](#) to review the 2020 Funding Guidelines. Or contact **Leanne Whitesell**, Fund coordinator, Southwest Region, leanne.whitesell@ecy.wa.gov or 360-407-6295.

Recent Environmental Report Tracking System (ERTS) – Nonpoint Complaints

County	Number of ERTS	County	Number of ERTS
Clallam	2	Mason	1
Clark	5	Pacific	0
Cowlitz	0	Pierce	9
Grays Harbor	3	Skamania	0
Jefferson	0	Thurston	6
Lewis	10	Wahkiakum	2

Ecology Nonpoint Staff – Southwest Region

Ruth Powers-Piccone has taken a different job with Ecology, working with the laboratory accreditation group. For assistance in South Puget Sound watersheds, please contact **Sheila Marcoc**.

Coastal Watersheds

Jennifer Riedmayer

Nonpoint Water Quality and Shellfish Specialist
WA Department of Ecology
Water Quality Program, Southwest Region
P.O. Box 47775 Olympia WA 98504-7775
shawn.ultican@ecy.wa.gov
(360) 407-6697 Office

Shawn Ultican

Nonpoint Water Quality and Shellfish Specialist
WA Department of Ecology
Water Quality Program, Southwest Region
P.O. Box 47775 Olympia WA 98504-7775
shawn.ultican@ecy.wa.gov
(360) 407-6697 Office

Puget Sound Watersheds

Sheila Marcoc

Nonpoint Water Quality and TMDL Specialist
WA Department of Ecology
Water Quality Program, Southwest Region
P.O. Box 47775 Olympia WA 98504-7775
sheila.marcoe@ecy.wa.gov
(360) 407-6329 Office

Vacant

Nonpoint Water Quality and TMDL Specialist
WA Department of Ecology
Water Quality Program, Southwest Region
P.O. Box 47775 Olympia WA 98504-7775

To Report Environmental Concerns:

Southwest Regional Office

Counties: Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, and Wahkiakum

Online: ecology.wa.gov/ReportAnIssue

Email: swroerts@ecy.wa.gov

Phone: 360-407-6300



Item

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January 2020 (2019 Year End) Financial Notes

The District is entering the next decade financially strong and increasingly secure. Great job, Board!

Total (Restricted and Unrestricted) Year-to-Date Profit and Loss (Page 2)

1. In 2019 our income exceeded our expenditures by \$181,742.98. A couple of things to point out about this figure. This amount does not include the \$75,000 that went toward the *Reserve Cash* and *Education Resource Center* savings accounts. Our monthly expenditures have increased to about \$100,000 from the \$65,000 per month we were spending last year. In addition to our *Reserve Cash* fund, I recommend we maintain about \$100,000 in our checking account to cover these expenses.

Total (Restricted and Unrestricted) December Profit and Loss (Page 3)

2. Beginning in December and until May 2020 our expenditures will exceed our income. This is the period when our *Rates and Charges* income drops significantly.

Unrestricted Profit & Loss Budget vs Actual (Page 8)

Income

3. The budgeted amount for *Unrestricted Grant Revenue* has increased to \$105,990.90. This new amount includes Implementation Funding of \$84,489; CTA of \$5,555.50 (which is half of the \$11,111.00 awarded; the other half will be part of the 2020 budget) and Gap Analysis funding of \$15,946.40.
4. The *Rates and Charges* income is short by \$3,705.81. I am currently investigating this shortage. This may simply be the result of late payments by landowners, which should be realized in 2020.
5. Overall, we **exceeded our income projections** by more than \$12,000. This was due in large part from the unexpected generosity of donors and from better than expected retail sales and conservative estimates of the vehicle and overhead allocations from restricted grants.

Expense

6. The budgeted amount for *Unrestricted Salaries & Benefits* has increased to \$210,523.95 to include the CTA and Gap Analysis funding. See item number 3.
7. The actual amount for *Site Rental* exceeds the budgeted amount by \$351.50. The budgeted amount did not account for the site rentals required for the Plant Sale and Strategic Planning events.
8. A new line item, called *Machinery and Tools*, has been added to the Unrestricted Budget vs. Actual report. The Board may want to consider adding a *Machinery and Tools* line item to the 2020 Unrestricted Budget during the mid-year revision process in June.
9. I have also added a budget item called *Printing Services*. The \$368.14 recorded for this line item, was used to print ballots for the election. The Board may want to consider adding a *Printing Services* line item to the 2020 Unrestricted Budget during the mid-year revision process in June.
10. The actual amount for *Late Fees and Penalties* exceeds the budgeted amount by \$248.58. We are currently disputing a late fee charged by the IRS.
11. Overall, we **came in under our expense projections** by nearly \$69,000. This was partially due to our inability to lease vehicles from the state's motor pool, but mostly due to conservative estimates of 2019 expenditures.

Thurston Conservation District

Profit & Loss

January through December 2019

	Jan - Dec 19
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	6,404.39
3411140 · TCD Equipment Rentals	1,176.53
3431130 · Soil Testing	5,885.71
3431120 · Rental Income	983.75
3411150 · Miscellaneous Sales	6.50
Total 3431100 · Retail Sales	14,456.88
3611100 · Interest Income	21.41
3300000 · Grant Revenue	558,436.83
3685201 · Rates and Charges	547,769.19
3670000 · Contributions Private	9,500.00
Total Income	1,130,184.31
Gross Profit	1,130,184.31
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	570,978.02
Stipends	1,000.00
5314101 · Legal Fees & Services	53,110.08
5314102 · Audit & Accounting	11,699.33
5314103 · Computer Services	13,897.19
5314106 · PDR Expense	99.00
5314100 · Professional Services	15,854.94
5355001 · Election Expense	32,796.84
5314400 · Advertising	5,959.28
5314117 · Soil Testing	4,371.40
Hiring Costs	90.00
5314104 · Janitorial Services	2,700.00
5314501 · Office Rent	47,400.00
5314700 · Utilities	7,119.85
5314503 · Equipment Leases	2,705.57
5314200 · Communications	6,732.56
5313102 · Photocopier Usage	3,069.16
5354800 · Repairs & Maintenance	5,001.55
5313101 · Office Supplies	6,484.58
5314202 · Postage & Shipping	4,347.33
5313401 · Plants for Resale	1,156.95
Project Expenses	
5314901 · Meeting & Event Supplies	2,106.44
5313103 · Project Supplies	15,889.66
5314116 · Project Equipment	17,273.70
5314113 · Teacher Substitute Stipends	12,201.28
5314112 · Bus Transportation	15,019.51
5314502 · Site Rental	1,995.56
Total Project Expenses	64,486.15
5314902 · Dues and Subscriptions	6,260.00
Board Meeting Snacks	769.21
5314203 · Printing Services	7,413.72
5314307 · Licenses and Permits	378.00
5314302 · Staff - Conference & Training	3,680.73
5314306 · Board - Conference & Training	629.00
5314300 · Staff - Travel	6,597.97
5314301 · Board Travel	1,345.05
5314108 · Construction & Landscaping	18,691.92
5314110 · Bank Fees & Interest Charges	2,058.86
5314600 · Liability Insurance Premiums	14,274.00
5314111 · Late Fees & Penalties	748.58
Sales Tax Adjustments	105.47
Outstanding Debt	8,763.79
5314998 · Sponsor Match Allocation	0.00
Budget Reconciliation	0.00
66900 · Reconciliation Discrepancies	-507.33
5945360 · Capital Outlays	
5966601 · Office Furniture & Equipment	1,109.08
5966402 · Computer & Software Purchases	8,335.20
5966400 · Machinery and Tools	6,728.30
Total 5945360 · Capital Outlays	16,172.58
Total Expense	948,441.33
Net Ordinary Income	181,742.98
Net Income	181,742.98

Profit & Loss

December 2019

	Dec 19
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	3,659.65
3411140 · TCD Equipment Rentals	82.35
3431130 · Soil Testing	898.44
3431120 · Rental Income	160.70
Total 3431100 · Retail Sales	4,801.14
3611100 · Interest Income	0.94
3300000 · Grant Revenue	51,956.54
3685201 · Rates and Charges	22,220.01
3670000 · Contributions Private	2,500.00
Total Income	81,478.63
Gross Profit	81,478.63
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	62,919.40
5314102 · Audit & Accounting	127.87
5314103 · Computer Services	2,499.12
5314100 · Professional Services	487.36
5355001 · Election Expense	368.14
5314400 · Advertising	1,105.97
5314117 · Soil Testing	247.40
5314104 · Janitorial Services	225.00
5314501 · Office Rent	3,950.00
5314700 · Utilities	1,099.41
5314200 · Communications	830.98
5313102 · Photocopier Usage	364.93
5313101 · Office Supplies	1,202.07
5314202 · Postage & Shipping	431.27
Project Expenses	
5314901 · Meeting & Event Supplies	82.13
5313103 · Project Supplies	2,200.13
5314116 · Project Equipment	6.87
5314113 · Teacher Substitute Stipends	1,658.56
5314112 · Bus Transportation	1,179.07
5314502 · Site Rental	325.00
Total Project Expenses	5,451.76
Board Meeting Snacks	360.99
5314203 · Printing Services	650.44
5314302 · Staff - Conference & Training	1,280.00
5314300 · Staff - Travel	320.57
5314301 · Board Travel	330.50
5314110 · Bank Fees & Interest Charges	54.10
5314600 · Liability Insurance Premiums	1,278.00
Budget Reconciliation	0.00
66900 · Reconciliation Discrepancies	-768.45
5945360 · Capital Outlays	
5966601 · Office Furniture & Equipment	417.23
5966402 · Computer & Software Purchases	3,473.86
5966400 · Machinery and Tools	131.19
Total 5945360 · Capital Outlays	4,022.28
Total Expense	88,839.11
Net Ordinary Income	-7,360.48
Net Income	-7,360.48

Thurston Conservation District
Profit & Loss Prev Year Comparison
January through December 2019

	Jan - Dec 19	Jan - Dec 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
3431100 · Retail Sales				
3431110 · Plant Sales	6,404.39	21,654.98	-15,250.59	-70.4%
3411140 · TCD Equipment Rentals	1,176.53	2,863.09	-1,686.56	-58.9%
3431130 · Soil Testing	5,885.71	6,527.13	-641.42	-9.8%
3431120 · Rental Income	983.75	832.02	151.73	18.2%
3411150 · Miscellaneous Sales	6.50	1,333.63	-1,327.13	-99.5%
Total 3431100 · Retail Sales	14,456.88	33,210.85	-18,753.97	-56.5%
3611100 · Interest Income	21.41	134.30	-112.89	-84.1%
3300000 · Grant Revenue	558,436.83	860,610.07	-302,173.24	-35.1%
3685200 · County Assessment	0.00	18,200.85	-18,200.85	-100.0%
3685201 · Rates and Charges	547,769.19	0.00	547,769.19	100.0%
3670000 · Contributions Private	9,500.00	100.00	9,400.00	9,400.0%
3600000 · Miscellaneous Revenue	0.00	907.78	-907.78	-100.0%
Total Income	1,130,184.31	913,163.85	217,020.46	23.8%
Gross Profit	1,130,184.31	913,163.85	217,020.46	23.8%
Expense				
5966699 · Vehicle Allocation	0.00	0.00	0.00	0.0%
5314999 · Overhead Allocation	0.00	0.00	0.00	0.0%
5531010 · Salaries & Benefits	570,978.02	539,219.98	31,758.04	5.9%
Stipends	1,000.00	1,000.00	0.00	0.0%
5314101 · Legal Fees & Services	53,110.08	4,207.50	48,902.58	1,162.3%
5314102 · Audit & Accounting	11,899.33	32,739.48	-21,040.15	-64.3%
5314103 · Computer Services	13,897.19	14,336.88	-439.69	-3.1%
5314106 · PDR Expense	99.00	0.00	99.00	100.0%
5314100 · Professional Services	15,854.94	71,327.54	-55,472.60	-77.8%
5355001 · Election Expense	32,796.84	5,550.00	27,246.84	490.9%
5314400 · Advertising	5,959.28	1,933.27	4,026.01	208.3%
5314117 · Soil Testing	4,371.40	3,842.40	529.00	13.8%
Hiring Costs	90.00	0.00	90.00	100.0%
5314104 · Janitorial Services	2,700.00	3,327.37	-627.37	-18.9%
5314501 · Office Rent	47,400.00	47,400.00	0.00	0.0%
5314700 · Utilities	7,119.85	7,748.63	-628.78	-8.1%
5314503 · Equipment Leases	2,705.57	2,699.34	6.23	0.2%
5314504 · Vehicle Leases	0.00	7,792.88	-7,792.88	-100.0%
5314200 · Communications	6,732.56	4,757.85	1,974.71	41.5%
5313102 · Photocopier Usage	3,069.16	3,858.72	-789.56	-20.5%
5354800 · Repairs & Maintenance	5,001.55	1,298.31	3,703.24	285.2%
5313101 · Office Supplies	6,484.58	2,813.38	3,671.20	130.5%
5314202 · Postage & Shipping	4,347.33	1,175.66	3,171.67	269.8%
5313401 · Plants for Resale	1,156.95	3,102.50	-1,945.55	-62.7%
Project Expenses				
5314901 · Meeting & Event Supplies	2,106.44	3,816.21	-1,709.77	-44.6%
5313103 · Project Supplies	15,889.66	23,449.23	-7,559.57	-32.2%
5314116 · Project Equipment	17,273.70	0.00	17,273.70	100.0%
5314113 · Teacher Substitute Stipends	12,201.28	5,848.70	6,352.58	108.6%
5314112 · Bus Transportation	15,019.51	7,617.56	7,401.95	97.2%
5314502 · Site Rental	1,995.58	1,151.29	844.27	73.3%
Total Project Expenses	64,486.15	41,882.99	22,603.16	54.0%
5314902 · Dues and Subscriptions	6,260.00	6,622.00	-362.00	-5.5%
Board Meeting Snacks	769.21	0.00	769.21	100.0%
5314203 · Printing Services	7,413.72	1,012.07	6,401.65	632.5%
5314307 · Licenses and Permits	378.00	254.86	123.34	48.4%
5314302 · Staff - Conference & Training	3,680.73	3,604.08	76.65	2.1%
5314306 · Board - Conference & Training	629.00	0.00	629.00	100.0%
5314300 · Staff - Travel	6,597.97	6,694.81	-96.84	-1.5%
5314301 · Board Travel	1,345.05	0.00	1,345.05	100.0%
5314108 · Construction & Landscaping	18,691.92	206,337.73	-187,645.81	-90.9%
5314110 · Bank Fees & Interest Charges	2,058.86	1,665.85	393.01	23.6%
5314600 · Liability Insurance Premiums	14,274.00	11,529.25	2,744.75	23.8%
5314111 · Late Fees & Penalties	748.58	3,153.37	-2,404.79	-76.3%
Sales Tax Adjustments	105.47	14.63	90.84	526.9%
Outstanding Debt	6,763.79	0.00	6,763.79	100.0%
5314998 · Sponsor Match Allocation	0.00	0.00	0.00	0.0%
5314105 · Miscellaneous Expenses	0.00	9.78	-9.78	-100.0%
66100 · Cleaned up Item Adj. Expense	0.00	172.00	-172.00	-100.0%
Budget Reconciliation	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	-507.33	653.53	-1,160.86	-177.6%
5945360 · Capital Outlays				
5966601 · Office Furniture & Equipment	1,109.08	263.17	845.91	321.4%
5966402 · Computer & Software Purchases	8,335.20	0.00	8,335.20	100.0%
5966400 · Machinery and Tools	6,728.30	0.00	6,728.30	100.0%
5945360 · Capital Outlays - Other	0.00	1,579.00	-1,579.00	-100.0%
Total 5945360 · Capital Outlays	16,172.58	1,842.17	14,330.41	777.9%
Total Expense	946,441.33	1,045,580.61	-97,139.28	-9.3%
Net Ordinary Income	181,742.98	-132,416.76	314,159.74	237.3%
Other Income/Expense	0.00	-184.00	184.00	100.0%
Net Income	181,742.98	-132,600.76	314,343.74	237.1%

Thurston Conservation District

Balance Sheet

As of December 31, 2019

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
3081001 · Checking-7444 Timberland	78,497.52
3088020 Savings Accounts	
3082002 · Saving-6568 Reserve Fund	65,004.27
3082003 · Saving-2410 Education Center	10,000.40
Total 3088020 Savings Accounts	75,004.67
3088030 Counter Cash	100.00
Total Checking/Savings	153,602.19
Accounts Receivable	129,829.38
Other Current Assets	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	10,692.00
3090506 · Security Deposit - Ferguson ST	3,835.00
Total 3090500 Prepaid Accounts	14,527.00
3092000 · 309.20.00 Cash on Hand	30,740.81
Total Other Current Assets	45,267.81
Total Current Assets	328,699.38
TOTAL ASSETS	328,699.38
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	6,081.99
Credit Cards	6,110.12
Other Current Liabilities	
25500 · Sales Tax Payable	808.68
3861000 · Payroll Liabilities	35,876.65
Total Other Current Liabilities	36,685.33
Total Current Liabilities	48,877.44
Total Liabilities	48,877.44
Equity	279,821.94
TOTAL LIABILITIES & EQUITY	328,699.38

Thurston Conservation District
Restricted Budgets vs Actuals
January 2020

	Account Number	Grant Number	Grant Period		Total Grant Amount	2019 Budget	2019 Actual	2019 Remaining Budget	% of Total Time	% of Total Budget
RCO	East Fork McLane Project	R030	1-Mar-17	31-Dec-20	110,500.00	5,563.00	540.87	5,022.13	73.91%	95.46%
	ESRP Shore Friendly	R035	1-Jul-19	1-Jul-21	227,551.00	56,887.75	15,542.57	41,345.18	24.00%	6.83%
DOE	Deschutes	E100	1-Jul-19	30-Apr-22	247,511.00	49,502.20	10,757.12	38,745.08	17.65%	4.35%
	Livestock	W025	1-Jul-19	30-Jun-21	50,000.00	19,000.00	17,149.19	1,850.81	25.00%	34.30%
	Drought Funding	W040	1-Jul-19	30-Apr-20	53,050.00	53,050.00	44,038.11	9,011.89	60.00%	83.01%
	FY18-19 Chehalis Flood	W050	1-Mar-18	30-Jun-19	97,065.31	29,435.82	29,435.82	0.00	Closed	100.00%
	FY20-21 Chehalis Flood	W050	1-Jul-19	30-Jun-21	177,668.02	41,446.87	39,771.00	1,675.87	25.00%	22.39%
	Shellfish Cost Share TA	W060	15-Aug-19	30-Jun-21	30,113.46	7,528.37	4,132.47	3,395.90	21.74%	13.72%
	Shellfish Cost Share	W060 CS	15-Aug-19	30-Jun-21	120,453.84	30,113.46	0.00	30,113.46	21.74%	0.00%
	FY17-19 CREP TA	W070	1-Jul-17	30-Jun-19	68,247.00	7,103.16	7,103.16	0.00	Closed	44.89%
	FY17-19 CREP Cost Share	W070 CS	1-Jul-17	30-Jun-19	38,066.65	8,950.00	8,950.00	0.00	Closed	77.36%
	FY19-21 CREP TA	W070	1-Jul-19	30-Jun-21	33,847.00	8,461.75	3,505.32	4,956.43	25.00%	10.36%
	FY19-21 CREP Cost Share	W070 CS	1-Jul-19	1-Jul-21	9,561.50	9,561.50	7,245.00	2,316.50	24.00%	75.77%
	NRI TA	W080	7-Jan-19	30-Jun-21	19,150.00	4,787.50	3,698.38	1,089.12	40.00%	19.31%
	NRI Cost Share	W080	1-Jul-19	30-Jun-21	76,600.00	19,150.00	0.00	19,150.00	25.00%	0.00%

	Account Number	Grant Number	Grant Period		Total Grant Amount	2019 Budget	2019 Actual	2019 Remaining Budget	% of Total Time	% of Total Budget
	Soil Health Grant	M065	21-Jun-17	15-Aug-20	30,736.34	23,730.34	21,004.88	2,725.46	81.58%	91.13%
	JBLM - SLP	M075	1-Jul-19	30-Jun-21	18,750.00	4,687.50	1,011.09	3,676.41	25.00%	5.39%
	VSP 2019	M400	1-Jan-18	30-Jun-19	77,460.00	65,938.00	65,937.78	0.22	Closed	100.00%
	VSP 2020	M400	1-Jul-19	30-Jun-21	105,000.00	26,250.00	26,197.54	52.46	25.00%	24.95%
	Shellfish NTA	M600	1-Jul-19	30-Jun-20	130,525.00	65,262.50	35,554.47	29,708.03	50.00%	27.24%
	Riparian NTA	M650	1-Jul-19	28-Feb-21	37,000.00	12,500.00	2,396.54	10,103.46	30.00%	6.48%
	Orca Recovery Day	M060	31-Aug-19	31-Dec-19	4,700.00	4,700.00	3,369.81	1,330.19	100.00%	71.70%
	Climate Change Workshop	M700	1-Aug-19	31-Dec-19	500.00	500.00	500.00	0.00	Closed	100.00%

Miscellaneous

Thurston Conservation District
Restricted Budgets vs Actuals
 January 2020

TCD Allocations	Account Number	Grant Number	Grant Period		Total Grant Amount	2019 Budget	2019 Actual	2019 Remaining Budget	% of Total Time	% of Total Budget
TCD	General TA	T080	1-Aug-19	31-Dec-19	10,000.00	10,000.00	8,385.85	1,614.15	100.00%	83.86%
	Working Lands Initiative	T100	1-Aug-19	31-Dec-19	3,000.00	3,000.00	1,381.58	1,618.42	100.00%	46.05%
	CTA	W055	20-13-IM	1-Jul-19	11,111.00	5,800.00	5,708.33	91.67	50.00%	51.38%
	Gap Analysis	W090	20-13-IM	1-Jul-19	15,946.40	15,946.40	7,592.97	8,353.43	100.00%	47.62%
	TCD VSP	T400		1-Jan-19	40,000.00	40,000.00	35,683.08	4,316.92	100.00%	89.21%

South Sound Green	Account Number	Grant Number	Grant Period		Total Grant Amount	2019 Budget	2019 Actual	2019 Remaining Budget	% of Total Time	% of Total Budget
South Sound Green	Interlocal Agreements	G019-SS	1-Jan-19	31-Dec-19	49,200.00	49,200.00	49,200.00	0.00	Closed	100.00%
	TCC		1-Jan-12	Until Spent	69,813.00	44,144.00	25,796.29	18,347.71	NA	73.72%
	NOAA ELG	G019.105	1-May-16	30-Jun-19	45,059.33	4,350.33	4,350.33	0.00	Closed	100.00%
	FY18-19 NOAA B-WET	G019.106	1-Aug-18	31-Jul-19	12,421.06	10,577.06	10,577.06	0.00	Closed	100.00%
	FY19-20 NOAA B-WET	G019.106	1-Aug-19	31-Jul-20	18,313.76	2,100.00	984.55	1,115.45	41.67%	5.38%
	TCD Nearshore	G019.115	1-Jan-19	31-Dec-19	18,300.00	18,300.00	11,432.27	6,867.73	100.00%	62.47%
	TCD Allocation	G019.110	1-Jan-19	31-Dec-19	28,000.00	28,000.00	22,699.98	5,300.02	100.00%	81.07%
	McLane Salmon Trail	G019.107	1-Sep-19	31-Dec-19	4,716.80	2,010.12	2,010.12	0.00	Closed	42.62%
	ESD 113 Climate Ed	G019.104	1-Jan-19	31-Dec-19	4,861.20	4,861.20	4,861.20	0.00	Closed	100.00%
	Prairies and Pollinators	G019.27	22-Mar-17	1-Aug-20	30,000.00	19,859.00	9,067.58	10,791.42	82.93%	64.03%

Thurston Conservation District
Unrestricted Profit & Loss Budget vs. Actual
 January through December 2019

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 01/22/2020
 Accrual Basis

December: 100%

	TOTAL			
	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Income				
3431100 · Retail Sales				
3431110 · Plant Sales	6,404.39	0.00	6,404.39	100.0%
3411140 · TCD Equipment Rentals	1,176.53	500.00	676.53	235.31%
3431130 · Soil Testing	5,885.71	4,500.00	1,385.71	130.79%
3431120 · Rental Income	983.75	791.00	192.75	124.37%
3411150 · Miscellaneous Sales	6.50	0.00	6.50	100.0%
3611100 · Interest Income	21.41	50.00	-28.59	42.82%
3670000 · Contributions Private	9,500.00	2,500.00	7,000.00	380.0%
3300000 · Grant Revenue	97,799.72	105,990.90	-8,191.18	92.27%
3685201 · Rates and Charges	547,769.19	551,475.00	-3,705.81	99.33%
Program Allocations	-92,884.06	-96,300.00	3,415.94	96.45%
5966699 · Vehicle Allocation	5,923.54	5,049.00	874.54	117.32%
5314999 · Overhead Allocation	40,904.70	36,574.00	4,330.70	111.84%
Total Income	623,491.38	611,129.90	12,361.48	102.02%
Expense				
5531010 · Salaries & Benefits	188,832.54	210,523.95	-21,691.41	89.7%
5314101 · Legal Fees & Services	53,110.08	54,000.00	-889.92	98.35%
5314102 · Audit & Accounting	11,699.33	16,824.00	-5,124.67	69.54%
5314103 · Computer Services	13,897.19	17,710.00	-3,812.81	78.47%
5314106 · PDR Expense	99.00	2,000.00	-1,901.00	4.95%
5314100 · Professional Services	1,208.00	2,500.00	-1,292.00	48.32%
5355001 · Election Expense	32,428.70	35,000.00	-2,571.30	92.65%
5314400 · Advertising	2,419.20	2,436.00	-16.80	99.31%
5314117 · Soil Testing	3,036.40	3,000.00	36.40	101.21%
Hiring Costs	9,765.89	10,000.00	-234.11	97.66%
5314104 · Janitorial Services	2,700.00	3,784.00	-1,084.00	71.35%
5314501 · Office Rent	47,400.00	47,400.00	0.00	100.0%
5314700 · Utilities	7,119.85	7,749.00	-629.15	91.88%
5314503 · Equipment Leases	2,705.57	3,072.00	-366.43	88.07%
5314504 · Vehicle Leases	0.00	3,730.00	-3,730.00	0.0%
5966402 · Computer & Software Purchases	5,506.57	10,000.00	-4,493.43	55.07%
5314200 · Communications	6,377.04	7,385.00	-1,007.96	86.35%
5313102 · Photocopier Usage	3,069.16	4,059.00	-989.84	75.61%
5354800 · Repairs & Maintenance	5,001.55	6,000.00	-998.45	83.36%
5314502 · Site Rental	851.50	500.00	351.50	170.3%
5966601 · Office Furniture & Equipment	1,109.08	1,500.00	-390.92	73.94%
5966400 · Machinery and Tools	47.66	0.00	47.66	100.0%
5313101 · Office Supplies	4,877.71	5,000.00	-122.29	97.55%

December: 100%

	TOTAL			
	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
5314203 · Printing Services	368.14	0.00	368.14	100.0%
5314202 · Postage & Shipping	1,611.99	3,000.00	-1,388.01	53.73%
5313401 · Plants for Resale	1,156.95	3,000.00	-1,843.05	38.57%
5314901 · Meeting & Event Supplies	699.81	1,500.00	-800.19	46.65%
5314902 · Dues and Subscriptions	6,485.00	7,000.00	-515.00	92.64%
5313103 · Project Supplies	124.66	2,000.00	-1,875.34	6.23%
Board Meeting Snacks	769.21	745.00	24.21	103.25%
5314302 · Staff - Conference & Training	2,877.04	5,500.00	-2,622.96	52.31%
5314306 · Board - Conference & Training	629.00	2,500.00	-1,871.00	25.16%
5314300 · Staff - Travel	2,728.32	5,500.00	-2,771.68	49.61%
5314301 · Board Travel	1,345.05	5,000.00	-3,654.95	26.9%
5314110 · Bank Fees & Interest Charges	1,688.86	2,000.00	-311.14	84.44%
5314600 · Liability Insurance Premiums	14,274.00	14,091.00	183.00	101.3%
5314111 · Late Fees & Penalties	748.58	500.00	248.58	149.72%
Cash Reserve Fund	65,000.00	65,000.00	0.00	100.0%
Conservation Education Center	10,000.00	10,000.00	0.00	100.0%
Outstanding Debt	25,925.79	27,000.00	-1,074.21	96.02%
Total Expense	539,694.42	608,508.95	-68,814.53	88.69%
Net Income	83,796.96	2,620.95		

Thurston Conservation District
Check Detail
December 2019

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01/22/2020

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Charge	9007	12/03/2019	Adobe Inc	RCO:R035 - ESRP Shore Friendly	5966402 - Computer & Software Purchases	458.93
Credit Card Charge	9009	12/03/2019	Mixed Role Productions	UNRESTRICTED:A010-Overhead	5313101 - Office Supplies	24.76
Credit Card Charge	9010	12/04/2019	Office Depot	WSCC:W040 - Drought Funding	5313101 - Office Supplies	69.49
Credit Card Charge	9025	12/04/2019	Midwest Labs	MISC:M065 - Soil Health	5314117 - Soil Testing	65.00
Credit Card Charge	9056	12/04/2019	WACD	UNRESTRICTED:A010-Overhead	5314302 - Staff - Conference & Training	585.00
Credit Card Charge	9087	12/04/2019	City of Olympia	GREEN:G019.110 TCD SS Green Allocation	5314307 - Parking fees	2.00
Check	EFT	12/05/2019	Regence - Health Care		5312011 - Medical Benefits	5,727.41
Credit Card Charge	9023	12/05/2019	UPS	DISTRICT SERVICES:A098 - Soil Tests	5314202 - Postage & Shipping	15.11
Credit Card Charge	00822	12/05/2019	Native Plant Salvage Foundation	GREEN:G019-SS GREEN(General)	5313103 - Project Supplies	70.00
Bill Pmt -Check	EFT	12/06/2019	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 - Garbage Service	30.80
Liability Check	EFT	12/06/2019	Internal Revenue Service		Federal Payroll Tax	5,697.40
Liability Check	EFT	12/06/2019	WA St Dept of Retirement Systems		DCP	50.00
Liability Check	EFT	12/06/2019	WA St Dept of Retirement Systems		PERS	10,026.36
Credit Card Charge	7152	12/06/2019	Mixed Role Productions	WSCC:W050 - Chehalis Flood Outreach	5313101 - Office Supplies	24.76
Credit Card Charge	8933	12/06/2019	Amazon	UNRESTRICTED:A010-Overhead	5313101 - Office Supplies	21.81
Credit Card Charge	8932	12/06/2019	US Postal Service	UNRESTRICTED:A025 - Board Support	5314202 - Postage & Shipping	36.75
Credit Card Charge	9027	12/06/2019	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 - Office Supplies	188.67
Credit Card Charge	EFT	12/07/2019	T Sheets	UNRESTRICTED:A010-Overhead	5314102 - Audit & Accounting	87.44
Credit Card Charge	193521-0	12/07/2019	Crains Office Supply	UNRESTRICTED:A010-Overhead	5314102 - Audit & Accounting	40.43
Liability Check	EFT	12/09/2019	QuickBooks Payroll Service		Payroll	18,439.78
Credit Card Charge	9055	12/09/2019	Native Plant Salvage Foundation	GREEN:G019-SS GREEN(General)	5314302 - Staff - Conference & Training	20.00
Credit Card Charge	9029	12/09/2019	Amazon	UNRESTRICTED:A010-Overhead	5966402 - Computer & Software Purchases	182.83
Credit Card Charge	9031	12/09/2019	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 - Office Supplies	155.92
Credit Card Charge	9030	12/09/2019	Lenovo	UNRESTRICTED:A010-Overhead	5966402 - Computer & Software Purchases	764.01
Credit Card Charge	9028	12/09/2019	Lenovo	UNRESTRICTED:A010-Overhead	5314103 - Computer Services	1,059.12
Credit Card Charge	9016	12/09/2019	Adobe Inc	UNRESTRICTED:A010-Overhead	5966402 - Computer & Software Purchases	451.49
Bill Pmt -Check	20246	12/10/2019	A & L Western Agricultural Laboratories	DISTRICT SERVICES:A098 - Soil Tests	5314117 - Soil Testing	414.60
Bill Pmt -Check	20247	12/10/2019	Apex Mailing	WSCC:W040 - Drought Funding	5314203 - Printing Services	407.54
Bill Pmt -Check	20248	12/10/2019	Comcast	UNRESTRICTED:A010-Overhead	Internet and Telephone	366.77
Bill Pmt -Check	20249	12/10/2019	Covabrelli Coffee	UNRESTRICTED:A030 - District Communications	5314901 - Meeting & Event Supplies	25.12
Bill Pmt -Check	20250	12/10/2019	Kiana Sinner_V	UNRESTRICTED:A036 - Elections	5314304 - Mileage	49.14
Bill Pmt -Check	20251	12/10/2019	Lewis County Conservation District	WSCC:W040 - Drought Funding	5314100 - Professional Services	487.36
Bill Pmt -Check	20252	12/10/2019	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 - Office Supplies	21.81

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Bill Pmt-Check	20253	12/10/2019	Nicole Warren	WSCC:W025 - Livestock	5314304 · Mileage	49.88
Bill Pmt-Check	20254	12/10/2019	North Thurston Public Schools	NOAA B-WET and Dawkins	5314113 · Teacher Substitute Stipends	754.50
Bill Pmt-Check	20255	12/10/2019	Olympia School District	GREEN:G019.110 TCD SS Green Allocation	5314112 · Bus Transportation	514.31
Bill Pmt-Check	20256	12/10/2019	Olympian, The		Void	0.00
Bill Pmt-Check	20257	12/10/2019	Paul Pickett	UNRESTRICTED:A010-Overhead	5314301 · Board Travel	56.26
Bill Pmt-Check	20258	12/10/2019	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	81.10
Bill Pmt-Check	20259	12/10/2019	Puget Sound Energy	UNRESTRICTED:A010-Overhead	Electricity and Gas	328.28
Bill Pmt-Check	20260	12/10/2019	Regence - Life Insurance		5312011 · Life Insurance	39.04
Bill Pmt-Check	20261	12/10/2019	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	185.34
Bill Pmt-Check	20262	12/10/2019	Ricoh, USA Inc - Usage	UNRESTRICTED:A010-Overhead	5313102 · Photocopier Usage	204.82
Bill Pmt-Check	20263	12/10/2019	Sarah Moorehead_V	UNRESTRICTED:A010-Overhead	Travel	62.28
Bill Pmt-Check	20264	12/10/2019	Susan Shelton	UNRESTRICTED:A010-Overhead	5314304 · Mileage	33.64
Bill Pmt-Check	20265	12/10/2019	TJ Johnson	UNRESTRICTED:A010-Overhead	5314301 · Board Travel	36.65
Bill Pmt-Check	20266	12/10/2019	Tri-element LLC	GREEN:G019-SS GREEN(General)	5314108 · Construction & Landscaping	462.40
Bill Pmt-Check	20267	12/10/2019	United Concordia Insurance Co		5312012 · Dental Benefits	571.64
Bill Pmt-Check	20268	12/10/2019	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	145.41
Bill Pmt-Check	20269	12/10/2019	VSP - Vision Care		5312011 · Medical Benefits	86.02
Bill Pmt-Check	20270	12/10/2019	WA St University Energy Program	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	1,440.00
Bill Pmt-Check	20271	12/10/2019	White, Nora	TCD Allocations:T400 - TCD VSP	5314304 · Mileage	17.40
Bill Pmt-Check	20272	12/10/2019	Whitlock Limited Partnership 1	UNRESTRICTED:A010-Overhead	Utilities and Office Rent	4,234.37
Bill Pmt-Check	20273	12/10/2019	WSU Food Systems	TCD Programs:T100 - Working Lands Initiative	5314302 · Staff - Conference & Training	1,000.00
Credit Card Charge	9017	12/10/2019	Trader Joes	WSCC:W040 - Drought Funding	5314901 · Meeting & Event Supplies	20.48
Credit Card Charge	192565-1	12/10/2019	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	32.75
Bill Pmt-Check	20274	12/11/2019	Northwest Marketing Resources, Inc		Void	0.00
Credit Card Charge	9019	12/12/2019	Stencil Stop	UNRESTRICTED:A030 - District Communications	5314400 · Advertising	85.00
Credit Card Charge	9062	12/12/2019	Octapas	UNRESTRICTED:A010-Overhead	Board Meeting Snacks	200.72
Credit Card Charge	9063	12/12/2019	Park Side Cafe	UNRESTRICTED:A010-Overhead	Board Meeting Snacks	53.68
Credit Card Charge	9040	12/12/2019	UPS	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	13.79
Credit Card Charge	9060	12/12/2019	UPS	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	10.54
Check	EFT	12/13/2019	Wells Fargo			4,300.71
Credit Card Charge	9074	12/13/2019	Worthingtonaparts	WSCC:W040 - Drought Funding	5966400 · Machinery and Tools	122.45
Credit Card Charge	9075	12/13/2019	Target	GREEN:G019.110 TCD SS Green Allocation	5314901 · Meeting & Event Supplies	36.53
Credit Card Charge	9075	12/13/2019	Ace Hardware	GREEN:G019.110 TCD SS Green Allocation	5314116 · Project Equipment	6.87
Credit Card Charge	9041	12/14/2019	UPS	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	24.33
Check	EFT	12/16/2019	Postal IA	UNRESTRICTED:A010-Overhead	5314202 · Postage & Shipping	150.00
Credit Card Charge	192905-0	12/17/2019	Crains Office Supply	UNRESTRICTED:A036 - Elections and Overhead	Office Supplies and Furniture & Equipment	438.23
Credit Card Charge	149	12/17/2019	Baisley Sign Company	UNRESTRICTED:A010-Overhead	5314400 · Advertising	500.00

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Charge	149	12/17/2019	Balsley Sign Company	UNRESTRICTED:A030 - District Communications	5314400 · Advertising	499.70
Credit Card Charge	9066	12/18/2019	US Postal Service	WSCC:W025 - Livestock	5314202 · Postage & Shipping	8.30
Credit Card Charge	9065	12/18/2019	Amazon	UNRESTRICTED:A010-Overhead	Office Supplies and Computer Purchases	75.37
Credit Card Charge	9077	12/18/2019	US Postal Service	WSCC:W025 - Livestock	5314202 · Postage & Shipping	8.30
Credit Card Charge	EFT	12/18/2019	Wells Fargo	UNRESTRICTED:A010-Overhead	5314110 · Bank Fees & Interest Charges	1.64
Credit Card Charge	9067	12/19/2019	Advantage Lock & Key	Elections & Overhead	5313101 · Office Supplies	75.96
Credit Card Charge	9036	12/19/2019	Ace Hardware	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	26.18
Credit Card Charge	9035	12/19/2019	DES Surplus Operations	UNRESTRICTED:A010-Overhead	Office Equipment and Machinery & Tools	122.14
Credit Card Charge	9037	12/19/2019	UPS	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	14.15
Credit Card Charge	192990-0	12/19/2019	Craigslist Office Supply	GREEN:G019,110 TCD SS Green Allocation	5313101 · Office Supplies	226.20
Liability Check	EFT	12/20/2019	Internal Revenue Service		Federal Payroll Tax	5,648.32
Liability Check	EFT	12/20/2019	WA St Dept of Retirement Systems		DCP	50.00
Bill Pmt -Check	20275	12/20/2019	A & L Western Agricultural Laboratories	DISTRICT SERVICES:A098 - Soil Tests	5314117 · Soil Testing	182.40
Bill Pmt -Check	20276	12/20/2019	Black Lake Grange		Void	0.00
Bill Pmt -Check	20277	12/20/2019	Covabrelli Coffee	District Communications & Drought Funding	5314901 · Meeting & Event Supplies	100.47
Bill Pmt -Check	20278	12/20/2019	Elizabeth DeWreede	UNRESTRICTED:A010-Overhead	Board Travel and Board Meeting Snacks	278.85
Bill Pmt -Check	20279	12/20/2019	Griffin School District	Dawkins and SS Green	Bus Transportation and Teacher Stipends	792.43
Bill Pmt -Check	20280	12/20/2019	Jan-Pro Cleaning Systems	UNRESTRICTED:A010-Overhead	5314104 · Janitorial Services	225.00
Bill Pmt -Check	20281	12/20/2019	Kiana Sinner_V	Elections and Plant Sale	5314304 · Mileage	49.14
Bill Pmt -Check	20282	12/20/2019	Marguerite Abplanalp	TCD Allocations:T400 - TCD VSP	5314304 · Mileage	10.44
Bill Pmt -Check	20283	12/20/2019	Minuteman Press	UNRESTRICTED:A036 - Elections	Printing	368.14
Bill Pmt -Check	20284	12/20/2019	Northwest Marketing Resources, Inc	UNRESTRICTED:A010-Overhead	5312011 · Medical Benefits	375.00
Bill Pmt -Check	20285	12/20/2019	Olympia School District	GREEN:TCC:G019,28 Dawkins	5314113 · Teacher Substitute Stipends	456.00
Bill Pmt -Check	20286	12/20/2019	Pioneer Fire & Security, Inc	UNRESTRICTED:A010-Overhead	5314704 · Security Monitoring	106.57
Bill Pmt -Check	20287	12/20/2019	Tumwater Printing	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	196.74
Bill Pmt -Check	20288	12/20/2019	Tumwater School District	Dawkins and McLane Salmon Trail	Bus Transportation and Teacher Stipends	403.18
Bill Pmt -Check	20289	12/20/2019	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	464.21
Bill Pmt -Check	20290	12/20/2019	VSP - Vision Care	UNRESTRICTED:A010-Overhead	5312011 · Medical Benefits	89.43
Credit Card Charge	9045	12/20/2019	Amazon		5966402 · Computer & Software Purchases	887.48
Liability Check	EFT	12/23/2019	QuickBooks Payroll Service		Payroll	18,283.01
Check	EFT	12/23/2019	Postal IA	UNRESTRICTED:A010-Overhead	5314202 · Postage & Shipping	150.00
Credit Card Charge	9044	12/23/2019	Amazon	UNRESTRICTED:A010-Overhead	5966402 · Computer & Software Purchases	660.22
Credit Card Charge	9039	12/31/2019	Dispute Resolution Center of Thurston C.	UNRESTRICTED:A037 - Staff Training	5314302 · Staff - Conference & Training	675.00
Credit Card Charge	9109	12/31/2019	Facebook	WSCC:W040 - Drought Funding	5314400 · Advertising	21.27
Credit Card Charge	9119	12/31/2019	Target	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	29.49

Item

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Thurston Conservation District RESOLUTION

Resolution #2019-17

Subject: Cash Operating Reserve Fund

A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT, ESTABLISHING A CASH OPERATING RESERVE FUND

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

WHEREAS, the District is governed by a five-member board, as set out in Chapter 89.08 RCW; and,

WHEREAS, financial best practices and fiscal prudence dictates that the District should have a reasonable amount of resources in reserve to address unanticipated declines in revenue or increases in expenditures; and,

WHEREAS, the District ~~will establish~~has established an unrestricted Cash Operating Reserve Fund in its 2020 budget to help ~~to~~ mitigate the impacts of these events on District finances; and,

WHEREAS, District Policy 6.7 "Cash, Reserves, and Investments" allows for the creation of a "special purpose fund"; and,

WHEREAS, ~~the~~ Cash Operating Fund may only be used in situations deemed necessary under authorization of the Thurston CD Board of Supervisors; and,

WHEREAS, the District ~~will plan to~~ gradually increase the Cash Operating Reserve Fund balance in its 2020 budget with the intent of through 2021 to set aside ninety (90) days of monthly operating expenses over time; and,

WHEREAS, the District will endeavor to fund the Cash Operating Reserve by the conclusion of 2021 and endeavor to maintain thereafter approximately ninety (90) days of anticipated monthly operating expenses in the Cash Operating Reserve Fund annually as part of annual budgeting process, subject to adjustment by Board action based on grant requirements and the fiscal circumstances of the District; and,

~~WHEREAS, any funds used from the Cash Operating Reserve Fund will be restored as soon as financially feasible, at a minimum contributing one (1) month of operating expenses per year until the ninety (90) day threshold is reached; THEREFORE,~~

It is RESOLVED, that ~~the unrestricted reserve created by~~ Thurston Conservation District has created a shall be called create a unrestricted special purpose fund called the "Cash Operating Reserve Fund", to be included in future budget documents; and

~~as detailed in the Thurston Conservation District 2020 Annual Budget~~ It is further RESOLVED that this Cash Operating Reserve Fund shall be maintained, subject to Board action, for the

purpose of maintaining financial stability during circumstances of unanticipated expenditures or changes in revenue [or to satisfy liquidity requirements of grants.](#)

**ADOPTED AT A REGULAR BOARD MEETING BY THE BOARD OF THE THURSTON
CONSERVATION DISTRICT ON DECEMBER 12TH, 2019.**

TJ Johnson, Board Chair

Paul Pickett, Board Member

Betsie DeWreede, Vice Chair

Doug Rushton, Board Member

David Iyall, Board Auditor

ATTEST:

Sarah Moorehead, Executive Director

Section 5: Financial Policies: Employee Travel

5.1 Travel Policy

Effective Date: January 1, 2001

Updated: December 29, 2015

Comment [SB1]: 5.1a (?)

Comment [SB2]: Adjust date

Purpose: To minimize costs to the District and to establish basic guidelines governing the reimbursement of District-related travel and business expenses incurred by ~~District Board Members and~~ District employees.

Policy: Travel Reimbursement

The District will reimburse District employees ~~and Board Members~~ for expenses that are reasonable and necessary to conduct TCD business. Washington State travel rates for lodging, subsistence and mileage will be used. Actual expenses will be reimbursed for all other eligible expenses. Expenses that exceed the Washington State travel rates may be reimbursed for events when employees ~~or Board members~~ are required to stay and/or dine at the event or where lodging and sustenance are not available at the State rate.

Travel Status

The Executive Director or the employee's manager/supervisor will determine when an employee is in travel status. Generally travel status will be granted when an employee is required to travel beyond the time normally spent for their daily job duties.

Travel Authorization

The Executive Director ~~or District Auditor~~ will approve all out-of-state or overnight travel plans in advance.

Comment [SB3]: For consistency, consider changing to either District Auditor or Board Auditor

Travel Advances

An employee who wants a travel advance must obtain written approval from the Executive Director. An approved travel advance form must be submitted to accounting at least five (5) days before travel begins. Should employee's plans for travel change, the employee must reimburse the District for any travel advance received.

Travel Arrangements

Travel arrangements should minimize costs to the District. Government discounts, economy vehicles, moderate accommodations and meals, and discount air fares must be used unless there is a bona fide reason for doing otherwise.

Transportation

Private Vehicles: District vehicles are to be used whenever possible for official District business travels. Employees are not eligible for reimbursement for

47 mileage for personal vehicles unless an appropriate district vehicle is unavailable.
48 Use of private vehicles will be reimbursed at the current State of Washington
49 authorized mileage rate. When multiple employees/board supervisors are
50 traveling via motor vehicle to the same destination, every effort shall be made to
51 travel together.

52
53 *Air Fare:* Air travel will not be reimbursed unless authorized. Maximum payment
54 for air travel is “coach” or “Y” class fare. The Executive Director may authorize
55 “business” class air fare for round trips over 5,000 miles, on a case by case basis.

56
57 Employees are encouraged to take advantage of reduced airfare programs that
58 minimize travel costs to the District. This includes non-refundable discount fares,
59 and travel over Saturday nights (if other per diem costs are less than the
60 discounted fair). Where travel time is extended to use discount fares, the District
61 will reimburse the additional meals and lodging if the total travel expense is less
62 than had travel time not been extended.

63 **Lodging**

64 The District will reimburse lodging at single occupancy or double rates (if two
65 same sex employees share a room). Employees are not required to share lodging.

66
67 The use of moderately priced lodging is required. Motel/Hotels that offer rooms
68 at government rates must be used, wherever available. Employees attending a
69 seminar or conference may use the host facility. Lodging that is located less than
70 two hours driving time from the employee’s residence will not be reimbursed.
71 The Executive Director/ Board Auditor has the discretion to make exceptions to
72 accommodate early flight arrangements or attendance at a conference or seminar.

Comment [SB4]: For consistency, consider
changing to either District Auditor or Board Auditor

73 **Subsistence**

74
75 Subsistence includes all reasonable and necessary charges for breakfast, lunch,
76 and dinner, including tips. Snacks and beverages apart from breakfast, lunch and
77 dinner are not reimbursable.

78 The District will not reimburse discretionary expenditures such as video rentals or
79 hospitality bar charges. Alcoholic beverages will not be reimbursed. When
80 complimentary meals are provided in conjunction with a meeting, conference or
81 seminar, reimbursement will not be made for substitute (per diem) meals unless
82 unusual circumstances are explained to and approved by the employee’s
83 supervisor in advance.

84 **Miscellaneous Expenses**

85
86 Costs associated with vehicles, such as parking fees and tolls, will be reimbursed
87 if reasonable, necessary, and related to District business. The District will not
88 reimburse parking citations or traffic infractions. Wherever possible, receipts
89 should be provided with any requests for reimbursement.
90
91

Expenses for telephone, facsimile services, baggage handling, rental cars, and airport limousine services are reimbursable if necessary, reasonable, and related to District business.

Laundry and dry cleaning charges on trips of more than five (5) days are reimbursable. Cleaning charges for accidental clothing damage that occurs while traveling on District business is reimbursable.

Expenses directly related to international travel requirements, such as visas and inoculations, are reimbursable.

Meetings

Expenses incurred in conducting business meetings are reimbursable if properly documented. These include facility charges and meals. Documentation must include the date, business purpose, location of meeting, and names and business affiliations of those attending.

Procedure: The Executive Director and the District Accountant/Treasurer will review each expense reimbursement form and supporting documentation for reasonableness, compliance and approval in accordance with this policy. Additional explanations must be supplied for any item that is not self-explanatory or is unusual.

Comment [SB5]: District Accountant

All reimbursement of business expenses will be requested through the District's Travel Expense Voucher. All employee and volunteer reimbursement requests must be submitted within two weeks of travel, or sooner, if tied to a grant that expires within that time period. ~~All board members reimbursement requests must be submitted within 30 days of travel, unless otherwise arranged through the Executive Director.~~

Receipts must support all expenses not included in the Washington State travel rates. Incidental expenses (including parking lot or parking meter fees) without a receipt or lost receipts may be reimbursed at the discretion of the supervisor.

Employees, board members, and volunteers attending the same meeting will generally submit separate claims. Items for which reimbursement is sought must be itemized by date and expense, i.e. meals, phone, facilities, etc. and include the purpose of the trip.

Acceptable documentation includes cash requester receipt or credit card receipt. Detailed billing information provided by the credit card company may be substituted for cash register receipts. Restaurant table receipts must document food and beverages consumed. Meals that are covered under per diem rates do not submittal of receipts.

Item

8

To: TCD Board of Supervisors
From: Stephanie Bishop (*Acting Executive Director*)
Date: January 23, 2020
Subject: Acting Executive Director's Report



Priority Initiative Updates

2020 Elections

Despite inclement weather, TCD's elections were successfully held on January 14th, 2020. The polls were open from 10am – 8pm. Stu Trefry (Washington State Conservation Commission) attended four of those ten hours to observe the process. TCD's Elections Supervisor Nora White will provide an in person or written update at the January 30th meeting.

Board Professional Development

At the January Work Session, there was interest in learning more about natural resource issues in our neighboring District of Grays Harbor County. On Doug's recommendation, I contacted District Manager of Grays Harbor and Pacific Conservation Districts Mike Nordin to gauge his interest and availability in presenting at an upcoming Board Work Session. He is interested in meeting with the TCD Board and others, and suggested finding a date that works for TCD and other districts to make best use of time. He is unavailable for the February Work Session due to the NACD Annual Meeting.

District Operations

December 12, 2019 Action Items:

The Board requested an Annual Financial Report along with the November and December Financial Report at the January 30th, 2020 Board meeting.

Completed. The January Financial Report serves as the Districts year-end report. It has been added to the January 30th agenda for review.

The Board requested staff update employee handbook.

In progress. In 2016 an Employee Handbook draft was started but never adopted. Staff has begun updating this working document for consistency with the CBA and policies adopted by the Board.

Final version of Collective Bargaining Agreement requested.

Staff has coordinated with Mark Hamilton from the Washington Federation of State Employees to obtain a final copy of the CBA. Mark is continuing to make final edits, and will share a final version prior to the January 30th Board Meeting.

Long Range Strategic Plan Update

After coordinating with Stu Trefry, Sarah Moorehead, Board and staff, three dates for Strategic Plan Development were identified as follows:

March 10th, 2020

1:00-4:00 pm

Combined Board/Staff

March 13th, 2020

1:00-4:00 pm

Board only

March 20th, 2020

9:00-12:00

Staff only

Item

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December 2019 Staff Report

Progress on Annual Plan

Goals Worked On	Work Done
8	<ul style="list-style-type: none"> 1541 youth collected water quality data
9	<ul style="list-style-type: none"> Assisted 2 landowners to implement water use efficiencies
13	<ul style="list-style-type: none"> 47 test for 28 landowners 6 Manure tests for 5 farmers
15	<ul style="list-style-type: none"> Completed 2 Planting plan
22	<ul style="list-style-type: none"> Conducted three site visits for Irrigation Management Plans 32 email/ phone calls 15 Site visits and soil tests tracks 4 site visits with landowners (2 horse farmers, & 1 cattle farmer twice)
23	<ul style="list-style-type: none"> Successfully facilitated a match through FarmLink
28	<ul style="list-style-type: none"> Completed 2 Planting plan 2 Conservation Plans Recommended 15 BMPs
29	<ul style="list-style-type: none"> Recommended 37 BMPS from two techs
30	<ul style="list-style-type: none"> 20 implemented BMP's
32	<ul style="list-style-type: none"> Held Impacts of Climate Change on Ag. producer panel on 12/10
37	<ul style="list-style-type: none"> Tabling at Turn of the Tides Festival located downtown Olympia, spoke with 46 community members Attended both SSFSN and STEDI monthly meetings Worked on NACD Urban Ag grant application
41	<ul style="list-style-type: none"> 4 commercial operations site visits and soil tests tracked 13 backyard/homestead garden site visits and soil tests tracked Served 2 commercial operations

42	<ul style="list-style-type: none"> • rented out weed wrenches to 1 back yard gardeners
43	<ul style="list-style-type: none"> • Rented out the Lime spreader to land owner
46	<ul style="list-style-type: none"> • Soil test in Nisqually Community Gardens
49	<ul style="list-style-type: none"> • Served local foods at 12/10 producer panel
50	<ul style="list-style-type: none"> • Met with Bounty for Families to coordinate NACD urban ag grant
55	<ul style="list-style-type: none"> • Held Impacts of Climate Change on Ag. producer panel on 12/10
58	<ul style="list-style-type: none"> • added 7 new volunteers to our list
59	<ul style="list-style-type: none"> • Collaborated with Bounty for Families, Yelm Chamber of Commerce, and City of Yelm in grant application
61	<ul style="list-style-type: none"> • Outreach to local elected at monthly STEDI meeting
78	<ul style="list-style-type: none"> • Tabling at Turn of the Tides Festival, spoke with 46 community members • Attended and answered audience questions at the Climate Change Ag Producers Panel
86	<ul style="list-style-type: none"> • Applied for NOAA B-WET grant funding
90	<ul style="list-style-type: none"> • Completed the Department of Retirement Systems (DRS) 2018 Compliance Audit
94	<ul style="list-style-type: none"> • 57 new Facebook page likes, and over 20,00 post reach, 64 page follow

Staff Highlights

- Compiled all fall water quality data; completed NOAA B-WET grant application; worked to develop EPA Environmental Education grant application; led salmon dissections with 31 Rainier High School students; planning for Student GREEN Congress and winter water quality monitoring.
- This month I enjoyed helping facilitate the Drought and Irrigation Workshops. I Spent time transcribing responses we received from community members surrounding their experiences with drought. It was very interesting to see different Thurston County residents' perspectives on how drought is affecting the viability of their land as well as financially impacting their yield.
-
- Created strong new partnerships while working on the NACD Urban Ag grant- especially excited about potential future work with Bounty for Families in Yelm and serving their community.
- This month several landmarks in the ASRP Skookumchuck Early Action (EAR) Reach project were reached. Working with the Design Team for the project, we completed the

pre-construction data collection, permit package, and landowner acknowledgement paperwork. We also convened the first meeting of the Construction Team and made significant progress in the conservation easement that will protect the project once completed. Our Skookumchuck project is the first of the ASRP EAR projects to move into final design and construction.

- The highlight of this month was beginning the process of delivering IMPs to landowners. The first IMP site visit was early this month, and it was really satisfying to deliver a resource that we've expanded and worked to make more accessible and to see landowners engage with that.
- In December, I completed a conservation farm plan for a farm in the Deschutes watershed, and I also completed a draft for an irrigation management plan for public institution's organic farm.
- Finished a new certified Farm Plan and sent it off to the NRCS headquarters in Spokane for official review.