

Thurston Conservation District Board of Supervisors
January Board Meeting Agenda

January 28, 2021 5:30pm-8pm



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- | | |
|---|-------------------------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 5:30 PM
<i>5 minutes</i> |
| 2. Agenda Review | 5:35 PM
<i>5 minutes</i> |
| 3. Consent Agenda – <i>Action Item</i> | 5:40 PM |
| A. December 2020 Board Meeting Minutes | <i>5 minutes</i> |
| B. December 2020 & 2020 Year End Financial Report | |
| C. 2021 TCD Annual Plan | |
| D. TCD Policies and Procedures Manual | |
| 4. Public Comment | 5:45 PM |
| *Three minutes per person | <i>15 minutes</i> |
| 5. Partner Reports (<i>if present</i>) | 6:00 PM |
| A. Washington State Conservation Commission (WSCC), <i>Jean Fike</i> | <i>15 minutes</i> |
| B. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i> | |
| C. National Association of Conservation Districts (NACD), <i>Doug Rushton</i> | |
| D. Washington State Department of Ecology, <i>Alena Reynolds</i> | |
| E. National Resources Conservation Service (NRCS), <i>Robin Buckingham</i> | |
| 6. COVID-19 Update, All | 6:15 PM
<i>10 minutes</i> |
| 7. 2021 WACD Legislative Week, All | 6:25 PM
<i>10 Minutes</i> |
| 8. Governance, All | 6:35PM |
| A. 2021 Election Update | <i>20 minutes</i> |
| B. February Work Session Topic List | |
| C. TCD Representation to Thurston Regional Planning Council – <i>Action Item</i> | |

9. Executive Session: To discuss Associate Supervisors Policy	6:55 PM 10 minutes
<i>“RCW 42.30.110 (h) To evaluate the qualifications of a candidate for appointment to elective office.”</i>	
10. Executive Session Report Out	7:05 PM 5 minutes
11. Executive Session: To review ongoing litigation with legal counsel	7:10 PM 10 minutes
<i>“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.”</i>	
12. Executive Session Report Out	7:20 PM 5 minutes
13. Board of Supervisor Reports, All	7:25 PM 10 minutes
14. Executive Director Report, Moorehead	7:35 PM 10 Minutes
Adjourn	7:45 PM Time Allotment: 2.15 hrs.

Important Dates

February

1-11 th	NACD Annual Meeting	Virtual Meeting
8 th	TCD Board Supervisor Election Ballot Request Opens	
8-12 th	Washington State Legislative Conservation Days	
11 th	TCD Board Work Session 3-5pm	Virtual (Go to Meeting)
15 th	Presidents Day Observed TCD Office Closed	
25 th	TCD Board Meeting 5:30-8pm	Virtual (Go to Meeting)

March

4-7 th	TCD Plant Sale Pre-Order Pick-Up	TBA
11 th	TCD Board Work Session 3-5pm	Virtual (Go to Meeting)
16 th	TCD Board Supervisor Election	
25 th	TCD Board Meeting 5:30-8pm	Virtual (Go to Meeting)

Thurston Conservation District Consent Calendar Decision Sheet January 28, 2020 Board Meeting



A. December 17, 2020 Board Meeting Minutes

- a. Proposed action: accept without amendment and approve.
- b. Action taken:
- c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

B. January 2020 Financial Report

- a. Proposed action: accept without amendment and approve.
- b. Action taken:
- c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

C. 2021 TCD Annual Plan

- a. Proposed action: accept without amendment and approve.
- b. Action taken:
- c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

D. TCD Policies and Procedure Manual

- a. Proposed action: accept without amendment and approve.
- b. Action taken:
- c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON ON
January 28, 2020 AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Betsie DeWreede, Vice Chair

Doug Rushton, Board Member

David Iyall, Board Auditor

ATTEST:

Helen Wheatley, Board Member

Sarah Moorehead, Executive Director

Item

3

Thurston Conservation District Board of Supervisors



December 17, 2020

Regular Meeting Minutes – Virtual GoToMeeting
(5:30- 6:23pm)

Originally scheduled: (5:30pm – 7pm)

Meeting: 5:30pm – 8:00pm

Present at Meeting:

TJ Johnson, TCD Chair

Betsie DeWreede, TCD Vice Chair

David Iyall, TCD Board Auditor

Doug Rushton, TCD Board Supervisor

Helen Wheatley, TCD Board Supervisor

Ben Cushman, TCD Attorney

Leah Kellogg, TCD Staff

Sarah Moorehead, TCD Executive Director

Jean Fike, WSCC

Alena Reynolds, DOE

Summary of Action Items:

) ACTION ITEM: No action items were discussed

Summary of Motions Passed:

) Supervisor DeWreede moved to adopt the revised agenda. Supervisor Iyall seconded. Motion passed unanimously, (5-0).

) Supervisor Iyall moved to adopt the Consent Agenda. Supervisor Wheatley seconded. Motion passed, (5-0)

) Supervisor DeWreede moved to approve Resolution 2020-11 2021 District Election. Supervisor Rushton seconded. Motion passed, (5-0)

) Supervisor DeWreede moved to approve the December 2020 Financial Report. Supervisor Iyall seconded. Motion passed, (5-0)

) Supervisor Iyall moved to adjourn. Supervisor Wheatley seconded. Motion passed unanimously, (5-0).

Full Version of the Minutes

Welcome & Introductions

5:30pm TCD Board Supervisor Chair Johnson called the December 17, 2020 Regular Board Meeting to order via an online forum *GoToMeeting*. Thurston CD Board and Staff were introduced by the Board Chair verbally. Supervisor Board Chair Johnson will name out Supervisors on each vote and announced that the meeting is audio recorded.

Agenda Review - Action Item

) Add 2021 Election Resolution

Supervisor DeWreede moved to adopt the revised agenda. Supervisor Iyall seconded. Motion passed unanimously, (5-0).

Consent Agenda – Action Item

- 32) November 19th, 2020 Board Meeting Minutes
- 33) November 2020 Financial Reports
- 34) South Sound Green ILA 2021-2025

35
36 *December 2020 Financial report will be moved and discussed under **Other Business-B***

37
38 *Supervisor Iyall moved to adopt the Consent Agenda. Supervisor Wheatley seconded. Motion*
39 *passed, (5-0)*

40
41
42 **Public Comment** *Three minutes per person
43 No members of the public attended via GoToMeeting.

44
45 **Partner Reports**

46 **A. Washington State Conservation Commission (WSCC) Update, Jean Fike, Puget**
47 **Sound Regional Manager**

- 48) The Governor's budget has been released and has a positive outlook for
- 49 Conservation District finding.

50 **B. Washington Association of Conservation Districts (WACD) Update, Supervisor Doug**
51 **Rushton**

- 52) Supervisor Rushton provided a written update that was included in the Board
- 53 packet.

54 **C. National Association of Conservation Districts (NACD) Update, Supervisor Doug**
55 **Rushton**

- 56) Supervisor Rushton provided a written update that was included in the Board
- 57 packet.

- 58) NACD annual meeting is in February, registration is encouraged.

59 **D. Department of Ecology (DOE), Alena Reynolds**

- 60) DOE has no update for December.

61 **Other Business, All**

62 **A. Resolution 2020-11 2021 District Elections**

- 63) The Resolution was discussed and edited in the December Work Session.

64
65 *Supervisor DeWreede moved to approve Resolution 2020-11 2021 District Election. Supervisor*
66 *Rushton seconded. Motion passed, (5-0)*

67
68 **B. December 2020 Financial Report**

- 69) Executive Director Moorehead gave a brief overview of the 2021 budget.

70
71 *Supervisor DeWreede moved to approve the December 2020 Financial Report. Supervisor*
72 *Iyall seconded. Motion passed, (5-0)*

Executive Session: To discuss the performance of the Executive Director.

In attendance: TCD Supervisors and Jean Fike, WACC

RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee

Executive Session opened at 5:45pm for 30 minutes. No action taken. Session ended at 6:05pm

Regular meeting opened at 6:06pm.

Executive Session Report Out

No action was taken. Supervisor Johnson will meet with Executive Director Moorehead to discuss her annual performance evaluation.

Other Reports

A. Board of Supervisors Report, All

) Supervisor Report was covered in the December 2020 Work Session.

B. Executive Director Report, Sarah Moorehead

) A draft of the updated policy and procedures manual was presented to the Board, which was redrafted to align with the collective bargaining agreement. The Board will edit and discuss this document at the January 2021 Work Session, tentatively to be added to the January 2021 Board Meeting.

) The Skookumchuck project has allocated resources to support several work crews. This has started a discussion with Washington Veterans Affairs and TCD to form a Veteran's Conservation Corps crew to work on the project in the future.

) TCD is working with WSDOT and other local partners on highway signage to advertise the District.

Supervisor Iyall moved to adjourn. Supervisor Wheatley seconded. Motion passed unanimously, (5-0).

Adjourn 6:23pm

Respectfully,

X

TJ Johnson
TCD Board Chair

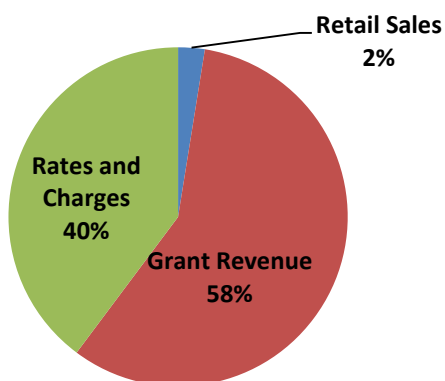
hurston Conservation District

January 2021Financial Notes

Year-to-Date Profit & Loss – Page 2

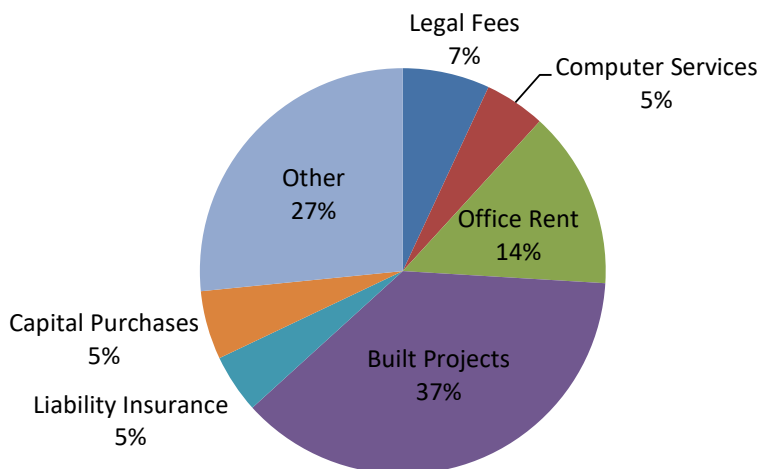
1. The District ended the year with a net income of \$120,448.
2. The District realized revenues of \$1,390,637.

Thurston Conservation District 2020 Revenue



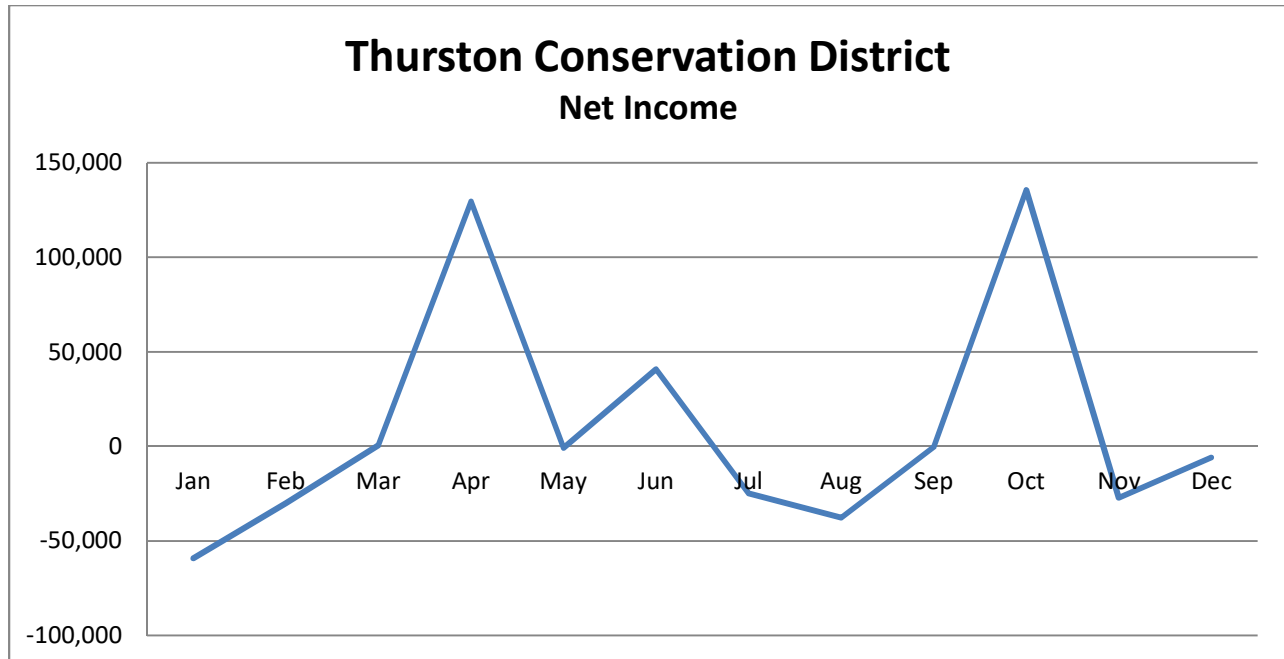
3. The District incurred \$1,270,189 in expenditures. Of that amount, \$903,556 went toward Salaries and Benefits - \$735,868 (81%) of the Salaries and Benefits was grant and program funded and \$167,688 (19%) went toward administrative Salaries and Benefits. The remaining \$366,633 went to other expenses.

Thurston Conservation District 2020 Expenses - Other than Salary & Benefits



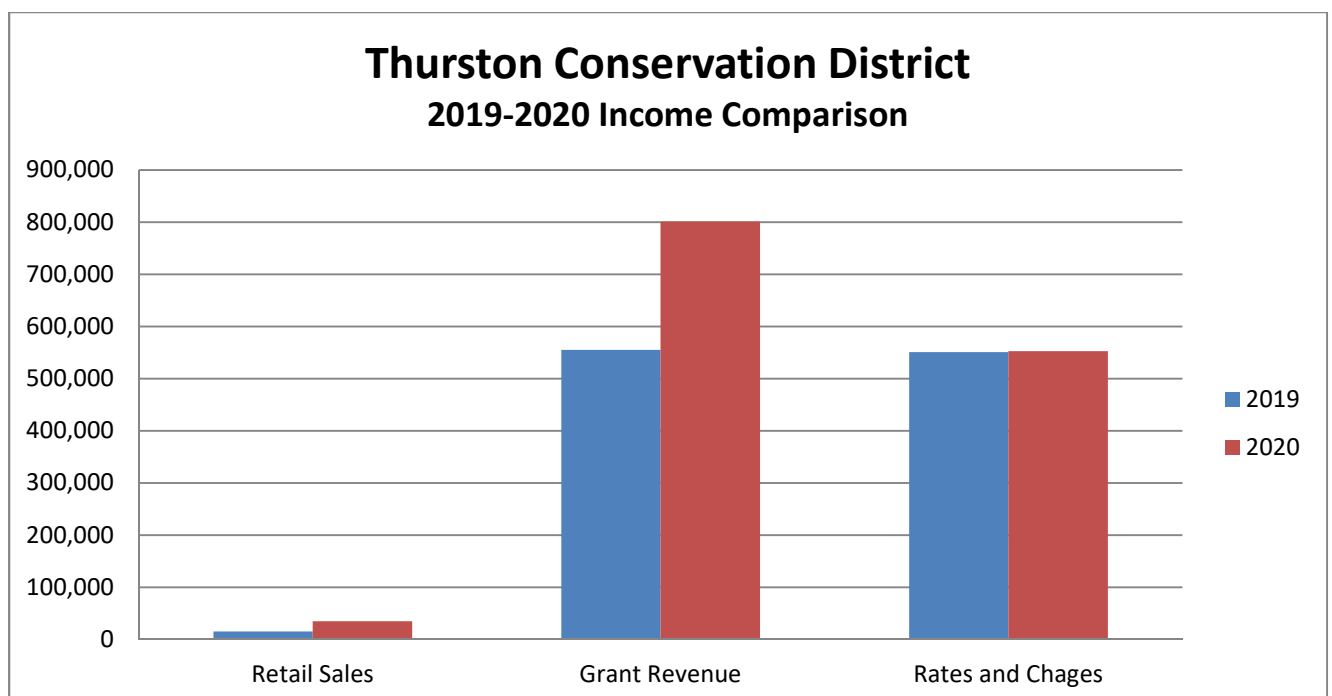
December Profit & Loss – Page 3

1. As with most months, December's Net Income was less than zero. The income peaks in April and October carry the District through the lean months. This extreme fluctuation in income means that the District also experiences fluctuations in cash flow, requiring the District to maintain reserves of at least \$50,000 in its checking account.

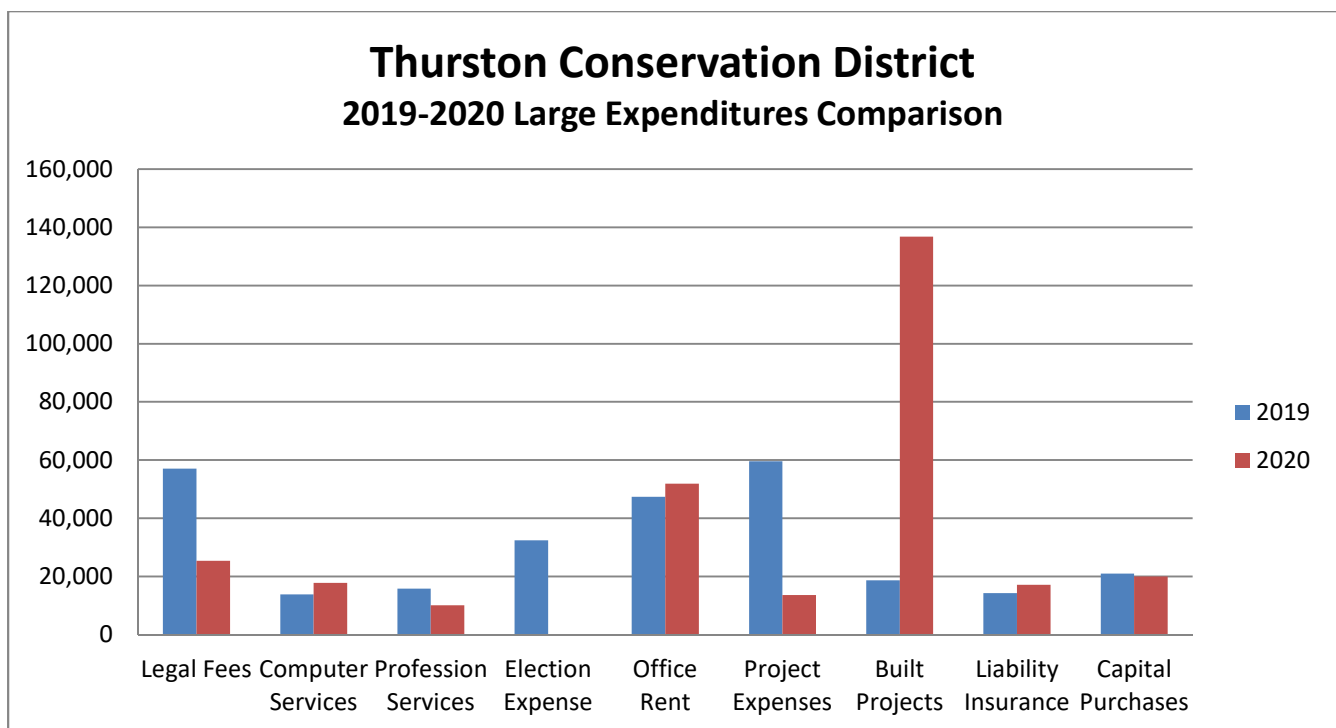


Profit and Loss Previous Year Comparison – Page 4

1. In 2020, the District experienced a 23% increase in income over the previous year.



2. In 2020, the District also experienced a 59% increase in Salaries and Benefits due to a more than a 100% increase in staff. The District started 2019 with 6 employees and ended 2020 with 13 employees.
3. In 2020, the District's Legal Fees decreased by 56%. Legal Fees were high in 2019 because of litigation.
4. In 2020, the District's Computer Services expenditures increased by 28%, due to the increase in staff and the activity required to facilitate COVID-19 teleworking.
5. In 2020, the District's Professional Services expenditures decreased by 36%. Professional services in 2019 were high because of the Rates & Charges analysis.
6. In 2020, the external Election Expenses decreased by 100% because we implemented the 2020 election internally.
7. In 2020, the District's Project Expenses decreased by 77% due to COVID-19 limitations on Education and Outreach activities.
8. In 2020, the District's investments in built projects for the community increased by 632%.



Balance Sheet – Page 5

1. In December, the \$65,000 budgeted for the Reserve Fund was transferred to the Reserve Fund Savings Account for a new balance of \$130,042.
2. In December, the \$10,000 budgeted for the Education Center was transferred to the Education Center Savings Account for a new balance of \$20,000.
3. The District ended the year with \$103,670 in its checking account to cover the cash flow fluctuations (discussed earlier) until the April 2021 income peak.

Unrestricted Budget vs Actual – Page 9 and 10

1. Overall the District ended the year under budget by \$88,945. This was largely due to:
 - conservative budgeting
 - the inability of the District to lease a vehicle from the State's Motor Pool
 - reductions in staff and board travel and attendance at meetings, trainings and conferences because of COVID-19 restrictions
 - savings from reusing District tablets rather than purchasing news ones for the Board
2. The District exceed expenditures in some budget line items:
 - Audit & Account: unexpected requirement of online multiple user QuickBooks access due to COVID-19 teleworking.
 - Computer Services: increased staff and the activities required to facilitate COVID-19 teleworking.
 - Computer Software: increases in District Communications in general and in changes to the ways that the District communicates with the public due to COVID-19 restrictions.
 - Bank Fees & Charges: neglected to include, in the original budget, \$567 in fees for Thurston County to manager the District's Rates and Charges and also due to increases in PayPal costs as the District moved its Soil Testing and Equipment Rental programs on-line to accommodate COVID-19 restrictions.
 - Liability Insurance: due to an unexpected increase in the District's Liability Insurance.

Thurston Conservation District
Profit & Loss
January through December 2020

	Jan - Dec 20
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	28,152.78
3411140 · TCD Equipment Rentals	3,825.25
3431130 · Soil Testing	1,891.00
3431120 · Rental Income	1,205.39
Total 3431100 · Retail Sales	35,074.42
3611100 · Interest Income	51.62
3300000 · Grant Revenue	801,558.05
3685201 · Rates and Charges	552,703.67
3670000 · Contributions Private	1,249.59
3600000 · Miscellaneous Revenue	0.00
Total Income	1,390,637.35
Gross Profit	1,390,637.35
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	903,556.08
5314101 · Legal Fees & Services	25,407.50
5314102 · Audit & Accounting	4,432.38
5314103 · Computer Services	17,837.38
5314100 · Professional Services	10,121.87
5314400 · Advertising	2,850.78
5314117 · Soil Testing	2,750.20
5314104 · Janitorial Services	4,490.00
5314501 · Office Rent	51,896.00
5314700 · Utilities	5,178.24
5314503 · Equipment Leases	2,932.36
5314504 · Vehicle Leases	858.05
5314200 · Communications	10,667.44
5313102 · Photocopier Usage	1,236.56
5314505 · Software Licenses	4,977.05
5354800 · Repairs & Maintenance	972.67
5313101 · Office Supplies	2,759.41
5314202 · Postage & Shipping	1,559.16
5313401 · Plants for Resale	11,761.22
Project Expenses	13,617.50
5314902 · Organizational Dues & Licenses	6,842.87
5314310 · Board Meeting Snacks	167.50
5314203 · Printing Services	2,517.80
5314302 · Staff - Conference & Training	1,502.52
5314300 · Staff - Travel	3,392.12
5314301 · Board Travel	188.03
5314108 · Construction & Landscaping	50,039.53
5314109 · Cost Share	86,789.03
5314110 · Bank Fees & Interest Charges	1,135.53
5314600 · Liability Insurance Premiums	17,168.68
5314111 · Late Fees & Penalties	538.51
66300 · Sales Tax Adjustments	23.85
66900 · Reconciliation Discrepancies	-3.51
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	8,273.27
5966402 · Computer Hardware	11,751.28
Total 5945360 · Capital Outlays	20,024.55
Total Expense	1,270,188.86
Net Ordinary Income	120,448.49
Net Income	120,448.49

Thurston Conservation District

Profit & Loss

December 2020

	Dec 20
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	8,889.17
3411140 · TCD Equipment Rentals	79.13
3431130 · Soil Testing	22.87
3431120 · Rental Income	131.88
	<hr/>
Total 3431100 · Retail Sales	9,123.05
3611100 · Interest Income	11.31
3300000 · Grant Revenue	73,851.36
3685201 · Rates and Charges	2,597.30
	<hr/>
Total Income	85,583.02
Gross Profit	<hr/>
	85,583.02
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	76,518.51
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	561.55
5314103 · Computer Services	1,307.00
5314400 · Advertising	316.38
5314104 · Janitorial Services	600.00
5314501 · Office Rent	4,368.00
5314700 · Utilities	550.13
5314503 · Equipment Leases	262.73
5314504 · Vehicle Leases	401.00
5314200 · Communications	887.96
5314505 · Software Licenses	949.69
5313101 · Office Supplies	64.54
5314202 · Postage & Shipping	16.95
Project Expenses	324.95
5314902 · Organizational Dues & Licenses	67.98
5314300 · Staff - Travel	626.22
5314600 · Liability Insurance Premiums	1,624.92
5314111 · Late Fees & Penalties	10.00
5945360 · Capital Outlays	-0.94
	<hr/>
Total Expense	91,457.57
Net Ordinary Income	<hr/>
	-5,874.55
Net Income	<hr/>
	-5,874.55

Thurston Conservation District

Profit & Loss Prev Year Comparison

January through December 2020

	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
3431100 · Retail Sales				
3431110 · Plant Sales	28,152.78	7,495.75	20,657.03	275.6%
3411140 · TCD Equipment Rentals	3,825.25	1,176.53	2,648.72	225.1%
3431130 · Soil Testing	1,891.00	5,885.71	-3,994.71	-67.9%
3431120 · Rental Income	1,205.39	983.75	221.64	22.5%
3411150 · Miscellaneous Sales	0.00	6.50	-6.50	-100.0%
Total 3431100 · Retail Sales	35,074.42	15,548.24	19,526.18	125.6%
3611100 · Interest Income	51.62	24.34	27.28	112.1%
3300000 · Grant Revenue	801,558.05	555,240.00	246,318.05	44.4%
3685201 · Rates and Charges	552,703.67	550,985.84	1,717.83	0.3%
3670000 · Contributions Private	1,249.59	9,500.00	-8,250.41	-86.9%
3600000 · Miscellaneous Revenue	0.00	0.00	0.00	0.0%
Total Income	1,390,637.35	1,131,298.42	259,338.93	22.9%
Gross Profit	1,390,637.35	1,131,298.42	259,338.93	22.9%
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	903,556.08	567,666.15	335,889.93	59.2%
5314000 · Stipends	0.00	1,000.00	-1,000.00	-100.0%
5314101 · Legal Fees & Services	25,407.50	57,110.08	-31,702.58	-55.5%
5314102 · Audit & Accounting	4,432.38	11,699.33	-7,266.95	-62.1%
5314103 · Computer Services	17,837.38	13,897.19	3,940.19	28.4%
5314106 · PDR Expense	0.00	99.00	-99.00	-100.0%
5314100 · Professional Services	10,121.87	15,854.94	-5,733.07	-36.2%
5355001 · Election Expense	0.00	32,428.70	-32,428.70	-100.0%
5314400 · Advertising	2,850.78	5,909.28	-3,058.50	-51.8%
5314117 · Soil Testing	2,750.20	4,371.40	-1,621.20	-37.1%
Hiring Costs	0.00	90.00	-90.00	-100.0%
5314104 · Janitorial Services	4,490.00	2,700.00	1,790.00	66.3%
5314501 · Office Rent	51,896.00	47,400.00	4,496.00	9.5%
5314700 · Utilities	5,178.24	7,119.85	-1,941.61	-27.3%
5314503 · Equipment Leases	2,932.36	2,705.57	226.79	8.4%
5314504 · Vehicle Leases	858.05	0.00	858.05	100.0%
5314200 · Communications	10,667.44	6,851.36	3,816.08	55.7%
5313102 · Photocopier Usage	1,236.56	3,069.16	-1,832.60	-59.7%
5314505 · Software Licenses	4,977.05	0.00	4,977.05	100.0%
5354800 · Repairs & Maintenance	972.67	5,001.55	-4,028.88	-80.6%
5313101 · Office Supplies	2,759.41	6,295.91	-3,536.50	-56.2%
5314202 · Postage & Shipping	1,559.16	4,323.00	-2,763.84	-63.9%
5313401 · Plants for Resale	11,761.22	1,156.95	10,604.27	916.6%
Project Expenses	13,617.50	59,640.86	-46,023.36	-77.2%
5314902 · Organizational Dues & Licenses	6,842.87	6,260.00	582.87	9.3%
5314310 · Board Meeting Snacks	167.50	769.21	-601.71	-78.2%
5314203 · Printing Services	2,517.80	7,781.86	-5,264.06	-67.7%
5314307 · Licenses and Permits	0.00	378.00	-378.00	-100.0%
5314302 · Staff - Conference & Training	1,502.52	3,680.73	-2,178.21	-59.2%
5314306 · Board - Conference & Training	0.00	629.00	-629.00	-100.0%
5314300 · Staff - Travel	3,392.12	6,597.97	-3,205.85	-48.6%
5314301 · Board Travel	188.03	1,345.05	-1,157.02	-86.0%
5314108 · Construction & Landscaping	50,039.53	2,496.92	47,542.61	1,904.1%
5314109 · Cost Share	86,789.03	16,195.00	70,594.03	435.9%
5314110 · Bank Fees & Interest Charges	1,135.53	2,317.78	-1,182.25	-51.0%
5314600 · Liability Insurance Premiums	17,168.68	14,274.00	2,894.68	20.3%

Thurston Conservation District
Profit & Loss Prev Year Comparison
January through December 2020

	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
5314111 · Late Fees & Penalties	538.51	748.58	-210.07	-28.1%
66300 · Sales Tax Adjustments	23.85	-132.13	155.98	118.1%
Outstanding Debt	0.00	8,763.79	-8,763.79	-100.0%
5314998 · Sponsor Match Allocation	0.00	0.00	0.00	0.0%
66200 · Budget Reconciliation	0.00	1,181.28	-1,181.28	-100.0%
66900 · Reconciliation Discrepancies	-3.51	-4.05	0.54	13.3%
5945360 · Capital Outlays				
5966601 · Equipment & Office Furnitu...	8,273.27	1,109.08	7,164.19	646.0%
5966402 · Computer Hardware	11,751.28	8,335.20	3,416.08	41.0%
5966400 · Machinery and Tools	0.00	11,573.59	-11,573.59	-100.0%
Total 5945360 · Capital Outlays	20,024.55	21,017.87	-993.32	-4.7%
Total Expense	1,270,188.86	950,691.14	319,497.72	33.6%
Net Ordinary Income	120,448.49	180,607.28	-60,158.79	-33.3%
Net Income	120,448.49	180,607.28	-60,158.79	-33.3%

Thurston Conservation District

Balance Sheet

As of December 31, 2020

	Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
3081001 · Checking-7444 Timberland	103,669.53
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	130,042.22
3082003 · Saving-2410 Education Center	20,003.60
Total 3088020 · Savings Accounts	150,045.82
3088030 · Counter Cash	100.00
3088040 · PayPal Account	10,513.41
Total Checking/Savings	264,328.76
Accounts Receivable	163,422.73
Other Current Assets	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	13,467.32
3090506 · Security Deposit - Ferguson ST	3,835.00
Total 3090500 Prepaid Accounts	17,302.32
3092000 · 309.20.00 Cash on Hand	9,860.27
Total Other Current Assets	27,162.59
Total Current Assets	454,914.08
TOTAL ASSETS	454,914.08
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	3,829.80
Credit Cards	1,766.19
Other Current Liabilities	
3861100 · Sales Tax Payable	1,605.66
3861000 · Payroll Liabilities	
3861008 · Union Dues	668.12
3861005 · PERS Deferral Payable	5,878.69
3861007 · State Unemployment Payable	1,592.63
3861009 · State L&I Payable	734.56
3861010 · WA - Family & Medical Leave	341.25
3861011 · Vacation & Sick Leave Payable	52,237.42
Total 3861000 · Payroll Liabilities	61,452.67
Total Other Current Liabilities	63,058.33
Total Current Liabilities	68,654.32
Total Liabilities	68,654.32
Equity	386,259.76
TOTAL LIABILITIES & EQUITY	454,914.08

Thurston Conservation District
Restricted Budgets vs Actuals

As of December 31, 2020

		Account Number	Grant Number	Grant Period		Total Grant Amount	2020 Budget	2020 Actual	2020 Remaining Budget	% of Total Time	% of Total Budget
RCO	East Fork McLane Project	R030	16-1406	1-Mar-17	31-Dec-20	110,500.00	5,022.13	1,032.10	3,990.03	Closed	
	ESRP Shore Friendly	R035		1-Jul-19	1-Jul-21	259,565.00	61,685.00	45,295.91	16,389.09	72.00%	23.44%
	ASRP Independence	R040	20-1905	1-Jun-20	30-Jun-21	93,600.00	14,575.00	1,027.96	13,547.04	53.85%	1.10%
	ASRP Riverbend	R050	20-1908	1-Jun-20	30-Jun-21	85,999.00	12,535.00	934.26	11,600.74	53.85%	1.09%
DOE	Deschutes	E100	WQC-2018-Th	1-Jul-19	30-Apr-22	244,401.00	63,685.00	25,351.07	38,333.93	52.94%	14.30%
WSSC	Livestock	W025	20-13-LT	1-Jul-19	30-Jun-21	50,000.00	24,200.00	24,196.57	3.43	75.00%	82.66%
	Drought Funding	W040	19-13-DR	1-Jul-19	30-Apr-20	53,050.00	9,005.30	9,005.30	0.00	Closed	
	Skookumchuck	W030		1-Apr-20	1-Jul-25	744,780.25	209,961.00	116,886.16	93,074.84	14.06%	15.69%
	FY20-21 Chehalis Flood Plain	W050	20-13-FL	1-Jul-19	30-Jun-21	207,104.00	81,916.00	77,384.29	4,531.71	75.00%	70.78%
	Shellfish Cost Share TA	W060	20-13-SH	15-Aug-19	30-Jun-21	47,113.00	25,950.00	23,297.47	2,652.53	73.91%	58.22%
	Shellfish Cost Share	W060 CS	20-13-SH	15-Aug-19	30-Jun-21	188,454.00	22,972.03	22,972.03	0.00	73.91%	12.19%
	FY19-21 CREP TA	W070	20-13-CE	1-Jul-19	30-Jun-21	33,847.00	13,300.00	12,385.55	914.45	75.00%	46.95%
	FY19-21 CREP Cost Share	W070 CS	20-13-CE	1-Jul-19	30-Jun-21	23,552.00	16,307.00	13,817.00	2,490.00	75.00%	89.43%
	NRI TA	W080	20-13-NR	1-Jul-19	30-Jun-21	19,150.00	15,452.00	15,451.62	0.38	75.00%	100.00%
	NRI Cost Share	W080	20-13-NR	1-Jul-19	30-Jun-21	77,300.00	50,000.00	50,000.00	0.00	75.00%	64.68%
Misc	Soil Health Grant	M065	16-49-TS	21-Jun-17	15-Aug-20	32,163.08	4,152.20	4,152.20	0.00	Closed	
	JBLM - SLP	M075		1-Jul-19	30-Jun-21	18,750.00	5,500.00	5,211.71	288.29	75.00%	33.19%
	NACD Home Grown Yelm	M090		1-Feb-20	30-Jun-21	50,000.00	28,845.00	23,129.36	5,715.64	64.71%	46.26%
	Orca Recovery Day	M060		1-Sep-19	Until Spent	5,940.00	2,570.19	2,504.96	65.23	NA	98.90%
Thurston County	VSP 2020	TC400	K2024	1-Jul-19	30-Jun-21	105,000.00	78,802.46	60,605.02	18,197.44	75.00%	82.67%
	Shellfish NTA	TC600		1-Jul-19	30-Jun-21	130,525.00	45,500.00	45,290.20	209.80	75.00%	61.94%
	Riparian NTA	TC650		1-Jul-19	28-Feb-21	36,875.00	30,728.00	25,536.82	5,191.18	90.00%	75.75%
	NTAqua	TC700		1-Mar-20	31-May-21	135,000.00	13,200.00	10,886.12	2,313.88	66.67%	8.06%

Thurston Conservation District
Restricted Budgets vs Actuals

As of December 31, 2020

		Account Number	Grant Number	Grant Period		Total Grant Amount	2020 Budget	2020 Actual	2020 Remaining Budget	% of Total Time	% of Total Budget
TCD Allocations	Stewardship TA	T080		1-Jan-20	31-Dec-20	13,005.00	13,005.00	5,443.28	7,561.72	Closed	
	General TA	T080		1-Jan-20	31-Dec-20	10,000.00	10,000.00	10,000.00	0.00	Closed	
	Working Lands Initiative	T100		1-Jan-20	31-Dec-20	3,000.00	3,000.00	3,000.00	0.00	Closed	
	CTA 2019-2020	W055	20-13-IM	1-Jul-19	30-Jun-20	11,111.00	5,402.67	5,402.67	0.00	Closed	
	CTA 2020-2021	W055	20-13-IM	1-Jul-20	30-Jun-21	5,555.50	5,555.50	898.98	4,656.52	50.00%	16.18%
	TCD Cost Share	T200		1-Jan-20	31-Dec-20	5,000.00	5,000.00	3,336.45	1,663.55	Closed	
	TCD VSP	T400		1-Jan-20	31-Dec-20	40,000.00	40,000.00	39,945.56	54.44	Closed	
South Sound Green	Interlocal Agreements	G019-SS		1-Jan-20	31-Dec-20	49,200.00	49,200.00	48,591.59	608.41	Closed	
	TCC	TCC		1-Jan-12	Until Spent	113,996.00	42,958.00	32,162.12	10,795.88	NA	72.99%
	FY19-20 NOAA B-WET	G019.106		1-Aug-19	31-Jul-20	18,313.76	17,329.21	17,329.21	0.00	Closed	
	FY20-21 NOAA B-WET	G019.106		1-Aug-20	31-Jul-21	24,040.00	12,020.00	3,489.14	8,530.86	41.67%	14.51%
	WCS Mini Grant	G019.50		1-Nov-20	1-Nov-21	500.00	500.00	0.00	500.00	15.38%	0.00%
	TCD Allocation	G019.110		1-Jan-20	31-Dec-20	46,300.00	46,300.00	46,191.30	108.70	Closed	
	ESD 113 Climate Change	G019.104		1-May-20	31-Dec-20	3,000.00	3,000.00	3,000.00	0.00	Closed	
	McLane Salmon Trail	G019.107		31-Aug-20	31-Dec-20	5,000.00	4,800.00	4,762.02	37.98	Closed	
	Prairies and Pollinators	G019.27		22-Mar-17	1-Aug-20	30,000.00	10,791.20	10,791.20	0.00	Closed	

Thurston Conservation District
Unrestricted Profit & Loss Budget vs. Actual
As of December 31, 2020

9:00 AM
01/22/2021
Accrual Basis

December 100.00%

Income	Jan - Dec 2020	Budget	\$ Over Budget	% of Budget
3431100 · Retail Sales				
3411140 · TCD Equipment Rentals	3,825	2,068	1,758	185%
3431130 · Soil Testing	1,891	1,679	212	113%
3431120 · Rental Income	1,205	1,785	-580	68%
3611100 · Interest Income	40	34	7	120%
3431110 · Plant Sales	28,153	19,392	8,761	145%
3670000 · Contributions Private	1,250	1,250	0	100%
3300000 · Grant Revenue	48,537	53,204	-4,667	91%
3685201 · Rates and Charges	552,704	551,475	1,229	100%
5314999 · Overhead Allocation	83,035	98,288	-15,254	84%
5966699 · Vehicle Allocation	2,368	2,472	-105	96%
Total Income	723,007	731,648	-8,640	99%

Program Allocation	Jan - Dec 2020	Budget	\$ Over Budget	% of Budget
SS Green	46,191	46,300	-109	100%
VSP	39,991	40,000	-9	100%
TCD Cost Share	3,336	5,000	-1,664	67%
Stewardship TA	5,443	13,005	-7,562	42%
Program Allocations Total	94,962	104,305	-9,343	91%

Expense	Jan - Dec 2020	Budget	\$ Over Budget	% of Budget
5531010 · Salaries & Benefits (Admin)	167,688	215,860	-48,172	78%
5531010 · Salaries & Benefits (District Services)	88,918	89,388	-470	99%
5314101 · Legal Services	25,408	25,000	408	102%
5314102 · Audit & Accounting	4,432	4,000	432	111%
5314103 · Computer Services	17,837	15,500	2,337	115%
5314100 · Professional Services	5,788	10,000	-4,213	58%
5314400 · Advertising	2,399	5,500	-3,101	44%
5314117 · Soil Testing	2,364	1,619	745	146%
5355001 · Election Expense	4,841	6,500	-1,659	74%
5314104 · Janitorial Services	4,490	5,000	-510	90%
5314501 · Office Rent	51,896	52,000	-104	100%
5314700 · Utilities	5,178	6,000	-822	86%
5314503 · Equipment Leases	2,932	3,050	-118	96%
5314504 · Vehicles	858	15,000	-14,142	6%
5314200 · Communications	10,320	11,000	-680	94%
5313102 · Photocopier Usage	1,237	2,500	-1,263	49%
5354800 · Repairs & Maintenance	891	5,000	-4,109	18%

Expense	Jan - Dec 2020	Budget	\$ Over Budget	% of Budget
5966402 · Computer Hardware	10,000	10,000	0	100%
Computer Software	4,053	3,400	653	119%
5966601 · Office Equipment & Furniture	5,976	6,000	-24	100%
5945361 · Road Signs	0	1,000	-1,000	0%
5945362 · Board Tablets	1,537	4,690	-3,153	33%
5313101 · Office Supplies	2,823	3,500	-677	81%
5314202 · Postage & Shipping	938	1,000	-62	94%
5313401 · Plants for Resale	11,761	15,000	-3,239	78%
5314901 · Meeting & Event	932	1,000	-68	93%
5314902 · Organizational Dues and Licenses	6,775	7,500	-725	90%
Board Meeting Snacks	168	500	-333	34%
5314302 · Staff - Conference & Training	1,058	2,500	-1,442	42%
5314306 · Board - Conference & Training	0	2,500	-2,500	0%
5314300 · Staff - Travel	1,602	2,500	-898	64%
5314301 · Board Travel	188	1,500	-1,312	13%
5314110 · Bank Fees & Interest Charges	1,105	1,000	105	110%
5314600 · Liability Insurance Premiums	17,169	15,336	1,833	112%
5314111 · Late Fees & Penalties	539	500	39	108%
Reserve Fund	65,000	65,000	0	100%
Conservation Education Center Savings	10,000	10,000	0	100%
Total Expense	539,100	627,343	-88,243	86%
Net Income	88,945	0		

Thurston Conservation District
Check Detail
December 2020

11:17 AM

01/22/2021

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Check	EFT	12/01/2020	Wells Fargo		Wells Fargo	3,233.60
Credit Card	9466	12/01/2020	Best Buy	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	32.81
Credit Card		12/01/2020	Home Depot	WSCC:W030 - Skookumchuck	5966601 · Equipment & Office Furniture	-33.75
Bill Pmt -Check	EFT	12/02/2020	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	58.71
Credit Card	9469	12/02/2020	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	11.63
Credit Card	9449	12/03/2020	Adobe Inc	RCO:R035 - ESRP Shore Friendly	-SPLIT-	459.35
Credit Card	9449	12/03/2020	Adobe Inc	UNRESTRICTED:A010-Overhead	-SPLIT-	459.35
Credit Card	9471	12/04/2020	US Postal Service	UNRESTRICTED:A010-Overhead	5314202 · Postage & Shipping	8.70
Check	EFT	12/07/2020	Regence - Health Care	UNRESTRICTED:A010-Overhead	5312011 · Medical Benefits	8,446.18
Credit Card		12/07/2020	T Sheets	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	126.90
Liability Check	EFT	12/07/2020	Internal Revenue Service		IRS Payroll Taxes	6,434.80
Liability Check	EFT	12/07/2020	WA St Dept of Retirement Systems		PERS DCP	575.00
Liability Check	EFT	12/07/2020	WA St Dept of Retirement Systems		PERS Retirement	11,066.24
Liability Check	EFT	12/07/2020	WFSE Union Dues		3861008 · Union Dues	661.42
Credit Card	9450	12/08/2020	Mixed Role Productions	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	23.95
Credit Card	9451	12/09/2020	Home Depot	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	26.44
Liability Check		12/09/2020	QuickBooks Payroll Service		Payroll	19,312.12
Credit Card		12/10/2020	Right Networks	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	19.64
Credit Card	9453	12/10/2020	Tenino Market Fresh	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	14.03
Bill Pmt -Check	20645	12/11/2020	A & L Western Agricultural Laboratories	DISTRICT SERVICES:A098 - Soil Tests	5314117 · Soil Testing	12.00
Bill Pmt -Check	20646	12/11/2020	Comcast	UNRESTRICTED:A010-Overhead	Internet & Telephone	375.17
Bill Pmt -Check	20647	12/11/2020	Community Farmland Trust	DISTRICT SERVICES:A099 - Equipment Ren	5314501 · Office Rent	260.00
Bill Pmt -Check	20648	12/11/2020	FCS Group	UNRESTRICTED:A010-Overhead	5314100 · Professional Services	2,690.00
Bill Pmt -Check	20649	12/11/2020	Fourth Corner Nurseries	WSCC:W030 - Skookumchuck	5314108 · Construction & Landscaping	1,361.05
Bill Pmt -Check	20650	12/11/2020	Frank Stout	WSCC:W080 - NRI Cost Share	5314109 · Cost Share	50,000.00
Bill Pmt -Check	20651	12/11/2020	Kiana Sinner_V		5314304 · Mileage	379.50
Bill Pmt -Check	20652	12/11/2020	Marguerite Abplanalp	Depart of Ecology:E100 - ECY Deschutes	5314304 · Mileage	55.78
Bill Pmt -Check	20653	12/11/2020	Minuteman Press	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	103.54
Bill Pmt -Check	20654	12/11/2020	Mountain Mist	UNRESTRICTED:A010-Overhead	3081001 · Checking-7444 Timberland	27.30

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Bill Pmt -Check	20655	12/11/2020	Northwest Marketing Resources, Inc	UNRESTRICTED:A010-Overhead	5312011 · Medical Benefits	455.42
Bill Pmt -Check	20656	12/11/2020	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	41.68
Bill Pmt -Check	20657	12/11/2020	Regence - Life Insurance		5312017 · Life Insurance	57.30
Bill Pmt -Check	20658	12/11/2020	Sam Nadell	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	3.99
Bill Pmt -Check	20659	12/11/2020	United Concordia Insurance Co		5312012 · Dental Benefits	652.46
Bill Pmt -Check	20660	12/11/2020	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	432.26
Bill Pmt -Check	20661	12/11/2020	WA St Conservation Commission	UNRESTRICTED:A010-Overhead	5314504 · Vehicle Leases	401.00
Bill Pmt -Check	20662	12/11/2020	WA St University Energy Program	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	1,307.00
Bill Pmt -Check	20663	12/11/2020	WACD	WSCC:W030 - Skookumchuck	5314108 · Construction & Landscaping	1,321.62
Bill Pmt -Check	20664	12/11/2020	Whitlock Limited Partnership 1	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	4,108.00
Bill Pmt -Check	20665	12/11/2020	Zeiglers Welding	WSCC:W030 - Skookumchuck	5966601 · Equipment & Office Furniture	568.88
Credit Card	9452	12/14/2020	WA Dept of Agriculutre	UNRESTRICTED:A037 - Staff Training	5314302 · Staff Training	33.99
Credit Card	9454	12/15/2020	Costco	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	41.49
Credit Card	9455	12/21/2020	Amazon	GREEN:TCC:General	5314107 · Project Supplies	268.86
Liability Check	EFT	12/21/2020	Internal Revenue Service		IRS Payroll Taxes	6,883.58
Bill Pmt -Check	20666	12/22/2020	Deschutes Law Group	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	20667	12/22/2020	Marguerite Abplanalp	WSCC:W060 - Shellfish Cost Share	5314304 · Mileage	13.34
Bill Pmt -Check	20668	12/22/2020	Northwest Marketing Resources, Inc	UNRESTRICTED:A010-Overhead	5312011 · Medical Benefits	309.00
Bill Pmt -Check	20669	12/22/2020	Puget Sound Energy	UNRESTRICTED:A010-Overhead	Electricity & Gas	412.65
Bill Pmt -Check	20670	12/22/2020	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	262.73
Bill Pmt -Check	20671	12/22/2020	VSP - Vision Care		5312011 · Medical Benefits	110.57
Check	EFT	12/22/2020	Intuit		5314102 · Audit & Accounting	280.04
Credit Card	9476	12/22/2020	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	8.25
Credit Card	9482	12/22/2020	WA Dept of Agriculutre	UNRESTRICTED:A037 - Staff Training	5314302 · Staff Training	33.99
Credit Card	P1-61201	12/23/2020	Intuit	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	93.48
Liability Check		12/23/2020	QuickBooks Payroll Service		Payroll	20,664.68
Liability Check	EFT	12/23/2020	WA St Dept of Retirement Systems		PERS DCP	750.00
Credit Card	9479	12/29/2020	Amazon	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	7.82
Credit Card		12/30/2020	Mail Chimp	DISTRICT SERVICES:A030 - District Commu	5314505 · Software Licenses	30.99



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:	TCD 2021 Annual Work Plan		
Lead Staff:	Sarah Moorehead	Board Meeting Date:	1-28-2021
Goal of Presentation:	Decision <input checked="" type="checkbox"/>	Information <input type="checkbox"/>	Feedback <input type="checkbox"/>
Description/Background:	<i>Please provide a description or background of the project.</i>		
<p>The Annual Work Plan aligns our Strategic Plan goals and objectives with our approved 2021 Annual Budget. This creates a roadmap for the organization to implement through the calendar year and demonstrate progress in achieving our mission. This was reviewed by the Board at the 1-14-21 Board Work Session.</p>			
Pros: Alignment of organizational goals and objectives with approved 2021 TCD Budget.	Cons: None at this time. The deadline to adopt the 2021 Annual Work Plan is May 31 st .		
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
N/A – Revenue and expenses are outlined in our approved 2021 Annual Budget.			
Recommended Action:	<i>What decision do you recommend the board make?</i>		
Staff recommends approval of the 2021 Annual Work Plan at the January 28, 2021 Board Meeting.			
Legal Review:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents to be sent to the board that will require signature.</i>			
1. 2021 TCD Annual Work Plan – Final Draft			



2021 Annual Work Plan (1/1/21 – 12/31/21) Thurston Conservation District

For More Information Contact:

Sarah Moorehead, Executive Director

360.754.3588; smoorehead@thurstoncd.com



Mission of the Thurston Conservation District

We educate and assist the citizens of Thurston County in the management of natural resources for the benefit of present and future generations, inspiring voluntary, incentive-based conservation practices.

This Thurston Conservation District 2021 Annual Work Plan links directly to the content and format of the 2020-2024 Strategic Plan and aligns with the adopted annual budget.

Natural Resource Priorities, Goals and Actions

1. Climate Change Adaptation and Mitigation

To help producers and community members understand and adapt to the changing climate, we continue to engage in and relay the best available science through education and technical assistance services. We seek to support our community in proactive climate change adaptation measures such as flood and fire prevention, drought, ocean acidification in local marine waters, suitable crops, and forest regeneration incorporating climate adaptability, and alternative pest and plant disease control. We are committed to work with our community to conserve and protect our natural resources in response to climate change. In addition, we strive as an organization to demonstrate sustainable practices in our work and office culture.

GOALS	ACTIONS
1) Assist with drought mitigation.	A. Provide water use technical recommendations to 10 urban and suburban community members.
2) Enhance fire safety for land and homeowners.	A. Develop fire safety strategies and recommendations at 10 sites.
3) Mitigate flood impacts on residents in the Chehalis Basin.	A. Host 2 community meetings focused on the Chehalis Basin Strategy to keep residents informed.

	<ul style="list-style-type: none"> B. Develop 1 floodplain restoration landowner guidance document. C. Participate in Chehalis Basin Strategy and protect landowner involvement in the process.
4) Assist farms in mitigating and adapting to climate change.	<ul style="list-style-type: none"> A. Host 4 workshops to help farmers adapt to climate change. B. Facilitate the installation of 1 alternative on-farm energy project. C. Work with 2 farms to implement carbon sequestration practices. D. Improve emergency readiness for community members.
5) Improve community resilience to climate change.	<ul style="list-style-type: none"> A. Host 2 professional development opportunities for teachers.

2. Local Food Production & Consumption

By increasing engagement in the local food system, Thurston Conservation District is supporting working lands, rural economic development, reduction of pollution caused by product processing and transportation, equitable access to healthy local food, and the economic viability of our agricultural community and geographic region. Locally produced food connects people to the land, improves our region's food security, creates more informed land stewards, and fosters support for resource conservation, the agricultural community and farmland preservation.

GOALS	ACTIONS
6) Support urban and suburban food production.	<ul style="list-style-type: none"> A. Provide technical assistance to 2 community gardens, tribal gardens, school gardens or garden clubs. B. Provide technical assistance to 60 urban and suburban community members. C. Implement conservation BMPs on 1 farm within an urban area or urban growth area. D. Host 2 workshops on backyard food production.
7) Increase accessibility to healthy local food for community members of Thurston County.	<ul style="list-style-type: none"> A. Partner to expand food bank services with fresh local food in 1 area without current or sufficient support. B. Strengthen partnerships with local organizations to support community gardens, school gardens, and home-based food production (could name Bounty for Families and TCFB). C. Partner to host 1 workshop for families on cooking with fresh

food.

3. Producer Support & Preservation of Working Lands

In an effort to continue to support the preservation of working lands, Thurston Conservation District will continue offering technical assistance and conservation planning services to community members (supported through measures and goals in *Rural and Urban Stewardship*). We are the technical provider for the [Voluntary Stewardship Program \(VSP\)](#). The VSP is an alternative approach for counties to meet critical areas ordinance goals on private lands, while maintaining agricultural viability. In addition, we will work to educate new and beginning stewards of working lands. We assist small and large producers and commercial and non-commercial operations. We will continue to work with existing land stewards to implement Conservation Practice Standards and Best Management Practices and assist with planning for their future and beyond retirement. We will continue to partner with key organizations and individuals to provide quality technical, financial and educational resources. We promote regenerative agriculture and sustainable forestry encouraging conservation of natural resources, and economic viability of the operation.

GOALS	ACTIONS
8) Work with partners to protect critical working lands through easements and acquisitions.	A. Facilitate 1 new easement through the Chehalis Basin Strategy. B. Develop a community-wide plan to facilitate working lands easements through partnerships (RCPP, Sentinel Landscape Partnership, Conservation Grazing Partnership)
9) Increase voluntary stewardship.	A. Increase participation in the Voluntary Stewardship Program to 150 participants. B. Develop 30 Individual Stewardship Plans. C. Support community members through regulatory processes such as inspections and referrals.
10) Support viable farms.	A. Support the enrollment of 5 producers in business planning training courses. B. Connect local producers to consumers through online tools and marketing support. C. Support streamlined application and permitting processes for community members.
11) Increase support for forest stewardship.	A. Facilitate the development of 4 forest management plans (FMP's). B. Secure access to a local forester serving Thurston County.

	C. Support efforts to preserve working forest land.
12) Increase technical assistance to producers.	A. Facilitate 200 site visits with producers. B. Develop 2 NRCS Certified conservation plans. C. Provide technical recommendations on 300 BMPs.
13) Bridge the gap between retiring and beginning producers.	A. Offer 1 successional planning training course. B. Seek sustainable funding for South Sound FarmLink program. C. Provide resources to 10 new farmers. D. Collaborate with existing land matching programs.
14) Support sustainable shellfish production.	A. Work with 1 shellfish operation to implement conservation BMPs. B. Conduct a needs assessment for local shellfish producers to identify areas to support and innovative ideas. C. Support recovery of Olympia Oyster.
15) Increase inventory and use of equipment rental service.	A. Identify additional pieces of equipment needed by the community to expand TCD's rental program. B. Ensure appropriate use of the equipment by creating technically sound guidance documents for all equipment. C. Increase marketing and outreach to maximize appropriate equipment usage.

4. Protect and Restore Ecosystems

Thurston Conservation District recognizes the quantity and diversity of critical ecosystems within our region and strives to protect intact habitat, while also working to restore degraded areas. Thurston County is home to state and federally listed endangered species, prairie ecosystems, vital marine and estuarine habitat, forestland, sensitive riparian areas and shellfish beds. Flood mitigation projects are complex and combine elements of river restoration, floodplain reconnection, and flood harm reduction strategies. Education is the first step to resource conservation on private lands and the District will continue to engage the community to raise awareness of the vital role of our critical ecosystems and their processes. We will also continue to coordinate financial resources and facilitate ecosystem recovery at the local level.

GOALS	ACTIONS
16) Work with partners to protect critical habitat through restoration easements and habitat enhancement contracts.	A. Develop 1 new CREP contract. B. Facilitate 2 conservation easements (termed or permanent) through TCD and partner programs. C. Strengthen partnerships with local accredited land trusts.

17) Increase restoration of degraded habitat.	<ul style="list-style-type: none"> A. Create 2 pollinator habitat projects. B. Complete 1 wetland habitat enhancement project. C. Treat 15 acres of invasive species. D. Develop 5 planting plans. E. Provide technical assistance to 50 community members. F. Facilitate 100 site visits with community members.
18) Restore marine and freshwater habitat to support healthy aquatic species populations and functional floodplains.	<ul style="list-style-type: none"> A. Plant 12 acres of riparian habitat to support salmon recovery. B. Develop 2 restoration projects in freshwater systems with salmon runs. C. Support 30 shoreline community members to improve shoreline habitat.
19) Enhance ESA listed species habitat (plant & animal).	<ul style="list-style-type: none"> A. Work with 1 community member to improve Oregon Spotted Frog habitat. B. Host 1 Orca Recovery Day event to bring awareness to endangered salmon and orca populations. C. Work with 10 community members through VSP to support on-farm management and recovery of listed species.
20) Develop local riparian restoration cost-share program.	<ul style="list-style-type: none"> A. Work with local and state partners to secure funding for local riparian restoration program.

5. Soil Conservation and Health

Thurston Conservation District recognizes that soil is a living and life-giving natural resource. As world population and food production demands rise, keeping our soil healthy and productive is of paramount importance. By farming using soil health principles and systems that include no-till, cover cropping and diverse rotations, more and more farmers are actually increasing their soil's organic matter and improving microbial activity. As a result, farmers are sequestering more carbon, increasing water infiltration, improving wildlife and pollinator habitat—all while harvesting better profits and often better yields.¹

GOALS	ACTIONS
21) Establish a soil health management program.	<ul style="list-style-type: none"> A. Provide soil analysis recommendations to 100 community members. B. Host 2 soil health focused workshops.

¹ <https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/soils/health/>

- C. Develop cost share opportunities focused on soil health practices, including: cover cropping, reduced tillage, permanent groundcover integrated into production fields, etc.
- D. Develop guidance resources for farm equipment use to protect soil health.
- E. Seek additional funding to support a soil health program.

6. Water Quality and Quantity

As a valuable and vital resource, water quality and quantity impact every sector of life. We will continue to provide education and technical assistance to all community members within our district that aims to inform and mitigate the individual's impact to water quality and quantity. We strive for clean and plentiful drinking water, the upgrade of 303(d) listed stream segments to meet Total Maximum Daily Load (TMDL) pollution reduction targets and in-stream flow targets, and upgrades to commercial and recreational shellfish harvesting areas. To achieve these goals we partner with community members and local organizations to implement Best Management Practices, green stormwater infrastructure strategies, and other innovative actions to meet water quality and quantity goals. We also provide ongoing education to community members in our sensitive shellfish producing areas across Thurston County.

GOALS	ACTIONS
22) Improved shoreline conditions.	<ul style="list-style-type: none"> A. Work with partners to facilitate the repair/upgrade of 1 septic system in shellfish production areas. B. Support healthy shellfish growing areas by providing education and guidance on shoreline BMPs for 20 homeowners.
23) Reduce surface & groundwater impacts from urban and rural land uses.	<ul style="list-style-type: none"> A. Implement 2 conservation BMPs to reduce nutrient runoff.
24) Improve water use efficiencies and water conservation strategies.	<ul style="list-style-type: none"> A. Implement 2 conservation projects to support in stream flow targets. B. Develop 4 Irrigation Management Plans for local agricultural operations. C. Develop written irrigation guidance resources for backyard gardeners.

District Operations Priorities: Information / Education Priorities and District Operations

1. Community Outreach and Engagement

It is of foundational importance to the Thurston Conservation District to engage the community in active conservation and the regenerative use of natural resources. Through volunteer projects and participation in district programs and services, we seek to facilitate a strong relationship with community members in our area. By increasing our presence and continuously adapting to meet the communities' needs, the Thurston Conservation District can provide effective conservation programs for working lands and community members.

GOALS	ACTIONS
25) Build robust volunteer program to increase organizational impact and engagement.	A. Engage 30 community volunteers. B. Host 5 restoration work parties. C. Dedicate 120 hours of community service to conservation. D. Develop a youth volunteer network, engaging 10 youth in TCD volunteer opportunities.
26) Build relationships with elected officials.	A. Host 3 virtual or field tours for elected officials. B. Present CD information and updates at 5 local jurisdiction meetings (ex. BOCC, City Council, Port). C. Connect with legislators twice annually.
27) Improve accessibility of CD information.	A. Develop relevant multi-lingual resources. B. Ensure TCD website meets current accessibility standards. C. Host 5 events appropriate for families and people of all ages. D. Showcase CD projects and programs on 3 local and TCD-owned media platforms.
28) Demonstrate the impact of our work to our community.	D. Host annual gathering to showcase our community impact, our strong partnerships, and to recognize the stewardship accomplishments of community members and partners. E. Create 2 new story maps to showcase TCD projects and partnerships.

2. Adult and Youth Conservation Education

The Thurston Conservation District seeks to provide in-depth natural resource conservation education to both youth and adults. Education is the first step to conservation. In collaboration with our partners, we provide workshops, on-site tours, training courses, and other events that help individuals become stewards of our shared natural resources. Providing education to youth education opportunities helps to create a lifelong stewardship ethic. Education fosters and a strong connection with - and understanding of - natural resource conservation issues that can create future stewards of our local natural resources. We also make strive to inform Thurston County community members about training and education opportunities by acting as a clearing house for information in about natural resources and related topics.

GOALS	ACTIONS
29) Support the implementation of South Sound GREEN's Vision for the Future	<ul style="list-style-type: none"> A. Engage 1,200 students in water quality testing B. Educate 400 students through watershed and water quality related classroom lessons C. Host 3 professional development opportunities for teachers to strengthen their knowledge of water quality and local conservation issues. D. Increase involvement in the South Sound GREEN program by 2 percent.
30) Promote careers in natural resources.	<ul style="list-style-type: none"> A. Provide instruction to 1 secondary or college class. B. Offer alternative service opportunities for local AmeriCorps volunteers.
31) Educate our community about natural resources conservation.	<ul style="list-style-type: none"> A. Host 30 educational opportunities for our community (workshops, tours, trainings, etc.). B. Engage 200 community members through our Annual Native Plant Festival.

3. District Operations

As an organization, Thurston Conservation District operates in a transparent and ethical manner. We leverage funding from multiple sources to increase our conservation impact on the ground. We pride ourselves in accountable financial processes, diligent and wise use of public and private dollars, and clean audits. In addition, we will continue to find sustainable avenues to grow as an organization and increase our positive impact in Thurston County.

GOALS	ACTIONS
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32) Sustainable and consistent funding to achieve our mission.	A. Demonstrate impact of current Rates and Charges funding in the community.
33) Design and plan for TCD's Conservation and Education Center.	A. Set aside funding annually. B. Develop conceptual designs. C. Locate and engage in securing land by 2024
34) Thurston CD Board and Staff represent our community and have the capacity to support its needs.	A. Ensure on-going professional development for all staff positions. B. Develop and practice inclusive recruitment strategies. C. Continue to support partnerships with the Vets on the Farm program and the Veteran's Conservation Corps. D. Establish a Veteran's Conservation Corps Crew at TCD to support habitat restoration projects. E. Hire to meet staffing need identified in 2020-2024 Strategic Plan as funding becomes available. F. Implement communications plan to determine whether all cities in Thurston County would like to become part of the district boundary.
35) Improve data management and internal tracking systems.	A. Continue to develop SmartSheet platform for programmatic and financial data tracking.
36) Improve office sustainability and lower TCD's carbon footprint.	A. Move towards paperless practices (where feasible). B. Purchase goods and services from local businesses first. C. Purchase/lease hybrid vehicles for District use.
37) Conduct transparent, accountable, and ethical operations.	A. Update to Policies and Procedures Manual to reflect Collective Bargaining Agreement, current practices and changes to governing laws. B. Timely responses to Public Disclosure Requests. C. Include opportunities for public involvement in organizational planning and budget processes. D. Maintain clean audits from the State Auditor's Office. E. Establish a citizen advisory committee to provide input on TCD priorities and activities

Thurston Conservation District: 2021 Budget

Income

Unrestricted Income

District Services	\$27,550
WSCC Implementation	\$47,801
Rates and Charges	\$551,475
Overhead	\$106,298

Unrestricted Income Total **\$733,124**

Expense

Unrestricted Expense

Administrative Salaries & Benefits	\$206,241
Professional Services	\$65,553
Facility, Vehicles & Maintenance	\$104,500
Supplies	\$12,700
Conferences, Training & Travel	\$7,000
Insurance & Banking	\$21,000
Savings	\$75,000

Unrestricted Expense Total **\$492,494**

Program Allocations

South Sound GREEN	\$46,300
TCD VSP	\$40,000
TCD Cost Share	\$5,000
Stewardship TA	\$35,708
Working Lands Preservation Initiative	\$13,000
CTA (Orca Recovery)	\$5,556
Cost Share Administration	\$6,527
Outreach, Education & Communications	\$69,569
Plant Sale	\$27,653

		Soil Testing & Equipment Rental	\$34,816
		Elections	\$6,500
		Program Allocations Total	\$290,629
<u>Restricted Income</u>		<u>Restricted Expense</u>	
ESRP Shore Friendly	\$182,338	Salaries & Benefits	\$697,063
ASRP Independence	\$79,025	Overhead	\$103,798
ASRP Riverbend	\$73,464	Travel	\$18,402
DOE Deschutes	\$127,469	Goods & Services	\$323,588
PFWS Frogs on Farms	\$75,000	Cost Share	\$268,670
Livestock TA	\$21,900	Construction	\$158,019
Skookumchuck Restoration	\$281,596		
Chehalis Flood TA	\$107,756		
Shellfish Cost Share	\$118,375		
CREP	\$31,391		
NRI Cost Share	\$27,300		
JBLM-SLP Liaison	\$12,689		
NACD Home Grown Yelm	\$21,154		
Orca Recovery	\$1,565		
VSP	\$22,230		
Shellfish NTA	\$52,100		
NTA Aqua	\$182,900		
Riparian NTA	\$3,750		
South Sound GREEN	\$147,538		
Restricted Income Total	\$1,569,540	Restricted Expense Total	\$1,569,540
Income Total	\$2,352,664	Expense Total	\$2,352,663

FINAL DRAFT



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Section 1: Organizational Structure

1.1 Organizational Structure

Effective Date: June 9, 2000

Updated: July 31, 2017

Purpose: To ensure the establishment and maintenance of an organizational structure that maximizes effective and efficient delivery of services.

Policy: Corporate Board power lies with the Board. Administrative power shall be retained by the Executive Director (ED). The ED shall work at the direction of the Board. The Staff interests shall be represented by the WFSE Union.

1.2 Board of Supervisor Guidelines & Officer Position Descriptions**Established: July 28, 2015****Updated: April 30th, 2019**

Purpose: Conservation District officials serve on a five member Board of Supervisors that consists of three elected and two members appointed by the Washington State Conservation Commission. This Board of Supervisors establishes and implements programs to protect and conserve soil, water, prime and unique farmland, rangeland, woodland, wildlife, energy and other renewable resources on local, non-federal lands. The following outlines the Roles & Responsibilities governing this Board of Supervisors.

Policy: Supervisor Roles & Responsibilities

-) Prepare for Board meetings and work sessions in advance by reviewing the draft agenda and meeting packet materials, asking questions regarding materials, and conducting any other activities that enable the Supervisor to participate full, effectively, and efficiently.
-) Participate in board meetings on a consistent basis, notifying the chair and/or Executive Director of any anticipated absence(s). This notification with reason for absence will be provided to the chair and/or Executive Director in advance of the meeting.
-) Board members may miss no more than four regularly scheduled board meetings in a calendar year. The board member will have the opportunity to explain absences. The board will then make a decision on how to proceed, based on that information.
-) Identify local conservation needs and develop, implement, and evaluate programs to meet them.
-) Educate and inform landowners and operations, general public, and local, state, and federal legislators on conservation issues and programs.
-) Administer the district by delegating tasks through a structure of board officers and members, committees, and others. Raise and budget district funds and report on activities to the public.
-) Set policy and support staff in coordinating implementation of said policy.
-) Solicit funding within community.

All Supervisors are responsible for carrying out the responsibilities of their position in accordance with the Washington Conservation District Law (RCW 89.08) and must comply with all laws and regulations, as well as the guidelines set forth by the

Washington State Conservation Commission, and the State and National Associations of Conservation Districts.

These position descriptions are designed as a non-exhaustive overview. They are not anticipated to cover all possible needs or circumstances that may arise. Holders of these offices are expected to use common sense, professional courtesy, and act with respect for other Board Supervisors, Staff, partners, and others. These descriptions and guidelines are intended to be reviewed every three years, or as needed.

Chair

The chair provides leadership to the TCD Board, and has the following responsibilities and expectations:

1. **Leadership**

Guides and directs all processes of governing, centering the work of the Board on the organization's mission and goals.

2. **Agenda**

3. Works collaboratively with the Executive Director (ED) and other Board Supervisors to establish the agenda for board meetings. Other Board Supervisors provide Chair their agenda ideas and the Chair works with the ED to set the agenda so as to avoid ED receiving direction from multiple Board Supervisors.

4. **Meeting Management**

Presides over board meetings in a manner that encourages participation and information sharing while moving the Board toward timely closure and prudent decision-making. Meetings are conducted under Robert's Rules of Order.

5. **Committee Direction**

As needed, appoints committee chairs and members, subject to Board approval. Works with committee chairs to align the work of the committees with the mission and goals and planning documents.

6. **Executive Director Relationship**

Serves as the board's central point of official communication with the Executive Director. Develops a positive, collaborative relationship with the ED, including acting as a sounding board for the ED on emerging issues and alternative courses of action. Stays up-to-date about the organization and determines when an issue needs to be brought to the attention of the full Board or committee.

7. **Executive Director Performance Appraisal**

Leads the processes of ED goal-setting, annual performance evaluation and compensation review, in consultation with the Board and district policy.

8. **Board Conduct**

When issues arise, such as instances involving conflict of interest, confidentiality and other District policies, the Chair addresses them with the Board's input, and consistent with their direction.

9. Board Learning and Development

Encourages opportunities for the development of the board's knowledge and capabilities by playing a central role in orientation of Board Supervisors, mentoring a chair-elect and providing continuing education for the entire board.

10. Succession Planning

Participates in the recruitment of new Board Supervisors and the process of identifying candidates to serve as chair-elect.

11. Annual Summary

Provides for an effective, objective evaluation process and supports the implementation of recommendations for improvement and effectiveness of the Board. Evaluates his/her performance as Chair, including successes and opportunities for improvement.

12. Execution of Documents

Signs all documents authorized by the board, except as otherwise provided by law. Has the authorization to sign routine documents and if there is a question as to what is routine, the Chair will consult with the Board and Executive Director.

13. Engagement in District Activities

Participates in District events to the extent possible, particularly the annual plant sale, conservation tour, as well as annual and strategic planning. Encourages other Board Supervisors to participate as well.

14. Represents the District

To the extent possible, at events such as Washington Association of Conservation Districts (WACD) regional meetings, WACD annual meeting, meetings and events of others.

Vice Chair

The Vice Chair supports the Chair in his/her duties, as stated in the Chair responsibilities and expectations above.

1. Serves as Chair in his/her absence, if the Chair has recused themselves, or inability of the Chair.
2. Assists the Chair with his/her duties, as the Chair and/or Board deems appropriate or necessary.
3. Serves as the Auditor in the absence, if the auditor has recused themselves, or inability of the Auditor.

Auditor

The Auditor is the Board Supervisor who is primarily responsible for financial oversight of the district, in cooperation and communication with the Board of Supervisors (Board), and in particular is responsible for the following:

1. Review and present monthly check register to the board. All items of concern or anomaly will be discussed with Executive Director and Treasurer, and if not resolved brought to the Board at their next regular meeting, or sooner if circumstances dictate.
2. Review the monthly Treasurer's Report, as prepared by the District Treasurer. The Auditor will work with the District Treasurer to create a monthly Treasurer's Report that is easily understood by all. All items of concern or anomaly will be discussed with the Executive Director and Treasurer, and if not resolved brought to the Board at their next regular meeting, or sooner if circumstances dictate.
3. Reviews Accounts Payable and signs checks. This includes ensuring compliance with all District financial policies.
4. Reviews Accounts Receivable, receiving monthly financial reports from the district Treasurer.
5. Participates in the State Auditor annual reporting process due at the end of May for the previous calendar year.
6. Reviews and signs the Acting Executive Director or the Executive Director's time sheets, travel reimbursements, purchase orders and similar documents.
7. Participates in the annual budget development process. The Auditor will work with District Treasurer and Executive Director or Acting Executive Director to ensure that annual budget documents that are prepared are easily understood by all and in alignment with Strategic Plan.

1.2.1 Board Supervisor Remote Attendance**Established: 7.25.2019**

Purpose: To establish a policy for remote attendance of a Board Supervisor at meetings.

Description: From time to time, it is not possible for a Board Supervisor to attend a Board of Supervisors meeting and, in limited instances, Thurston Conservation District would benefit from a Board Supervisor's participation by means of remote communication. Thurston Conservation District recognizes the benefits of fullest practicable attendance and participation by its members. Attendance from remote locations is intended to be an alternative and infrequently used method for participation by Supervisors.

Policy: Attendance by remote communication may occur as follows:

1. A Supervisor may attend a meeting via remote communication in limited instances when the Supervisor cannot attend in person. If a supervisor wishes to participate by remote communication more than three times per year, prior approval of the Chair of the Board of Supervisors shall be required for each such instance of participation after the third.
2. A Supervisor planning to attend via remote communication must provide notice to the Executive Director at least 24 hours prior to the scheduled meeting, or as soon as possible in emergent situations. The notice must advise of the Supervisor's intent to attend via remote communication and the reason(s) why the Supervisor cannot attend the meeting in person. If the Supervisor has participated remotely in three prior meetings during the calendar year, the Supervisor shall give the Executive Director and Chair of the Board of Supervisors one week notice of their request to participate by remote communication and shall participate remotely only if the request is approved. The Chair of the Board of Supervisors shall inform the Supervisor requesting remote participation of their decision to allow or disallow such participation at least 24 hours prior to the scheduled meeting.
3. A Supervisor may not attend remotely unless satisfactory equipment is available at the physical location of the meeting. Satisfactory equipment means any telephone or other communications device equipped with a speaker junction capable of broadcasting the Supervisor's voice attending clearly and sufficiently enough to be heard by those in attendance at the meeting. The device must allow the Supervisor to pose and answer questions from time to time.
4. During any meeting that a Supervisor is attending via remote communication, the Chair or presiding officer shall state for the record that a particular Supervisor is attending via remote communication and the reasons for such attendance.
5. Supervisors attending via remote communication may participate and vote during the meeting as if they were physically present at the meeting.
6. Supervisors attending via remote communication shall comply with all rules and procedures as if they were physically present at the meeting.
7. In the case of executive sessions, the Board of Supervisors may permit participation from remote location(s) only when the Supervisor on a case-by-case basis considers such participation to be

necessary and the Board of Supervisors is confident in the security of such remote communications.

1.3 Delegation of Authority to Executive Director**Established: June 9, 2000****Updated: April 26, 2016**

Purpose: This document describes functions, responsibilities, and expectations the Thurston Conservation District (TCD) Board of Supervisors delegates to TCD's Executive Director (ED).

Definitions: Executive Director (ED) is the chief executive of the TCD, acting under the direction of the Board of Supervisors (Board), with responsibility for District activities, including but not limited to:

1. Overall management, supervision of district programs and employees, and satisfaction of district clients, partners, the general public, and board.
2. Implementation of the district mission, annual and strategic plans, policies and budget in a timely and efficient manner.
3. Coordination and/or development of sufficient financial resources to fund district programs.
4. Engagement of programs and partners that further the mission of the district.
5. Ensuring all district functions and services are managed and provided in accordance with all applicable laws, regulations, and district policies.

Generally, the Board will make policy-level decisions by motion or by resolution in its regular meetings. Generally, the ED will design and implement procedures to carry out those policies.

The Board of Supervisors delegates the following authority to the Executive Director:

Execution of Mission/Vision/Work Plans

The ED is the chief employee entrusted by the Board to coordinate with staff to maximize resources and partnerships to execute the mission, vision and work plans of the TCD. Day-to-day program management and execution of duties to implement the mission, vision, work plans, and board direction of the District is delegated to the ED.

Representing the Organization

The ED will represent the District, as appropriate, to partners, local, state, federal and tribal officials, the media, constituents, and the public. The ED will act as the representative of the Board when discussing and negotiating terms with the Union.

Employment Practices

The ED shall recommend the proper level of staffing and salaries to the Board at least once each year, as part of the annual budget. The adoption of the budget that includes these is a policy decision of the Board.

The ED shall hire, promote, or retain employees, in consultation with the board, as needed to meet the approved staffing level. When a bargaining unit position becomes available that the District intends to fill, if there are qualified bargaining unit applicants for the position, the District will invite them to participate in the initial interviews.

The ED shall determine merit raise increases, and implement these decisions as the District's budget will allow, in an orderly manner consistent with maintaining employee morale and retaining competent staff to conduct District operations. The decisions will align with the Collective Bargaining agreement pertaining to annual step increases for permanent employees.

The ED shall conduct performance reviews of employees, at least annually, giving the board opportunity for their input into these evaluations. The Board is responsible for the ED's performance review, at least annually. The decisions will align with the Collective Bargaining Agreement pertaining to Performance Evaluation.

The ED shall take all disciplinary actions needed, including and up to termination of employees as necessary, and keep the board informed of such actions as they may become necessary. The decisions will align with the Collective Bargaining Agreement pertaining to Discipline.

The Executive Director approves all leave, including family medical leave, sick, annual, bereavement, personal holidays, unpaid holidays, and leave without pay within the guidelines of the District's Policies and Procedures Manual and will align with the Collective Bargaining Agreement pertaining to Holidays, Sick Leave, and Vacation Leave.

The ED shall ensure employees receive adequate training, counseling, and other tools and make themselves available to employees as needed to carry out the mission of the District. The decisions will align with the Collective Bargaining Agreement pertaining to

The ED may appoint employees to management positions based on the needs of the District and may instruct other District Employees to report to those managers rather than directly to the ED, in consultation with the board to the degree feasible.

In the absence of the ED, she/he may appoint a designee to carry out any and all of these responsibilities on her/his behalf. This may occur if the ED is out of the

Thurston County area for more than 24 hours and critical District business must still occur.

Execution of Contracts & Agreements:

The ED will execute contracts and agreements (with exception of those that specifically require board approval/signature) on behalf of the District, including the following: a) those that are of normal and customary business and in alignment with the District's mission/vision and annual work plans; b) those that do not spend more than \$30,000 of the District's own financial resources on a single project or program.

Funds passed through by other agencies or funders that exceed \$30,000 or are deemed out of normal or customary business and/or spending more than \$30,000 of the District's own financial resources must be approved by the Board by motion or resolution prior to execution. The ED is authorized to spend up to limits specified in board-approved instruments.

Policies & Procedure:

The Executive Director shall, after review of all applicable laws, rules and regulations, promulgate and implement such procedures as are necessary to effectively and lawfully manage the District. To the extent new policies must be created, the Executive Director shall present draft policies to the Board for consideration of ratification at the next regularly scheduled Board meeting.

No specific formality is required to adopt operating procedures for the District. The Executive Director may create, adopt, implement, change, rescind, modify, or eliminate any procedure if, in the opinion of the Executive Director, as such action is required for the lawful and efficient operation of the District.

The Executive Director shall disseminate information promptly to all staff, the Board, and other affected parties upon changing a District Procedure as defined in the Collective Bargaining Agreement.

A policy is a broad statement expressing the intent of a particular program or making a fundamental decision about a particular issue or set of issues.

A procedure is a method, a system of processes, a list of steps, or an ordering of tasks that give effect to the policy of the District.

1.3.1 Delegation of Authority to Acting Executive Director**Established: January 9, 2018****Updated: November 15, 2018**

Purpose: This document describes functions, responsibilities, and expectations the Thurston Conservation District (TCD) Board of Supervisors delegates to TCD's Acting Executive Director (AED).

Definitions: Acting Executive Director (AED) is the interim chief executive of the TCD, acting under the direction of and approved by the Board of Supervisors (Board), with responsibility for District activities, including but not limited to:

1. Overall management, supervision of district programs and employees, and satisfaction of district clients, partners, and the general public in consultation and communication with the board.
2. Implementation of the district mission, annual and strategic plans, policies and budget in a timely and efficient manner.
3. Coordination and/or development of sufficient financial resources to fund district programs.
4. Engagement of programs and partners that further the mission of the district.
5. Ensuring all district functions and services are managed and provided in accordance with all applicable laws, regulations, and district policies.

Generally, the Board will make policy-level decisions by motion or by resolution in its regular meetings. Generally, the AED will design and implement procedures to carry out those policies, with input from the Board.

The Board of Supervisors' authority, delegates the following authority to the Acting Executive Director:

Execution of Mission/Vision/Work Plans

The AED is the chief employee entrusted by the Board to coordinate with staff to maximize resources and partnerships to execute the mission, vision and work plans of the TCD. Day-to-day program management and execution of duties to implement the mission, vision, work plans, and Board direction of the District is delegated to the AED in consultation and communication with the Board.

Representing the Organization

The AED will represent the District, to partners, local, state, federal and tribal officials, the media, constituents, and the public.

Employment Practices

The AED shall recommend the proper level of staffing and salaries to the Board at least once each year, as part of the annual budget preparation. The adoption of the budget, that includes these, is a policy decision and must be approved by the Board

The AED shall hire, promote, or retain employees, with approval of the Board, as needed to meet the approved staffing level.

The AED shall determine merit raise increases, and implement these decisions as the District's budget will allow, in consultation with the board, in an orderly manner consistent with maintaining employee morale and retaining competent staff to conduct District operations.

The AED shall conduct performance reviews of employees, at least annually, giving the Board opportunity for their input into these evaluations. The Board is responsible for the AED's performance review, at least annually (on or before their anniversary date or as agreed), or more often if need for this position.

The AED shall take all disciplinary actions needed, including and up to termination of employees as necessary, and keep the Board informed and consult with Board of such actions, in writing, as they may become necessary.

The Acting Executive Director approves all leave, including family medical leave, sick, annual, bereavement, personal holidays, unpaid holidays, and leave without pay, within the guidelines of the District's Policies and Procedures Manual.

The AED shall ensure employees receive adequate training, counseling, and other tools and make themselves available to employees as needed to carry out the mission of the District.

The AED shall ensure Board members receive adequate training opportunities: eg. basic District operations, District finances, Open Public Meetings Act, Board Responsibilities and any other training for the duties of being a Board member.

The AED may appoint employees to management positions based on the needs of the District and may instruct other District Employees to report to those managers rather than directly to the AED, in consultation with the Board.

In the absence of the AED, she/he may appoint a designee to carry out any and all of these responsibilities on her/his behalf upon approval of the Board. This may occur if the AED is out of the area for more than 24 hours and unable to perform their duties, has a medical event etc. and critical District business must still occur. The Board of Supervisors in consultation with the AED will set up a chain of command to fulfill the AED role.

Execution of Contracts & Agreements

The AED will execute contracts and agreements (with exception of those that specifically require Board approval/signature) on behalf of the District, including the following: a) those that are of normal and customary business and in alignment with the District's mission/vision and annual work plans; b) those that do not spend more than \$5,000 of the District's own financial resources on a single project or program.

Funds passed through by other agencies or funders that exceed \$5,000 or are deemed out of normal or customary business and/or spending more than \$5,000 of the District's own financial resources, must be approved by the Board by motion or resolution prior to execution. The AED is authorized to spend up to limits specified in Board-approved instruments.

Policies & Procedure:

The Acting Executive Director shall, after review of all applicable laws, rules and regulations, promulgate and implement such procedures as are necessary to effectively and lawfully manage the District. To the extent new policies must be created, the Acting Executive Director shall present draft policies to the Board for consideration of ratification at the next regularly scheduled Board meeting.

The Acting Executive Director may create, adopt, implement, change, rescind, modify, or eliminate any procedure after consultation and communication with the Board, as such action is required for the lawful and efficient operation of the District.

The Acting Executive Director shall disseminate information promptly to all staff, the Board, and other affected parties upon the change of a District Policy or Procedure and have them posted to the district website within 14 calendar days or as arranged.

A policy is a broad statement expressing the intent of a particular program or making a fundamental decision about a particular issue or set of issues and is established by the Board. Annual and strategic plans are examples of policy statements – a statement of what is intended for the time period.

A procedure is a method, a system of processes, a list of steps, or an ordering of tasks that give effect to the policy of the District. A procedure is the process of implementation of a policy and is done by Staff.

1.4 Delegation of Authority to District Treasurer**Effective Date: June 9, 2000****Updated/Approved: December 20, 2017**

Policy: The District Treasurer (i.e. the District's On-Staff Accountant) shall have the Authorities listed below. Any action beyond this scope of delegation must be approved by the Board.

Procedure: The District Treasurer shall ensure proper records are maintained to support financial and legal compliance audits. The District Treasurer shall conduct audits of systems to ensure compliance with authorized internal control systems as needed and as approved by the Board.

District Policies & Procedures

The Executive Director, District Treasurer, or the Board of Supervisors may promulgate any new District policy with regard to financial matters. Upon adoption of the financial policy by the Board of Supervisors, the Executive Director and the District Treasurer shall give effect to that policy by designing and implementing such procedures as are appropriate in the opinion of the Executive Director and the District Treasurer. The District Treasurer will consult the Board when implementing new procedures.

The Executive Director or the District Treasurer shall have the authority to adopt District procedure with regard to financial matters in consultation with the Board of Supervisors.

A **policy** with regard to financial matters is a broad statement expressing intent or making a fundamental decision about a particular issue or set of issues. Policies are developed/approved by the entire board.

A **procedure** is a method, a system of rules, a list of steps, or an ordering of tasks that give effect to the policy of the District. Staff develops procedure in consultation with the Board.

Control Systems & Reporting Systems

For control systems and reporting systems, TCD along with 25 other Districts, uses QuickBooks to control receipts and expenditures, there are also guidelines that all state and local governments must follow for receipt and expenditure of public funds that are designed and implemented by the State Auditors Office.

At regularly scheduled Board meetings, or as needed, the District Treasurer shall prepare a report on the financial condition of the District and shall present the report to the Board.

Employee Management and Supervision

The District Treasurer shall, together with the Executive Director ensure to the extent possible, employees receive adequate training on all district financial matters. Regularly scheduled training sessions will be held for new employees, new board members and any other employee or board members as needed and as may be determined by the Board of Supervisors.

As directed by the Executive Director, the District Treasurer shall approve the hiring, training, promotion, or termination of the district accounting staff, unless immediate action must be taken in the opinion of the Executive Director.

District Representation

Under supervision of the Executive Director, the District Treasurer shall represent the district in financial matters to the public, third-party CPA(s), advisors, financial Institutions, trade and industry groups, insurance companies, legal counsel, and others as required in the performance of the Treasurer's duties.

Financial Consultants

In consultation with the Board, as directed by the Executive Director, the District Treasurer shall have the authority to hire financial consultants, including legal advisors, financial advisors, public relations advisors, engineers, and other professional advisors as the needs of the district dictate, subject to the limitations of the approved budget and annual plan.

Re-Delegation

The District Treasurer may re-delegate the authorities delegated to the District Treasurer to other district accounting employees, to other district employees, or to consultants with the approval of the Executive Director in consultation with the Board of Supervisors.

1.5 Associate Board Supervisor Policy**Established/Adopted: March 17, 2016****Updated: September 26, 2019**

Purpose: The following policy provides parameters for the required duties of Associate Supervisors, as well as the process for selecting and terminating Associate Supervisors.

The mission of Thurston Conservation District (TCD) is to conserve and sustain the beneficial use and protection of natural resources in our local communities. The District strives to make available technical, financial and educational resources to all land users and citizens of the District. To fulfill this mission effectively and efficiently the District must coordinate and collaborate with numerous agencies and organizations and reach out to the citizens of the District.

The Board of Supervisors should be adequately informed about natural resource conservation concerns and opportunities and land user needs. There is a tremendous diversity of land users and citizens in the District, representing varied interests, objectives and needs. It is impractical for a five-member Board of Supervisors to adequately represent such diversity and thoroughly understand the variety of needs and concerns that exist. Therefore, the Board relies on paid staff and volunteer Associate Supervisors for input and to help inform their decisions and disseminate information to the citizens of the District.

Associate Supervisors are a key component of the District's interactions and communication with the community it serves. District Supervisors and staff are encouraged to recruit potential new Associate Supervisors from members of the community who appear to have the interest and background to be a good candidate.

Policy: **Powers and Duties of Associate Supervisors**

Associate Supervisors serve the District in a similar capacity as a member of the Board of Supervisors, with the primary exception of not having authority to vote on official actions of the Board. Like the Board of Supervisors, Associate Supervisors are considered municipal officers, subject to certain limitations and restrictions associated with contracting with the District.

Associate Supervisors serve without compensation; however, with prior permission from the Executive Director, they may be reimbursed for expenses incurred conducting District business such as conference registrations, travel and lodging.

Unlike Supervisors, Associate Supervisors are not exempt from cost sharing limitations; however, the Board of Supervisors will review the ethics requirements for municipal officers set forth in RCW 42.23.030 and RCW 42.23.070 prior to consideration of cost-share projects for Associate Supervisors.

The following is a list of some of the common duties performed by Associate Supervisors:

-) Become familiar with the District's enabling legislation, handbook for Supervisors, and the state and national associations.
-) Advise the Board of Supervisors on various subjects for which individual Associate Supervisors have experience or special expertise.
-) Represent the interests of underrepresented sectors of the community;
-) Actively represent the resource users in their area of interest by knowing their concerns and accomplishments and use this information to help direct District policies.
-) Be willing to perform duties that the Board delegates, including serving on special District committees; serving in a specific role within the District; or representing the District on external committees, commissions, councils, work groups, and associations formed by other organizations .Assist with outreach and education programs.
-) Assist with the implementation of District projects.
-) Assist with District administrative functions, such as the conducting of annual elections and audits.
-) Assist with the development and distribution of annual plans of work and long-range plans.
-) Collect information and feedback from citizens and recipients regarding District services and programs.

Minimum Job Requirements

-) Attend board meetings regularly (at least 6 meetings per year and not miss more than two consecutive meetings).
-) Work with the Board to identify and perform specific on-going duties that match the expertise or knowledge of the Associate Supervisor with the needs of the District.
-) Participate in other roles or activities as needed that the Board requests or agrees to.
-) Must be a resident of the District and of legal voting age.

Qualifications & Skills

Associate Supervisors shall identify and demonstrate the knowledge, experience, and expertise that they will employ, including:

-) Proven abilities in building inclusive, community-based partnerships between individuals, agencies, and citizen groups with diverse interests and values
-) A commitment to working as a team member with the District Staff and its Board
-) Demonstrated experience and/or interest in:
 - natural resource issues.
 - community involvement and outreach.
 - technical knowledge and/or experience managing conservation projects,
 - public policy development and oversight.
 - conservation practices and policies affecting natural resources and/or working lands.

Selection Process & Term Length

-) A potential candidate may apply for an Associate Supervisor position at any time. An application approved by the Board will be available for interested candidates on the District website or upon request.
-) The Board Supervisors will determine the suitability of a candidate through review of the application, an interview, and assessment of District needs and how the candidate meets those needs.
-) The Board appoints Associate Supervisors by majority vote at a regular TCD board meeting.
-) The term of office for Associate Supervisors shall be one calendar year, which the Board can renew annually.
 - An Associate Supervisor initially appointed in January through June will serve through the calendar year, while an initial appointment made in July through December will serve through the following calendar year.
-) In November of each year, the Board Chair or Executive Director will notify Associate Supervisors in writing to request renewal of their appointment.
-) In December of each year, the Board will vote on whether to renew the appointments of any current Associate Supervisors who have requested reappointment.
-) Associate Supervisors serve at the discretion of the Board of Supervisors, and the Board may terminate the appointment of Associate Supervisors at any time. Two weeks before a scheduled meeting that includes the potential termination of an appointment, the Board Chair or Executive Director will provide notice and offer the Associate Supervisor an opportunity to respond in writing or in person at the scheduled meeting.

1.6.2 Meeting Minutes Procedures**Established: 7.25.2019**

Purpose: To describe procedures for meeting minutes for the efficiency of Board meetings, transparency of District decision-making, and accountability to the Conservation Commission and the Public..

Policy: Meeting minutes will be in a simple format, consistent with *Robert's Rules of Order*. Minimum content will include:

-) A list of attendees
-) Times of the meeting's beginning, ending and breaks
-) A brief summary of proceedings for each agenda item
-) Documentation of all actions the District Board takes, such as:
 -) All main motions (except those that were withdrawn) and points of order and appeals, whether sustained or lost
 -) All other motions that were not lost or withdrawn
 -) Decisions made by consensus
 -) The names of Supervisors moving, seconding , and voting aye, nay, or abstain
-) A summary of action items requiring Board or staff follow-up.
-) Public comment will be noted by the name of the speaker only. If a recording of public comments is made, it will be maintained in the Board records.
-) Written comment from the public to the Board provided before or during a meeting will be shared with all Supervisors and maintained in a Correspondence file following appropriate records retention policies.
-) Discussion will usually not be documented. However, at the request of a Supervisor a statement by the Supervisor may be included.
-) If the Supervisor wished to include correspondence or other documentation from a third party, the name, date, and subject of the correspondence or document will be noted in the minutes and the correspondence or document included in the Correspondence File.
-) Correspondence or other documents from anonymous sources will be included in the District Correspondence file and noted as such. If a supervisor presents anonymous information in a public meeting, it should be noted as anonymous in the minutes and treated the same as other correspondence or documents entered into the record.
-) The Board will assign the drafting of meeting minutes to a Clerk of the Board, who typically will be District staff assigned by the Executive Director.

1. Meetings will be recorded and the recording posted on the District website. Final meeting agendas and signed minutes will be posted on the District website
2. The Board will review draft meeting minutes at a Board work session and approve the minutes at a official Board Meeting. The minutes may be on the consent calendar if they are in a form consistent with the consensus of the Board.
3. A majority vote of the Board shall determine the final content of the minutes.
4. In the final version of the minutes passed and signed, copies of all motions or resolutions passed will be included in the text or as an attachment.
5. The Chair will review the final version of minutes as passed by the Board before signing them, and if necessary refer them back to staff for correction, or to the Board to resolve disagreements of the content.
6. The District sets a goal of reviewing, approving, signing, and publically posting minutes within two months of the meeting that is the subject of the minutes. The Board may authorize a delay in publication for exceptional extenuating circumstances, which shall be documented in the minutes of the subsequent meeting when the Board approves the delay in publication.
7. Posting of minutes and meeting recordings on the website, and maintenance of printed and electronic copies of meeting information will be retained according to record retention schedules of the District, in accordance with State laws and regulation.
8. District work sessions or other District events that are not business meetings where a quorum of Supervisors is present will be noted in the minutes of the next regular Board meeting with a brief summary of the purpose of the meeting and topics addressed.
9. Minutes are not required for meetings attended by a quorum of Supervisors if the sponsoring organization provides minutes separately for that meeting. The Board shall provide a reference to these minutes in the minutes of the next District regular Board meeting.

Section 2: Administrative Policy & Procedure

2.1 Establishing Thurston Conservation District Policies and Procedures

Effective Date: June 9, 2000

Purpose: To ensure consistent application of Thurston Conservation District (TCD) management decisions, establish a policy and procedure manual, and to establish a system for developing District-wide policies and procedures.

Policy: The Executive Director will develop recommendations for final approval by the Board of Supervisors on District-wide policy. The Board of Supervisors will approve additions, revisions, or new policies to be formally incorporated into the Policies and Procedures Manual and comply with the terms agreed upon the the collective bargaining Agreement.

If, in the opinion of the Executive Director, it is necessary to make a policy decision without the approval of the Board of Supervisors because of a time limitation, the Executive Director is authorized to make that policy. In such a case, the Executive Director shall present the new policy to the Board for ratification at its next regular meeting.

Procedure: Any Thurston Conservation District employee recognizing the need for a policy or procedure may initiate a policy or procedure in writing to his/her manager or directly to the Executive Director. After conferring with the Board of Supervisors, the Executive Director will respond in writing advising on the status of the request, or take such action that appropriately responds to the issues raised. If a decision is made to develop or modify a policy, the Executive Director will establish a process that allows all District employees to review and comment on draft proposals prior to approval by the Board of Supervisors.

The Executive Director or his/her designee is responsible for standardizing the policy and procedure manual format, content, and numbering systems. The Executive Director or his/her designee is responsible for District-wide policy publication and distribution.

2.2 Affirmative Action / Equal Employment Opportunity**Effective Date: June 9, 2000**

Authorizing Source: Governor's Executive Order No. 93-07; RCW 49.60; RCW 43.43; Presidential Executive Order Nos. 11246 and 11478 (as amended); 41 C.F.R. 60-62, Revised Order No. 4; Title VII of the Civil Rights Act of 1964; 28 C.F.R.; 29 C.F.R.; 43 C.F.R.; the Vietnam-era Veterans Readjustment Act of 1974.

- Purpose:** The purpose of this policy is to affirm the Thurston Conservation District's commitment to provide equal employment opportunity in accordance with the principles, intent, and purposes of the laws and regulations cited above; and further to recognize that affirmative action is an effective, legal tool for attaining and maintaining parity within the work force.
- Scope:** This policy applies to all Thurston Conservation District employees.
- Policy:** The Thurston Conservation District will affirmatively provide equal employment opportunity and access to its programs and services in a fair and impartial manner for all persons without regard to race, color, sex, religion, creed, age, marital status, national origin, sexual preference, disabled and Vietnam-era veteran's status, or the presence of any physical, sensory, or mental disability.
- Procedure:** This policy shall be implemented in any District decision or action with regard to recruitment, hiring, career development, training, contracting, or promotion action.

2.3 Anti-Discrimination**Effective Date: June 9, 2000**

Purpose: To affirm the Thurston Conservation District's commitment in providing a work environment free of discrimination.

Policy: It is the policy of the Thurston Conservation District to provide equal opportunity in all aspects of employment and service delivery. Accordingly, complaints alleging discrimination on the basis of religion, age, sex, status as a breastfeeding mother, marital status, race, color, creed, national origin, political affiliation, military status, status as an honorably discharged veteran, a disabled veteran or Vietnam era veteran, sexual orientation, gender expression, gender identity, any real or perceived sensory, mental or physical disability, genetic information, status as a victim of domestic violence, sexual assault or stalking, or because of the participation or lack of participation in union activities. Bona fide occupational qualifications based on the above traits do not violate this Section.
race, color, creed, national origin, gender, marital status, religion, age, sexual preference, or the presence of any sensory, mental or physical disability will receive prompt attention and resolution.

In accordance with this policy and in recognition of the rights of each individual, it is the responsibility of all District employees to strive toward a working environment free from all forms of discrimination such as racial, religious, or sexual harassment including jokes, slurs, and innuendoes. This behavior is inappropriate in the work environment and may be grounds for corrective action.

Procedure: As a general rule, complaints should be in writing and contain information about the alleged discrimination such as the name, address, telephone number of the complainant, and the location, date and description of the conduct. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available upon request for persons with disabilities. Complaints alleging discrimination in employment or service delivery should be submitted to:

Executive Director
Thurston Conservation District
2918 Ferguson Street SW, Suite A
Tumwater, WA 98512

The Executive Director will acknowledge receipt in writing of all written complaints within five (5) working days of receiving a complaint. The Executive Director may assign a person to investigate the complaint if deemed appropriate. The acknowledgment will identify the point of contact assigned to investigate the complaint, and will provide a reasonable timeframe for a further response to the complainant. The Executive Director will review the investigator's findings, take

appropriate action, and issue a written response. In cases where an employee files both a grievance and an internal complaint regarding the same alleged discrimination, the grievance will be suspended until the internal complaint process has been completed.

A District employee dissatisfied with the response to the complaint may meet with the Executive Director to resolve the complaint. The Executive Director will provide a written response to the employee within twenty (20) working days of the meeting. The response will be copied to the original investigator.

All responses issued by the Thurston Conservation District should notify the complainant that he/she has a right to seek resolution of a complaint at any time through appropriate administrative or civil procedures external to the Thurston Conservation District, including:

Washington State Human Rights Board
402 Evergreen Plaza Building
711 South Capitol Way
P.O. Box 42490
Olympia, WA 98504-2490
(800) 300-7525 (TDD)
(360) 753-6770 (Voice)

Any alleged violation of a policy or procedure involving the conduct of the Executive Director may be raised directly with the District Treasurer or with a member of the Board of Supervisors. The Board may take any appropriate action to investigate or remedy the complaint. This policy shall not apply to decisions made by the Executive Director resolving complaints involving the conduct of other District employees.

2.4 Anti-Harassment**Effective Date: June 9, 2000**

Purpose: To define harassment as unacceptable conduct in the work place.

Definitions: Harassment is a form of discriminatory behavior. Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Harassment is prohibited by State and Federal anti-discrimination laws where:

1. Submission to such conduct is made a term or condition of an individual's continued employment, promotion or other condition of employment.
2. Submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual employee.
3. Such conduct is intended to interfere or results in interference with an employee's work performance, or creates an intimidating, hostile or offensive work environment.

Examples of prohibited conduct include, but are not limited to, derogatory or vulgar comments, sexually suggestive language, remarks about a person's physical anatomy or characteristics, distribution of written or graphic materials of a sexual nature, leering, innuendo, touching another in a sexually suggestive manner, or touching the intimate, private body parts of another.

Policy: Sexual harassment is illegal and will not be tolerated by the Thurston Conservation District. All District employees have the right to work in an environment free from sexual harassment. The Thurston Conservation District will take affirmative steps to ensure that this behavior is eliminated.

Any employee found to be in violation of this policy should be subject to corrective action ranging from reprimand to termination.

Any supervisor who has knowledge of the discriminatory behavior as previously defined, and who fails to take action to eliminate the behavior, will be subject to corrective action.

Procedure: Any District employee subjected to unwanted sexual behavior should take immediate action by:

1. Directly informing the offender that the conduct is unwelcome and must stop.
2. Reporting the behavior to management (immediate supervisor, or any higher level managerial person).

Where the employee believes that he/she is being harassed by his/her supervisor, or has complained to his/her supervisor of harassing conduct but is dissatisfied with the action, the employee should contact the Executive Director directly.

No employee will be subject to retaliation for bringing a complaint of harassment to management. Employees not comfortable discussing the matter with a supervisor or the Executive Director should contact the District Treasurer or any Member of the Board with whom they feel comfortable.

Supervisors who observe or become aware of sexually harassing behavior are expected to take immediate and appropriate corrective action, by taking the following progressive steps:

1. Encourage the employee to inform the offender that the conduct is unwelcome and must stop.
2. Talk to the offending employee.
3. Utilize the *Performance Improvement* process to eliminate the unwanted behavior.

Should the behavior continue, supervisors should bring the matter to the attention of their immediate supervisor or the Executive Director and/or take disciplinary action as appropriate.

Upon receiving a formal complaint the Executive Director may designate an investigator if deemed appropriate. Within two weeks after receiving a formal complaint, the investigator will conduct an interview with the complainant and any witnesses to the alleged conduct.

The investigator will interview the alleged offender and witnesses to the alleged offender's statements. The investigator will keep notes from the interviews to be used throughout the investigation.

The investigator will analyze the information from the investigation and relevant documentation to determine if sexual harassment occurred. If sexual harassment occurred, the investigator will determine and recommend to the Executive Director an appropriate remedy for the complainant and appropriate disciplinary action for the offender. The investigator will report the results of the investigation and recommend any appropriate corrective action within eight weeks from the date that the complaint was originally filed.

If the investigative process requires more than the stated time frame, the complainant will be kept informed of the status of the investigation.

If sexual harassment did occur, the Executive Director will determine if the recommended remedy for the complainant and disciplinary action for the offender is appropriate, or modify it if necessary, within one week from notification of the investigation results and recommended corrective actions.

The Executive Director will immediately inform the complainant of the action to be taken. The employee and/or Union representative will be notified upon conclusion of the investigation. The District will provide the employee and the Union representative with a copy of the investigation report.

The Executive Director will immediately inform the offender, verbally and in writing, regarding the disciplinary action to be taken, the effective date of the disciplinary action, and the right to dispute this determination. If dissatisfied with the findings or recommendations, the complainant or offender may file a written rebuttal statement with the Executive Director.

The rebuttal statement will be reviewed by the Executive Director to determine if the findings and recommendations will be final or if further consideration to the recommendations is checked.

The Executive Director may delegate any responsibilities under this policy to the District Treasurer but reserves the right to take final action in the manner.

Any alleged violation of a policy or procedure involving the conduct of the Executive Director may be raised directly with the District Treasurer or a Member of the Board of Supervisors. The Board may take any appropriate action to investigate or remedy the complaint. Any actions or remedies taken by the Board shall not apply to decisions made by the Executive Director resolving complaints involving the conduct of other District employees.

2.5 ADA Reasonable Accommodation**Effective Date: June 9, 2000**

Purpose: To establish Thurston Conservation District policy on reasonable accommodation of physically challenged people, in employment and in its transactions with employees, clients, applicants, and the general public, including public hearings, meetings, or conferences.

Policy: It is the policy of the Thurston Conservation District to provide reasonable accommodation for qualified physically challenged people who are employees or applicants for employment. Employees requesting accommodation must cooperate with the District in discussing the need for and possible form of any accommodation. The District may require supporting medical documentation and may require the employee to obtain a second medical opinion at the District's expense. Medical information disclosed to the District will be kept confidential.

The Thurston Conservation District will adhere to all applicable laws, regulations and guidelines to afford equal employment opportunity to qualified physically challenged individuals. The District will maintain written procedures for reasonable accommodation for qualified individuals with disabilities.

Upon request, the Thurston Conservation District will endeavor to accommodate an impairment of an applicant or employee by structuring the job or the work environment in a manner that will assist the disabled individual to perform the essential functions of the job. The disabled applicant or employee has an obligation first to inform the Thurston Conservation District of his/her need for such accommodation. The District will determine whether an employee is eligible for a reasonable accommodation and the accommodation to be provided.

Procedure: **Reasonable Accommodation for Prospective Employees**

1. The hiring Manager or his/her designee will inform the candidate of his/her right to request reasonable accommodation when interviewing an otherwise qualified person with a known disability for a job vacancy in which accommodation would be required.
2. The hiring Manager or his/her designee prepares and forwards detail of requirements for accommodation of candidates for review by the Executive Director prior to making a hiring decision.
3. The Executive Director will review the requirements to determine if the request is reasonable. The Executive Director refers to Reasonable Accommodation policy for factors to be considered in making a determination.
4. The Executive Director will inform the hiring Manager or his/her designee if the request is reasonable and whether the District is able to provide requested accommodation if the candidate were hired.

5. The hiring Manager or his/her designee will make the hiring recommendation to the Executive Director as appropriate. Upon approval the hiring Manager may proceed with the hiring process.
6. If it is determined that an accommodation request by a physically challenged candidate is not reasonable, the candidate is to be informed by the hiring Manager of his/her right to seek resolution through administrative or civil procedures external to the agency.

Reasonable Accommodation for Current Employees

1. The Employee requesting reasonable accommodation for a disability will provide a medical statement outlining his/her medical condition to his/her supervisor.
2. The supervisor will review and forward the medical statement to Executive Director.
3. The Executive Director or his/her designee will review the medical information with the supervisor to determine reasonable accommodation.
4. If more specific information is needed, the supervisor may obtain written authorization from the employee and request additional information from a physician or licensed mental health specialist.
5. The Executive Director will review the additional medical information with the supervisor to determine reasonable accommodation.
6. The supervisor will review options with the employee.
7. The supervisor will make a recommendation to the Executive Director.
8. If no reasonable accommodation can be made in the employee's position, Executive Director will examine vacancies within the District and discuss options with the employee.
9. Employees disputing findings shall be advised to seek resolution through the District Treasurer. Employees shall also be notified of their right to file a complaint with the Washington State Human Rights Board and to seek resolution through civil procedures external to the agency.
10. If no reasonable accommodation can be made in a position for which the employee meets the minimum qualifications, a disability separation may initiated by the Executive Director.

Safety Accommodations

An employee may request a reasonable safety accommodation if the employee or the employee's family member is a victim of domestic violence, sexual assault or stalking (or perceived victim). An employee may be required to show verification of the need for a safety accommodation by providing a police report showing the employee or family member was a victim, a court order protecting or separating the victim from the perpetrator of the act, or other evidence from the court or the prosecuting attorney to support the request. Documentation from an advocate for victims, an attorney, a member of the clergy or a medical or other professional who provides services to such victims may be provided, and it shall retain its confidential or privileged nature of communication pursuant to the extent provided by law. An employee can also provide a written statement that they or a family member are a victim and in need of the safety accommodation. Verification of the familial relationship to the victim can be in the form of a statement from the employee, a birth certificate, court document, or other similar documentation.

A reasonable safety accommodation may include, but is not limited to:

1. A transfer, reassignment, modified schedule, changed work telephone number, changed work email address, changed workstation, installed lock, implemented safety procedure, or any other adjustment to a job structure, workplace facility, or work requirement in response to actual or threatened domestic violence, sexual assault, or stalking.
2. Qualifying leave pursuant to Article 37 – Vacation, Article 36 – Sick Leave, Article 38– Personal Leave and Article 19 – Leave without Pay may be considered a reasonable safety accommodation.
3. The District may deny a reasonable safety accommodation request based on an undue hardship, which means an action requiring significant difficulty or expenses.
4. Other applicable safety reasonable accommodations for employees under the law or WAC would also apply.

Pregnancy Accommodations

For purposes of this section, “pregnancy” includes the employee's pregnancy and pregnancy related health conditions. A pregnant employee may request a reasonable accommodation, which may include any of the following:

1. Providing more frequent, longer or flexible restroom breaks;

2. Modifying a no food or drink policy;
3. Job restructuring, part-time or modified work schedules, reassignment to a vacant position, or acquiring or modifying equipment, devices, or an employee's work station;
4. Providing seating or allowing the employee to sit more frequently if their job requires them to stand;
5. Providing for a temporary transfer to a less strenuous or less hazardous position;
6. Providing assistance with manual labor and limits on lifting;
7. Scheduling flexibility for prenatal visits; and
8. Any further pregnancy accommodation an employee may request, and to which the District must give reasonable consideration in consultation with information provided on pregnancy accommodation by the department of labor and industries or the attending health care provider of the employee.

The District may deny a reasonable pregnancy related accommodation based on undue hardship if the requested accommodation requires significant difficulty or expense. The District may not claim undue hardship for the accommodations listed above in Section 41.3 B.1, 2 and 4, or for limits on lifting over seventeen pounds, and the District may not request written certification for those same accommodation requests. The District will not require a pregnant employee to take leave if another reasonable accommodation can be provided. The District, except for the limitations in Section 41.3 C above, can require the employee to provide written certification from her treating health care professional regarding the need for a reasonable accommodation. The District does not have to create a position for an employee asking for a pregnancy accommodation or transfer a less senior employee, or promote the pregnant employee as part of a reasonable accommodation. Other applicable pregnancy reasonable accommodations for employees under the law or WAC would also apply.

Disability Separation

An employee with permanent status may be separated from service when the District determines that the employee is unable to perform the essential functions of the employee's position due to a mental, sensory, or physical disability, which cannot be reasonably accommodated. Determinations of disability may be made by the District based on an employee's written request for disability separation or after obtaining a written statement from a licensed physician or licensed mental

health professional. The District can require an employee to obtain a medical examination, at the District's expense, from a licensed physician or licensed mental health professional of the District's choice. Evidence may be requested from the licensed physician or licensed mental health professional regarding the employee's limitations.

When the District has medical documentation of the employee's disability and has determined that the employee cannot be reasonably accommodated in any available position for which they qualify, or the employee requests separation due to disability, the District may immediately separate the employee.

The District will inform the employee in writing of the option to apply to return to employment prior to their separation due to disability. The District will provide assistance to individuals seeking reemployment under this Article for twelve (12) months. If reemployed, upon successful completion of the employee's probationary period, the time between separation and reemployment will not be considered a break in service. A disability separation is not a disciplinary action. Disability separation at the employee's request is not subject to the grievance procedure.

2.6 Employee Disclosure Act (Whistle Blower)**Effective Date: June 9, 2000**

Purpose: Chapter 42.40 RCW encourages state employees to report improper governmental actions to the Office of the State Treasurer. The provisions of Chapter 42.40 RCW are available from the State Treasurer's Division of Audits.

Policy: It is the policy of the Thurston Conservation District, (1) to encourage reporting by its employees of improper governmental action taken by Thurston Conservation District officers or employees and (2) to protect Thurston Conservation District employees who have reported improper governmental actions in accordance with the Thurston Conservation District's policies and procedures.

Definitions: **Improper Governmental Action**

Any action by an employee that violates state law, abuses authority, wastes public funds, or endangers public health or safety.

Improper Governmental Action does not include personnel actions, including but not limited to: employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, relations to collective bargaining or civil service laws, alleged violations of labor agreements, or reprimands to any action that may be taken under RCW 41.56 or RCW 53.18.

Retaliatory Action

Any adverse change in the terms and conditions of a Thurston Conservation District employee's employment.

Emergency

A circumstance that if not immediately changed may cause damage to persons or property.

Whistle blower

A reporting employee, who in good faith, reports allegedly improper governmental action, initiates an investigation,. The term whistle blower also means a reporting employee, who in good faith provides information in connection with an investigation and/or an employee who is believed to have reported allegedly improper governmental action or to have provided information with connection to an investigation, but who in fact, has not reported such action or provided such information.

Procedure: A Thurston Conservation District employee who becomes aware of improper governmental action should raise the issue first with their supervisor. If

requested by the supervisor, the employee shall submit a written report to the supervisor stating in detail the basis for the employee's belief that an improper governmental action has occurred.

Where the employee reasonably believes the improper governmental action involves his or her supervisor, the employee may raise the issue directly with the Executive Director.

Where the employee reasonably believes that the improper governmental action involves the Executive Director, the employee may raise the issue with the District Treasurer.

The employee's supervisor or Executive Director shall take prompt action to assist the Thurston Conservation District in properly investigating the report of improper governmental action. Thurston Conservation District officers and employees involved in the investigation shall keep the identity of reporting employees confidential, to the extent possible under law, unless the employee discloses his/her identity in writing.

After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a written summary of the results of the investigation, except that personnel actions taken as a result of the investigation shall be kept confidential.

Thurston Conservation District employees may report information about improper governmental action directly to the appropriate government agency with responsibility of investigating the improper action if the Thurston Conservation District employee reasonably believes that:

1. An adequate investigation was not undertaken by the Thurston Conservation District to determine whether an improper governmental action occurred; or
2. Insufficient action has been taken by the Thurston Conservation District to address the improper governmental action; or
3. In the case of an emergency where the employee believes damage to persons or property is likely to occur if action is not taken immediately.

Protection against Retaliatory Actions

Thurston Conservation District officials and employees are prohibited from taking retaliatory action against a Thurston Conservation District employee because he/she has in good faith reported an improper governmental action in accordance with these policies and procedures. Employees who believe that they have been retaliated against for reporting an improper governmental action

should advise their supervisor, the Executive Director, or the District Treasurer in writing. Thurston Conservation District officials and supervisors shall take appropriate action to investigate and address complaints of retaliation. If the employee's supervisor does not satisfactorily resolve a Thurston Conservation District employee's complaint that he/she has been retaliated against in violation of this policy, the Thurston Conservation District employee may obtain protection under this policy and pursuant to state law by providing a written notice to the Thurston Conservation District Board that:

1. Specifies the specific retaliatory action; and
2. Specifies the relief requested.

Thurston Conservation District employees shall provide a copy of their written charge to the Executive Director or his/her designee no later than thirty (30) days after the occurrence of the alleged retaliatory action.

The Thurston Conservation District shall respond within thirty (30) days to the charge of retaliatory action. After receiving either the response of the Thurston Conservation District or thirty (30) days after the delivery of the charge to the Thurston Conservation District, the Thurston Conservation District employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law.

An employee seeking a hearing should deliver the request for hearing to the Executive Director within the earlier of either fifteen (15) days after delivery of the Thurston Conservation District's response to the charge or retaliatory action or forty-five (45) days after delivery of the charge of retaliation to the Thurston Conservation District for a response. Upon receipt of request for hearing, the Thurston Conservation District shall apply within five (5) working days to the Washington State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge. The Thurston Conservation District will consider recommendations provided by the Administrative Law Judge, including that the retaliator be suspended with, or without pay, or dismissed.

2.7 Nepotism**Effective Date: June 9, 2000**

Background: This policy is governed by RCW 49.60.180 and the Human Rights Board regulation, WAC 162-16-150.

Purpose: To establish guidelines regarding the appointment and service of persons with personal relationships or familial ties with Thurston Conservation District employees.

Policy: In order to prevent actual or reasonably foreseeable conflict between the District's interest and the interest of District employees, and to avoid the reality or appearance of improper influence or favor, no District employee shall have the authority or practical power to supervise, appoint, remove, discipline, audit the work of or directly compete with an immediate family member, or one with whom the employee has an intimate relationship. In such a situation, the Thurston Conservation District shall allow the individuals involved to choose to transfer to an available position with the District for which the transferring individual is qualified, or to find other employment.

The District shall not knowingly hire as new employee any person who would be subject to transfer or could be required to find other employment under the terms of the District's Nepotism policy.

2.8 Conflict of Interest & Self-interest**Effective Date: October 24, 2000**

Purpose: To establish definitions for conflict of interest & self-interest.

Policy: Employees and Board Members shall not use District assets for personal profit, nor shall they award District business to related parties. Likewise, within District boundaries, employees and Board Members shall not accept any remuneration or gift from any person for any activity related to the performance of District tasks.

Procedure: The following acts are prohibited:

1. Use of intangible assets, such as the District's name, logo, intellectual property, mailing list, computer file, or any other intangible asset for any purpose for which the individual is compensated by someone other than the District.
2. Use of any physical asset, such as a District vehicle, or a tool, or office space, for any purpose for which the individual is compensated by someone other than the District.
3. Awarding of District business, anything paid for, to any person or entity that shares a direct financial interest with a District employee or Board member. For example, a partnership between a District employee and a District Board member and a third party should not be awarded District business.
4. Awarding of District business, anything paid for, to a relative of an employee or Board member. Relative is defined as immediate family, including husband, wife, child, mother, father, sibling, and any other relatives if the appearance of conflict would be harmful to the District.
5. Accepting gifts from any person or entity that is awarded District business.
6. Accepting remuneration or gifts from the public for performing acts one is required to perform an authorized District function.
7. Any act would cause the appearance of violating this policy to a reasonable member of the community within the District.

The following acts are allowed:

1. Accepting food and refreshments from landowners, vendors, or potential vendors in the context of normal District duties.
2. Accepting promotional materials, such as pens, notepads, calendars, and other similar items having a small value.

3. Accepting achievement awards from any entity provided the award has only nominal cash value.

2.9 Employee Participation and Political Activities**Effective Date: June 9, 2000**

Background: Pursuant to RCW 42.17.30, no elective official or employee of any public Agency “may use or authorize the use of any of the facilities of a public office or agency, directly, or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion or opposition to any ballot proposition.”

Purpose: To establish parameters for employee participation in political activities.

Policy: No District employee or elective official of the District may use, directly or indirectly, the facilities of the District for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. This includes the wearing or displaying of political paraphernalia while conducting District business. This policy does not purport to regulate District employees or elective officials while they are not conducting District business.

District employees may express opinions on political subjects and candidates, take an active part in political campaigns, and wear political campaign badges and buttons when not serving in an official capacity or meeting the public. In addition, District Employees may not:

1. Use their official authority or influence to interfere with or affect the results of an election or nomination for office.
2. Coerce, command, or advise another District employee to pay, lend, or contribute anything of value to a party, committee, organization, agency or person for political purposes.
3. Use Thurston Conservation District equipment, time, supplies, staff or facilities for any political purposes or when assisting or opposing any candidate for partisan or nonpartisan offices or on any ballot proposition.

2.10 Smoking**Effective Date: June 9, 2000**

Purpose: To provide a safe, healthy, and productive environment for employees and members of the public who are conducting business at the District.

Background: The decision to be a smoker or a non-smoker is an individual choice. As an employer, the Thurston Conservation District has the legal responsibility to provide a safe and healthy workplace that excludes the practice of smoking in the work environment.

Policy: Smoking will be prohibited in all buildings and enclosed areas. In addition, smoking will be prohibited in all Thurston Conservation District vehicles. This policy also applies to visitors, customers and contract persons including janitorial services visiting or working in such spaces. Persons working in the above facilities will only be permitted to smoke out of doors. Ashtrays or cans will be positioned at locations of frequent usage. Smoking will be permitted out of doors. No smoking signs will be posted at Thurston Conservation District facilities.

2.11 Drug Free Work Place**Effective Date: June 9, 2000**

Purpose: To establish and maintain a drug-free work place within the Thurston Conservation District facilities and a drug free employee condition while District employees are engaged in performance of Thurston Conservation District work.

Policy: As used in this policy, the term “illegal drug” refers to drugs and controlled substances, the possession or use of which is unlawful under Federal, State, and local laws and regulations in the United States. Drugs and controlled substances that are not legally obtainable, or that are legally obtainable but have not been legally obtained, are considered illegal drugs. Examples include street drugs such as cocaine, heroin, marijuana, and controlled substances such as amphetamines, met amphetamines, and barbiturates.

The term “illegal drug” does not include the use of a controlled substance pursuant to valid prescription or other uses authorized by law, but *do include* prescribed drugs not being used for prescribed purposes or in a prescribed manner.

The Thurston Conservation District is committed to promoting employee health and well-being, client confidence, and safety in the workplace. Consistent with the intent of this commitment, the following guidelines are provided to assist District employees in complying with the purpose of this policy as follows:

1. All Thurston Conservation District employees who report to work must be in a condition fit to perform their duties, unimpaired due to the use of alcohol or other drugs.
2. The unlawful use, possession, delivery, dispensation, distribution, manufacture or sale of drugs in District vehicles, on District premises, or on official business is prohibited. Documented evidence of illegal drug involvement will be given to law enforcement agencies.
3. Opened alcoholic beverages are prohibited in District vehicles in accordance with Washington State law.
4. Alcoholic beverages are prohibited on District premises.
5. The District recognizes that on behalf of the District, employees may participate in social activities where alcohol is served. This policy does not prohibit such employees from using reasonable amounts of alcohol as part of such events. Employees representing the Thurston Conservation District at official functions should exercise prudence in consuming alcohol. Excessive use of alcohol at any such event shall constitute breach of this policy.

6. The Thurston Conservation District participates in and receives funding from Federal programs. Federal grant programs require that an employee engaged in the performance of a federal grant:
 - a) Notify the Thurston Conservation District in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction; and
 - b) The Thurston Conservation District must notify the Federal agency in writing within ten calendar days after receiving notice under subparagraph 6(a) from an employee or otherwise receiving actual notice of such conviction;

The Thurston Conservation District must take one of the following actions within 30 calendar days of receiving notice under subparagraph 6(b) with respect to any employee who is so convicted:

- a) Take appropriate personnel action against such an employee up to and including termination; or
- b) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

[Public Law 100-690 Title V, Subtitle D, 41 USC 701 et seq.]

1. Employees taking physician-prescribed or over-the-counter medications must notify their supervisor of the fact that they are taking medication and the side effects of that medication if there is a substantial likelihood that such medication will affect job safety.
2. Any Thurston Conservation District employee found in violation of this policy will be subject to formal action, up to and including dismissal.

2.12 Training and Development**Effective Date: June 9, 2000**

Purpose: The purpose of the Training and Development Plan is to provide employees with training opportunities. The training program will provide basic training in each of the following areas:

1. **Diversity**

Diversity training will be available for all employees to meet the objectives of District policies on Discrimination, Harassment and Affirmative Action. New permanent employees should receive training within two years of hire. The training will provide information on client and employee diversity, affirmative action, and non-discrimination.

2. **Ethics**

Each employee should be committed to fostering the highest standards of ethics and integrity. Employees will treat their offices as a public trust, using their official powers and duties, and the resources of the District to advance the public interest. The District will provide periodic ethics training.

3. **First Aid/CPR**

Quick and effective first aid attention should be given if an employee is injured on the job. A person or persons, holding a valid certificate of first aid training, should be present or available at each District facility. To achieve this goal, selected personnel must be trained in first aid procedures and possess a valid first aid certificate, which is less than three years old.

4. **Harassment**

The District is committed to provide and maintain a work environment free from harassment for its employees. The District will offer training to its employees in accordance with District policy on Harassment. New permanent employees should receive training within two years of hire.

Policy: The Thurston Conservation District will provide the core training opportunities to employees on a periodic basis and additional training opportunities in other work related subject areas on a periodic basis. Employees are encouraged to attend whenever possible. Employees should make good faith efforts to remain current in the core areas. Training and all other employee development opportunities will be provided to employees in accordance with District policies and available resources.

Attendance at district approved education, training seminars, workshops, and conferences will be considered time worked. The District will make reasonable attempts to schedule District approved training during an employee's regular work shift. The District will pay the registration, and associated travel costs

for District approved education, training seminars, workshops, and conferences.

Employees will communicate their education and training desires annually through the performance evaluation process. Employees who use District, and/or State tuition reimbursement/waiver programs may request flexible schedules and schedule changes to attend college courses.

2.13 Commute Trip Reduction**Effective Date: June 9, 2000**

Purpose: The purpose of the Commute Trip Reduction is to provide District employees opportunities to reduce single-occupant vehicle commute trips and the vehicle miles traveled.

Policy: The District will encourage the following alternative modes of transportation: Alternative/flexible work schedules, public transit, carpools, walking, and bicycling.

Procedure: **Alternative Work Schedules**
Employees may choose an alternative work schedule with supervisor approval to enable them to carpool, use transit, or reduce their vehicle miles traveled. See policy on Flextime for additional information.

Public Transit

For employees who live on a route that serves their work site, transit is an option. To encourage transit use, the District will offer flexible work hours if possible to assist employees to meet the varied transit schedules, and will pay \$ 36 per month toward the expense of the monthly transit tickets. Reimbursements will be processed only if documentation is submitted.

Carpools

A carpool is defined as a “motor vehicle occupied by two or more people traveling together for a commute trip that results in the reduction of a minimum of one motor vehicle commute trip.” Carpooling allows more flexibility than vanpooling, giving two or more people the opportunity to share in the expenses of commuting.

Walking and Bicycling

Employees who live within a reasonable distance from their work site may consider bicycling or walking as a commute option. To encourage walking and bicycling options, the District will offer flexible work hours where possible to assist employees.

2.14 Safety Program

Effective Date: January 27, 2004

See Appendix

2.15 Vehicle Use and Safety**Effective Date: January 29, 2002****Update Approved by the Board: June 26, 2014**

Purpose: The purpose of the Vehicle Use and Safety policy is to provide direction and guidance to District employees and volunteers on the appropriate and safe use/operation of District vehicles.

Policy: Use of District vehicles by employees and interns/volunteers shall be for District business only. Non-employee and non-business passengers are prohibited from riding in District vehicles without prior approval.

An employee's misuse of District vehicles may result in disciplinary action, up to and including discharge, and restitution for damages caused by misuse.

Regular Employees are provided with a Pacific Pride fueling card, and all efforts should be made to utilize the Pacific Pride fueling stations. If a Pacific Pride fueling station is not available for use, employees shall utilize their District credit card at other fueling stations. When a District credit card is utilized, employees are to follow normal purchasing protocol by providing a Purchase Order and receipt for administrative approval. Interns or other non-regular employees must coordinate with their supervisor or other regular employee to arrange to have the vehicle fueled.

When a district vehicle is needed, it shall be signed out on the calendar located in the Copy Room. Mileage must be recorded according to the appropriate grant on the mileage sheet in the vehicle. The vehicle will be left clean for the next person. Trash/waste, personal items, supplies, jackets, boots, etc. must be removed from the vehicle daily, unless the same individual is using the vehicle the next day. Vehicles shall be returned to the District parking lot with at least a quarter tank of gas. Keys shall be returned to the rack in the Copy Room daily. In addition, all loads must be secured properly and information on how to secure cargo is posted in the Copy Room.

When signing out the Saturn Vue for use, employees must record the number of passengers and estimated number of round-trip miles. Priority will be given to employees interns/volunteers traveling the greatest distance and/or having the greatest number of passengers. The Saturn shall not be used for field work that involves any off road use.

Mechanical problems or any other issues with the vehicles should be reported to the designated staff person(s). Each vehicle will be equipped with a first aid kit, reflective triangles, fire extinguisher, flashlight, spare tire, litter bag, jack and tire iron. Use or absence of any of this equipment should be reported to the designated staff person(s).

When operating a District vehicle, employees and interns/volunteers must exercise due diligence to drive according to all traffic laws and to maintain the security of the vehicle and its contents. Employees and interns/volunteers shall not operate any District vehicle or operate any personal vehicle while on District business, while using, consuming, or under the influence of alcohol, illegal drugs, or any medication that may affect their ability to drive.

Accidents, theft, or malicious damage must be immediately reported to the Executive Director, regardless of the extent of damage or lack of injuries. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to question of investigating officers. Employees are also responsible for any driving infractions or fines as a result of their driving. Written incident reports must be completed and submitted to the Executive Director.

Per Washington state law, anyone operating or riding in District vehicles must wear a seat belt at all times. Smoking is not permitted in any district vehicle. Use of cell phones is not permitted, unless it is a hands-free unit.

Employees and interns/volunteers shall not use personal vehicles for work purposes except when approved in advance by the Executive Director. Employees or interns/volunteers who use their personal vehicle for approved business purposes will receive a mileage allowance at the state approved mileage reimbursement rate. This allowance is to compensate for cost of gasoline, oil, depreciation, and insurance.

Employees and interns/volunteers should keep in mind that bumper stickers, posters, window stickers and other materials attached to a personal automobile may be contentious to some people and could present a poor or incorrect image of the District. A vehicle sporting such items should not be used for business purposes.

As part of the requirements for certain positions, an employee and intern/volunteers are required to obtain and hold a valid driver's license. If an employee's license or insurance is revoked, suspended or lost, or is in any other way not current, valid and in the employee's possession, the employee shall promptly notify the Executive Director and will be immediately suspended from driving duties. The employee interns/volunteers may not resume driving until proof of a valid, current license and/or insurance is provided. Depending on the duration of license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action up to and including discharge.

A designated staff person(s) will perform a basic inspection of each District vehicle 1x per quarter. This report, in addition to the items listed below, will be stored in a maintenance log for each vehicle:

1. (As stated) Safety Inspection Report
2. TCD Inventory information
3. Maintenance records (all work orders, all regularly scheduled maintenance, repair manuals)
4. Receipts from service/maintenance

Section 3: Employment Practices

3.1 Personnel

Effective Date: June 9, 2000

Purpose: To define the manner in which the District appoints prospective employees to open positions.

Policy: All appointments to positions at the District will be based on qualifications as defined in the job description. The District is an equal opportunity employer. It is the District's policy to provide equal opportunity and to seek and employ the best qualified personnel in a manner that does not discriminate on the basis of race, color, creed, national origin, gender, marital status, religion, age, sexual preference, or the presence of any sensory, mental or physical disability.

In compliance with the Immigration Reform Act, all employment offers will be contingent on applicants' submitting acceptable proof of identity and authorization to work in the United States. The District is a drug, alcohol, and smoke-free employer. The District selection and employment procedures are designed to comply with the Americans with Disabilities Act.

The District recognizes the importance of creating and maintaining opportunities for career advancement for qualified bargaining unit employees. When a bargaining unit position becomes available that the District intends to fill, if there are qualified bargaining unit applicants for the position, the District will invite them to participate in the initial interviews.

The Executive Director will make appointments to all positions after an appropriate candidate selection process. Appointment letters will be given to all new employees specifying the terms of their employment with the District.

Procedure: The hiring process begins when a need for an employee is identified, whether by a vacancy or as a result of a program enhancement.

The job description is reviewed or established, and the position announcement is developed. Advertising may be conducted using various means to solicit candidate applications. Prior to certifying candidates for a vacancy the District may grant a transfer, voluntary demotion or elevation as long as the permanent employee possesses the skills and abilities for the position. Employees desiring a transfer, voluntary demotion or elevation may initiate a written request to the District Executive Director

A District Application form shall be obtained from all interested parties. Interviews may be conducted in a manner set forth by the Executive Director. A

background check may be completed in-house or by employing consultants, depending on the nature of the position.

A copy of the offer letter together with the completed application will be filed in the Accounting department as the beginning of the new employee's personnel file. Accounting will prepare a payroll action form for appropriate approvals.

3.1.2 District Internship Retention Policy**Effective Date: July 26, 2005****Revised & Approved: March 14, 2007**

Policy: The Thurston Conservation District will have an annual intern budget of \$2000 to allow for the acquisition and retention of four (4) 2-quarter interns full-time or 3-quarter (min. 25 hrs per quarter) per year.

In order to maximize staff time and fully utilize intern resources, a reimbursement program will encourage qualified interns to seek out TCD as an intern sponsor. Per-intern staff and resource investment will be significantly reduced with multi-quarter interns.

The 2-quarter incentive program or 3-quarter (min 25 hrs per quarter) will enable TCD to more successfully utilize intern skills, and allow interns to follow projects through to completion. (Ex: Develop farm plan, present to Board, work with landowner to facilitate implementation of BMPs)

Intern project examples:

Envirothon: winter, spring
 Plant Sale: fall, winter
 NRYC: spring, summer
 Conservation plans, fair display: summer, fall
 GREEN Congress: spring
 GREEN: fall, winter, spring, summer

The objective is to:

1. Acquire and retain competent interns
2. Maximize resources & staff time
3. Allow interns to take on longer-term projects
4. Utilize intern knowledge and energy to the fullest extent possible

Procedure: Potential interns will negotiate an internship project each quarter with a TCD staff member. The project must meet their educational needs and be approved by their academic advisor. Upon successful completion of two full quarters, which includes preparation of a report on what they learned, the intern will receive a stipend of \$1000.

If there is more than one intern to be involved in this program, they must be brought on in a stepped fashion, ideally with one new intern and one “veteran” intern working each quarter. This will provide a consistent level of intern support and involvement.

3.1.3 Definitions of Employee Positions**Effective Date: October 24, 2000**

Purpose: To set forth categories used to describe District employees and terms used throughout this manual.

1. At Will

“At Will” employees are those employees who can be discharged at the discretion of the District. Most District employees are “at will,” with the exception of those who have a contractual right to pre-termination procedures, such as through an employment contract.

3. Employment Benefits

Employee benefits include medical coverage, employer retirement contributions, and payroll accruals.

4. Employee

A person occupying a position and who is paid a salary or wage for services rendered. A new employee must provide necessary documentation to comply with Federal Law (I-9) within 3 days of employment.

5. Regular Employee

Any employee who has been appointed to continuous year-round employment and receives employment benefits.

6. Temporary Employee

Any seasonal, limited term, project, or emergency employee hired for usually less than one year and is not eligible for employment benefits. If employment continues for 12 consecutive months with compensated hours exceeding 70 hours per month, the temporary employee automatically becomes a Regular Employee.

7. Exempt Employee

An employee who is paid a fixed salary, rather than an hourly wage, and whose duties meet the criteria for exclusion from the state and federal overtime wage requirements. Exempt employees are not eligible for comp time or overtime. Exempt employees are salaried and paid to perform a job that may not necessarily be completed in a normal work period. In recognition of the extra time demands on certain exempt positions, exempt employees are entitled to additional time off (exchange time) when paid hours exceed 8 hours per day. Exchange time will accrue on an hour for hour basis and may be used at the reasonable discretion of the exempt employee.

8. Non-Exempt Employee

An employee who, because of their duties or hourly status, is entitled to overtime and comp time compensation.

9. Flow-Through Employee

An employee of the District that is paid from a grant from another entity. These employees are not regular district employees for purposes of COLA and other pay increases or benefits. The support of flow-through employees is discouraged and the use of service contracts to facilitate the grant from another entity is encouraged.

10. Grievance

A dispute between an employee and supervisor arising out of a belief on the part of the employee that he/she is being treated unfairly in regard to the employment or the conditions of the employment.

11. Immediate Family

Immediate family for the purposes of leave is considered to be husband, wife, father, mother, son, daughter, adopted child, step-child, foster child, grandchild, brother, sister, grandparent, father-in-law, mother-in-law or registered significant other.

12. Vacancy

An authorized position, which is not occupied and for which funds are available.

3.1.3. Residency Requirement**Effective Date: June 9, 2000**

Purpose: To define District personnel subject to the District's residency requirement policy.

Policy: It is the policy of the District to require the Executive Director to reside within the District, except as specifically authorized in writing by the Board of Supervisors. If not a resident of the District at time of hire to that position, the District will allow the employee a six-month opportunity to relocate. In exceptional circumstances, the Board can extend the relocation period by an additional period of up to eighteen (18) months.

3.1.4 Personnel Records and Payroll Records**Effective Date: June 9, 2000****Updated: January 22, 2013**

Purpose: To establish who may access personnel records and payroll records and location of those records.

Definitions: **Personnel Records**

Contain performance-related documents. Personnel Records may be accessed by the employee and his/her supervisors, and are considered confidential and not subject to the terms of the Public Disclosure Act, to the extent allowed by law.

Payroll Records

Files that maintain payroll information and are public records.

Policy:

Each employee has the right to review his/her personnel file and/or payroll file. Payroll files are located in a secure cabinet in the Accounting Department. Review will take place in the Accounting Office. Personnel records are located in a secure cabinet in the Administrator's office. Review of those records will take place in the Administrator's office. The employee may copy any pages in the personnel or payroll files during the file review. Written authorization from the employee is required before any representative of the employee will be granted access to employee files. An employee may insert a reasonable amount of job-related material in their personnel file that reflects favorably on their job performance. An employee may provide a written rebuttal to any information in the files that they consider objectionable. Adverse material or information related to alleged misconduct that is determined to be false, and all such information in situations where the employee has been fully exonerated of wrongdoing, will be promptly removed from the employee's files. The District may retain this information in a legal defense file.

Procedure: Any District employee wishing to review his/her file needs to make arrangements with the Executive Director.

3.1.5 Performance Appraisals**Effective Date: June 9, 2000**

Purpose: To provide feedback to each District employee regarding his/her performance. The performance appraisal is a communication tool to be prepared and conducted jointly by employee and supervisor. It is intended to be a means to discuss achievements, and expected results. This process is a participatory one, with the employee and supervisor working together to plan future results, skill development plans, and assess past performance.

Policy: It shall be the policy of the District that:

1. Supervisors prepare at least an annual plan of work with the employee.
2. Supervisors regularly provide informal feedback so each employee knows how he/she is performing.
3. Performance appraisals should be conducted annually, around the employee's anniversary date.
4. New employees receive a review within the first six months of their hire date.
5. The District develops an appraisal form or uses the current appraisal form in use by the State of Washington.

Procedure: The position description will be the basis for the performance discussion. Employees are encouraged to prepare their own appraisal prior to meeting with their supervisor. The position description will be the basis for the performance discussion. The discussion will start with a review of the position description for appropriateness to the duties assigned. Upon completion of the performance review, the supervisor will prepare a written evaluation for the employee, and the personnel file.

The Employee Evaluation and Development Plan for include:

1. Performance Feedback
2. Performance Expectations
3. Future Training and Development
4. Organizational Support Needs

A Peer Review form is also available and may be used at the option of the employee. The peer review is to be independent from the performance appraisal, and is designed to provide additional feedback to the employee. The employee and supervisor may select 3 to 6 people to prepare a peer performance evaluation. The supervisor will receive the evaluations, and prepare a compilation, maintaining the confidentiality of the individual evaluations. If an employee disagrees with their performance evaluation, the employee has the right to attach a rebuttal. Performance evaluations will not be used to initiate discipline. The supervisor will be responsible for accurately and fairly communicating to the employee the results from the peer review.

3.1.6 Position Rating Process**Effective Date: June 9, 2000**

Purpose: To review positions and to establish the salary range for each position.

Policy: It is the policy of the District to conduct reviews of position descriptions as needed, at the request of the Executive Director, or at the request of any District employee with regard to his/her respective position. It is also District policy to establish a salary range for each position.

Procedure: Position description preparation and modification will be the responsibility of the employee and supervisor. If the employee and supervisor cannot agree on the position description, resolution will be with the Executive Director. The Executive Director may use an internal team and/or outside expertise for advice if so desired.

When a position is created or undergoes a substantial change, the Executive Director will review the position rating to determine the appropriate salary range.

The Executive Director will use the following tools to determine the salary range including:

1. Current position description
2. Knowledge of the District and job market
3. Relationship to other positions at the District

If an employee requests clarification or change to his/her position rating or feels that information provided was incomplete or inaccurate, that employee may present information to the Executive Director. This request should be directed through the employee's supervisor to the Executive Director.

3.1.7 Salary Reviews**Effective Date: June 9, 2000**

Purpose: To establish District policy with regard to conducting salary reviews.

Policy: It is District policy to conduct salary reviews for all District employees on an annual basis.

Procedure: Annually, the Budget will contain an assessment of funds available for merit raises and the annual cost of living adjustment (COLA).

Effective January 1, 2020, all salary ranges and steps of the salary schedule will be increased by two and eight tenths percent (2.8%) Effective January 1, 2021, all salary ranges and steps of the salary schedule will be increased by two and eight tenths percent (2.8%).

COLA raises are based on the rate of increase in the Consumer Price Index – All Urban Consumers. The District Treasurer shall calculate the percentage increase on a calendar year basis and shall inform the Board of the percentage in March of the subsequent year. COLA raises are effective April 1st and are automatically given to each regular employee of the district if adequate funds are available.

3.1.8 Employee Complaint and Grievance**Effective Date: June 9, 2000**

Purpose: To encourage employees to resolve work-related concerns informally with their supervisors, to provide employees with internal options and procedures so that complaints and grievances will be given thorough consideration, and to be resolved in a fair, timely, and mutually acceptable manner. As well as to assure there will be no resultant retaliation against the employee utilizing these options.

Definition: Grievance Definition: A grievance is an allegation by an employee or a group of employees that there has been a violation, misapplication, or misinterpretation of this Agreement, which occurred during the term of this Agreement. The term "grievant" as used in this Article includes the term "grievants."

Filing a Grievance: Grievances may be filed by the Union on behalf of an employee or on behalf of a group of employees.

Computation of Time: The time limits in this Article must be strictly adhered to unless mutually modified in writing. Days are calendar days, and will be counted by excluding the first day and including the last day of timelines. When the last day falls on a Saturday, Sunday or holiday, the last day will be the next day which is not a Saturday, Sunday or holiday. Transmittal of grievances, appeals and responses will be in writing, and timelines will apply to the date of receipt, not the date of postmarking. Grievances, appeals, and responses may also be submitted electronically.

Failure to Meet Timelines: Failure by the Union to comply with the timelines will result in the automatic withdrawal of the grievance. Failure by the District to comply with the timelines will result in the District granting the requested remedies.

Contents The written grievance must include the following information:

Failure by the Union to describe the steps taken to informally resolve the grievance at the time of filing will not be the basis for invalidating the grievance.

Resolution: If the District provides the requested remedy or a mutually agreed-upon alternative, the grievance will be considered resolved and may not be moved to the next step.

Withdrawal: A grievance may be withdrawn at any time.

Resubmission: If terminated, resolved or withdrawn, a grievance cannot be resubmitted.

Pay: Release time will be provided to grievant and union stewards in accordance with Article 4, Union Rights and Activities.

Consolidation: The District may consolidate grievances arising out of the same set of facts.

Bypass: Any of the steps in this procedure may be bypassed with mutual written consent of the parties involved at the time the bypass is sought.

Grievance Files: Written grievances and responses will be maintained separately from the personnel files of the employees.

Policy: The Union and the District agree that it is in the best interest of all parties to resolve disputes at the earliest opportunity and at the lowest level. The Union and the District encourage problem resolution between employees and management and are committed to assisting in resolution of disputes as soon as possible. In the event a dispute is not resolved in an informal manner, this Article provides a formal process for resolution.

Procedure:

Step 1 - Executive Director of Designee

If the issue is not resolved informally, the Union may present a written grievance to the District's Executive Director or designee within the thirty (30) day period described above. The Executive Director or designee will meet or confer by telephone with a Union steward and/or Union staff representative and the grievant within fifteen (15) days of receipt of the grievance, and will respond in writing to the Union within fifteen (15) days after the meeting.

Step 2 – Mediation

If the grievance is not resolved at Step 1, the Union may file a request for mediation with the Public Employment Relations Commission (PERC) in accordance with [WAC 391-55-020](#), with a copy to district's Executive Director within thirty (30) days of receipt of the Step 1 decision. In addition to all other filing requirements, the request must include a copy of the grievance and responses.

Step 3 - Arbitration:

If the grievance is not resolved at Step 2, the Union may file a request for arbitration. The demand to arbitrate the dispute must be filed with the American Arbitration Association (AAA) within thirty (30) days of the Union's receipt of the Step 3 response.

Selecting an Arbitrator

The parties will select an arbitrator by mutual agreement or by alternately striking names supplied by the AAA, and will follow the Labor Arbitration Rules of the AAA unless they agree otherwise in writing.

Authority of the Arbitrator

The arbitrator will:

1. Have no authority to rule contrary to, add to, subtract from, or modify any of the provisions of this Agreement;
2. Be limited in his or her decision to the grievance issue(s) set forth in the original written grievance unless the parties agree to modify it.
3. The decision of the arbitrator will be final and binding upon the Union, the District and the grievant.

Arbitration Costs

1. The expenses and fees of the arbitrator, and the cost (if any) of the hearing room, will be shared equally by the parties.
2. If the arbitration hearing is postponed or canceled because of one party, that party will bear the cost of the postponement or cancellation. The costs of any mutually agreed upon postponements or cancellations will be shared equally by the parties. If the cancellation is a result of factors outside the control of either party, then the cancellation costs will be shared equally by the parties.
3. If either party desires a record of the arbitration, a court reporter may be used. If that party purchases a transcript, a copy will be provided to the arbitrator free of charge. If the other party desires a copy of the transcript, it will pay for half of the costs of the fee for the court reporter, the original transcript and a copy.
4. Each party is responsible for the costs of its staff representatives, attorneys, and all other costs related to the development and presentation of their case. Every effort will be made to avoid the presentation of repetitive witnesses. The Union is responsible for paying any travel or per diem expenses for its witnesses, the grievant and the union steward.

5. If, after the arbitrator issues their award, either party files a motion with the arbitrator for reconsideration, the moving party will bear the additional expenses of the arbitrator.

Successor Clause

Grievances filed during the term of the 2020—2021 Agreement will be processed to completion in accordance with the provisions of the 2020—2021 Agreement.

3.1.9 Performance Improvement**Effective Date: June 9, 2000**

Purpose: To provide an equitable process when corrective action is necessary for resolving issues related to unsatisfactory employee performance.

Policy: It is District policy that supervisors periodically provide informal feedback so each employee knows how he/she is performing. It is also District policy to conduct performance appraisals at least annually, around the employee's anniversary date. Should it be determined that improvement or corrective action is necessary with regard to an employee's performance, the supervisor will initially confer with the employee to establish steps for improvement. If discussions do not bring adequate resolution, the supervisor will confirm the concerns in writing with direction for improvements.

Procedure:

Either party may request a committee meeting and propose items for discussion on topics which may include, but are not limited to: administration of the Agreement, changes to applicable law, legislative updates, resolving workplace problems and/or organizational change. Meetings will occur within thirty (30) days of when they were requested.

The committee(s) will meet, discuss and exchange information of a group nature and general interest to both parties.

Participation

1. The District and Union will be responsible for the selection of their own representatives. The number of participants will be mutually agreed upon prior to meeting. Each party will provide to the other the names of their committee members and items for the agenda at least ten (10) calendar days in advance of the date of the meeting in order to facilitate preparation.
2. Employees attending pre-meetings during their work time will have no loss in pay for up to thirty (30) minutes per committee meeting. Attendance at pre

3. Meetings during the employee's non-work time will not be compensated for nor be considered as time worked.
4. Employees attending committee meetings during their work time will have no loss in pay. Attendance at meetings during employees' non-work time will not be compensated for nor be considered as time worked.

Meetings

All committee meetings will be scheduled on mutually acceptable dates and times. Each party may keep written records of meetings. If the topics discussed require follow-up by either party, it will be documented and communication will be provided by the responsible party.

Scope of Authority

Committee meetings will be used for communications between the parties, to share information and to address concerns. The committee will have no authority to conduct any negotiations or modify any provision of this Agreement.

3.1.10 Transfers and Promotions**Effective Date: June 9, 2000**

- Purpose:** To encourage career development for its employees and generally seek to promote qualified employees from within the District service.
- Policy:** The District reserves the right to determine relevant qualifications for a posted position or to hire from outside at any time. The District may also initiate a transfer. This allows the District to broaden the range of skills within the organization and enhances the ability to respond to changing circumstances and needs.
- Procedure:** Employees desiring a transfer, voluntary demotion or elevation may initiate a written request to the District Executive Director .The Executive Director will decide on a case by case basis whether new or promotional positions will be posted or made available to District employees. When a bargaining unit position becomes available that the District intends to fill, if there are qualified bargaining unit applicants for the position, the District will invite them to participate in the initial interviews. In making such decisions, every effort will be made to encourage qualified District employees to apply.

3.1.11 Tuition Reimbursement**Effective Date: June 9, 2000**

Purpose: To establish guidelines for the District's tuition reimbursement program.

Policy: The District encourages tuition reimbursement where the course work will benefit the employee's work at the District. Approval of tuition reimbursement will be at the discretion of the Executive Director upon the recommendation of the employee's supervisor given current workload and available funding. Study and completion of assignments will take place outside normal working hours unless specifically authorized by the employee's supervisor.

District employees who wish to continue their education and attend college level courses which are directly related to the employee's duties, or courses required for completion of a degree that further the mission of the District, upon approval will be reimbursed for tuition fees and expenses, books and other course required materials after providing an official transcript reflecting a grade average of not less than a "C" or its equivalent (statement by authorizing agent of the attending institution that the employee has satisfactorily completed the course and will be awarded credit).

The tuition reimbursement amount shall not exceed \$3,500 annually per employee and shall be reimbursed upon satisfactory completion of the course.

Employees who use District, and/or State tuition reimbursement/waiver programs may request flexible schedules and schedule changes to attend college courses.

Procedure: Prior approval is required of employees who wish to participate in the tuition reimbursement program. The supervisor will review the request in writing, which in turn must be reviewed by the Executive Director. Employees will submit to the supervisor a completed expense claim form and attach certification or evidence of satisfactory completion of the course.

3.1.12 Training, Seminars, Workshops and Conferences**Effective Date: June 9, 2000**

Purpose: To establish guidelines for employee attendance and reimbursement for professional development training programs, seminars, workshops, or conferences.

Policy: The District encourages the professional development of its employees through professional development training programs, seminars, workshops, or conferences and will pay the registration fees, tuition expenses and reimburse employees for travel expenses commensurate with the District's Travel/Expense Reimbursement Policies, when courses are approved in advance by the employee's supervisor. Attendance will be subject to the discretion of the employee's supervisor given current workload and available funding from the department budget.

Non-exempt employees attending training programs, conference and educational programs when attendance is requested by the District, or as necessary, to comply with the Fair Labor Standards Act, may claim overtime.

Attendance at district approved education, training seminars, workshops, and conferences will be considered time worked. The District will make reasonable attempts to schedule District approved training during an employee's regular work shift. The District will pay the registration, and associated travel costs for District approved education, training seminars, workshops, and conferences.

The District and the Union agree that training on this agreement is important for the day-to-day administration of this Agreement and will jointly develop and facilitate a training on this agreement.

The training will be conducted once annually for every year of the agreement and will be considered time worked for all bargaining unit members wishing to participate.

Procedure: The employee should submit a District Travel Authorization form to their supervisor. Prior written approval is required of any employee who wishes to participate in any professional development program, seminar, workshop or conference by the employee's supervisor.

Also refer to Training and Development Policy.

3.1.13 Reduction in Force**Effective Date: June 9, 2000**

Purpose: To establish guidelines for reduction in District work force needs.

Policy: The Executive Director may initiate a reduction in force based on funding sources and their requirements. The Executive Director shall first make every reasonable effort to integrate those employees affected by the reduction in force into another position, providing the employee who is subject to reduction in force possesses the minimum qualifications for such positions.

Should an employee be placed in a lower-rated job as a result of these types of reductions, the employee's pay will be reduced to a range appropriate to the present position occupied.

Time spent on a temporary layoff or when an employee's work hours are reduced will not be deducted from the calculation of seniority

The District will determine the basis for, extent, effective date and the length of layoffs in accordance with the provisions of this Article. A layoff is a District-initiated action that results in:

1. Separation from service;
2. Employment in a position with a lower salary;
3. Reduction in the work year; or
4. Reduction in the number of work hours.

When it is determined that layoffs, other than a temporary layoff, will occur, the District will provide written notice to the Executive Director of the Union, and the WFSE council representative with:

1. As much advance notice as possible, but not less than thirty (30) calendar days' notice (this time period may run concurrent with the notice period provided by the District to the employee);
2. An opportunity to meet with affected employees prior to the implementation of the layoff; and

Upon the Union's request, the District will bargain impacts to the bargaining unit.

Bargaining will not serve to delay the onset of the layoff.

Basis for Layoff

The reasons for layoffs include, but are not limited to, the following:

1. Lack of funds;
2. Lack of work; or
3. Organizational change.

Voluntary Layoff, Leave of Absence or Reduction in Hours

An employee may volunteer to be laid off, take an unpaid leave of absence or reduce their hours of work in order to reduce layoffs. Employees who volunteer to be laid off will have their names placed on the layoff list.

Probationary Employees

Probationary employees will be laid off before permanent employees.

17.10.1.1 Notification to Employees

Permanent employees will receive written notice at least twenty-one (21) calendar days before the effective layoff date. The notice will include:

1. The employee's layoff unit options
2. The Union will be provided with a copy of the notice.
3. If the District chooses to implement a layoff action without providing twenty-one (21) calendar days' notice, the employee will be paid their salary for the days The basis for the layoff;
4. that they would have worked had full notice been given.
5. Employees will be provided up to five (5) calendar days to accept or decline, in writing, any options provided to them. This time period will run concurrent with the twenty-one (21) calendar days' notice provided by the District to the employee.
6. Days are calendar days, and will be counted by excluding the first day and including the last day of timelines. When the last day falls on a Saturday, Sunday or holiday, the last day will be the next day which is not a Saturday, Sunday or holiday.

Options

Employees being laid off will be provided with the three (3) highest paying available options, in descending order, as follows:

1. A vacant position at the same salary range for which the employee has the qualifications, skills and abilities
2. A vacant position in a lower salary range for which the employee has the qualifications, skills and abilities
3. A position held by the least senior employee at the same salary for which the employee has the qualifications, skills and abilities
4. A position held by the least senior employee in a lower paying job classification, for which the employee has the qualifications, skills and abilities.

Recall

- A. Permanent employees who are laid off will have their names placed on the layoff list for the position from which they were laid off or bumped. An employee's name will remain on the layoff list for twelve (12) months from the effective date of their layoff.
- B. When a vacancy occurs and where there are names on a layoff list, the District will fill the position with the most senior employee who has the skills and abilities to perform the duties of the position.
- C. Removal from Layoff Lists. An employee will be removed from the layoff list if they waive appointments to a position three (3) times. In addition, an employee will have her name removed from all layoff lists upon retirement, resignation or discharge from the District.

3.1.14 Voluntary Resignation**Effective Date: October 24, 2000**

Purpose: To establish exit procedures and timing for final payment of wages and benefits due.

Policy: District employees who voluntarily terminate their employment must give at least two weeks written notice to their supervisor, stating the reason(s) for the resignation.

An exit interview should take place within the notice period given by the employee. When any employee ceases to work for the District, whether by discharge or by voluntary withdrawal, the wages due the employee, including accrued vacation and comp time, shall be paid no later than the end of the established pay period (RCW 49.48.010).

When any employee ceases to work for the District, whether by discharge or by voluntary withdrawal, the wages due the employee, including accrued vacation, exchange time and comp time, and 25% of sick leave shall be paid no later than the end of the established pay period.

District will permit an employee to withdraw their resignation at any time prior to the effective date.

3.1.15 Exit Interviews**Effective Date: June 9, 2000**

Purpose: To review financial arrangements, accrued vacation, classification of separation for purpose of employment, benefits and similar items, reviewing the reasons for termination, layoff, or resignation and identifying ways to improve our organization. An employee who is leaving will also be informed of any rights to continued benefits coverage at this time.

Policy: It is District policy to conduct exit interviews with departing District employees.

Procedure: Departing District employees should meet with the Finance Department or District Treasurer to review any financial arrangements, accrued vacation, classification of separation for purpose of employment, benefits and similar items, reviewing the reasons for termination, layoff, or resignation, and any rights to continued benefits coverage.

The Executive Director will conduct the exit interview for the purpose of soliciting ways in which the organization can improve its performance.

3.2 Leave**Effective Date: June 9, 2000**

Purpose: To establish District policy and procedures with regard to taking leave.

Policy: All leaves must be approved by the appropriate supervisor and covered by the appropriate leave charge on the Request Form. Should a request for leave be denied, the supervisor shall provide a written explanation to the employee as to why the leave request has been denied.

An employee who finds it necessary to be absent without having received prior approval, shall request leave from the appropriate supervisor as soon as practical. This should be done as soon as possible to reflect proper leave documentation.

Procedure: Request Forms should be submitted to the employees supervisor for approval. Completed and approved forms shall be submitted to the Finance Department in conjunction with the appropriate timesheet for the pay period of requested leave. Employees unsure of the amount of accumulated leave time may contact the Finance Department prior to obtaining the authorized signature.

Leave requests will not be approved for vacation or sick time credit that has not accumulated as of the date of the requested leave.

Leave requests will be charged in the following way:

1. First, against accumulated comp time, if any.
2. Next, against accumulated vacation leave, if any.
3. Next, leave without pay, if approved by the Executive Director.

3.2.1 Vacation Leave**Effective Date: June 9, 2000****Updated: February 26, 2015**

Purpose: To set forth guidelines for accumulation of vacation leave for employees.

Policy: The maximum allowable accrual balance for the sum total of vacation and comp time shall be 320 hours. The District believes that vacation leave is a benefit for both the employee and the organization. District employees are encouraged to take leave. All vacation leave is to be approved by the Executive Director, in advance. Leave requests may be denied or alternative times for leave specified when it is in the best interest of the District to do so, such as low levels of staffing, impending work deadlines, and emergencies.

Regular employees begin accruing vacation leave immediately upon hiring, and are eligible to use vacation leave after six months of employment. Time spent with other conservation districts will be used in conjunction with time at the District to determine the accrual rate.

Regular District employees shall be eligible for leave as follows:

Employees shall accrue vacation leave each year of employment as follows:

Hours accrued per month	Anniversary Date
8.00	Hire date to 1 year Anniversary
8.00	1
8.67	2
9.33	3 & 4
10.00	5,6 & 7
10.67	8,9 & 10
11.34	11,12 & 13
12.00	14,15 & 16
13.34	17,18 & 19
14.00	20,21 & 22
14.67	23 & more

Procedure: Comp time must be used before vacation time.

Vacation shall be accrued at the end of each pay period.

Employees working less than full-time will accrue vacation leave on the same proportional basis that their appointment bears to a full time appointment.

Regular part time employees shall accrue vacation hours that are proportional to their number of hours worked during each pay period as compared to that of a full time employee. (i.e. 48 hours worked in an 88 hour bi-monthly pay period would accrue 54% of the FTE monthly leave in the table above).

Employees shall not accumulate vacation plus comp time leave balances in excess of 320 hours (40 working days). Any employee who is about to lose vacation credit because of accrual limitations may, by notifying and receiving approval from the supervisor five days in advance, absent himself or herself to prevent loss of time.

Where an employee has accrued eight weeks' vacation credit and a shortage of employees or the nature of the work requirements makes the grant of vacation leave impossible, the supervisor, with the approval of the Executive Director, may, in order to prevent loss of vacation leave credit, make a cash payment for the equivalent of up to two weeks of leave.

Vacation leave for which payment is made shall be canceled.

Vacation leave shall not accrue during an unpaid leave of absence. Any employee who is granted an unpaid leave of absence shall first take any vacation leave that has accrued to employee's credit before employee is placed on leave without pay.

Employees who terminate employment with the District shall be entitled to cash compensation for accrued vacation leave at the regular rate of pay.

In case of death, compensation for accrued vacation leave shall be paid in the same manner that salary due to the decedent is paid.

With prior written approval from the Executive Director, an employee may take a leave of absence without pay for up to three (3) months.

Carry Forward and Transfer

Employees will be allowed to carry forward, from year to year of service, any unused vacation leave allowed under this provision, and will retain and carry forward any unused vacation leave accumulated prior to the effective date of this Agreement.

Separation

Any employee, who has been employed for at least six (6) continuous months will be entitled to payment for vacation leave credits when they:

1. Resign,
2. Retire,
3. Are laid-off, or
4. Are terminated by the District.

In addition, a designated beneficiary, or the estate of a deceased employee if there is no beneficiary, will be entitled to payment for vacation leave credits.

Vacation Leave Cash Out

Eligibility

1. An employee must be employed by the District for a period of no less than one year
2. An employee may utilize a maximum of 240 hours for the purpose of cashing out vacation leave.
3. An employee may utilize this benefit a maximum of once every two years.
4. An employee may exercise this benefit with the approval of the Executive Director.
5. Emergency situations are events that impose an immediate hardship on an employee that could not reasonably have been planned for in advance.

Procedure

A District employee wishing to cash-out a portion of their vacation leave in a situation of need should do the following:

1. Make the request in writing to the Executive Director of the District indicating the emergency purpose and the number of hours the employee wishes to cash- out.
2. The Executive Director of the District will respond to the request within three (3) working days. Any denials will be done in writing and will state the reason for the denial.
3. The payment for the cash out will be made as soon as practicable, but no later than the end of the next pay period.

3.2.2 Transfer of Vacation and Sick Leave Benefits**Effective Date: June 9, 2000**

Purpose: To allow District employees too voluntarily transfer accumulated vacation leave or sick leave to another regular, full-time District employee.

Policy: A regular, full-time District employee may voluntarily transfer his/her earned, accumulated vacation or sick leave to another regular, full-time District employee if the recipient (1) must be absent from the workplace because of illness or an emergency involving immediate family; and 2) has insufficient sick leave or vacation leave to cover the absence. Prior written approval to transfer leave must be obtained from the Executive Director.
Donations of vacation leave may only be made in one-hour increments.

Procedure: Shared sick leave will be donated to the recipient on a 1:1 basis or at 100 percent, regardless of whether the donating employee and the recipient receive different rates of pay. Before a recipient will be allowed to use donated sick leave or vacation leave, he/she must use all of his/her own accrued sick leave, and use all of his/her accrued vacation leave, and use all of his/her accrued comp time balance.

Further, the employee donating the sick or vacation leave must have a balance of eighty (80) hours of sick or annual leave remaining on the books after the donation has been made.

A recipient of donated vacation or sick leave shall submit to his/her supervisor a statement by a licensed health care provider or member of the clergy certifying the illness or family emergency. Failure to submit such certification shall preclude the recipient from using donated vacation leave. In case of illness, a recipient shall submit health care provider's statement certifying when he/she is able to return to work.

Donated vacation or sick leave which is not fully utilized by the recipient upon his/her return to work shall be returned to donating employees on a pro rata basis. Records regarding donated vacation leave shall include the donating employee's name, regular hourly rate of pay, the number of hours donated, the recipient's name, the number of hours used, the dates of usage, and the amount of any pro rata return of unused, donated vacation leave. These records shall be reconciled to individual employee accounts.

The accumulated leave authorized for transfer under this section shall not exceed 1040 hours to the benefiting employee.

Shared Leave

The purpose of the leave sharing program is to permit employees, at no significantly increased cost to the District, of providing leave to come to the aid of another employee who has been called to service in the uniformed services, who is responding to a state of emergency anywhere within the United States declared by the federal or state government, who is a victim of domestic violence, sexual assault, or stalking, or who is suffering from or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment, or physical or mental condition, which has caused or is likely to cause the employee to take leave without pay or terminate their employment. For purposes of the leave sharing program, the following definitions apply:

1. "Domestic violence" means physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury, or assault, between family or household members as defined in [RCW 26.50.010](#); sexual assault of one family or household member by another family or household member; or stalking as defined in [RCW 9A.46.110](#) of one family or household member by another family or household member.
2. "Employee" means any employee who is entitled to accrue sick leave or vacation leave and for whom accurate leave records are maintained.
3. "Employee's relative" normally will be limited to the employee's spouse, state registered domestic partner as defined by [RCWs 26.60.020](#) and [26.60.030](#), child, stepchild, grandchild, grandparent, or parent.
4. "Household members" are defined as persons who reside in the same home who have reciprocal duties to and do provide financial support for one another. This term will include, but is not limited to, foster children and legal wards. The term does not include persons sharing the same general house when the living style is primarily that of a dormitory or commune.
5. "Parental leave" means leave to bond and care for a newborn child after birth or to bond and care for a child after placement for adoption or foster care, for a period of up to sixteen (16) weeks after the birth or placement.
6. F. "Pregnancy disability" means a pregnancy-related medical condition or miscarriage.
7. "Service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active

duty for training, inactive duty training, full-time national guard duty including state-ordered active duty, and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty.

8. "Severe" or "extraordinary" condition is defined as serious or extreme and/or life threatening.
9. "Sexual assault" has the same meaning as in [RCW 70.125.030](#).
10. "Stalking" has the same meaning as in [RCW 9A.46.110](#).
11. "Uniformed services" means the armed forces, the army national guard, and the air national guard of any state, territory, commonwealth, possession, or district then engaged in active duty for training, inactive duty training, full-time national guard duty, or state active duty, the commissioned corps of the public health service, the coast guard, and any other category of persons designated by the President of the United States in time of war or national emergency.
12. "Victim" means a person that domestic violence, sexual assault, or stalking has been committed against as defined in this Article.

Shared Leave Receipt

An employee may be eligible to receive shared leave if the District has determined the employee meets any of the following criteria:

1. The employee suffers from, or has a relative or household member suffering from, an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature;
2. The employee has been called to service in the uniformed services;
3. A state of emergency has been declared anywhere within the United States by the federal or any state government and the employee has the needed skills to assist in responding to an emergency or its aftermath and volunteers their services to either a governmental agency or to a nonprofit organization engaged in humanitarian relief in the devastated area, and the governmental agency or nonprofit organization accepts the employee's offer of volunteer services;
4. The employee is a victim of domestic violence, sexual assault, or stalking;

5. The employee needs the time for parental leave as defined in [Subsection](#)
6. The employee is sick or temporarily disabled because of pregnancy disability, as defined in [Subsection 40.1](#)
7. The illness, injury, impairment, condition, call to service, emergency volunteer service, or consequence of domestic violence, sexual assault, or stalking, parental leave or pregnancy disability has caused, or is likely to cause, the employee to:
 - a. Go on leave without pay status; or
 - b. Terminate District employment.
8. The employee's absence and the use of shared leave are justified
9. The employee has depleted or will shortly deplete their:
 - a. Vacation leave, sick leave and personal holiday if the employee qualifies under [Subsection 40.2 A.1](#);
 - b. Vacation leave and paid military leave allowed under [RCW 38.40.060](#) if the employee qualifies under Subsection 40.2 A.2;
 - c. Vacation leave or personal holiday if the employee qualifies under Subsections 40.2 A.3 or A.4; or
 - d. Personal holiday and compensatory time, if the employee qualifies under Subsections 40.2 A.5 or A.6. The employee under this Subsection can retain in reserve up to forty (40) hours each of vacation leave and sick leave.
10. The employee has abided by the District's policy regarding:
 - a. Sick leave use if the employee qualifies under Subsections 40.2 A.1, 40.2, A.4, A.5 or A.6; or
 - b. Military leave if the employee qualifies under Subsection 40.2 A.2.
 - c. The employee has diligently pursued and been found to be ineligible for benefits under [Chapter 51.32 RCW COMPENSATION— RIGHT TO AND AMOUNT](#) if the employee qualifies under Subsection 40.2 A.1.

Shared Leave Use

1. The District will determine the amount of leave, if any, which an employee may receive. However, an employee will not receive more than five hundred twenty- two (522) days of shared leave, except that, the District may authorize leave in excess of five hundred twenty-two (522) days in extraordinary circumstances for an employee qualifying for the program because they are suffering from an illness, injury, impairment or physical or mental condition which is of an extraordinary or severe nature.

2. The District will require the employee to submit, prior to approval or disapproval:
 - a. A medical certificate from a licensed physician or health care practitioner verifying the employee's required absence, the description of the medical problem, and expected date of return to work status for shared leave under [Subsection 40.2 A.1](#)
 - b. A copy of the military orders verifying the employee's required absence for shared leave under Subsection 40.2 A.2;
 - c. Proof of acceptance of an employee's offer to volunteer for either a governmental agency or a nonprofit organization during a declared state of emergency for shared leave under Subsection 40.2 A.3;
 - d. Verification of childbirth or placement of adoption or foster care, when the employee is qualified under Subsection 40.2 A.5; or
 - e. Medical certification from a licensed physician or health care provider verifying the pregnancy disability when the employee is qualified under Subsection 40.2 A.6.
3. The District may require the employee to submit, prior to approval or disapproval, verification of the employee's status as a victim of domestic violence, sexual assault or stalking for shared leave under Subsection 40.2 A.4. Such verification will be in accordance with the Domestic Violence Leave Act, [RCW 49.76](#) and may be one or more of the following:
 - a. An employee's own written statement;
 - b. A statement from an attorney or advocate, member of the clergy, or medical or other professional; and/or
 - c. A court order or police report documenting the employee is a victim of domestic violence, sexual assault or stalking.
4. The District should consider other methods of accommodating the employee's needs, such as modified duty, modified hours, flex-time or special assignments in lieu of shared leave usage.
5. Vacation leave, sick leave, or all or part of a personal holiday transferred from a donating employee will be used solely for the purpose stated in this Article.
6. The receiving employee will be paid their regular rate of pay; therefore, the value of one (1) hour of shared leave may cover more or less than one (1) hour of the recipient's salary.
7. Eight (8) hours a month of accrued and/or shared leave may be used to provide for the continuation of benefits as provided by the District.

8. The District will respond in writing to shared leave requests within fourteen (14) calendar days of receipt of a completed request.

Leave Donation

1. An employee may donate vacation leave, sick leave, or personal holiday to another employee for purposes of the leave sharing program under the following conditions:
 - a. The District approves the employee's request to donate a specified amount of vacation leave to an employee authorized to receive shared leave; and
 - b. The full-time employee's request to donate leave will not cause their vacation leave balance to fall below eighty (80) hours. For part-time employees, requirements for vacation leave balances will be prorated; and
 - c. Employees may donate excess vacation leave that they would not be able to take due to approaching the leave cap of 320 hours.
2. The District approves the employee's request to donate a specified amount of sick leave to an employee authorized to receive shared leave. The employee's request to donate leave will not cause their sick leave balance to fall below one hundred twenty (120) hours after the transfer.
3. The District approves the employee's request to donate all or part of their personal holiday to an employee authorized to receive shared leave.
4. That portion of a personal holiday that is accrued, donated as shared leave, and then returned during the same calendar year to the donating employee, may be taken by the donating employee.
5. An employee will be allowed to split the personal holiday only when donating a portion of the personal holiday to the shared leave program.
6. No employee may be intimidated, threatened, or coerced into donating leave for purposes of this program.

Shared Leave Administration

1. The leave received will be coded as shared leave and be maintained separately from all other leave balances.

2. All paid leave accrued must be used prior to using shared leave when the employee qualifies for shared leave under Subsection 40.2 A.1.
3. Accrued vacation leave and paid military leave allowed under [RCW 38.40.060](#) must be used prior to using shared leave for employees qualified under Subsection 40.2 A.2.
4. All paid leave, except sick leave, must be used prior to using shared leave when the employee qualifies for shared leave under Subsection 40.2 A.3 and Subsection 40.2 A.4.
5. For shared leave qualified under Subsections 40.2 A.5 or A.6, the employee is required to deplete their personal holiday and all compensatory time. The employee is also required to deplete vacation leave and sick leave that is over forty (40) hours in each category.
6. An employee on leave transferred under these rules will continue to be classified as a District employee and will receive the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if using accrued vacation leave or sick leave.
7. Shared leave no longer needed or will not be needed at a future time in connection with the original injury or illness or for any other qualifying condition by the recipient, as determined by the District, will be returned to the donor(s). Unused leave may not be returned until one of the following occurs:
 - a. The District receives a statement from the employee's doctor verifying whether the employee's injury or illness is resolved; or
 - b. The employee is released to full time employment, has not received additional medical treatment for their current conditions or any other qualifying condition for at least six (6) months, and the employee's doctor has declined, in writing, the employee's request for a statement indicating the employee's condition has been resolved.D. The remaining shared leave is to be divided on a pro rata basis among the donors and reinstated to the respective donors' appropriate leave balances based upon each employee's current salary rate at the time of the reversion. The shared leave returned will be prorated back based on the donor's original donation.
8. Unused shared leave may not be cashed out but will be returned to the donors per Subsection 40.5 C, above. Shared leave that is returned to the donating employee that exceeds the 320 hour leave cap may be paid out as

cash to the original donating employee in the amount of excess beyond 320 hours.

9. An employee who uses leave that is transferred under this Section will not be required to repay the value of the leave that they used.
 - a. If an employee later has a need to use shared leave due to the same condition listed in their previously approved request, the District must approve a new shared leave request for the employee.

3.2.3 Vacation Leave Cash-out Based on Need**Effective Date: June 9, 2000**

Purpose: To allow District employees to cash-out a limited number of hours of their vacation leave in circumstances where there is a demonstrated need.

Policy: Vacation leave is a benefit to both the employee and the organization and employees are encouraged to take vacation leave. However, the District recognizes there may be occasions when an employee may wish to cash-out a portion of their vacation leave for emergency purposes. A District employee wishing to cash-out a portion of their vacation leave is subject to the following criteria:

1. An employee must be employed by the District for a period of no less than one year.
2. An employee may utilize a maximum of 240 hours for the purpose of cashing out vacation leave.
3. An employee may utilize this benefit a maximum of once every two years.
4. An employee may exercise this benefit upon a showing of need and with the approval of the Executive Director.
5. Emergency situations are events that impose an immediate hardship on an employee that could not reasonably have been planned for in advance.

Procedure: A District employee wishing to cash-out a portion of their vacation leave in a situation of need should do the following:

1. Submit a statement of need indicating the emergency purpose to the immediate supervisor indicating the number of hours the employee wishes to cash-out.
2. The supervisor follows-up the request with the Executive Director.
3. Upon approval by the Executive Director, the supervisor authorizes the employee in writing to proceed with request to cash-out the designated amount of their vacation leave by contacting the Finance Department.

3.2.4 Sick Leave**Effective Date: June 9, 2000****Updated: February 26, 2015**

Purpose: To establish District policy for the purpose of accruing and reporting sick leave.

Policy: Regular full-time District employees accrue sick leave after their first full calendar month of continuous employment with the District. Sick leave is accrued at the rate of eight (8) hours for each full month of service. Temporary employees shall not earn sick leave. Employees working less than a full-time schedule will accrue sick leave credit on the same proportional basis that their employment schedule bears to a full-time schedule.

Regular part time employees shall accrue sick leave hours that are proportional to their number of hours worked during each pay period as compared to that of a full time employee. (i.e. 48 hours worked in an 88 hour bi-monthly pay period would accrue 54% of the FTE monthly 8 hour sick leave benefit).

Employees on an approved leave (i.e. maternity leave) will accrue sick leave hours at a rate proportionate to the sick or vacation hours expended during the leave.

Unused sick leave may accumulate from year to year. Whenever practical, staff will notify and get approval for sick leave from the Executive Director and/or Supervisor before the absence. Supervisors may require certification of the attending physician to substantiate that an illness or injury prevents the employee from working after three (3) consecutive days of absence (consecutive work days including Thurs, Fri and Mon).

1. An employee must promptly notify their supervisor on their first day of sick leave and each day after, unless there is mutual agreement to do otherwise.
2. If the District suspects abuse, the District may discuss FMLA eligibility and/or require a written medical certificate for any sick leave absence. When a medical certificate is required, the District will state the reasons for suspicion of sick leave abuse.
3. An employee returning to work after any sick leave absence may be required to provide written certification from their health care provider that the employee is able to return to work and perform the essential functions of the job with or without reasonable accommodation.

4. The District may not adopt or enforce any policy that counts the use of paid sick leave for an authorized purpose as an absence that may lead to or result in discipline against the employee.
5. E If the District requires an employee to provide verification from a health care provider identifying the need for use of paid sick leave the District must not require that the information provided explain the nature of the condition. If the District obtains any health information about an employee or an employee's family member, the District must treat such information in a confidential manner consistent with applicable privacy laws.
6. F District-required verification may not result in an unreasonable burden or expense on the employee.

Separation

Any employee, who has been employed for at least six (6) continuous months will be entitled to payment for sick leave credits when they:

1. Resign,
2. Retire,
3. C .Are laid-off, or
4. Are terminated by the District.

In addition, a designated beneficiary first, or the estate of a deceased employee if there is no beneficiary, will be entitled to payment for sick leave credits.

Carry Forward and Transfer

Employees will be allowed to carry forward, from year to year of service, any unused sick leave allowed under this provision, and will retain and carry forward any unused sick leave accumulated prior to the effective date of this Agreement.

Accrued sick leave may be used for any of the following reasons:

1. Personal illness or physical incapacity including any period of physical incapacity related to childbirth.
2. Enforced quarantine of the employee by a physician.
3. Illness within the immediate family (spouse, partner, natural or adopted minor children, parents and step parents) that requires the employee's presence.

4. Medical or dental treatment for the employee or within the immediate family of the employee, requiring the employee's presence.
5. The birth or adoption of a child. Employees are required to give at least thirty (30) days' notice prior to the expected date of birth or adoption, stating the intended dates of leave.
6. A death of any relative that requires the employee's absence from work. Relatives are defined for this purpose as spouse, significant other, domestic partner, son, daughter, grandchild, foster child, son-in-law, daughter-in-law, grandparent, parent, brother, sister, aunt, uncle, niece, nephew, first cousin, brother-in-law, sister-in-law, ex-spouse or the employee's ex-mother/father in law when the employee has a related minor child, and corresponding relatives of employee's spouse, significant other or domestic partner.
7. Childcare emergencies after the employee has exhausted all of their accrued compensatory time.
8. Use of sick leave and vacation leave for emergency childcare is limited to a combined maximum of four (4) days per calendar year.
9. To care for a child under the age of eighteen (18) with a health condition that requires treatment or supervision, or to make arrangements for extended care.
10. Illness or preventive health care appointments of relatives, significant others and domestic partners when the presence of the employee is required.

Procedure: Complete the District Leave Request Form

3.2.5 Family and Medical Leave**Effective Date: June 9, 2000**

Purpose: The Family and Medical Leave Act (FMLA) allows an eligible employee to take a total of 12 weeks of leave (leave without pay, sick leave, annual leave, compensatory time, and/or shared leave) in a 12 month rolling period, measured backward from the date the leave begins. If the employee and spouse are both employed by the District, FMLA leave is limited to 12 weeks between both employees when used for the purpose of providing newborn, adoptive, or foster childcare. The employees may not take twelve weeks each in these situations.

Eligible employees are those who have been employed by the District for at least 12 months and have worked at least 1,250 hours during the 12 months preceding the leave. To qualify for FMLA leave, one of the following reasons must apply:

1. Care of a newborn child
2. Care of a newly adopted or foster child
3. Care for a spouse, child or parent who has a serious health condition
4. A serious health condition that renders the employee incapable of performing the functions of his/her job

Note: Entitlement to FMLA leave for the care of a newborn child or of a newly adopted or foster child expires 12 months from the date of birth or adoption.

Policy: It shall be the policy of the District that:

1. Whenever possible, employees shall provide 30 days' notice to their supervisor.
2. A formal application is required. Employees requesting leave shall complete the Family and Medical Leave Application (available from the Finance Department) including the beginning and ending dates of the requested leave and the reason for leave.
3. A medical certificate is required in certain situations. A medical certification statement from the appropriate health care provider must be attached to an application for leave that is based on the serious health condition of an employee or the employee's spouse, child, or parent. If FMLA is approved in an emergency situation, the employee has 15 days from the start of the leave to provide certification from his/her health care provider.

Any certification must state the nature of the medical situation and the estimated time away from work needed by the employee, either for treatment/recovery or to care for a family member.

If the employee has a serious health condition, the certification must also state that the employee cannot perform the essential functions of his/her job.

The District may require an independent assessment by another health care provider when the reason given for the leave request is the employee's inability to perform the essential functions of the job. If the employee's health care provider's opinion conflicts with that of the opinion of the health care provider chosen by the agency for a second opinion, the employee may request that a third opinion be obtained by a mutually-agreed-upon health care provider, who's decision will be binding. The District will pay for the second and third opinions if needed.

4. The District will pay employer provided benefits during approved FMLA leaves. For the first 12 weeks of authorized leave during any 12-month period, the District shall maintain the employee's medical, dental, basic life, and basic long-term disability benefits regardless of whether the employee is on paid or unpaid leave.

If leave without pay past the initial 12 weeks is approved for a FMLA associated cause, the employee may use 8 hours of leave per month or self-pay to retain medical, dental, basic life, and basic long term disability benefits.

If an employee fails to return to work after the expiration of the approved leave without pay due to a reason other than a serious health condition that prevents the employee from performing his/her job, or circumstances beyond the employee's control, the employee may be required to reimburse the agency for the payment of the medical/dental premiums during the leave.

Optional life and/or long-term disability insurance may be continued on a self-pay basis after the first 12 weeks of authorized leave. If coverage is not retained during the leave, the employee must submit new life and long-term disability forms within 31 days of his/her return to work to reinstate coverage.

5. An employee returning from authorized leave without pay shall be employed in the same position, or in a similar position in the same salary class and the same geographic area, if available.

3.2.6 Industrial Insurance**Effective Date: June 9, 2000**

Purpose: To define District policy with regard to Industrial Insurance as it pertains to benefits received under the Washington State Workers' Compensation Act.

Policy: If you are injured during the course of your work, you receive benefits under the Washington State Workers' Compensation Act. All injuries are to be reported immediately to your supervisor so that proper treatment may be provided and your benefits under the Act secured.

Any sick days taken as a result of a Labor and Industries injury, shall be at a rate of one-day credit for each day taken, provided that the District employee remits the full proceeds from their Labor and Industries reimbursement to the District. This policy applies only to time lost as a result of those injuries that occur in the course of employment by the District and are covered by Washington State Department of Labor and Industries.

3.2.7 Leave of Absence Without Pay**Effective Date: October 24, 2000**

Purpose: To establish District policy with regard to leave of absence without pay.

Policy: It is the policy of the District to allow for leave of absence without pay as follows:

1. The Executive Director shall determine if leave without pay will be authorized. Leave without pay may be authorized when such leave will not operate to the detriment of the agency.
2. Special authorization is required for leave without pay. Leave without pay may be authorized for any reason applicable to leave with pay, education leave, newborn or adoptive child care leave as provided in WAC 356-18-140 (LWOP) and 356-18-150 (FMLA)
3. Leave without pay is limited to 12 months in any consecutive 5-year period.

Procedure: 1. Employee submits leave request for leave without pay to supervisor. If more than 15 days are requested, a memo of explanation must accompany the leave request.

2. Supervisor reviews leave request and indicates if it is authorized leave without pay. Forwards request to the Executive Director.
3. Executive Director approves and forwards to Finance Department, or disapproves, and returns to employee.
4. Finance processes request and adjust income to reflect granted leave.
5. Leave without pay will be granted for the following reasons:
 - a. Family and Medical Leave;
 - b. Compensable Work-Related Injury or Illness Leave;
 - c. Military leave;
6. Cyclic employment;
7. Volunteer firefighting leave
8. Military family leave; or

9. Domestic violence leave.
10. Leave without pay may be granted for the following reasons:
 - a. Educational leave;
 - b. Child or elder care emergencies;
 - c. Governmental service leave;
 - d. Citizen volunteer or community service leave;
 - e. Conditions applicable for leave with pay;
 - f. Union Rights and Activities;
 - g. Formal collective bargaining leave; or

As otherwise provided for in this Agreement

1. Limitations:
 - a. Leave without pay will be no more than twelve (12) months in any consecutive five (5) year period, except for:
 - b. Compensable work-related injury or illness leave;
 - c. Educational leave;
 - d. Governmental service leave;
 - e. Military leave;
 - f. Seasonal employment leave;
 - g. Leave for serious health condition taken under the provisions of, Family and Medical Leave.
 - h. Leave taken voluntarily to reduce the effect of a layoff;
 - i. Leave authorized in advance by the Executive Director as part of a plan to reasonably accommodate a person of disability;
 - j. Leave to participate in union activities;

- k. Volunteer firefighting leave;
or k. Domestic violence
leave.
 - l. Leave without pay will be scheduled using the same procedure used
for vacation leave.
2. Any employee who is on leave without pay for more than twelve (12)
months in any consecutive five (5) year period for reasons not listed in A,
above, will be considered to have resigned their position

3.2.8 Bereavement Leave**Effective Date: July 26, 2011****Updated: July 26, 2011**

Purpose: To establish District policy on bereavement leave.

Policy: In the event of a death in the employee's immediate family or individual living in the employee's household, regular full-time employees will be allowed to take leave (i.e. sick, vacation, compensatory, exchange, or leave without pay) for up to 40 hours. Regular part-time employees will be allowed an equivalent amount of time off, pro-rated.

In the event of the death of a member of the employee's family other than defined under immediate family* employees are allowed to take up to 16 hours. Regular part-time employees will be allowed an equivalent amount of time off pro-rated.

In extraordinary circumstances, additional time off may be approved by the Executive Director.

Procedures: Employee must notify his/her supervisor immediately of the death and inform the supervisor of the amount of time off needed. A completed District Leave Request Form must be completed and submitted to the supervisor upon return to work.

Any request for additional time off must be requested and approved by the Executive Director in advance.

*Immediate Family is defined as a spouse/domestic partner, parent (whether step or biological), grandparent, parent in-law, sibling, child (whether biological, adopted, step or foster), or grandchild.

3.2.9 Jury Duty Leave
Effective Date: June 9, 2000

- Purpose:** To establish District policy on Jury Duty leave.
- Policy:** Employees who are absent from work to serve on jury duty will receive their regular District compensation. In addition, employees may keep all jury duty pay and expense money received for jury service. The employee must report jury pay on Form 1040 if he/she elects to retain the compensation. Time spent away from work for jury duty will not be deducted from vacation or sick leave accruals.
- Procedure:** Employees must notify their supervisor immediately when called to jury duty.

3.2.10 Military Leave**Effective Date: June 9, 2000**

Purpose: To establish District policy on Military Leave.

Policy: Subsequent to a period of active duty or enrollment in the military, employees who voluntarily or upon demand serve in the military, including reservists, are entitled to be restored to a position with no loss of seniority unless:

1. Circumstances have so changed as to make it impossible, unreasonable, or against the public interest; an employee who returns unqualified to perform the duties of her/his previous position shall be re-employed in another position that shall provide her/him with like seniority, status and pay; and
2. Such employees are entitled to participate in insurance, vacations, retirement pay and other benefits pursuant to established rules and practices relating the employees on leave of absence without pay.

Procedure: To be eligible for the benefits described above, an applicant must have proof of having satisfactorily completed his or her military service or having been rejected from serving and make written application to the District within 90 days from the date of satisfactory completion or within 30 days of being rejected.

3.2.11 Holidays**Effective Date: June 9, 2000****Updated: February 26, 2015**

Purpose: To establish legal Holidays observed by the District.

Policy: Legal paid holidays observed by the District are:

- New Year's Day
- Dr. Martin Luther King, Jr.'s Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Day
- Two Personal Holidays

Holidays which fall on a Saturday, will be taken on the Friday before the holiday. Holidays which fall on a Sunday will be taken on the Monday after the holiday.

Regular full and part time employees are eligible to receive holiday pay immediately upon hire.

Each employee may select two (2) days on which to take their personal holidays after approval by the Executive Director. These holidays will be processed for payroll records in the same manner vacation accruals and vacation leave are currently handled. If they are not used in the calendar year they will be forfeited.

Regular part time employees will be paid holiday pay proportional to their number of hours worked in the fiscal quarter prior to the holiday. For example, the New Year's Day holiday calculation of hours for a part time employee would be as follows: number of hours worked from October 1 – December 31 divided by total work hours = % of 8 hour holiday pay for New Year's Day.

Unpaid Holidays

Per RCW 1.16.050 employees "are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization." Employees must request this leave in writing in advance from the Executive Director or an employee designated by the

Executive Director. Generally, employees should make this request at least one week in advance. The employee will be allowed to take the unpaid holiday(s) on the day(s) requested unless the “employee’s absence would impose an undue hardship on the employer, or the employee is necessary to maintain public safety.” The meaning of undue hardship is the same as established by the Washington State Office of Financial Management in WAC 82.56.010.

Each employee may select the day on which to take this personal holiday after approval by his or her supervisor. This holiday will be processed for payroll records in the same manner vacation accruals and vacation leave are currently handled. If not used in the calendar year it will be forfeited.

3.2.12 Medical Insurance coverage**Effective Date: January 1, 2012**

Purpose: To define the medical insurance coverage provided by the District.

Policy: It is the policy of the Thurston Conservation District to provide medical coverage to all employees to encourage a healthy workforce and provide the ability of the employees to avail them of good health care.

The District will continue its current policy of offering paid coverage to employees.

Health Care Coverage will include; medical coverage, prescription coverage, dental, vision and basic life insurance. The parties will meet annually before November 15th once plan information becomes available to negotiate future Health Care Coverage to be implemented effective January 1st of the following calendar year.

The District will provide an insurance plan option to pay seventy five percent (75%) of dependent and spousal coverage. The employee's share must be paid by the employee either through payment or withdrawal from their payroll check. Employees will notify the District by November 25th of each year which plan option they would like to enroll/renew for the following year.

It is the policy of the District to perform an annual review of the medical plans available in the marketplace in order to obtain the best plan available at the most reasonable rate for both the District and the employees who may have dependent coverage. Emphasis shall include good coverage in the Thurston/Lewis/Mason counties and number of Doctors enrolled in the plan. The lowest possible out of pocket cost shall also be a consideration.

Procedure: The district will provide full medical coverage to all full time employees and a pro-rated amount to part time employees. Employees working 20 hours or more per week will receive the medical insurance package at a pro-rated amount and the difference shall be paid through a payroll deduction. All deductions/payments for medical insurance shall be collected or paid in advance of the premium due date.

Any additional cost for dependents or spouse/partner shall be paid through a paycheck deduction first and then through a direct payment from the

employee. All payments must be received by the District before the premium for the month is paid (first of the month).

The medical coverage will include; regular medical coverage, prescription coverage, dental, vision and basic life insurance

Health Reimbursement Account

The District will establish and provide a health reimbursement account for qualified healthcare and dependent care expenses listed below:

1. Co-pays for office visits or prescription medications
2. Expenses subject to the deductible
3. Expenses subject to the employee's co-insurance
4. Specific medical procedures listed below:

- | | |
|---|---|
| ▪ Abortion | ▪ Contact lenses (and solution) |
| ▪ Acupuncture | ▪ Crutches |
| ▪ Ambulance | ▪ Dental treatment (except teeth whitening) |
| ▪ Annual physical exam | ▪ Diagnostic devices (such as diabetes test kits) |
| ▪ Artificial limb | ▪ Disabled dependent care expenses |
| ▪ Bandages | ▪ Eye exam |
| ▪ Birth control pills | ▪ Eyeglasses |
| ▪ Body scan (for diagnostic testing) | ▪ Eye surgery (vision correction) |
| ▪ Braille books and magazines | ▪ Fertility enhancement |
| ▪ Breast pumps and supplies (lactation expenses) | ▪ Guide dog (or other required registered service animal) |
| ▪ Breast reconstruction post-mastectomy | ▪ Health institute |
| ▪ Capital expenses to modify your home for a disability | ▪ Hearing aids |
| ▪ Chiropractor | ▪ Hearing-impaired telephone |
| ▪ Christian Science practitioner | |

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Hearing-impaired television modifications\ ▪ Inpatient hospital services ▪ Insurance premiums ▪ Intellectually and developmentally disabled housing ▪ Laboratory fees ▪ Lead-based paint removal ▪ Legal fees for medical expenses ▪ Lifetime care, advance payments ▪ Lodging for medical treatment ▪ Long-term care ▪ Meals (while receiving medical treatment at facility) ▪ Medical conferences ▪ Medical information plan ▪ Medications ▪ Naturopathic or homeopathic practitioners ▪ Nursing home care ▪ Nursing services ▪ Weight-loss programs ▪ Wheelchair | <ul style="list-style-type: none"> ▪ Operations (for medically necessary reasons) ▪ Optometrist ▪ Osteopath ▪ Oxygen (necessary for medical condition) ▪ Pregnancy test kits ▪ Psychiatric care ▪ Psychoanalysis ▪ Psychologist ▪ Smoking cessation programs (and prescriptions) ▪ Sterilization ▪ Substance abuse treatment (drug or alcohol) ▪ Therapy ▪ Transplants ▪ Transportation (during medical treatments) ▪ Travel (to receive medical treatments) ▪ Vasectomy ▪ Wigs ▪ X-rays |
|---|--|

Each January during the term of this agreement the District will contribute seven hundred fifty dollars (\$750) to each permanent employee's health

reimbursement account, along with the two hundred seventy five dollar (\$275) HRA plan renewal fee.

Beginning January 1, 2020 the District will pay the one-time HRA plan set-up fee of three hundred seventy five dollars (\$375).

Unused balances as of December 31st of each calendar year will return to the District.

3.3 Hours of Work 3.3.1 Standard Hours**Effective Date: June 9, 2000**

Policy: It is customary that regular District employees work 40 hours per week. The standard workday is from 8:00 a.m. to 4:30 p.m., Monday through Friday. If an employee knows that he/she will be late for work or absent, it is the employee's responsibility to contact his or her supervisor as soon as possible.

Compensatory Time in Lieu of Cash for Overtime;

1. The District may grant compensatory time in lieu of cash payment for overtime to an overtime-eligible employee. Compensatory time must be granted at the rate of one and one-half (1-1/2) hours of compensatory time for each hour of overtime worked.
2. Compensatory Time Use
An employee must use compensatory time prior to using vacation leave. Compensatory time must be used and scheduled in the same manner as in Article 37, Vacation Leave. Employees may use compensatory time for leave as required by the Domestic Violence Leave Act, [RCW 49.76](#).
3. Compensatory Time Cash Out
All compensatory time must be used by December 31st of each year. If compensatory time balances are not scheduled to be used by the employee by April of each year, the supervisor will contact the employee to review their schedule. The employee's compensatory time balance will be cashed out every December 31st or when the employee separates from the District for any reason.

Exchange Time

1. Part-time and Overtime Exempt employees are entitled to exchange time when their hours exceed their paid time per week.
2. The employee's supervisor shall authorize exchange time.

Exchange Time Use

An employee must use Exchange time prior to using vacation leave. Exchange time must be used and scheduled in the same manner as in Article 37, Vacation Leave. Employees may use Exchange time for leave as required by the Domestic Violence Leave Act, [RCW 49.76](#).

Exchange Time Cash Out

All Exchange Time must be used by December 31st of each year. If Exchange time balances are not scheduled to be used by the employee by April of each

year, the supervisor will contact the employee to review their schedule. The employee's compensatory time balance will be cashed out every December 31st or when the employee separates from the District for any reason.

3.3.2 Work Periods**Effective Date: October 24, 2000**

Purpose: To define work periods as determined by the Fair Labor Standards Act (FLSA).

Definitions: **Exceptions**

Full-time positions which are exempt from the overtime provisions of the FLSA as Executive, Administrative, and Professional.

Overtime Rate

The sum of the basic salary for each hour of overtime worked and all other payments authorized for each hour of overtime worked at one-half of the regular rate of pay for each overtime hour worked.

Scheduled

Standard: Full-time positions with conditions of employment which may be completed within five consecutive work days, each having the same starting time and lasting not more than forty working hours, and occurring within the same work week.

Work Period Designations

The following list reflects work period designations for District job classes and whether the position is exempt under the FLSA. If a position is exempt under the FLSA, the exception designation is also indicated.

Policy: In accordance with the FLSA, it is the policy of the District to compensate District employees dependent upon their classification as follows:

Exchange Time

Regular part-time and exempt employees are entitled to exchange time when their hours exceed their paid time per week. The employee's supervisor shall authorize exchange time. Exchange time should be taken as time off (hour for hour) within the pay period it was accrued, if at all possible. Exchange time must be used before any other accrued leave except sick leave.

Non-Exempt and Temporary Employees

Shall receive overtime compensation (pay or time off) at the overtime rate for work that meets any of the conditions in #4 "Conditions for Overtime."

Exempt Employees

Employees in job classes designated as "exceptions" are exempt from the overtime provisions of FLSA and are not compensated beyond their regular salary work which meets the conditions in #4 "Conditions for Overtime."

Conditions for Overtime

The following conditions constitute overtime:

1. Work in excess of eight hours per day
2. Work on a holiday
3. Work on a scheduled day off

Overtime Policy May Not Be Waived

The requirement that overtime compensation shall be paid (in accordance with numbers 2 and 3 above) may not be waived by agreement between employer and employee. Therefore, overtime compensation, in accordance with numbers 2 and 3 above shall be compensated at the overtime rate as (pay or compensatory time).

Travel Time is Considered Work Time

Travel time away from the workplace (after arriving at the regular workplace) is considered time worked.

Compensatory Time Cash-Out

All of an employee's accrued compensatory time shall be compensated in cash when the employee separates from service for any reason including death.

Approval For Overtime Rate (One-and-One-Half Times Regular Rate)

Overtime for all non-exempt and temporary employees must be approved in advance by their supervisor.

Procedure: The employee is required to use the District's request form and indicate the kind of time for which he/she is to be compensated. After obtaining the proper authorized signature, the employee forwards the request form to the Finance Department.

1. Workweek: The customary workweek for employees is 40 hours per week. The standard workday is from 8:00 a.m. to 4:30 p.m., Monday through Friday.
2. Overtime Eligible Employees: Employees who are covered by the overtime provisions of state and federal law.
3. Overtime Exempt Employees: Employees who are not covered by the overtime provisions of state and federal law.
4. Full-time Employees: Employees who are scheduled to work forty (40) hours per work week.
5. Part Time Employees: Employees who are scheduled to work less than forty (40) hours per work week.

Call-In, Late for Work

If an employee knows that they will be late for work or absent, it is the employee's responsibility to contact his or her supervisor as soon as possible.

3.3.3 Flextime**Effective Date: June 9, 2000****Updated: June 28, 2016**

- Purpose:** To define flextime options and identify criteria for flextime consideration review.
- Definition:** Flexible work schedule (flextime) is a schedule in which a full-time, non-exempt employee selects an alternative schedule of work, other than Monday – Friday, 8:00am – 4:30pm. The same schedule is maintained each day. The proposed schedule must meet the full time hours requirement of each bi-monthly pay period.
- Policy:** The standard business hours of the District are M-F, 8:00 a.m. - 4:30 p.m., except on holidays designated in Policy # 3.2.11 (Holidays). However, in order to better utilize the workforce for the District and increase employee productivity, the District will make flexible working hours an option available for employees, subject to the approval of the Executive Director. For example, a common flexible schedule is seven nine hour days, two eight hour days and one day off in an 88 hour pay period. This schedule fulfills the full time hours requirement of the typical eleven 8 hour days in an 88 hour pay period. Because the flexible schedule has more than 40 hours in one week of the pay period and less than 40 in the other, those working a flexible schedule will not accrue compensatory time or overtime. If an employee on an approved flextime schedule will exceed 88 hours, or the full time hours requirement for a specific pay period, compensatory time accrual must be approved by the Executive Director in advance.
- Procedure:** It is the responsibility of the Executive Director to:
1. Determine the feasibility of the flexible work schedule.
 2. Provide adequate coverage, supervision, and delivery of required services during working hours.
 3. Coordinate office-wide work schedules with a goal to provide “same day” responses to clients who are unable to reach an employee due to his/her schedule.
 4. To establish or amend a flexible work schedule:
 - a. The employee should first discuss his/her request informally with his/her supervisor.
 - b. The employee should then write a memorandum to his/her supervisor requesting the desired working hours.
 - c. The supervisor should respond to the memorandum by making a recommendation and forwarding the employee’s written request to the Executive Director for approval.
 - d. The Executive Director informs the employee, the district treasurer and the employee’s supervisor of any new working schedule granted.

3.3.4 Meal Periods-Rest Periods**Effective: June 9, 2000**

Purpose: To establish District policy on meal and rest periods.

Policy: Employees are allowed a meal period of at least 30 minutes which Commences no less than 2 hours nor more than 5 hours from the beginning of the shift.

No employee shall be required to work more than 5 consecutive hours without a meal period.

Employees working 3 or more hours longer than a normal work day are allowed at least one 30 minute meal period prior to or during the overtime period.

Employees are allowed a rest period of not less than 10 minutes on the employers time for each 4 hours of working time. Rest periods shall be scheduled as near as possible to the midpoint of the work period. An employee is not required to work more than 3 hours without a rest period.

Where the nature of the work allows employees may take intermittent rest periods equivalent to 10 minutes for each 4 hours worked; scheduled rest periods are not required.

3.3.5 Severe Inclement Weather Policy**Effective: December 10, 2001**

Purpose: To establish policy and procedures in the event of severe inclement weather.

Policy: It is the policy of the Thurston Conservation District to conduct public business during normal operating hours. However, it is recognized that occasional severe weather may impede the ability of district staff to safely travel to and from the District office and in such instances it may be appropriate to close or otherwise reduce the normal hours of district operations. In such an event, the decision to close the District office or reduce hours of operation shall be made by the Executive Director or designee in his/her absence.

Hours that the District office is officially closed due to inclement weather will be counted as hours worked for all full-time employees. Part-time, temporary and non-graded employees will not be paid for the hours that the agency is closed.

If the office is officially open and an employee is still unable to get to work because of adverse weather conditions, the employee shall charge the time absent to the following, in order listed: compensatory time; exchange time; annual leave; sick leave; leave without pay. However, at the request of the employee, leave without pay shall be permitted rather than paid time off.

Tardiness due to an employee's inability to report for scheduled work because of severe inclement weather or conditions caused by severe inclement weather will be allowed up to one hour at the beginning of the workday. Inclement weather tardiness in excess of one hour shall be charged as provided above. In extreme extenuating circumstances, the Executive Director may allow time in excess of one hour.

Any employee unable to report to work due to adverse weather conditions must call his/her supervisor within thirty (30) minutes, or as soon as practical, of the employee's normal beginning time for work.

No employee will be allowed to earn compensatory time for time worked when the agency is officially closed due to inclement weather.

3.3.6 Tele-Commuting
Established: March 5, 2018

Policy: All tele-commuting must be approved by the Executive Director or Acting Executive Director,

Teleworking is a business practice that benefits the District, employees, the economy and the environment. Telework is a tool for reducing commute trips, pollutants, energy consumption and our carbon footprint. Telework may result in economic, organizational and employee benefits such as increased productivity and morale, reduced use of sick leave, reduced parking needs and office space. Telework contributes to work life balance.

1. Telework is the practice of using mobile technology to perform required job functions from home or another District approved location.
2. The District will determine if a position's duties are eligible for telework and the frequency of teleworking.
3. The District may require an employee to attend meetings in person or come to the office/field on an approved telework day.
4. Employees wishing to telework will submit a request to the executive director. The request will include number of days the employee will telework, duties that will be conducted during telework, and technological needs to ensure successful completion of the duties.
5. The executive director will meet with the requesting employee to discuss the request and develop a telework agreement.
6. The Employer reserves the right to reduce, modify or eliminate an employee telework assignment based on business needs or if there are performance and/or attendance concerns, to include not complying with the terms of a telework agreement. The Employer will address changes to a telework agreement with the employee. The employer is not responsible for costs, damages or losses resulting from cessation of participation in a telework agreement.

Alternative Work Schedules

1. In order to better utilize the workforce for the District and increase employee productivity, the District will make alternative work schedules an option available for employees, subject to the approval of the Executive Director. Workweeks and work shifts of different number of hours may be established for employees in order to meet business and customer service needs as long the alternative work schedule meets federal and state laws.

2. To establish or amend a flexible work schedule:
 - a. The employee should first discuss his/her request informally with his/her supervisor.
 - b. The employee should then write a memorandum to his/her supervisor requesting the desired working hours.
 - c. The supervisor should respond to the memorandum by making a recommendation and forwarding the employee's written request to the Executive Director for approval.
 - d. The Executive Director informs the employee, the district treasurer and the employee's supervisor of any new working schedule granted.
3. Previously approved alternative work schedules will only be rescinded if business and customer service needs are not being met, or performance or attendance concerns occur. The District will consider employees' personal and family needs when rescinding previously approved alternative work schedules\ection 4:

SECTION 4: OTHER POLICIES & PROCEDURES

4.1 Equipment Rental Program Policy

Revised & Approved: April 26, 2016

Purpose: Thurston Conservation District (TCD) owns several pieces of equipment, such as a ground-driven manure spreader, spin spreader, drop spreader, two weed wrenches, backpack sprayer, two poultry processing units, and small tools (i.e. shovels, loppers, etc.). The equipment is available for landowners (Borrower) to rent to promote resource stewardship and land management. The equipment is also available to support partnering organizations, restoration projects, and other land management projects.

Policy: TCD shall make these items available for Borrowers for a rental fee, so long as the items are in good working order and the Borrower's privileges have not been suspended due to reasons of misuse, damage, loss, late return, or for other reasons at the discretion of the Executive Director. All equipment must be reserved in advance.

Procedures: Staff will complete an *Equipment Checkout Agreement* before releasing the equipment to the Borrower.

Fees are associated with equipment checkout, as noted on the *Equipment Checkout Agreement*. These fees must be paid prior to equipment check-out via check or cash. Sales tax is included in the rental fee and must be noted on the receipt. Receipts must be prepared for all transactions and a copy of the receipt and money are to be submitted to the Executive Director.

All borrowers are limited to a one week's use of items per rental occurrence, except in the case of the poultry processing equipment (see below for additional procedures regarding its use). Any further use must be approved by TCD personnel. Failure to return equipment to the designated location, by the agreed upon date, shall result in a penalty fee, as noted in the *Equipment Checkout Agreement*. The Borrower must return the equipment in clean and usable condition. Failure to return clean equipment will result in a cleaning fee, as noted in the *Equipment Checkout Agreement*.

By signing the *Equipment Checkout Agreement*, the Borrower releases TCD from, any and all, liability arising from the use and/or transportation of the equipment. TCD shall not be liable for any personal injury or property damage occurring from (1) loss caused by theft, (2) accidental damage to persons or property from the transportation or operation/use of the equipment, (3) damage or injury resulting from the conduct of the

Borrower whether negligent or otherwise, 4) responsibilities or claims that may result from transportation or use. In the event of injury or damage not insured against, Borrower shall pay for injury or damages at the sole expense of the Borrower. Borrower agrees to indemnify and hold harmless TCD, its employees, Board Supervisors, and volunteers from all claims arising by virtue of the transportation and operation/use of the equipment pursuant to this agreement. In the event TCD incurs any legal fees or other costs enforcing the terms of this agreement, the Borrower shall be responsible for all such fees and costs. Borrower also acknowledges that TCD is not responsible for any public health issues arising from the use of this equipment.

While TCD Staff are responsible for inspection of equipment during check-out and check-in, it is also the expectation and responsibility of the Borrower to check equipment for damage and/or missing pieces before accepting the equipment and to report missing and damaged equipment upon return.

Inspection should include:

- Visually assess general condition of the equipment
- Verify presence of equipment and accessories as indicated

Poultry Processing Units

In addition to the procedures listed above, the following stipulations apply to rental of the Poultry Processing Units:

1. Reservations are required for use of the poultry processing equipment. Reservations can be made no more than 90 days in advance.
2. Any cancellation must be made at least 5 days prior to their scheduled reservation. This will allow District Staff to contact other interested Borrowers about availability.
3. Reservations cannot be made for longer than three (3) consecutive days, with the exception of holiday weekends that cause TCD to be closed on a Friday or Monday.
4. Borrowers may not check out equipment on more than five (5) occasions per calendar year, except upon the discretion of the Program Coordinator and Executive Director.
5. If equipment is to be delivered to another individual while checked out to another user, TCD must be notified of this in advance.

4.2 Soil & Nutrient Testing Policy

Effective Date: August 1, 2001

Updated: April 26, 2016

Purpose: Thurston Conservation District (TCD) will provide affordable and reliable soil and nutrient testing in order to promote resource stewardship and land management.

Definitions: **Soil & Nutrient Testing**
Types of tests include soil, manure, forage, compost, and fertilizer testing. 'Testing' consists of receiving samples, submitting to a lab for analysis, and providing written/verbal interpretation to cooperators. See Procedures listed below.

Policy: TCD shall serve as a soil and nutrient testing resource to cooperators and other community members. Policies and procedures for testing are designed to strive for balance between cost incurred by the District and needs within the community.

Fees charged for soil and nutrient testing services are based upon cost for services charged to the District by its outside testing laboratory, plus twenty percent for shipping/handling and partial coverage of costs incurred for interpretation of test results.

Soil testing will be conducted free of charge under the following circumstances:

1. Landowners whose property lies within the geographical boundary and scope of a grant funded project that covers the cost of soil testing..
2. When TCD holds reciprocal agreements with other Conservation Districts, which explicitly designates free or alternatively funded soil testing services.
3. Educational institutions and partnering organizations that use the results of testing for educational and training purposes only. These situations, and fees assigned, are evaluated on a case-by-case basis by the Program Coordinator and the Executive Director.

Procedures:

1. Samples are delivered to the TCD office and processed by a Staff Member or collected and brought in by a Resource Team Staff Member when conducted as part of a site visit.
2. A Soil Testing Data Form is completed for each cooperator's samples. More than one sample may be listed on the form. Information required will include client name, address, email address, and phone number.

3. Fee paying landowners must provide payment when dropping off, however, conservation districts, partners, and businesses may request invoicing.
4. The Staff Member who accepts the sample will complete a Receipt. The original receipt goes to the cooperator and a copy submitted via the appropriate pathways for financial recordkeeping at TCD.
5. The sample and form will be left in the Soil Lab for shipment to the testing lab.
6. Results of the testing will generally be available to the cooperator or community member within two weeks of TCD's receipt of samples. The cooperator or community member receives a brief report from a trained Resource Team Staff Member, stating basic interpretations of test results, as well as recommendations for management when possible.

Quality Assurance/Control

1. Samples will follow a chain of custody to ensure no contamination, mix up or loss of soil occurs.
2. Testing will be conducted by certified private laboratory.
3. Clients may contact Thurston Conservation District for information on the private labs quality control policy.

4.3 Conservation Plan Review and Approval

Established Revised & Adopted: December 12, 2006

Updated: February 28, 2017

Purpose: Thurston Conservation District (TCD) provides quality conservation plans for cooperators and land managers in Thurston County.

Definitions: **Quality Conservation Plan**
A conservation plan which was developed in accordance with the Natural Resource Conservation Service (NRCS) planning process, utilizes NRCS standards and specifications to make recommendations which address all identified natural resource concerns, and which has gone through the following review process. Conservation plans include Comprehensive Nutrient Management Plans, Dairy Nutrient Management Plans, and Individual Stewardship Plans.

Policy: Conservation plans are written by, or under the supervision of, trained Thurston Conservation District staff/interns, and all plans go through an internal review process. If a certified planner from TCD staff is not available, the Executive Director may authorize seeking review from a certified planner at another conservation district.

Procedures: All conservation plans are developed by a qualified Resource Team Staff member that is either a certified planner or under the supervision of a certified planner. Each plan is reviewed and initialed by a certified planner and the Executive Director to ensure that all natural resource issues are addressed in the plan, that the recommended practices appear to be applicable to the site, and that all components of the plan have been addressed prior to submittal of a Conservation Plan Review Summary to the District Board of Supervisors.

Upon completion of review at the Staff level, a Conservation Plan Review Summary containing the appropriate plan number, Water Resource Inventory Area and Watershed in which the subject property is located and summary of the plan including the resource concerns identified and recommended conservation practices to address them will be prepared and sent to board members via email. Board members may, within 10 business days of receiving the Conservation Plan Review Summary, request to see the full plan, outside of a board meeting, at their discretion. Plans that involve cost share projects must be formally approved by the Board of Supervisors.

4.4 Conservation Reserve Enhancement Program Plan Review

Established: April 26, 2016

Updated: December 13, 2016

Purpose: Thurston Conservation District (TCD) provides the technical assistance for the federal and state run Conservation Reserve Enhancement Program (CREP). The TCD Technical assistant creates quality riparian buffer and livestock exclusion Conservation Plans for cooperators and landowners in Thurston County.

Definitions: **Quality CREP Plan**
Quality is indicative that the plan incorporates recommendations appropriate for all identified natural resource issues, and that the CREP plan has gone through an appropriate review process.

Policy: CREP plans are written by the Thurston Conservation District CREP Coordinator, and all plans go through a review process.

Procedures: All CREP plans are developed by a qualified Resource Team Staff, or an intern, under the supervision of a qualified Resource Team Staff. A NRCS appointed technician reviews and signs the CREP plan to ensure the plan meets NRCS Specifications for the technical work. The financial plan is the sole piece that is then reviewed and approved by the TCD Board Supervisors. Board Supervisors may request to see the CREP plan outside of board meetings.

4.5 District Cost Share Program Guidelines and Limits

Effective Date: October 24, 2005

Updated: April 26, 2016

Purpose: The following outlines Thurston Conservation District's (TCD) policy and procedure for updating cost share rates on an annual basis and administering our Cost Share Program.

Policy: TCD sets our Cost Share Program in accordance with the Washington State Conservation Commission's Policy #13-05 (Cost Share Policy Assistance Policy), which authorizes local conservation district boards to establish by resolution, cost share ratios up to 100% in association with all WSCC grant cost share funding, except CREP and Irrigation Efficiencies and other programmatically prescribed cost share limitations. TCD utilizes Washington State Conservation Commission's Application and Agreement for Cost-Sharing Assistance for all Cost Share Programs (including Department of Ecology funds, Conservation Commission funds, and local funds).

The Commission limits cost sharing for operations at \$25,000. Local funding (such as Shellfish District Cost Share) is typically limited; therefore, the District has established a locally funded cost share projects limit at \$5,000 per operation per year. Further, operators may only receive local funding one time, unless otherwise approved by the Executive Director & Board of Supervisors. Only landowners who are currently developing a Conservation Plan or implementing BMPs on the Cost Share Priority List are eligible for cost share funds.

Locally funded projects may apply for 75% cost share, however a landowner may elect to accept less than 75%. *The Commission's policies are different; therefore, Staff should refer to the Grant Administrative Procedures, Chapter V for further information.*

If requests for local cost share exceed the amount that is available, District staff will rate potential projects, based on project priorities and BMP priorities. The cost to benefit ratio will also be considered. The Executive Director will coordinate the ranking of the projects.

Because locally funded cost share programs are annual, no additional funds may be requested once a cost share agreement has been signed by all parties. If a cooperator who receives funding in the 1st or 2nd quarter of the year under the local fund does not make significant progress by the end of 3rd quarter of the year the funding was awarded, the District reserves the right to cancel the agreement or move the project to the next calendar year's funding, should there be extenuating circumstances.

Because local funding expires December 31st of each year, the TCD reserves the right to cancel the cost share request and assume no financial liability if project is not completed by December 15th and/or receipts are not submitted by December 31st of the year the contract is approved. The cooperator may re-apply the following year, if the project was not already under construction the previous year. The District retains the right to refuse cost share to that cooperator, if certainty of the project moving forward is in question.

Procedures: A Resource Team Staff member communicates a landowner's desire to apply for cost share assistance to the Executive Director. Upon initial approval from the Executive Director, the staff member works with the landowner to complete an *Application and Agreement for Cost-Sharing Assistance*. Once this step is complete, the Agreement is reviewed by the Executive Director, and put on the next regularly scheduled board meeting agenda, for approval by a quorum of Board Supervisors. The Resource Team Staff member is encouraged to attend that meeting to address any questions the Board may have. If approved by the board, the Board Chair signs the Agreement. The original signed Agreement is retained in the cooperator's file. Copies of the Agreement are provided to the District Treasurer and the Executive Director.

Purchase of supplies and implementation of the project may only take place after the agreement has been approved by all parties in order to be considered for payment. Additionally, upon completion, the Resource Team Staff member must inspect the project to ensure that it had been completed in accordance with the original agreement and to the standards specified, and within the grant project period. The Staff member must provide the information to the Executive Director for review (including photo documentation).

The Executive Director then makes the recommendation for final approval of the Cost Share project to the Board, at their next regularly scheduled board meeting. Upon approval, the Board Chair signs the Final Approval section of the Agreement. Once the landowner has submitted all receipts and has satisfied the match required, payment can be processed through the District Treasurer, according to the Accounts Payable policy.

Partial payments may be requested on projects implementing more than one BMP practice, as long as the practice completed is a "stand alone" practice, meaning that it can function alone. The process for payment approval is the same as in the previous paragraphs above.

4.6 Subcontracting Procedures and Bid Thresholds

Effective Date: January 28, 2003

Updated: May 28, 2020

Purpose: To establish the procedures Thurston Conservation District will use when procuring goods and/or services.

Policy: Thurston Conservation District will use the following procedures:

1. Use Sound Business Judgment

The District will use sound business judgment and fair administrative procedures in procuring goods and services. This applies to invitations to bid, requests for proposals, solicitation of contractors or vendors, and awards of contracts or purchase contracts.

2. Select Responsible Contractors

The District will award contract and subcontracts only to responsible subcontractors who have promised to perform as required under the terms of the applicable grant, invitation for bid, or other procurement documents and who have undertaken to comply with all terms and conditions of the grant, invitation for bid, or other procurement documents and all other applicable laws. For works that qualify for award as small works under RCW 39.04.155, the District has contracted with MRSC Rosters to generate a small works roster of qualified contractors and consultants. The District hereby adopts the small works roster provided by MRSC for use as its small works roster under RCW 39.04.155. A solicitation or invitation for bids is not an offer to contract, but rather an invitation for offers by interested contractors which the District may accept or reject in accordance with applicable law. In formal solicitations, the District shall award the contract to the lowest responsible bidder to submit a responsive bid provided that, whenever there is reason to believe that the lowest responsive bid from a responsible contractor is not the best price obtainable, the District may, in its sole discretion, reject all bids and call for new bids. The District may also cancel any solicitation, in its sole discretion, prior to award and may cancel any awarded contract in accordance with any termination clause in that contract.

3. Competitive Procurement

The District will award contracts and subcontracts through a competitive process based on the tables included herein, State Law, and the MRSC Rosters Solicitation Guidelines when applicable. Thurston Conservation District reserves the right, at any time and at its discretion, to opt to use the ordinary formal solicitation process rather than the alternative MRSC small works roster process.

4. Ensure Contractor Compliance

In preparing invitations for bid and other procurement documents and during subsequent contract performance, the District will ensure that the proposed contracts and subcontracts provide that the successful Contractor or Subcontractor will be obligated to fully and faithfully perform all the contractual and legal obligations associated with the work, including all grant terms and conditions applicable to the work and all applicable federal, state, and local laws and regulations, including, but not limited to, those related to discrimination, labor and job safety, and environmental protection. The District will review bids and proposal for responsiveness with all proposed contract terms, with grant terms and conditions, and with applicable law and shall reject nonresponsive bids. Further, during contract performance, the District will monitor the work and ensure that Contractors and Subcontractors perform in accordance with the terms and conditions of their contracts and applicable law.

5. Provide a Written Contract Document

Contracts and subcontracts must be written, enforceable and legally sound, and must include appropriate general conditions (i.e. verbal contracts are not permitted). When contracting, the District is responsible for:

- a. Including specified provisions of applicable grant contract in any contract or Interagency agreement that is entered into;
- b. Ensuring that the contractor follows applicable reporting formats and procedures;
- c. Ensuring that no right or claim arising from the grant contract is assigned either in whole or in part, except as prescribed by grant contract within suspension or termination procedures; and
- d. Seeking administrative, contractual, or legal remedies in instances where contractors violate or breach applicable grant contract terms.

6. Records Maintenance

The District will create and maintain records in compliance with their own, as well as state and federal records retention guidelines.

7. Standards of Ethical Conduct

The District will maintain a code of conduct governing the performance of their representatives including employees engaged in the consideration, award, and administration of contracts. No employee, officer, or agent of the District will participate in the award or administration of a contract under the grant contract if a conflict of interest, real or apparent, would be involved. If a conflict of interest, real or apparent, emerges during a solicitation, the affected employee

shall immediately inform the Executive Director and/or President of the Board of Supervisors and shall recuse him, her, or themselves from the solicitation process. Such a conflict arises when a bidder or potential contractor or the representative or speaking agent of any bidder or potential contractor is:

- The employee, officer or agent,
- Any member of his or her immediate family,
- Her or his partner, or
- An organization that employs, or is about to employ, any of the above has a financial or other interest in the firm selected.

The District's officers, employees, or agents must not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or other parties to contracts.

8. **Analyze Purchases for Cost-Effectiveness**

The District will avoid purchase of unnecessary or duplicate items, and consolidate or break out purchases as appropriate to obtain a more economical price. Where applicable, the employee will analyze lease versus purchase alternatives in determining the most economical approach. Where doing so may result in a saving in cost of performance or administration, the District may combine work into a single contract or procurement or may divide work into phased or distinct separate contracts or procurements.

9. **Cooperating with Other Local Governmental Units**

To foster greater economy and efficiency, the District will utilize existing Interlocal Agreements or enter into agreements with other public agencies for joint or cooperative action, Pursuant to Chapter 39.34 RCW, the Interlocal Cooperation Act.

10. **Dispute Resolution**

As part of any bid solicitation, the District shall include a dispute resolution procedure for resolving disputes concerning the bid solicitation and award process in accordance with Washington State bid protest law and shall include such procedure in the bid solicitation materials. Disputes of awards under the small works roster shall be resolved pursuant to any dispute resolution procedure provided by the MRSC. The District shall also create a dispute resolution procedure for the resolution of disputes relating to contractual performance and shall include such in a dispute resolution term in the contract or subcontract.

11. **Sole-Source Contracting**

The Thurston Conservation District may enter sole source or emergency contracts as allowed by RCW 39.04.280 based on formal

findings of urgent necessity, limited source, or other appropriate circumstances. Appropriate circumstances include, without limitation: (1) when the procurement is limited to a single source by patent, license, or other proprietary restriction, including when such restriction applies to limit the source for products or parts compatible with existing equipment, inventory, systems, data, programs, or services, (2) when warranted repair service is limited to supplier or factory-authorized warranted repair providers, (3) when a procurement requires unique features that are essential aesthetic requirements, or not practical to match to existing design or equipment, such as artwork, (4) when the procurement involves a special bargain, such as a surplus item, an auction sale, used equipment, returned “open box” purchase, or other similar one-time bargains, (5) when one supplier can meet required delivery date, (6) when project or research continuity: requires procurement of goods, systems, services or data that must comply with an ongoing project, research, data, testing or analysis without a compromise in the integrity of the project and that cannot be replicated by another contractor, (7) when a funding source, such as a lender, grant provider, or other provider of funds, requires the specific product, service or system, (8) when there is only one provider, such as for local utilities, (9) when another bid solicitation process has failed to produce three bids, including any case where the small works roster fails to identify three qualified contractors for the scope of work, (10) or other appropriate circumstances, including emergency, justify entry of a sole source or emergency contract. All sole source or emergency contracts shall be identified as such and maintained by the District along with the authorizing resolution for such contract.

12. Procuring Services and/or Goods

The following sections outline: (1) Personal Services Procurement Procedures, (2) Professional Services Procurement Procedures, (3) Procedures for Purchased Services and Goods Procurement, as well as (4) Procedures for Public Works Contracting. Dollar thresholds do not include applicable sales tax or shipping expenses.

13. Procuring Personal Services: Procedures Table

Personal Services: Professional or technical expertise provided by a consultant to accomplish a specific study, project, task, or other work statement, which *may not* reasonably be required in connection with a public works project meeting the definition in RCW 39.04.010(4). *“Personal service” does not include purchased services or professional services procured using the competitive selection requirements in Chapter 39.80 RCW (A&E).*

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Personal Services Procurement Procedures		
Dollar Threshold	Competitive Process	Major Activities
Less than \$10K	Minimal Competition	<ul style="list-style-type: none">) Seeking competition is always recommended, though not required for this dollar range.) Telephone calls can be made to MRSC Roster members or other firms or individuals describing the services desired and requesting price, schedule and qualifications to perform.) Contract is entered into upon selection of contractor, regardless of dollar amount.
\$10K to \$300K	Informal Competition ("Evidence of competition")	<ul style="list-style-type: none">) A list of contractors can be created from the MRSC Roster OR a list of contractors can be developed from telephone listings, professional societies and periodicals, internet listings, a published legal notice requesting information on available services, etc.) Prepare written solicitation document/letter including at a minimum: description of services required, project schedule, request for consultant's qualifications, request for costs or fees, and due date for responses.) Solicitation may be sent electronically and responses may be returned electronically to the District to expedite processing.) For projects over \$10,000 and less than \$40,000: send to a minimum of three firms/individuals.) For projects over \$40,000 and up to \$150,000: send to a minimum of five (5) firms/individuals.) For projects over \$150,000 and up to \$300,000: issue RFP/RFQQ to a minimum of five (5) firms/individuals and notify the remaining firms/individuals in appropriate small works category that the solicitation is posted on the website or other listing service and can be accessed there.) Evaluate responses and make award decision.) Finalize Contract or Subcontract with successful bidder or selected Contractor or Subcontractor.

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		<ul style="list-style-type: none">) Document for file: names of firms solicited; information of firm's responses, basis for award decision, and copy of contract.
\$300K or more	Formal competition	<ul style="list-style-type: none">) Prepare formal solicitation document, e.g., Request for Proposals (RFP) or Request for Qualifications/Quotations (RFQQ). Include all requirements in order for proposers to understand what the District needs and how the District will evaluate responses.) Publish legal notice in major daily newspapers to notify contractors of upcoming solicitation. Post solicitation document on District website (optional).) Develop score sheets for use by evaluators.) Develop list from contractors responding to notice.) Issue (RFP) or (RFQQ) to a minimum of 6 contractors. District may also just send a notification to 6 or more contractors that the solicitation document is posted on their web site and can be accessed there.) Document for the file if fewer than 6 contractors are contacted & state the reason why.) Conduct pre-proposal conference, if required in RFP or RFQQ, and issue addendum.) Provide answers to bidders' questions via addenda to all who receive the RFP or RFQQ. Or advise those who download the RFP or RFQQ from the web site to check back for any addenda that may be posted.) Date and time stamp proposals received by the due date. (Electronic proposals will have the date and time automatically noted.)) Evaluate proposals strictly against criteria set forth in the RFP or RFQQ and score. Must use a minimum of 3 evaluators for scoring and score proposals using score sheets. Tabulate scores and determine ranking of proposers.) Schedule and conduct oral interviews of top finalists, if desired.) Determine final scoring and select apparent successful contractor.) Notify successful and unsuccessful contractors.) Finalize Contract or Subcontract with successful bidder or selected Contractor or Subcontractor.

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) Conduct debriefing conferences with unsuccessful proposers, if requested.
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14. **Procuring Professional Services: Procedures Table**

Professional Services (A&E) Reasonably Required in Connection with a Public Works Project: Professional services rendered by any person, other than as an employee of the agency, contracting to perform activities within the scope of the general definition of professional practice in Chapters 18.08 (Architects), 18.43 (Engineers and Land Surveyors), or 18.96 (Landscape Architects) RCW. RCW 39.80.020(5).

Professional Services are procured using the qualifications-based selection (QBS) requirements in Chapter 39.80 RCW. Thurston Conservation District may not, in procuring architectural or engineering services, consider proposed price or cost in determining which firm is most highly qualified to provide services; price and cost may be considered only after the most qualified firm has been selected.

Solicitation of Professional Services will involve advance publication of requirements via an announcement for each project.

Professional Services Procurement Procedures		
Dollar Threshold	Competitive Process	Major Activities
Less than \$10K	Select from MRSC Roster OR Minimal Competition	<ul style="list-style-type: none">) Solicit statements of qualifications and/or proposals from qualified contractors on the MRSC list.) Select the most qualified contractor from those contractors or subcontractors that respond to the solicitation.) Finalize Contract or Subcontract with successful bidder or selected Contractor or Subcontractor.
\$10K to \$300K	MRSC Small Works Roster Process (SWRP) OR	<ul style="list-style-type: none">) Develop a list of contractors from those on the MRSC List.) Prepare written RFP/RFQQ solicitation document/letter including at a minimum: description of services required, project schedule, request for consultant's qualifications and/or non-price proposal and due date for the responses.

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	Informal Competition ("evidence of competition")	<ul style="list-style-type: none">) Solicitations may be provided electronically and responses may be returned electronically to the District to expedite processing.) For projects less than \$40,000: send to a minimum of three firms/individuals.) For projects over \$40,000 and up to \$150,000: send to a minimum of five (5) firms/individuals.) For projects over \$150,000 and up to \$300,000: issue RFP/RFQQ to a minimum of five (5) firms/individuals and notify the remaining firms/individuals in appropriate small works category that the solicitation is posted on the website or other listing service and can be accessed there.) Evaluate responses and select the most qualified contractor.) Finalize Contract or Subcontract with successful bidder or selected Contractor or Subcontractor.) Document for file: names of firms solicited; information of firm's responses, basis for award decision, and copy of contract.
\$300K or more	Formal Competition	<ul style="list-style-type: none">) Prepare Formal Bid Solicitation document, e.g., Request for Proposals (RFP) or Request for Qualifications/Quotations (RFQQ). Include all requirements in order for proposers to understand what the District needs and how the District will evaluate responses.) Publish legal notice in major daily local newspapers to notify contractors of upcoming solicitation. Post solicitation document on District website (optional).) Develop score sheets for use by evaluators.) Develop list from contractors responding to notice.) Issue (RFP) or (RFQQ) to a minimum of 6 contractors. District may also just send a notification to 6 or more contractors that the solicitation document is posted on their web site and can be accessed there.) Document for the file if fewer than 6 contractors are contacted & state the reason why.) Conduct pre-proposal conference, if required in RFP or RFQQ, and issue addendum.

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		<ul style="list-style-type: none">) Provide answers to bidders' questions via addenda to all who receive the RFP or RFQQ. Or advise those who download the RFP or RFQQ from the web site to check back for any addenda that may be posted.) Date and time stamp proposals received by the due date. (Electronic proposals will have the date and time automatically noted.)) Evaluate proposals strictly against criteria set forth in the RFP or RFQQ and score. Must use a minimum of 3 evaluators for scoring and score proposals using score sheets. Tabulate scores and determine ranking of proposers.) Schedule and conduct oral interviews of top finalists, if desired.) Determine final scoring and select apparent successful contractor.) Notify successful and unsuccessful contractors.) Finalize Contract or Subcontract with successful bidder or selected Contractor or Subcontractor.) Conduct debriefing conferences with unsuccessful proposers, if requested.
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15. Procuring Equipment, Material and Supplies, and/or Purchased Services: Procedures Table

Purchased Services are services provided by a vendor to accomplish routine, continuing, and necessary functions. "Purchased services" includes, but is not limited to: services for equipment maintenance and repair; operation of a physical plant; security; computer hardware and software maintenance; data entry; key punch services; and computer timesharing, contract programming, and analysis.

Procedures for Purchased Services and Goods Procurement		
Dollar Threshold	Competitive Process	Major Activities
Less than \$10K	Minimal Competition or Direct Buy	<ul style="list-style-type: none">) Seeking competition is always recommended, though not required for this dollar range.) Select vendors from MRSC list OR telephone calls can be made to vendors describing the services desired and requesting price, schedule and qualifications to perform.

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		<p>) Purchases should be made based on the District's inquiries and experience and knowledge of the market to obtain the best quality product at the best price.</p>
\$10K to \$300K	<p>Select from MRSC List</p> <p>OR</p> <p>Informal Competition ("evidence of competition")</p>	<p>) Either written solicitation or documented telephone solicitation may be used. The solicitation should include at a minimum: a description of goods or services required, project schedule, request for qualifications, request for quotation, and due date for responses. If solicitation is done by phone, it must be thoroughly documented.</p> <p>) A list of vendors can be developed from the MRSC list, telephone listings, internet listings, a published legal notice requesting information on available services, etc.</p> <p>) Solicitations may be provided electronically and responses may be returned electronically to the District to expedite processing.</p> <p>) For services less than \$40,000: send to a minimum of three firms/individuals.</p> <p>) For services over \$40,000 and up to \$150,000: send to a minimum of five (5) firms/individuals.</p> <p>) For services over \$150,000 and up to \$300,000: issue RFP/RFQQ to a minimum of five (5) firms/individuals and notify the remaining firms/individuals in appropriate small works category that the solicitation is posted on the website or other listing service and can be accessed there.</p> <p>) Evaluate responses and make award decision.</p> <p>) Finalize Contract or Subcontract with successful bidder or selected Contractor or Subcontractor.</p> <p>) Document for file: names of vendors solicited; information on vendor's responses, basis for award decision, and copy of contract.</p>
\$300K or more	Formal Competition	<p>) Prepare formal solicitation document such as an Invitation for Bid (IFB) that identifies the functional performance threshold at which the District needs would be met, serves as the basis for the applicants to respond, and also provides the foundation for the eventual contract.</p>

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		<ul style="list-style-type: none">) Publish legal notice in major daily newspapers to notify firms of upcoming solicitation. Develop bidder's list from firms responding to notice.) Issue IFB to responding bidders.) Conduct a preproposal conference to clarify the extent of the work and permit prospective bidders to ask questions.) Date and time stamp proposals received by due date.) Evaluate proposals strictly against the criteria that are set forth in the IFB and score the proposals. Must use a minimum of 3 evaluators for scoring and score proposals using score sheets. Determine apparent successful bidder.) Notify successful and unsuccessful firms.) Finalize Contract or Subcontract with successful bidder or selected Contractor or Subcontractor.) Conduct debriefing conferences, if requested.) Begin contract work.
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16. Soliciting for Public Works: Procedures

Public work is all work, construction, alteration, repair or improvement that is executed at the cost of the state or any other local public agency. This includes, but is not limited to, demolition, remodeling, renovation, road construction, building construction, ferry construction and utilities construction, under RCW 39.04.010. This statute requires competitive bids for public works projects (except for emergencies under RCW 39.04.280).

Thurston Conservation District will award public works contracts only to responsible bidders that meet the minimum requirements of RCW 39.04.350(1):

(1) Before award of a public works contract, a bidder must meet the following responsibility criteria to be considered a responsible bidder and qualified to be awarded a public works project. The bidder must:

- (a) At the time of bid submittal, have a certificate of registration in compliance with chapter [18.27](#) RCW;
- (b) Have a current state unified business identifier number;
- (c) If applicable, have industrial insurance coverage for the bidder's employees working in Washington as required in Title [51](#) RCW; an employment security department number as required in Title [50](#) RCW; and

a state excise tax registration number as required in Title [82 RCW](#); and(d) Not be disqualified from bidding on any public works contract under RCW [39.06.010](#) or [39.12.065\(3\)](#).

Thurston Conservation District reserves the right to establish relevant supplemental bidder responsibility criteria as warranted by the nature of the project.

Responsible bidders must be licensed and bonded in the state of Washington.

Competitive Process for Public Works Projects

The public works procurement process will use the MRCS Small Works Roster Process (SWRP) as adopted by Thurston Conservation District in **Resolution No. 2020-05**, on May 28, 2020.

All projects under \$300,000 shall be treated as a solicitation using the SWRP procurement procedures. As an alternative, the Board of Supervisors may at any time elect to award a contract using the Formal Competitive Bid Process, or, where appropriate, as an approved sole source contract.

For all public works projects with an estimated cost of greater than \$300,000, the District shall use the Formal Competitive Bid Process. Bids shall be considered and accepted at a public meeting by the TCD Board of Supervisors under the general policies set forth above.

4.7 Public Records & Disclosure

Effective Date: February 25, 2003

Updated: July 25, 2019

Purpose: To establish the procedures for requesting public records and to identify Thurston Conservation District duties and procedures in managing public records and responding to disclosure requests.

Policy: The Thurston Conservation District, in accordance with Chapter 42.17 RCW, will make available for public inspection and copying all public records, unless the records fall within specific exemptions, such as those specified in Chapter 42.56 RCW.

Definitions: Public Record

Public record includes any written or electronic record containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics (Chapter 42.56.010(2) RCW).

Writing means handwriting, typewriting, printing, photo-stating, photographing, and every other means of recording any form of communication or representation including, but not limited to letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film, video recordings, magnetic or punched cards, disks, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated. (Chapter 42.56.010(3) RCW)

Electronic record means information recorded by a computer that is produced or received in the initiation, conduct or completion of an agency or individual activity. Examples include email messages, word processed documents, electronic spreadsheets, digital images and databases.

Identifiable Record

A record in existence at the time the records request is made and that Staff can locate after an objectively reasonable search.

Exempt Record

All agency records that are specifically exempted or prohibited from disclosure by state or federal law, either directly in Chapter 42.56 RCW or other statutes.

Record Retention

The District is responsible to provide full public access to public records, to protect public records from damage or disorganization and to prevent excessive interference with other essential functions of the District.

Disposition of Records

The District will follow the Local Government Common Records Retention Schedule (CORE) by the Washington State Archives. This records retention schedule authorizes the destruction and/or transfer of public records, along with other approved schedules that relate to specific functions of the agency. If a record or type of record has been lawfully disposed of or destroyed according to the CORE or another approved schedule, the District will keep a ledger of those records, the date of disposal and the Disposition Authorization Number (DAN) assigned to that record type by the State Archives. If a record is requested from this ledger, the District need only provide to the requestor that the record(s) has been disposed of according to the CORE schedule and the related DAN. If a record has been transferred to the State Archives for permanent storage, the District informs the records requestor of that and the requestor must submit a new records request to the State Archives Office.

Public Records Officer

The District's Executive Director (or designee) serves as the Public Records Officer. Other Staff may also process public records requests, as needs require.

Submission of Requests

All public disclosure requests must be submitted in writing, by letter or email. No particular form of request is required; however a request must include the following:

1. The requestor's name, mailing or email address, and contact phone number;
2. The date of the request;
3. The nature of the request, including a detailed description of the public record(s) adequate for the District staff to be able to locate the records;
4. A statement regarding whether the records are being requested for a commercial purpose (Chapter 42.56.090(9)); and
5. Whether the requestor is seeking physical copies, electronic copies, or to physically inspect the requested records.

No Statement of Reasons Is Necessary

No statement of reasoning for the public records request is required, except as noted under (4) above.

Specific Requests

Requests must specifically identify the information being requested. Only the information requested will be released. The District will not create documents in order to respond to a request for certain information. Rather, the District will produce existing documents for review and copying.

Requests for public records that use terms such as “any and all documents related to” (or similar language) are not specific enough to provide an appropriate and helpful response. If the requestor is unable or unwilling to help narrow the scope of the documents being sought in order to expedite the District’s response and/or reduce the volume of potentially responsive documents, the Public Records Officer is allowed to err on the side of production more rather than fewer documents in response to such a broad, general request. Staff shall not be obligated to interpret such a board, general request in order to decipher which specific documents may be of interest to the requestor and the Public Records Act does not allow a requestor to search through the District’s files for records which cannot be identified or described to the District.

Request Response

Staff will immediately forward any requests for records to the Public Records Officer (or designee) immediately upon receipt. If a Staff person is unclear whether or not the request falls under public disclosure they must immediately forward the request to the Public Records Officer for determination. The District will process requests in the most efficient manner as the Public Records Officer deems appropriate. The Public Records Officer may ask that a requestor prioritize the records he or she is requesting so that the most important records may be provided first.

Timely Response

The Public Records Officer or designee must respond to the requestor, in writing (letter or email) within five (5) business days. The response will:

1. Acknowledge receipt of the request and provide an estimate of the time needed to produce the records; or
2. Provide for inspection and /or copying of the records; or
3. Deny the request. If the request is denied, a statement of the specific exemption relied upon and a brief explanation of how the exemption applies to the record withheld will be provided.

If additional time is needed to respond to a request, beyond the five (5) days allotted, written notice of the new date must be sent and include the reason for the delay. This may be based on:

1. The need to clarify a request;
2. The need to locate or collect the record(s);
3. The need to redact confidential information;
4. The need to prepare a withholding index;
5. The need to contact a third party or agency affected by the request, and provide such parties/agencies with the opportunity to seek a court order preventing disclosure where appropriate; and/or
6. The need to determine whether certain information is covered by an exemption and should not be disclosed in whole or in part.

Providing Records in Installments

When reasonably determined as practical, the District may respond to a request for a large number of records by providing records, or access for inspection and copying, in installments. If the requestor does not contact the Public Records Officer within thirty (30) working days to arrange for the review of the first installment, the District may deem the request abandoned and may stop fulfilling the remainder of the request. The District may prioritize record requests after commencing to fulfill the larger request.

Redacting of Exempt Materials

Documents that are not exempt but include material that is exempt under Chapter 42.56.230 (3)(a) RCW may be disclosed if the exempt material is deleted or otherwise obscured from the specific records requested and the resulting disclosure will not violate personal privacy, provide unfair competitive advantage or put at risk vital governmental interests. (Note: the statutes have been revised and this reference is the correct one now.)

No Liability for Good Faith Response

A good faith attempt to comply with state law in releasing a public record absolves the District and Staff from liability arising from the disclosure, which is determined by the Courts.

Third Party Action to Enjoin Disclosure

A third party named in a record, or to whom a record pertains may seek injunctive relief with Superior Court to enjoin disclosure of a record. The District shall notify third parties upon receipt of a public record request.

Facilities and Times Available for Copying and Inspection

Public records will be available for inspection and copying during TCD's customary office hours. Materials for inspection may not be removed from the District office. The copy machine will be available for making copies.

Staff may make copies of public records and notify the party when the copies are ready.

Charges for Records

No fee will be charged for the inspection of public records and no fee will be charged for locating public documents and making them available for copying. The charges for records will follow the amounts allowed by RCW 42.56.120:

-) \$0.15 per page for photocopies or printed records (or for use of District equipment to copy).
-) \$0.10 per page for scanning records into electronic format (or for use of District equipment to scan).
-) \$0.05 per four (4) electronic files or attachments uploaded to email, cloud-based data storage or other electronic delivery.
-) \$0.10 per gigabyte for transmission of records in electronic format (or use of District equipment to send records).
-) Actual cost of any digital storage media or device provided by the District (flash drives, etc.).
-) Actual cost of containers or envelopes used to mail copies.
-) Actual cost of postage or delivery charge.

Payment of fees is required prior to release of records, unless other arrangements have been made.

Deposit

The District may require a deposit of up to ten percent (10%) of the estimated cost of copying records prior to copying any records for a requestor. The District may also require payment of the remainder of the cost before providing all records, or the payment of the costs of copying an installment before providing that installment (Chapter 42.56.120 RCW)

Closing Abandoned or Unpaid Requests

If the requestor withdraws the request, fails to fulfill his/her obligations to inspect the records within thirty (30) business days of notice that the records are available for inspection, or fails to pay the deposition, installment payment or final payment for the requested copies, the District will close the request. The Public Records Officer will document closure of the request and the conditions that led to the closure (Chapter 42.56.120 RCW)

Exemptions

Exemptions from the requirement to disclose are located in Chapter 42.56 RCW.

Procedures:

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1. Notify the Executive Director immediately when a request for public records has been made and provide a copy of the request. Notify the Executive Director of the identity of the parties and agencies that will be affected by the request. The Executive Director will then determine if the request is specific enough to permit response and whether any requested materials may be exempt from disclosure or will require deleting certain exempt material or will require disclosure in ranges.
2. The Executive Director will respond in writing within five (5) working days to any public records disclosure request. The Executive Director will provide the material or set a date for when the materials will be available.
3. The Executive Director will notify, in writing, the affected parties/agencies that a public disclosure request has been made and advise them when he/she expects to respond to the request.
4. If the request is for a farm plan developed by the District, the landowner must be notified and given the opportunity to give written permission or deny permission to disclose any information contained in their farm plan.
5. The materials will be compiled, and an explanation provided regarding any information that has been redacted or exempted from disclosure.

inspection or copying, or make the copies and send them after receiving any required copying fees.

4.8 Supervisor Candidate Statement Guidelines

Adopted: December 29, 2015

Updated: April 26, 2016

Purpose: To establish policy and set limits on supervisor candidate statements used in the District Elections. Candidate statements for supervisor elections are encouraged, to help inform voters during the supervisor election process.

Policy: Candidate Statements are limited to 200 words and must be submitted electronically. The District retains the right to eliminate information for space availability or content appropriateness, at the sole discretion of the District. Once submitted, the District has sole discretion to publish, or not publish, that information as it sees fit, provided each candidate's statement is treated equally. Inaccurate, erroneous, or offensive information (including language that is hostile, attacking, aggressive, invading, incursive, combative, belligerent and/or profane) will result in the non-publication of the candidate statement.

Candidate statements must be limited to information about the candidate, and may include any or all of the following:

-) Explain the candidate's interest in the position
-) Current occupation/employer
-) Education
-) Information about their family
-) Listing of any memberships to groups/associations

Candidates may submit a digital photo with their statement, but images must meet these requirements:

1. Must be digital (JPEG format)
2. Must be current (within 5 years of the date of application)
3. Head and shoulders only portrait on a light colored or plain background Photos with scenery, flags, public buildings or facilities, or other background settings will not be accepted.
4. No photo may reveal clothing or insignia suggesting that candidate holds a public office
5. Color photos are preferred, however black and white is acceptable
6. Judicial robes, law enforcement or military type uniforms are prohibited

Submitted photos become the property of the District.

Candidate statements must be received at the District Office no later than the candidate filing deadline. As determined by the district, the failure to properly and timely submit such a statement will result in the non-publication of the statement. Any issue a candidate has surrounding a candidate's submitted statement must be made in writing (electronic or paper) to the District's Election Supervisor.

4.9 Conservation District Election Ballot Processing

Adopted: March 17, 2016

Purpose: To establish a policy on when district election ballots will be counted, allowing time for arrival of absentee ballots that have been postmarked on Election Day.

Policy: According to the Washington State Conservation Commission's *Election and Appointment Procedures for Conservation District Supervisors*, districts have up to four (4) weeks to process election results and inform the Commission of them.

Thurston Conservation District provides both poll site and absentee voting options for the public to participate in the district election. In order to allow adequate time for the arrival of completed absentee ballots, the District will make reasonable efforts, following election day, to finalize counts and announce the unofficial results.

Completed ballots are processed in accordance with the Washington State Conservation Commission's *Election and Appointment Procedures for Conservation District Supervisor* and Chapter 135-110 WAC.

4.10 Mid-term Elected Seat Appointments

Established: April 26, 2016

Updated: May 31, 2016

Purpose: To establish a policy outlining the process and procedures for filling mid-term elected seat vacancies on the Thurston Conservation District (TCD) Board of Supervisors (Board).

Policy: A vacancy in the office of elected conservation district supervisor is filled, by a majority vote of the remaining conservation district Board Members, for the remainder of the unexpired term, subject to verification of supervisor qualifications by the Conservation Commission. (Chapter 135-110-970 WAC, Chapter 42.12.070)

Procedure: Determining Candidate Skills, Qualifications & Requirements

The TCD Board, with input from Staff, shall determine the skills and qualifications needed to fill the vacated position in such a way that meet current organizational needs and fills statutory requirements for board make-up, prior to advertising the opening. However, the following skills, qualifications, and expectations will be consistently required of any candidate seeking a board position:

1. Willingness and ability to work and communicate effectively with a team;
2. Willingness to fully participate in board discussions and decisions in open, public meetings;
3. Willingness and ability to be respectful of Staff and other Supervisors;
4. Functional knowledge of Conservation Districts;
5. Willingness and ability to meet all Supervisor requirements set forth in
6. the Board of Supervisors Authorities & Responsibilities policy;
7. Willingness and ability to participate in various leadership roles, if needed, such as special committees or board officer position;
8. Willingness and ability to represent the District to other public entities and policymakers upon request of the board;
9. Willingness and ability to complete both the Washington State Conservation Commission and Thurston Conservation District orientations within 30 days of assuming office;

10. Willingness and ability to complete the Open Public Meetings Act and Public Records Management training within 90 days of assuming office;
11. Having a basic working knowledge of email and internet; and,
12. Willing and able to serve the best interest of the citizens of Thurston County, with the ability to put aside personal issues and grievances.

Any appointee to a vacant elected supervisor position must still be eligible to serve under Chapter 135-110-910. Depending on the current make-up of the board, an appointee may be required to be a landowner or farm operator at the time of the appointment. The TCD will make such determination before appointing a person to fill the vacant elected supervisor position by using Washington State Conservation Commission's *Form AF2 – Mid-Term Elected Position Appointment Verification of Qualifications*. At least two of the three elected conservation district supervisors on the board must be landowners or operators of a farm. Definitions for a landowner and farm operator are found in Chapter 135-110-110 WAC.

Candidate

Recruitment

When an elected seat is vacated, the remaining Board Members, with input from Staff, will determine skills and qualifications necessary to meet organization needs and fill statutory requirements. Once qualifications are determined by the Board, a candidate recruitment process will commence.

The Board will enact a proactive candidate recruitment plan, as follows:

Board will discuss viable candidates that stand out in our community as potential assets to the Board and our organization.

1. The Board will decide if there are any candidates they would like to reach out to, and the Board will create an outreach plan for conducting these efforts.

TCD Staff will enact a passive candidate recruitment plan, as follows:

1. Prepare and issue an advertisement in the legal section of the local newspaper
2. Physically post a notice at the TCD office

3. Electronically post via social media
4. Electronically post on TCD's website. The website announcement will include the requirements necessary to hold office, time to be served in vacant position, election information, basic duties, and instructions for submitting applications.

Board and Staff can augment this advertising plan to include additional marketing outlets, as needed.

The Executive Director will prepare an application form that requests the appropriate information for the Board of Supervisors' consideration of the candidates. Instructions for applying will be available on the TCD website.

Candidates must provide an application packet that includes:

1. A completed application form
2. A resume (no longer than two pages)
3. A list of at least three community references (Prefer organizations that have collaborative partnerships with TCD).

Application packets must be submitted electronically to the District Office, to the attention of the Executive Director by a deadline designated by the Board. Candidates submitting the required Application Packets materials by the deadline will be circulated to the Board and TCD's assigned Washington State Conservation Commission Regional Manager. The decision as to which candidates will be interviewed will be determined by the Board, based on information contained in the application packet.

Candidate Interviews

The Vice Chair (or other board designee) will conduct the reference checks and input from Staff will be collected, disseminated, and reviewed by the Board, prior to candidate interviews. The Board of Supervisors will determine interview questions, with Staff input, and ensure that each applicant is asked the approved set of questions, prior to interviews.

Interviews with candidates must be held in an open public meeting. The Board will interview candidates at the next regularly scheduled board meeting following the application deadline, unless that period is less than two weeks. In such a case, a Special Board meeting may be requested by

the Chair. The Executive Director will notify applicants of the location, date and time of the candidate interviews.

The candidates' order of appearance will be determined by the date and time their application was received. The Board shall ask the pre-determined set of questions, which must be responded to by the candidate. Each applicant will be asked to answer the same set of questions. Follow up questions, based on responses, are permitted. An informal question and answer period of up to 10 minutes may be allowed upon agreement of a majority of the Board, in which the Board and Staff asks and receives answers to miscellaneous questions.

Appointing a Candidate

The TCD Board will base their candidate selection decisions upon information contained in the application packet, the references, interviews, and other material gathered through public avenues, as necessary, to choose a representative of Thurston Conservation District. Upon completion of the interviews, the Board may deliberate on the candidate(s). The meeting Chair shall poll the Board to determine if they are prepared to vote. The selection of a candidate to fill the vacancy is made by a majority vote of the remaining Board Members. Voting will take place in the open meeting and outcomes recorded in the minutes. The Board may postpone an appointment decision until another date, if a majority vote is not received. In addition, the Board may decide by majority vote that none of the candidates meet the desired and/or required qualifications needed to balance the Board makeup and maximize benefit to district functions. In this case, the Board will designate a new application deadline in the future. Active and passive recruitment would occur again during the interim.

It is noted the Board may convene into Executive Session to discuss the qualifications of the candidates, pursuant to Chapter 42.30.11(1) RCW. However, all interviews, nominations, and votes taken by the Board must be held in open public session. The Board may not determine who to select or reach a consensus on a preferred candidate in Executive Session.

Once appointed, the new Board Member will assume their board responsibilities immediately. The term of the candidate selected to fill the vacancy will be in effect until the current term expires. The incumbent may choose to run for election at that time.

Section 5: Financial Policies: Travel

5.1 Travel Policy

Effective Date: January 1, 2001

Updated: December 29, 2015

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.

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

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

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

Lodging

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

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

Subsistence

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

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

Miscellaneous Expenses

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

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.

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.

5.2 Employee Recognition Events

Effective Date: October 24, 2000

Purpose: To establish a program of non-monetary awards that recognizes service or special achievements by District employees and those interacting with the District.

Policy: District Board Members or the Executive Director may provide employees or board members awards of recognition or service in compliance with applicable state and Federal regulations. Such awards may include, but not be limited to items such as pen and desk sets, plaques, pins, framed certificates, clocks, and calculators. The District may provide conference or meeting room facilities and related food and beverage service to hold appropriate recognition or award activities.

The value of such awards shall not be deemed to be taxable compensation in accordance with directives of the state Office of Financial Management.

Section 6: Financial Policies & Procedures

6.1 Expenditure System of Internal Controls

Effective: August 1, 2001

Last Updated: August 1, 2013

Purpose: To properly safeguard public resources.

Policy: Purchasing decisions should be made by appropriate personnel, acting within the scope of their assigned duties and using the most efficient and effective manner consistent with good internal controls. Authority to purchase goods and services on behalf of the District is delegated by budgetary processes to people responsible for District operations. Accountability for purchases rests with those people; however, purchase authority may be further delegated as determined by those people.

The Annual Operating and Capital Budget are the primary points of internal control in the District's system of expenditures. On or before December 31 of each year the Board shall approve the operating and capital budget for the ensuing fiscal year. The budget shall be adopted at the fund level, using the chart of accounts and procedures specified by the State of Washington "Budgeting, Accounting and Reporting Systems (BARS) for Conservation Districts", as published and periodically revised by the Washington State Auditor. The control system operates through periodic reporting and comparison of actual expenditures to budgeted amounts, with explanations of exceptions to budgets.

The secondary internal control systems for expenditures include:

1. Use of pre-printed and pre-numbered purchase orders for all purchases.
2. Centralized coding of invoices and pre-approved purchase orders for all purchases. Only re-occurring invoices are exempt.
3. Multiple layers of review of checks by the Executive Director, the District Auditor, and the Board of Supervisors.
4. Monthly reconciliation of cash accounts with the bank account records by the Finance Department and review of the cash reconciliation by the District Auditor.

Limitations on Authority Delegated

1. In order to directly link responsibility for internal controls to individuals, the District Board shall assign appropriate levels of fiscal responsibility and authority to certain individuals. Each person so designated may authorize transactions up to the limits set by the Board

in the District's approved Operating and Capital Budgets. The Board approves persons authorized to enter into transactions on behalf of the District from time to time.

2. Authorized persons may initiate expenditures using any of the following methods:
 - a. Expenditures must be made using the District Purchase Order System or using an authorized District Charge Account procedure.
 - b. Employees may make incidental expenditures in the ordinary course of their daily job duties, such as business use of personal automobiles, and the District will reimburse these expenditures using the Employee Business Expense Reimbursement system. Business use of Personal vehicles will be by exception and must receive prior authorization of the Executive Director.
 - c. Check Requests are discouraged and should be avoided if at all possible.
 - d. Utility Bills, lease payments, and other recurring monthly payments as a result of re-occurring contracts, agreements, or payments made with prior Board approval, are paid without a Purchase Order, on the approval of the Executive Director or District Auditor.
3. On or before the regular monthly meeting of the Board, the Finance Department will prepare a financial statement, which will show revenues and expenditures month to date in a summarized, readable format. More detailed BARS formatted financial statements and backup will be available for review before each Board meeting. The Executive Director will review all financial reports and will obtain explanations for all material variances. All of these reports will be delivered to the Board of Supervisors at their public meetings.
4. All requests to modify budgets will be brought to the Board by the Executive Director and the person who is requesting the additional budgetary authority. Such requests may be approved by appropriate board action. The annual budget for the District is not to be exceeded and any adjustments to the approved annual budget shall be submitted to the Board of Supervisors for their approval after the impact of the July 1st grant funding changes are known. Budget re-allocations among line items can be performed throughout the year with program manager and administrator approval. These types of adjustments do not affect the previously approved total budget (bottom line).
5. In no case will any grant authority budget be exceeded, unless the shortfall of funding is properly budgeted for in the general operating budget. If a grant budget and the shortfall allocation in the general

operating budget are likely to be exceeded, the Executive Director will notify the Board and a supplemental grant allocation may be obtained.

6. The Board, as a part of its regular monthly meeting shall review and approve all claims paid.
7. The District Auditor or the Executive Director, as the need specifies, may make exceptions to these procedures, in furtherance of the District's Mission, or as emergencies arise.
8. All Checks will be signed by two persons - the designated Board Treasurer and by either the District Auditor or the Executive Director.

6.1.1 District Purchase Order System

Effective: August 1, 2001

Updated: August 1, 2013

Policy: For all purchases of goods or services, except for those specifically exempted in section 5.1, paragraph 2 above, employees shall use the District Purchase Order System.

All vendor invoices, except for those specifically exempted in section 5.1, paragraph 2 section d above, will be paid with a valid purchase order. If an invoice is received for which no Purchase Order was prepared, the invoice will be held unpaid and copy of the invoice will be sent to the Executive Director, for possible dispute resolution processes.

No employee or volunteer shall attempt to induce a vendor to provide goods or services to the District without following this Purchase Order process.

Procedure:

1. The employee initiating the purchase request shall prepare a Purchase Order, including funding code(s), using a serially numbered pre-printed form approved by the Finance Department, and deliver it to the Executive Director (or Acting Administrator) for approval.
2. The completed and signed Purchase Order is returned to the Finance Department for processing. The Finance Department will review the back-up documentation, and verify that the proper expense or capital account code is on the face of the Purchase Order.
3. Multiple copies of the Purchase Order are distributed; white copy to the Finance Department, yellow copy to the employee.
4. When the items are received, the person receiving the items sends the receiving copy of the bill of lading, the packing slip, or other receiving document along with the yellow copy of the Purchase Order to the Finance Department.
5. All Invoices are sent directly by vendors to the Finance Department, which are matched with the purchase order and receiving documents.
6. The Invoice is entered into the payables system, and the Purchase Order is filed with the invoice in the 'to-be paid' file cabinet.
7. The Board Treasurer or District Auditor and Executive Director will review the list of approved Checks, together with appropriate back-up

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- material. The Board Treasurer, and either the Executive Director or the District Auditor shall sign the checks on behalf of the District.
8. The Finance Department shall prepare all Checks for mailing. The check stub, the invoice, and other documentation are filed by vendor's name in the payables file system in the Finance Department.
 9. During a regular business meeting, the Board may ask for explanations about any of the Checks approved and paid.
 10. Generally, there are no "Open Purchase Orders" allowed. However, the Executive Director may authorize an "Open Purchase Order" to be issued on a case-by-case basis. Open Purchase Orders are those that order a large quantity of a particular item designed to provide multiple draws of supplies on one Purchase Order over time. While this method of purchasing is convenient, it tends to allow circumvention of the budgetary process, and it is not encouraged.
 11. "Not to Exceed" (NTE) Purchase Orders. NTE purchase orders may be issued generally for meeting refreshments and field supplies. These are cases where it is not possible to know the exact cost of a purchase until the time of sale. These are usually expenses less than \$40 for meeting refreshments and less than \$200-\$300 for field supplies. If the purchase exceeds the pre authorized NTE amount, staff must get the Executive Director approval for the overage as soon as possible.
 12. Payables will be paid as often as necessary to meet the business needs of the District, at times scheduled by the Finance Department.
 13. The Board Treasurer or District Auditor and Executive Director will review the list of approved Checks, together with appropriate back-up material. The Board Treasurer, and either the Executive Director or the District Auditor shall sign the checks on behalf of the District.
 14. The Finance Department shall prepare all Checks for mailing. The check stub, the invoice, and other documentation are filed by vendor's name in the payables file system in the Finance Department.
 15. During a regular business meeting, the Board may ask for explanations about any of the Checks approved and paid.
 16. Generally, there are no "Open Purchase Orders" allowed. However, the Executive Director may authorize an "Open Purchase Order" to be issued on a case-by-case basis. Open Purchase Orders are those that order a large quantity of a particular item designed to provide multiple draws of supplies on one Purchase Order over time. While this

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method of purchasing is convenient, it tends to allow circumvention of the budgetary process, and it is not encouraged.

6.1.2 District Business Expense Reimbursement System

Effective: August 1, 2000

Most Recent Update: August 1, 2013

Policy: Expenditures by employees in the ordinary course of their job duties such as mileage in personal vehicle (pre-approved) or parking fees will be reimbursed using the Employee Business Expense Reimbursement system.

Procedure: The Employee Business Expense Reimbursement System:

1. The District reimburses employee Business Expenses to the Employee at the next scheduled payables run dependent on cash flow.
2. Any employee who has incurred un-reimbursed business expenses shall prepare a Business Expense Reimbursement Form. On the Form, the employee notes the reason for the expense and certifies the expenditure was made for ordinary and necessary business purposes of the District. Receipts for purchases must be included and legible.
3. The employee signs the form and sends it to the Executive Director for approval.
4. The Finance Department verifies the expenses are properly coded, and then processes the transaction as described in the Invoice section of these procedures.
5. Expense reports are retained in the vendor files under the employee's name.
6. The Supervisor's and the Executive Director's Expense Reports shall follow the process outlined above. However, the Treasurer shall review and approve the Administrator's expense report, and the Administrator shall review and approve the Supervisor's expense report.

6.1.4 District Check Request Process

Effective: August 1, 2000

Latest Update: August 1, 2013

Policy: Check Requests are discouraged, and should be avoided if at all possible.

Procedure: Sometimes a Check will need to be prepared for a certain circumstance:

1. The employee requesting the Check prepares the appropriate form, which is a Purchase Order form. The Executive Director, who verifies the coding, approves the form and that there is adequate budgetary authority for the Check to be issued, and upon approval, sends the request to the Finance Department.
2. The Finance Department verifies the coding, and prepares the Check on demand, which is signed by authorized signatories.
3. The Check is delivered to the requesting employee, or mailed to the vendor by the Finance Department.
4. The paperwork is filed in the Finance Department by vendor. The check is included in the next check register for approval by the Executive Director and the District Auditor.

6.1.5 District Recurring Monthly Payments Process

Effective: August 1, 2001

Policy: Utility Bills, lease payments, and other recurring monthly payments as a result of contracts, agreements, or payments made with prior Board approval are paid without a Purchase Order, on the approval of the District Auditor or Executive Director.

Procedure:

1. Said bills are analyzed and coded by the Finance Department.
2. The Finance Department prepares the Check when the bill is due.
3. The Check is mailed, and the paperwork remains in the accounting office files.

6.1.6 District Cash Reconciliation Process

Effective: October 24, 2000

Latest Update: August 1, 2013

- Policy:** Each month the bank prepares a detailed list of all transactions made by the District. The following reconciliation shall be performed immediately upon receipt of this report from the bank:
1. The paid Checks shall be marked paid in the accounting record.
 2. The deposits reported shall be compared to the deposit records for all amounts received by the District.
 3. If a discrepancy exists, the Finance Department shall reconcile with the bank and prepare a standard bank reconciliation report, and file the report in a separate file in the current financial files of the District.
 4. If any discrepancies in payment or deposit remain unresolved, the Finance Department shall immediately notify the District Auditor and the Executive Director.

6.1.7 District Petty Cash

Effective: August 1, 2001

Last Update: August 1, 2013

Policy: A petty cash fund, in the amount of \$100.00, shall be established for the purpose of providing change, working funds for periodic minor disbursements and other similar uses.

Procedure: The petty cash fund shall be operated as follows:

1. The Executive Director shall be the custodian of the petty cash fund and shall sign a receipt upon receiving petty cash funds.
2. The petty cash fund shall be kept in the District safe at all times.
3. The petty cash fund shall be counted monthly and reconciled by the District Auditor or designee.
4. The petty cash fund shall be established by check payable to the custodian.
5. If the petty cash fund is disbursed, it must be replenished at least monthly by check payable to the custodian and shall be subject to the same review and approved as other processed invoices. The replenishment must be by voucher with the appropriate receipts attached. The person receiving the money must sign these receipts. At the time of replenishment, the custodian shall ensure that the balance remaining in petty cash, together with the replenishment voucher, equals the authorized petty cash amount.
6. The petty cash fund shall not be used for personal cash advances even if secured by personal check or other IOU.
7. The fund shall always be replenished and reconciled at the end of each fiscal year. Whenever an individual's appointment to custodian is terminated and a new individual is appointed as custodian, the fund must be reconciled and replenished, as necessary.

6.1.8 Check Signing Policy

Established: February 27, 2018

Purpose: To establish a check signing process.

Policy: All checks will be signed by the Board Auditor and one other Board member. In the event a second Board member is not available, another Board member may authorize the Executive Director or Acting Executive Director to sign checks. In the event the Board Auditor is not available to sign checks, this duty goes to the Vice Chair, then Board Chair, then any other Board member.

Procedure: If a second Board member must authorize the Executive Director or Acting Executive Director to sign checks, it will be done in writing and a copy will be attached to the check summary authorization form.

6.2 District Credit Cards

Effective: August 1, 2000

Latest Update: August 1, 2013

Policy: For the efficient operation of the District, the District Board authorizes the Executive Director to determine whether using a credit or purchase card system is an appropriate method of transacting business for a particular employee or Board member.

The Executive Director will be asked to consider the dollar amount of the transactions entered into by the employee or Board member, the frequency of the transactions, and the necessity of making the transactions at off-District locations when determining whether the employee or Board member has a need for a District credit card. The Executive Director will consider the recommendation and issue the credit cards when appropriate.

Employees or Board members who are issued credit cards shall sign a statement obligating them to account for all transactions and to refund any improper or unauthorized charges made to the District's account by an automatic payroll deduction. The procedures under this policy shall impose sanctions up to termination of employment for misuse of the District's credit card.

The primary internal control system for executing this policy shall be the same as the purchase order process and a monthly reconciliation of the credit card statements compared with the submitted purchase orders and receipts submitted for the credit cards. No credit card expenditure will be approved without a description receipt of transaction.

The secondary internal control systems for this policy shall include:

1. Job descriptions and performance reviews shall include review of purchasing made on the District's credit cards.
2. All purchases shall be made in accordance with the adopted operational and capital budget of the District.
3. Multiple layers of review for accounts payable checks by the Finance Department, the Executive Director, and the District Auditor.

6.3 District Capital Expenditures

Effective: October 24, 2000

Latest Update: August 1, 2013

Policy: The District shall provide for capital expenditures in a separate line item within the budget and shall link proposed capital expenditures to its Comprehensive Work Plan.

Generally, capital projects are those that cost more than, \$1,000.00 and produce an asset that has a life in excess of three years.

The Finance Department shall determine whether expenditure is a capital expenditure or an operating expenditure of the District.

6.4 Special Transaction & Account Controls

Effective: October 24, 2000

Latest Update: August 1, 2013

Policy: The Finance Department shall design, implement, and enforce control procedures for all types of special transactions, including the following types:

1. Plant Sale & Other Cash Revenues
2. Cash Account & Money Transfer Requests
3. Assessment Planning, Receipting, and Control
4. Flow-Through Grant Activities
5. Flow-Through Payments to Other Government Agencies
6. Flow-Through Payments to Non-Government Agencies

Procedure: The Procedure is to follow the then current rules of the Grantor, the State of Washington, the State Auditor's Office, and the Federal Office of Management & Budget. Since these procedures change frequently, changes will be contained in a memorandum prepared by the Finance Department and distributed to the employees of the District when applicable.

6.5 Payroll & Employment System of Internal Controls

Effective: October 24, 2000

Latest Update: August 1, 2013

Policy: Employment and payroll decisions should be made by appropriate personnel, acting within the scope of their assigned duties, using the most efficient and effective manner consistent with the laws of the State of Washington and good internal controls. Authority to hire employees, establish rates of pay, grant merit and other raises, and give appropriate discipline to employees is delegated by this system to people responsible for District operations. Accountability for employment and payroll decisions rests with those people, however, these people may delegate such parts of this authority, as they deem appropriate from time to time.

The Annual Performance Review Process is the primary point of internal control in the District's employment and payroll system. The control system operates through periodic reporting and comparison of actual employee performance to duties assigned in job descriptions.

The secondary internal control systems for employment and payroll processes include:

1. Centralized approval of hours worked by District Management
2. Review of rates of pay to insure compliance with established pay rates on a periodic basis
3. Centralized coding of payroll and benefits expenses
4. Centralized employment related documentation

Specific Authority Delegated

The Board specifically delegates to the Executive Director the authority to hire employees up to the FTE level set in the annual or supplemental budget, to establish the rates of pay for each position, and to approve the discipline of or termination of any employee subject to the General Operating Policies of the District.

The Executive Director shall ensure that each person working for the District receives the following:

1. Position (Job) description and duties
2. Annual Performance reviews
3. Annual Step salary increases, as warranted
4. Consideration of requests for transfer to other jobs or to leave status
5. Consideration of promotion or demotion status
6. Disciplinary actions
7. Creation or elimination of a position

6.5.1 The Payroll Process

Effective: October 24, 2000

Latest Update: April 22, 2015

Procedure:

1. The payroll system is established to pay employees twice each month. No additional draws are authorized.
2. The payroll is paid to employees on the 10th and the 25th of each month. If the 10th or the 25th of the month falls on a Saturday, Sunday, or legal holiday in Washington State, the payroll will be paid on the business day immediately preceding the 10th or the 25th.
3. Employees are either “hourly,” “salaried” or “exempt,” as defined in the General Operating Policies section of this Manual.
4. All employees shall prepare a log of their hours for approval covering the 1st through the 15th of the month and a separate log for the 16th of the month to the end of the month. Logs shall be submitted to the Executive Director no later than the 16th of the month for the first half of the month, and no later than the 1st day of the next month for the second half of the preceding month. All employees shall be responsible to balance the timesheet entries with the required journal entries log.
5. The Executive Director shall approve the time sheet and shall deliver approved sheets to the Finance Department for processing.
6. Exempt employees shall prepare a time sheet to record all hours and submit the log to the Finance Department on the same dates as non-exempt employees for grant accounting processing.
7. The Finance Department shall establish in the accounting system an annual salary rate of pay for all hourly employees. Even though a different number of hours may be worked in each pay period, the salaried and exempt employees will receive the proper portion of his or her annual salary rate of pay for each pay period.
8. The Finance Department shall enter the number of hours worked into the grant accounting system for all employees, including exempt employees, and balance the timesheets with the journal entries at the end of the second payroll period. Any discrepancies shall be reconciled and or returned to the employee for correction / explanation.

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9. The Finance Department shall prepare the payroll direct deposits, and the Executive Director and District Auditor shall review the deposits.
10. The Finance Department shall prepare and transmit or pay the related employment taxes directly using appropriate electronic deposit methods or other methods if allowed.
11. The Finance Department shall pay the payroll related benefits, including retirement, Medical Insurance Premiums, and other benefits, using the normal Accounts Payable process. These items shall be paid in the proper period or in the month following the payroll paid.
12. Each March, the District CPA shall calculate the rate of increase in the US Consumer Price Index for All Urban Consumers – Olympia - Tumwater for the period from January 1 of the preceding year through December 31 of the preceding year, and shall inform the Board of that rate of increase. Each April 1st, the rate shall be submitted to the Board of supervisors for approval before being applied to the base wage rate of every regular District Employee to calculate an annual COLA. After approval the Finance Department shall implement the increase with the first April pay period, not the first April paycheck. Detailed performance of this task is delegated to the District Treasurer.

6.5.2 Creation & Maintenance of Employee Files

Effective: August 1, 2000

Latest Update: August 1, 2013

- Policy:** Every employee of the District shall have a personnel file that shall contain the following information:
1. A copy of the employee's employment agreement, if any.
 2. A copy of all payroll change notices.
 3. A record of the historic rates of pay for that employee.
 4. A copy of the job description for the position the employee holds, or has held in the past.
 5. A copy of any other employment related election or form used to calculate the employee's net pay.

This information, is public record, and shall be disclosed to the public upon proper request. Other required or recommended employment documentation shall not be disclosed without the consent of the employee. Those documents are the following:

Current IRS form W-4, Insurance election paperwork, retirement program paperwork, direct deposit bank account information and any other benefit election forms are kept in a Payroll file, separate for each employee, in the Finance Office. These shall not be disclosed without employee's consent.

I-9 Federal Immigration Law forms are to be kept separate from personnel and payroll files in a separate folder for each employee.

Emergency contact information is to be kept separate from personnel files and updated on an annual basis, or as needed and/or applicable.

Performance reviews: Notes made throughout a 12 month period before an employee's performance review are kept in a current year file. After the performance review those notes are removed and placed in the personnel file or other separate file as to not influence the outcome of future reviews.

Medical files: Medical paperwork other than plan choice election and/or payroll deduction information are kept in a separate Medical file. This would include Labor and Industries claims, medical expense reimbursement agreements, Reasonable Accommodation and Family and Medical Leave Act documents.

Other information may be included in the personnel file for general information and recognition. Examples would be resumes, training certificates, letters of recognition and awards.

6.5.3 Hiring and Performance Reviews

Effective: October 24, 2000

Latest Update: August 1, 2013

Policy: When a new employee is hired by the District, the Finance Department shall create the employee file for that employee. The Executive Director is responsible for ensuring each file is properly maintained. The Executive Director is responsible for checking references and coordinating background checks for potential employees of the District to help ensure all District employees will be able to perform their job duties adequately, if the District hires them. The Executive Director is also responsible for maintaining proper employee performance review documentation for the District.

When the Executive Director authorizes the hiring of a new employee, the Finance Department shall explain the payroll and insurance options to the new employee and shall distribute forms and collect forms from the new employee. The Finance Department is responsible for placing those signed forms in the employee's file and processing the registration of the new employee with the current insurance and pension vendors.

The Executive Director is primarily responsible for ensuring a performance review is conducted for each District employee at least once each year. The employee shall use the proper review form located on the District's server. The custodian of completed performance reviews shall always be someone who can keep the personnel files in a secure place and must be someone other than the person processing the paychecks.

1. The reviewer shall be the supervisor of the employee.
2. The review shall be based upon the criteria set forth in the job description.
3. The reviewer shall make appropriate plans, with the employee's input, to correct any deficiencies or create opportunities for the employee to grow and develop new skills over time. Such plans could include training, job rotation, or other methods to allow such development.
4. The employee may make written comments about the review, and those comments will be filed with the review in the employee's file.
5. The Executive Director will review and concur by signing the performance review if performed by another supervisor of the District.

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6. The Executive Director will base step salary increases for each employee on the results of the annual performance review process.

6.6 Revenue System of Internal Controls

Effective: October 24, 2000

Latest Update: August 1, 2013

Policy: Revenue recognition, including setting revenue or reimbursement rates, collecting revenues due the District, grant application processes, grant vouchering processes, and other revenue decisions should be made by appropriate personnel, acting within the scope of their assigned duties, using the most efficient and effective manner consistent with the laws of the State of Washington, the grantor agencies, and good internal controls. Authority to set revenue or reimbursement rates, collect money due the District, maintain effective customer, grantor, and other public relations, and market the District to potential customers is delegated by this system to people responsible for District operations. Accountability for revenue decisions rests with those people, however, these people may delegate such parts of this authority as they deem appropriate from time to time.

The Board hereby delegates authority to the Executive Director to enter into and execute contracts with grantors and contracts for District services, provided those services generate a rate of reimbursement that equals the projected costs for providing those services. Contained herein is a grant of authority to secure reimbursement and perform the tasks of all grants so applied for and awarded.

The Board hereby delegates to the Finance Department the authority to determine the rate of reimbursement required for a particular grant or project.

The Finance Department shall maintain a list of all grants applied for, the required cost of the match, if any, and the status of the application. If the application is approved, the grant is activated in the accounting system using the procedures of the Grant Accounting system. If the application is denied, no entries are made in the accounting record, and the application is filed appropriately.

The Executive Director, in consultation with the Finance Department, shall prepare the revenue budget for each year and shall combine it with the expense budget into one document for approval of the Board before the start of the next calendar year or sooner, if required by any governmental agency. Grant budgets should be planned to allow for inter-period revenue and expense allocations over multiple budget year cycles.

A complete budget reporting system showing revenue and expenses broken down by programming, assessment, and by grant funding source will be used to produce regular reports.

The primary internal control over revenues is the budget reporting system.

The secondary internal control systems for revenue control are:

1. Centralized filing of all grant applications, approved grant documents, and all matters relating to other revenues of the District by the Finance Department.
2. Centralized preparation of grant and other billing invoices by the Finance Department .
3. Regular reporting of expenditures and accrued revenues.
4. The grant application procedure segregation of duties detailed above as a policy.
5. The segregation of duties regarding cash revenues that will be implemented for special cases.
6. The cash account reconciliation process, described in expenditures above, will also prove all receipts are properly deposited.
7. Periodic review by the District Auditor of the cash and check postings made by the Finance Department will provide a compensating control for the lack of segregation of duties in the accounting function necessitated by the size of the staff.

Limitations on Authority Delegated

The Executive Director may enter into grant applications and contracts subject to the guidelines above. If a grantor requires public action before accepting an application or a contract, then the application or contract is not binding on the District until it is ratified by the District Board at a public meeting.

Procedures for Grant Application & Administration

The Executive Director and the District Auditor are authorized to prepare procedures to implement these policies.

6.6.1 Grant Billing Processes

Effective: October 24, 2000

Latest Update: August 1, 2013

Procedure:

1. On a regular basis, the Finance Department shall determine and reconcile the amount of expenditures properly charged to a particular grant.
2. Each grant will be subject to different accounting rules. However, the District will generally follow all of the rules in O.M.B. Circulars A-87, A-102, and A-133, or the Washington State Conservation Commission's Section 340, depending on which applies and/or which is most restrictive.
3. On a regular basis the Finance Department shall prepare a report showing the charges made to each grant by cost code line item. The Executive Director shall review this report.
4. On a regular basis the Finance Department will prepare a grant reimbursement voucher for each open grant and the Executive Director will review and sign all voucher requests.
5. If a cost is not eligible under a grant, it will be paid from the assessment. A record will be kept of such expenses for analysis purposes.
6. Duplicate original quarterly narrative reports for grant compliance will be generated by the person responsible for a grant task. Both original reports will be submitted to the Executive Director for approval. One original will be submitted to the grantor, and the duplicate original will be retained in the grant accounting file.
7. When cash is received, the Executive Director shall prepare a deposit ticket for the money and shall deposit the money into the general fund account of the District. Deposits shall be made within 24 hours until deposited; the cash and checks shall be restrictively endorsed to the credit of the District and shall be kept in the safe housed within the Administrator's office.
8. When the cash or check is deposited, the appropriate grant shall be credited with the receipt. If an amount less than the total due is remitted, the Finance Department shall reconcile the account and determine whether an adjustment should be made on the books of the

District. The Executive Director shall be informed of all adjustments as they are required.

9. Each month the cash account shall be reconciled using the procedure outlined in the expenditure system of internal controls.
10. If an account due the District is un-collectable, the Executive Director shall turn the account over to the District Attorney who shall determine the appropriate legal strategy and shall advise the Board on what steps are necessary to protect the District's interests against the grantor, if any.

6.6.2 General Accounting for Grants, Assessment, Special Revenues

Effective: October 24, 2000

Latest Update: August 1, 2013

Policy: A separate account shall be kept in the accounting records of the District showing each Grant. In addition, one account shall be created to record the General Assessment and all other revenues of the District. That account shall be kept separate for the life of the grant, plus the applicable period required by any rules or regulations of the granting agency.

No separate fund of money is required to be maintained by the District unless such a separate fund is required by the terms of the grant.

Separate accounting “funds” may be established, as deemed necessary by the Finance Department.

6.7 Cash, Reserves, and Investments

Effective: October 24, 2000

Latest Update: August 1, 2013

Policy: When Cash flow is adequate, the District shall maintain an un-invested cash balance approximately equal to one month's payables and payroll in the general fund. To the extent practicable, all funds in excess of that amount shall be transferred to the District's savings account. If the un-invested cash balance falls below that amount, funds shall be transferred from the District's savings accounts into the un-invested cash account.

The Executive Director and the Finance Department shall monitor cash receipts and cash disbursements, together with projected revenues and expenses, in order to determine whether and when fund transfers shall be made.

The persons authorized to initiate Fund Transfers are the Executive Director, the District Auditor, or the Chairman of the Board. Only one authorized person shall be required to approve a transfer between accounts.

From time to time the District may wish to designate some portion of its funds as dedicated for a particular purpose. If such a special purpose fund is designated, the Finance Department shall set up the separate account with an appropriate institution, and shall transfer such funds into that account, as is necessary to affect the purposes for which the fund is established.

In the event the District's cash reserves are insufficient to meet projected obligations, the Executive Director shall report to the Board so corrective action may be authorized.

The Executive Director shall take such steps as are advisable, if necessary, to control expenses, including reducing the workforce below the number of authorized FTE's. Should this action be necessary, the Executive Director shall inform the Board at its next regularly scheduled meeting of the methodology used to make reductions in force. The methodology may differ over time; however, the Executive Director shall use a logical method that furthers the District's mission in selecting personnel to be retained.

6.8 Assessment Rates and Accounting

Effective: October 24, 2000

Latest Update: August 1, 2013

Policy: The District Board shall establish a budget and assessment rate as required by the laws of Washington.

Procedure: The District Board shall work with the Thurston County Commission to ensure the District's mission, needs, and proposed uses of the assessment revenue receive the approval of the County Commission.

The Executive Director shall prepare the District budget, and shall include the assessment money as a component of that budget.

The District budget shall identify the purposes for which the assessment is imposed by type of expenditure. For example: capital, public purpose, special purpose, or program operation.

The District Attorney shall prepare the appropriate resolutions to implement the budget and assessment and to protect the District's capacity to receive the assessment to the extent allowed by state law.

The proceeds from the assessment shall be deposited into the general fund of the District, unless otherwise restricted for other purposes in the District budget.

Assessment funds may be accounted for as a separate fund within the accounting system for reporting purposes.

6.9 Inventory Management

Effective Date: June 9, 2000

Updated: December 13, 2016

Policy: In accordance with the Washington State Auditor's Office (WSAO), Thurston Conservation District maintains inventory records of assets in order to ensure public property is adequately protected and its use is properly managed.

Conservation districts are given authority to acquire real property, or rights or interests in that property; and to maintain, administer, and improve any properties acquired, to receive income from such properties and expend such income in carrying out their programs of natural resource conservation.

Capital Assets Criteria

Capital assets are classified as land, buildings, vehicles, machinery and equipment, with an initial acquisition cost that is equal to or exceeds three thousand dollars (\$3,000.00).

Capital assets can be purchased, donated or, leased.

Capital assets which are jointly owned are included.

Small & Attractive Assets Criteria

Small and attractive assets are classified as:

Assets with an initial acquisition cost that is equal to or exceeds three hundred dollars \$300.00.

AND/OR

Assets that are vulnerable to loss. This includes assets such as computers, cameras, tablets/ipads, portable and shared equipment, survey equipment, and rental equipment valued under three thousand dollars (\$3,000.00). Another consideration is the cost/benefit associated with controlling small and attractive assets. While it is important that the assets be available when needed, the cost associated with maintaining control should not exceed their replacement cost or the cost/inconvenience to the agency if the asset is not available when needed.

Small and attractive assets can be purchased or donated

Procedure: Controlling Assets

All capital and small and attractive assets are appropriately tagged and numbered upon acquisition by a permanent method of identification (See Procedures below).

Staff conduct an annual physical inventory of all assets.

Partial inventories are conducted when any employee terminates.

Capital Assets Physical Inventory

The following information is recorded and maintained for all capital assets:

- | | |
|-----------------------------------|--------------------------------|
| 1. Inventory Number | 6. Location Stored |
| 2. Item Description | 7. Funding Source |
| 3. Serial Number
PO & invoice) | 8. Purchase Price (attach copy |
| 4. Photograph | 9. Condition/Age at Purchase |
| 5. Date of Purchase | |

Small & Attractive Assets Physical Inventory

The following information is recorded and maintained for all small and attractive assets:

1. Inventory Number
2. Item Description
3. Serial Number
4. Photograph
5. Location Stored
6. Date of Purchase
7. Condition/Age at Purchase

Thurston Conservation District maintains photographs of inventoried assets. This allows the district to establish a basis for insurance coverage and provides documentation of ownership.

Inventory records will be kept on the P drive (P:\Inventory).

Inventory records for capital and small and attractive assets are retained until the asset is surplus (See Disposal of Assets below).

The contents of the offsite storage shed are physically inventoried on an annual basis to maintain written record of what assets are stored at that site. However, few items in the storage shed are considered capital or small and attractive assets. The shed contains hand tools and field equipment used for district and partners' projects. In the course of use, it is expected that a small number of these items are lost or broken. These losses will be recorded in the physical inventory and reviewed by the Executive Director.

Documenting Receipt of New Assets

Immediately upon receipt of a new or donated capital/small and attractive asset, Staff completes an Asset Intake Form and assigns an Inventory Number to the asset. A designated staff member will regularly enter data into inventory records.

Loss, Damage to and/or Theft of Assets

Loss or damage to assets is reported to the Executive Director and reconciled within the annual physical inventory process, and according to WSAO policies.

Acquisition of Capital Assets

Capital assets are acquired by the conservation district by one of the following ways:

1. If the capital asset is to be purchased with grant and/or other entity contracted funds to accomplish activities defined in a contract scope of work, the district will contact the grantor and/or the entity for guidance on acquiring assets purchased with their funding.
2. If the capital asset is to be purchased with conservation district funds, the purchase is authorized by the board of supervisors.

Surplus of Assets

In accordance with WSAO, conservation district assets that are no longer functioning, or are surplus to the district's needs, are surplus and the reason and method of disposal is noted in the district's inventory records.

- A cost/benefit assessment is conducted for surplus assets. The cost of surplus the asset will not exceed the value of the asset and the time required for staff to conduct the surplus. Where possible, assets are recycled, rather than thrown away.
- All electronics that have contained Thurston Conservation District files are wiped clean prior to disposal.
- The Executive Director reviews and approves the surplus list, prior to disposal. The Board of Supervisors approves surplus of capital assets, prior to disposal.

If the asset was purchased with grant and/or other entity contracted funds, the following methods will be followed when disposing of inventory items:

1. For assets purchased with Conservation Commission grant funds, the district will utilize the Grant & Contract Procedure Manual for

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guidance on disposal of property purchased with Conservation Commission grant funds.

2. For assets purchased with federal grant funds, the district will utilize the Federal Common Rule for Property Management, which describes the procedure required for disposal of assets purchased with federal grant funds.
3. For assets purchased with other grant and/or other entity funds, the district will contact the grantor and/or the entity for guidance on disposal of assets purchased with their funding.

Section 7: Other Financial Policies & Procedures

7.1 Delegation of Authority to Make Policy & Procedure Changes

Effective Date: June 9, 2000

Purpose: To ensure compliance with all applicable laws and regulations.

Policy: The Executive Director *and* the District Treasurer shall, after review of all applicable laws, rules and regulations with District Counsel, promulgate and implement such procedures as are necessary to ensure the public that the financial affairs of the District are properly managed in accordance with those laws, rules, and regulations. To the extent that new policies must be created, the Executive Director *or* the District Treasurer shall present the policies to the Board for ratification at the next regularly scheduled Board meeting.

Procedure: No specific formality is required to adopt operating procedures for the District. The Executive Director *or* the District Treasurer may create, adopt, implement, change, rescind, modify, or eliminate any procedure if, in the opinion of the Executive Director *and* the District Treasurer, such action is required for the lawful and efficient operation of the District.

The Executive Director *or* the District Treasurer shall disseminate information promptly using appropriate media to all staff, the Board, the District Treasurer, and other affected parties upon changing a District Procedure.

Until the Executive Director *or* the District Treasurer takes action and provides notice, the procedures in effect prior to or upon adoption of this Policy shall remain in effect.

Section 8: Information Systems

8.1 Employee Use of District Information Systems

Effective Date: June 09, 2000

Updated: June 28, 2011

Policy: Employees should have available all tools necessary to do their jobs in the most efficient manner possible. These tools include the District's Information Systems network, its various software and hardware systems, and such special software and hardware tools as required in special circumstances.

The District provides access to these tools through the issuance of a User Name and a user defined password. The User Name – password combination is the primary point of internal control for the network. Each employee is responsible for using his or her account in an appropriate manner and for protecting the security of the network, therefore, passwords should not be shared or distributed. Logging in to a workstation will grant employees access to all services, including networked printers, network attached storage, and the Internet.

All of the tools used by employees to perform their job, including their Network User Account, must be used solely for the benefit of the District. In the case of the Internet, since there is no cost to the District for incremental use, incidental personal use of E-mail and Internet services is authorized as described in the Procedures section below.

The Executive Director is authorized to prepare procedures to implement these policies.

The Initial Procedures follow.

8.1.1 General Procedures

Effective Date: June 09, 2000

Updated: June 28, 2011

Policy: All computer hardware should be open architecture based. The District should replace all hardware on a three-year or less cycle in order to maintain functionality as systems are improved and updated. This is dependent upon available funding.

1. All desktop computers including servers and workstations, network attached storage, and the plotter shall be protected by an uninterruptible power supply (UPS) that is configured to allow the computer to shut down gracefully in the event of a power failure. All computers, printers, routers, switches, hubs, etc. shall be protected at minimum with a surge protector.
2. When possible, all networked devices shall use a gigabit Ethernet connection or better to maintain network throughput.
3. The internal network (LAN - Intranet) shall be protected from the external network (WAN - Internet) by a hardware firewall at all times.
4. All District computers shall have anti-malware software installed and managed by the Network Administrator. Vipre Enterprise is the current anti-malware software.
5. Wireless network access shall be secured by the most secure protocol available at the time, currently WPA2 with a pre-shared key. Access to the internal network will be restricted to TCD employees. Guests will be able to access the Internet only.
6. The District's standard productivity suite of software is Microsoft Office Professional Edition, and Microsoft Outlook/Internet Explorer. Publishing software includes Microsoft's publisher. QuickBooks is the accounting software. Icewarp Server manages the email system. Additional software such as ArcGIS, AutoCAD, Adobe InDesign, etc. is installed on certain workstations to meet individual needs. Other software freely available on the Internet is acceptable to download and install on District computers as long as it enhances productivity of staff and does not compromise network security. Some examples include: Adobe Reader, Foxit Reader, Mozilla Firefox, Google Chrome, Java, Adobe Flash Player, CutePDF, Google Earth, iTunes, Malwarebytes, etc. All workstations and servers run a version of the Windows operating system. Under no circumstances shall alternative

software be installed on District systems without the written approval of the Executive Director.

7. All software licenses shall be purchased to cover all potential instances of usage in an amount determined by the Executive Director upon recommendations by staff. In no case shall unlicensed software be installed on District equipment.
8. No personal software shall be installed on District equipment without the express permission of the Executive Director.
9. All appropriate security safeguards shall be taken to prevent unauthorized access to the District's data. Safeguards include practicing safer computing by scanning files and media (flash drives, CDs/DVDs, memory cards, etc.) from outside sources prior to opening. The District's security software is configured to automatically scan media when inserted in the computer, but it is still a best practice for employees to run manual scans, particularly on email attachments. As a public agency, the District shall strive to make available all public data in a user-friendly format through its Home Page on the World Wide Web.
10. All software shall be kept updated to maintain security. Automatic updates will be used as much as possible to save staff time, but some updates will require manual installation. The Network Administrator shall assess all computers in the network at minimum on a monthly basis to ensure software is updated as needed.
11. The Network Administrator shall check the firewall, main switch/patch panel, all servers, network attached storage, WiFi, networked printers, backup systems, email, and the TCD websites each work day to verify correct operation and identify any problems as early as possible. This includes logging into each system, checking log files, and visual inspections. It is particularly important to make sure that the email system, security software, DNS, DHCP, and Active Directory are working correctly.
12. All requests for access to the District's internal network (LAN) by persons who are not employees of the District shall be made in writing and approved by the Executive Director.
13. The District may provide certain employees with hardware or software that will enable them to access the District's network from a remote location. This hardware or software is the property of the District and may not be used for personal purposes except as allowed under the

incidental use procedures. The Executive Director shall approve all of these requests in writing, and the Network Administrator will maintain an index file of all District property used at remote locations by employees.

14. The District owns all of the data stored on its network. Upon request approved by the Executive Director or the District Auditor, all employees will grant access to the data on their computers to appropriate officials of the District, the State, or others as directed.
9. All District employees are specifically prohibited from engaging in any political activities in support of a specific candidate or issue while using any District assets, including the District's computer network.
10. All District employees are specifically prohibited from engaging in any business activity for profit while using any District assets, including the District's computer network, except as allowed under the incidental use procedures.

8.1.2 New Accounts

Effective Date: June 09, 2000

Updated: June 28, 2011

Policy: When a new employee is hired, the Network Administrator will create a user account for the employee with appropriate security authorizations, and schedule training for the new user on basic computer use: i.e. accessing e-mail and the Internet, word processing, spreadsheet, and database applications, accessing stored data on the network, networked printing, etc.

Further training is provided as required from time to time.

Internet Usage

1. Employees are encouraged to use the information on the Internet in the course of their job duties.
2. Incidental personal use of the Internet is allowed, in accordance with the incidental use procedures.
3. All District employees are specifically prohibited from engaging in any political activities in support of a specific candidate or issue while using the District's access to the Internet.

8.1.3 E-Mail Usage

Effective Date: June 09, 2000

Updated: June 28, 2011

Policy:

1. E-mail is an efficient way to communicate within the District and with outside businesses and others. The District provides an e-mail account to all employees.
2. The primary purpose of e-mail is to allow employees to communicate with each other and with other businesses and governments.
3. The e-mail record is a data record that belongs to the District .
4. Incidental personal use of the e-mail system is allowed, in accordance with the incidental use procedures.
5. All District employees are specifically prohibited from engaging in any political activities in support of a specific candidate or issue while using the District e-mail system.
6. All District employees are specifically prohibited from engaging in any business activity for profit while using the District e-mail system, except as allowed under the incidental use procedures.

8.1.4 Incidental Use Procedures

Effective Date: June 09, 2000

Updated: June 28, 2011

Policy:

1. Incidental personal use is any use of the District's network by an employee of the District, including e-mail, hardware, software, and the District's access to the Internet, for any activity that is not directly related to the performance of an employee's job or function within the District, which
 - a. does not interfere with the employees job performance as determined by the employee's supervisor, and
 - b. does not constitute political activity in support of any candidate or issue, and
 - c. does not constitute operating a business for profit by the employee.
2. Generally, incidental personal use is limited to occasional personal e-mails, occasional use of the Internet, and occasional use of the hardware and software of the District to prepare personal correspondence or analysis.
3. If personal use negatively affects an employee's job performance, as determined by the employee's supervisor, the supervisor should counsel the employee to reduce his or her personal use of the District's network.

If the supervisor has been unable to curb excessive personal use of the District's network, the supervisor shall contact the Executive Director, who shall take appropriate measures to restrict that employee's access to the District's network.

8.1.5 Requests for Hardware, Software, and Training

Effective Date: June 09, 2000

Updated: June 28, 2011

Policy:

1. All employees needing new or different computer hardware or software should make their needs known to the Network Administrator for inclusion in the budget process. The Network Administrator determines the priority of each request and includes them, to the extent possible, in the budget as approved by the Board.
2. All hardware purchases are charged to a central Information Systems Cost Code, unless these costs are grant eligible. All software purchases are charged to a different central Cost Code, unless these costs are grant eligible. No hardware or software should be charged to a different Cost Code or Cost Center.
3. Employees should request computer-related training from the Network Administrator or the Executive Director. Computer-related training costs are charged to a central training budget Cost Code, unless provided for in a grant or other contract. All education is dependent upon available le funding.

8.1.6 Inventory: System & Spare Parts

Effective Date: June 09, 2000

Updated: June 28, 2011

Policy:

1. The Network Administrator shall maintain an inventory of all hardware installed at each network location. All of the information shall be maintained in an indexed file system. The relationship of each device to each other device shall be maintained in a format useable by anyone needing to service the network or a component thereof.
2. The Network Administrator shall maintain an inventory of all software in use at each network location. This list shall indicate the vendor, the date of purchase, the cost of the software, and the number of licenses owned by the District. The lowest cost for a particular program should be obtained from at least three vendors or, to the extent possible; software shall be purchased using state contract rates. If competitive prices are obtained, the Network Administrator in an indexed file shall maintain a record of the vendors contacted and the prices quoted. A certain number of spare licenses may be maintained, particularly for the standard office suite, as determined to be necessary by the Network Administrator.
3. The District purchases hardware from manufacturers with a reputation for providing quality components and service at the best possible price. The service level of companies varies over time, so the Network Administrator shall evaluate the reputation of the vendor and the equipment when making purchase decisions. The past performance of vendors and the equipment provided should also be factored into any purchase decisions. All computer systems shall be purchased with at least a one-year warranty. Desktop computer systems generally provide a higher cost-benefit ratio than laptop computers since desktops use more standardized components that are often more powerful than laptop components. Desktop computers typically have a longer useable life span since the components can be upgraded (i.e. adding RAM, a larger video card, larger or faster hard drive, etc.). If a desktop component fails it can easily be replaced, whereas if a laptop component fails, the entire computer may need to be replaced. Because of these factors, laptop computers should only be purchased for employees that have a true need for mobile computing options.
4. Many computer systems are built to order, and there is a time delay to obtain a new system. Therefore, the District shall maintain at least one complete system with all standard software installed as a backup system which can be used to replace any failing system until a new

system is purchased and ready to install. Laptops work well for this function since they can replace all of the components of a desktop workstation (CPU, monitor, keyboard, and mouse) in one package. The Network Administrator is responsible for maintaining the computer spare in inventory. In addition to the functional system, other spare hardware parts may be maintained in inventory, as determined to be necessary by the Network Administrator.

5. The District shall purchase other computer related items from local sources to the extent possible. These supply-type items (e.g.: cables, ties, spare cards, etc.) should be expensed. An appropriate level of inventory of these items shall be determined by the Network Administrator and shall be stored in an organized and labeled system of bins or drawers.

8.1.7 Documentation

Effective Date: June 09, 2000

Updated: June 28, 2011

Policy:

The District's Network Administrator is responsible for maintaining a complete set of standard documents which fully describe the District's network, including all connections, specifications of each hardware item, settings for each switch or router, settings for each server, settings for each backup device, lists of all software, and such other standard documentation usually maintained by an organization operating a computer network.

8.2 Organization Mobile Phone and Similar Devices

Established: July 25, 2019

PURPOSE: This policy outlines the uses and procedures of organization assigned mobile phones or similar devices for the Thurston Conservation District (TCD).

The effective management of information technology improves the quality of service provided by TCD. Information needs have increased and these devices have become increasingly important tools. They improve the ability of TCD to respond quickly to customer needs and allow timely communication with others. TCD is committed to providing a safe and healthy work environment for employees. These tools enable staff better management of time and efficient use of resources. They also offer security and safety for those employees who are in the field or in travel status by providing fast, convenient access to help and information in an emergency.

POLICY:

The Executive Director approves TCD employee requests for the use of these devices. Safety, staff efficiency, and cost effectiveness will be key considerations for approval.

Mobile phones and/or similar devices and services acquired by TCD are intended to be used only for business purposes with the following exceptions.

-) May be used to obtain emergency services, report accidents, and otherwise protect the health, safety and welfare of the employee and the general public.
-) Notify family members, day care providers, or schools, in the event of:
 -) Emergencies
 -) Work-related changes in travel plans
 -) Safe arrival at destination
 -) Provide contact information
 -) Checking home voicemail while in travel status

EMPLOYEE MOBILE PHONE OR SIMILAR DEVICE AGREEMENT

To utilize a TCD mobile phone, or similar device, the employee must complete and sign the Mobile Phone and Similar Devices Use Agreement and return to the organization for approval from the Executive Director.

EMPLOYEE RESPONSIBILITY

-) An employee who is assigned an organization mobile phone or similar device is the authorized user and shall be responsible for all calls/emails made and received.
-) Personal calls are discouraged. Repeat use of a CD phone for personal calls outside of the exemptions listed in this policy will be addressed through the corrective actions outlined in TCD Policy #3.1.9 Performance Improvement.
-) The employee shall be responsible for the security and care of the assigned devices. Loss, damage, or theft of the phone and related accessories must be reported to the agency immediately. The employee will be required to reimburse the organization for any loss or damage to the devices caused by negligence. The cost of unauthorized phone calls made after the employee has reported the loss of theft of the device to TCD shall be the responsibility of the organization. Precautions should be taken to restrict access to these devices. They should not be left in a vehicle as this invites vandalism and theft.
-) All State laws must be followed while driving. Penalties resulting in violation of state law are the sole responsibility of the employee.

ORGANIZATION RESPONSIBILITY

-) The organization shall maintain a complete inventory of these devices and assignments.
-) The Executive Director or designee, will periodically review usage and reassign as necessary to achieve maximum benefit to the agency.
-) If at any time an employee is not complying with this policy, the Executive Director may initiate and take corrective action or actions he/she deems suitable.
-) TCD will follow the recommendations of the Department of Enterprise Services to develop standards and issue guidelines for the acquisition of telecommunications goods and services by using the state mandated contracts when purchasing agency owned cellular phones, or similar devices. State Ethics Law, RCW 42.52 will also be applied to this policy.

Item

5

UPDATE*: Thurston Conservation District January 28, 2021 Board Meeting
National Association of Conservation Districts (NACD)
and
Washington Association of Conservation Districts (WACD) Activities*

WACD

- ❖ **WACD offers scholarships to NACD annual conference** (February 1-10, 2021). WACD will cover NACD registration for one district supervisor from each conservation districts. Contact [Ryan Baye](#) with your district's selection.
- ❖ Governor Inslee's **proposed FY21-23 budget**. Process is both legislative houses will have their own versions and then there will be negotiation.
- ❖ WACD will be operating virtually for the 2021 Legislative session.
- ❖ WACD is updating/developing an annual plan.
- ❖ **Resolutions from WACD going to NACD**
 1. WACD resolutions were submitted to NACD on 12/21/20. Language and intent was based on discussions at the WACD annual meeting and verification with the originators of the resolutions and additional discussion with NACD staff. See WACD resolutions [here](#).
 - South Central region –broadband internet/cell improvement.
 - North Central region – Proposing extending electronic training resources.

NACD

- ❖ **NACD 2021 Fly-in** will be virtual and likely no cost.
- ❖ **NACD grant opportunities**.
 1. Urban Agriculture Conservation Grant Initiative through Feb. 15. Districts may apply for up to \$50K for community oriented agricultural conservation projects. Information and examples are [available online](#).
 2. TA grants coming in spring 2021.
- ❖ The **NACD 2021 Annual Meeting** will be held **online Feb. 1-10** through NACD's virtual meeting hub and will celebrate the theme "NACD's 75th Anniversary: A Diamond out of the Dust". Should be a broader audience and increased understanding for conservation.
 1. Registration and agenda [here](#).
 2. By-Law Discussions at 2021 NACD Annual Meeting to cover 3 by-laws: 1) reorganization of by-laws in correct order, 2) Affiliate membership (section 13), 3) Finalization of budget process.
- ❖ **NACD Fly-in, "Virtual Advocacy Day"**, is scheduled for March 25. Probably no cost. Details being worked out.
- ❖ **2021 Summer Conservation Forum and Tour July 24-27, Chicago, IL**. July 25, 1946 at the Statler Hotel in Chicago, 18 representatives from 17 states created the National Association of Soil Conservation District Governing Officials. In 1970, during the annual convention in San Francisco, the name was shortened to the National Association of Conservation Districts (NACD). <https://www.nacdnet.org/news-and-events/summer-meeting/>
- ❖ **NACD Pacific Region** first bi-monthly call of the year was on January 5. Pacific region website is [here](#).
 1. 2021 Combined SW/Pacific regional meeting in Wyoming, if in person.
 2. 2022 Combined SW/Pacific regional meeting in Maui.

*As of January 11, 2021

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Nonpoint Activity Update

Southwest Region
January 2021



Program Updates

Ecology Grant Information

The Ecology draft offer list should be posted on our [Water Quality Funding Program webpage](#) by January 15, 2021. That list will assume normal funding levels, but we really won't know for sure until June after the state budget passes. There will be no Terry Husseman Account grants in 2021 due to a lack of funds in the account. For additional information, please contact Leanne Whitesell, Regional Fund Coordinator at (360) 407-6295 or Leaw461@ecy.wa.gov

Nonpoint Complaint Response Process

What happens when Ecology receives a report about water pollution, and how quickly do they usually respond? Local agencies in the Skagit and Whatcom county areas recently asked Ecology staff this question. In response we developed a [flow chart](#) that illustrates our process and includes timelines.

We prefer that people use our Environmental Report Tracking System, or "ERTS", to let us know about a water quality concern. To make a report, people can call (360) 407-6300, email us at swroerts@ecy.wa.gov, or fill out a form on our [web page](#).

Once we receive a water quality concern, we try to verify the issue within 2 weeks. Our next step is to reach out to the property owner or other responsible parties. We often send letters offering technical assistance (TA), and recommend they contact their Conservation District or seek other local resources for assistance.

If the issue persists, and we aren't able to get it resolved by working with the responsible party, we may send a Warning Letter or proceed to an enforcement action. This is often our last resort. We encourage people to spend their time, energy and money in a way that solves the issue, instead of responding to enforcement and financial penalties.

Recent Environmental Report Tracking System (ERTS) – Nonpoint Complaints

Ecology's Southwest Regional Office receives over 2,500 complaints each year. Typically only 3-5% of these are related to farms or agricultural activities. Our Nonpoint staff work on a wide variety of different concerns that may cause water pollution. The table below lists the number of complaints our regional Nonpoint staff are actively working on in each county.

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

Meetings and Events

During the current response to the COVID-19 pandemic, Ecology staff will not be attending meetings or events in person. We are available to join meetings by phone or video conference, and will continue working with you in any way we can. For now, most Ecology employees are still working from home. Please contact us by email or cell phone, which are listed below.

Ecology Nonpoint Staff – Southwest Region

Coastal Watersheds

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
(360) 701-8373 Mobile

Vacant

(Jennifer Riedmayer has moved to another job at the Department of Ecology)

Puget Sound Watersheds

Anne Baxter

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

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WA Department of Ecology
Water Quality Program, Southwest Region
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(360) 407-7633 Office
(360) 480-6099 Mobile

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

8



**Thurston Conservation District Board Supervisors
Work Session Topic List
February 11, 2020 (3:00-5:30pm)
December Thurston Conservation District Work Session**

Please join my meeting from your computer, tablet or smartphone.

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1. **Topic List Review, All**
2. **Staff Presentation: WRIA 13 Watershed Restoration Enhancement Committee Plan**
3. **January 28, 2020 Minutes Review & Revision, All**
4. **Covid-19 Health Update, Sarah Moorehead**
5. **2021 Election Update, Nora White**
6. **Conservation and Education Center, All**
 - a. Considerations for hiring a consultant
 - b. Update on current office location
7. **Important Updates & Announcements**
 - a. Board of Supervisors
 - b. Executive Director
8. **February Board Meeting Agenda Development**

Item

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1.5 Associate Board Supervisor Policy

Established/Adopted: March 17, 2016

Updated: September 26, 2019

Purpose: The following policy provides parameters for the required duties of Associate Supervisors, as well as the process for selecting and terminating Associate Supervisors.

The mission of Thurston Conservation District (TCD) is to conserve and sustain the beneficial use and protection of natural resources in our local communities. The District strives to make available technical, financial and educational resources to all land users and citizens of the District. To fulfill this mission effectively and efficiently the District must coordinate and collaborate with numerous agencies and organizations and reach out to the citizens of the District.

The Board of Supervisors should be adequately informed about natural resource conservation concerns and opportunities and land user needs. There is a tremendous diversity of land users and citizens in the District, representing varied interests, objectives and needs. It is impractical for a five-member Board of Supervisors to adequately represent such diversity and thoroughly understand the variety of needs and concerns that exist. Therefore, the Board relies on paid staff and volunteer Associate Supervisors for input and to help inform their decisions and disseminate information to the citizens of the District.

Associate Supervisors are a key component of the District's interactions and communication with the community it serves. District Supervisors and staff are encouraged to recruit potential new Associate Supervisors from members of the community who appear to have the interest and background to be a good candidate.

Policy: **Powers and Duties of Associate Supervisors**

Associate Supervisors serve the District in a similar capacity as a member of the Board of Supervisors, with the primary exception of not having authority to vote on official actions of the Board. Like the Board of Supervisors, Associate Supervisors are considered municipal officers, subject to certain limitations and restrictions associated with contracting with the District.

Associate Supervisors serve without compensation; however, with prior permission from the Executive Director, they may be reimbursed for expenses incurred conducting District business such as conference registrations, travel and lodging.

Unlike Supervisors, Associate Supervisors are not exempt from cost sharing limitations; however, the Board of Supervisors will review the ethics requirements for municipal officers set forth in RCW 42.23.030 and RCW 42.23.070 prior to consideration of cost-share projects for Associate Supervisors.

The following is a list of some of the common duties performed by Associate Supervisors:

-) Become familiar with the District's enabling legislation, handbook for Supervisors, and the state and national associations.
-) Advise the Board of Supervisors on various subjects for which individual Associate Supervisors have experience or special expertise.
-) Represent the interests of underrepresented sectors of the community;
-) Actively represent the resource users in their area of interest by knowing their concerns and accomplishments and use this information to help direct District policies.
-) Be willing to perform duties that the Board delegates, including serving on special District committees; serving in a specific role within the District; or representing the District on external committees, commissions, councils, work groups, and associations formed by other organizations .Assist with outreach and education programs.
-) Assist with the implementation of District projects.
-) Assist with District administrative functions, such as the conducting of annual elections and audits.
-) Assist with the development and distribution of annual plans of work and long-range plans.
-) Collect information and feedback from citizens and recipients regarding District services and programs.

Minimum Job Requirements

-) Attend board meetings regularly (at least 6 meetings per year and not miss more than two consecutive meetings).
-) Work with the Board to identify and perform specific on-going duties that match the expertise or knowledge of the Associate Supervisor with the needs of the District.
-) Participate in other roles or activities as needed that the Board requests or agrees to.
-) Must be a resident of the District and of legal voting age.

Qualifications & Skills

Associate Supervisors shall identify and demonstrate the knowledge, experience, and expertise that they will employ, including:

-) Proven abilities in building inclusive, community-based partnerships between individuals, agencies, and citizen groups with diverse interests and values
-) A commitment to working as a team member with the District Staff and its Board
-) Demonstrated experience and/or interest in:
 - natural resource issues.
 - community involvement and outreach.
 - technical knowledge and/or experience managing conservation projects,
 - public policy development and oversight.
 - conservation practices and policies affecting natural resources and/or working lands.

Selection Process & Term Length

-) A potential candidate may apply for an Associate Supervisor position at any time. An application approved by the Board will be available for interested candidates on the District website or upon request.
-) The Board Supervisors will determine the suitability of a candidate through review of the application, an interview, and assessment of District needs and how the candidate meets those needs.
-) The Board appoints Associate Supervisors by majority vote at a regular TCD board meeting.
-) The term of office for Associate Supervisors shall be one calendar year, which the Board can renew annually.
 - An Associate Supervisor initially appointed in January through June will serve through the calendar year, while an initial appointment made in July through December will serve through the following calendar year.
-) In November of each year, the Board Chair or Executive Director will notify Associate Supervisors in writing to request renewal of their appointment.
-) In December of each year, the Board will vote on whether to renew the appointments of any current Associate Supervisors who have requested reappointment.
-) Associate Supervisors serve at the discretion of the Board of Supervisors, and the Board may terminate the appointment of Associate Supervisors at any time. Two weeks before a scheduled meeting that includes the potential termination of an appointment, the Board Chair or Executive Director will provide notice and offer the Associate Supervisor an opportunity to respond in writing or in person at the scheduled meeting.

Item

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To: TCD Board of Supervisors
From: Sarah Moorehead (*Executive Director*)
Date: January 28th, 2021
Subject: Executive Director's Report



Priority Initiative Updates

COVID-19 Update

The Legislature passed a Senate Concurrent Resolution 8402 that confirms many of Governor Inslee's proclamations related to the COVID-19 pandemic and declared emergency. Among the proclamations supported by the Legislature in this resolution is Proclamation 20.28, the Open Public Meetings Act waiver that has been in place since spring 2020 with numerous extensions. The Governor also released an updated Proclamation 20.28.15 in agreement with the concurrent resolution that, in combination with requirements for businesses included in the Healthy Washington – Roadmap to Recovery, extends the prohibition on in-person public meetings (board meetings) through the end of the declared emergency or until rescinded. Either the Governor or the Legislature may take action to end the declared emergency.

Homegrown Yelm Project - NACD Urban Agriculture Grant

The first day of construction was Saturday the 16th and six raised beds were built by "quaran-teams" of volunteers from The Mission Continues and led by GRuB staff. We're planning two final build days on February 19th and 20th with smaller groups. We also anticipate the first ADA walkway, funded by the Nisqually Tribe, will be built in February. Our workgroup continues to run really smoothly with lots of folks taking on leadership and ownership over specific parts of the project.



Conceptual community garden design by Nora White.



*TCD staff, partners and Veteran volunteers construct garden beds.
Photo: Nisqually Valley News*

TCD in the news: Read more about the Yelm garden project in the Nisqually Valley News: [Work Begins on Community Garden in Yelm City Park | News | yelmonline.com](https://www.yelmonline.com/news/work-begins-on-community-garden-in-yelm-city-park/)

WACD Legislative Week – February 8th – 12th

TCD staff are in the process of scheduling appointments with legislators within our District during the WACD legislative week. We look forward to discussion during the Board meeting about meeting coverage, objectives and messages. Staff will share any provided materials and resources from WACD and WSCC to supplement conversations. The deadline for legislators to have funding requests in February 12th, making our legislative meetings this week very timely.

You can see the WSCC budget request materials here: [Overview \(wa.gov\)](https://www.wa.gov/legislative-services/budget-request/)

District Operations

December 2020 Board Meeting Action Items – No action items.

Committees and Meetings Update

Agricultural Advisory Committee:

This meeting occurs the 3rd Thursday of each month at 7:00pm. The January meeting focused on discussions about existing farmland throughout Thurston County using maps generated by TRPC: <https://www.trpc.org/farmmap>

In addition, the discussion focused on Long Term Ag zoning and how this works within the County and the requirements of the Thurston County planning department under the Growth Management Act.

Thurston County is conducting a survey to gather information about needs, barriers and concerns around agriculture and food production in Thurston County. The intent of the survey is to inform Thurston County on a policy and programmatic level about ways to support our local agricultural industry. This survey is intended to be completed by all members of our community, not just those in food production. The survey closes on February 15th: <https://www.thurstoncountywa.gov/planning/Pages/comp-plan-agriculture.aspx>

You can review the recorded January meeting at this link: <https://youtu.be/n8vbRqKU1Js>

WRIA 13 Watershed Restoration and Enhancement Committee

The WRIA 13 WREC is finalizing the draft WRIA 13 Watershed Restoration and Enhancement Plan that will be out for review by participating organizations by February 2nd. The TCD Board will receive information at the February work session regarding the completed plan for considered adoption by TCD by March 30th, 2021.

The Streamflow Restoration Act (RCW 90.94) is a new law affecting water resource management in Washington State. The law, passed in 2018, helps protect water resources while providing water for families in rural Washington.

The law directs local planning groups in 15 watersheds to develop or update plans that offset potential impacts to instream flows associated with new permit-exempt domestic water use.

Information on the WRIA 13 WREC can be found here: [Department of Ecology - Committees, Boards, and Workgroups \(wa.gov\)](https://www.wa.gov/department-of-ecology/committees-boards-and-workgroups)

Staffing Update

New Staff:

We are so pleased to welcome Emily Landrus as TCD's new Natural Resource Technician! We are grateful to have her on our team. Emily grew upon a dairy farm in Northern Idaho, where she continues to support the management of her family's farm and forests! Her professional career in on-the-ground construction of conservation and restoration project through the Washington Conservation Corps gives her a unique skillset to assist landowners with the implementation of Best Management Practices! Learn more about Emily here: <https://www.thurstoncd.com/about-us/district-staff/>

Hiring:

Engineer – This position's recruitment timeline has been adjusted due to the completion of necessary year-end projects. The position description has been finalized and recruitment has begun for qualified candidates. It is anticipated that this position will begin in March 2021.

December 2020 Staff Report



Progress on Annual Plan

Goals Worked On	Work Done
7A&B	Completed for 2020 through our growing partnerships with GRuB, Bounty for Families, Yelm School District, Nisqually Indian Tribe, and the City of Yelm to expand access to fresh food through both the Yelm Farmers Market, their kids produce program, and the construction of the Yelm Community Garden
10B	Maintained Farmers Basket resource and submitted ad for the CFLT's farm map
11AB	Worked with Mason CD to develop 4 forest management plans for Thurston County landowners. Arranging continued site visits and TA with MCD forestry staff and DNR staff as appropriate for Thurston County landowners.
12A	3 Site visits for cost share clients & C. Implement 2 BMPs through cost share
12C	Continued coordination of Requests for Assistance with habitat projects and sustainable farms: As of 12/31/20: 6 new RFAs in December / 98 active cooperators (both ag & habitat)/ 70 people on the wait list.
13C	Shared potential matches with FarmLink enrolled land seekers
18C	1 marine shoreline technical assistance site visits in Eld Inlet To date, 20 marine shoreline program participants, with a goal of 43 participants by 12/31/2021.
26B	Shared TCD updates with BOCC and local city elected officials at monthly STEDI meeting
27	Showcased the Skookumchuck Project on social media.
29B	Educated 564 students (18 classes) on salmon education
31A	25 out of 30 goal hosted in 2020
34D	Participated in interviewing and selection of the new Natural Resource Technician
36	Working on transitioning from paper to electronic processes.
37A	Updated Manual Policies and Procedure to be compliant with the CBA and past Policy updates

Staff Highlights

-) I met with other staff to develop a new soil testing protocol. In addition I continued to help the accounting department collect on grants by organizing the voucher packets. The equipment rental program is thriving. Organizing the mass of paperwork that needs to be filed and shred is a task that is ongoing.
-) Summary: onboarding and training, program research, beginning and taking over projects, meetings, assisting restoration field work
-) In December, I helped develop an asynchronous teacher professional development program in Google Classroom, created education materials for chum salmon and benthic

macroinvertebrates virtual lessons, and organized the South Sound GREEN physical and online spaces. I also assisted with Smartsheet development and administrative projects.

) In the month of December, I enjoyed working with a WCC crew installing livestakes on the Skookumchuck River. It was exciting to engage young adults in rewarding habitat restoration work!

) TCD Partners and Collaboration

- Met with Capitol Land Trust to build opportunities to partner on habitat restoration project development and implementation.
- Renegotiated Scope of Work for Thurston County Shellfish NTA funding to support engineering staff design time for best management practice development.
- Participated with Chehalis WREC projects subcommittee to identify and develop several TCD sponsored projects that address instream flow conditions.

) TCD Support

- Participated in the successful hiring process for a new Natural Resource Technician.
- Holding weekly training sessions weekly for 2 new tech staff
- 12 remote meetings with TCD Staff to support District activities.

) December saw the workgroup for the Yelm Community Garden grow to include the Yelm School District (both FFA and CTE programs) and the veteran volunteer organization The Mission Continues. This project is forging ahead with great success because of these partnerships and the willingness for everyone to take action and put their parts of the project into motion. Excited for a 2021 build and the future garden space to exist as a workshop site and teaching tool for the Yelm Community.

) Led live classroom lessons on salmon for students; planning for a virtual Student GREEN Congress; worked to develop grant proposals (NFWF and NOAA BWET); represented South Sound GREEN at regional NOAA BWET conference

) Implemented two BMPs on a livestock farm in the Henderson Inlet WRIA through shellfish cost share: 1,017' of cross fencing and 4,000+ square feet of filter strip.

